

## UK Math Department: First Day of Recitation TA Checklist

*Before* the first day of class:

1. Set up a recurring Zoom meeting for your class period (even if teaching in person)
2. [In person] Find your recitation classroom(s) (do this *BEFORE* the first day of recitation!)
  - a. Does it have desks and working lights? On the first day of class arrive early to make sure it is unlocked.
  - b. Check to see if the room has a chalkboard or whiteboard, check for chalk and/or (functional!) markers, ask for supplies from department manager if needed.
  - c. If your room has a whiteboard, you should ALWAYS bring markers with you to class
  - d. Write words in various sizes on the board. Walk around to various locations of the room to see if what you have written is visible and legible. Is there a glare?
  - e. Log in to the desktop computer, even if you don't plan to use it often.
  - f. Try out any technology you intend to use to teach to make sure it works. (Document camera, projector, light switches, etc.)
3. Review the common website/syllabus for your course.
4. Carefully work through first several recitation worksheets or activities provided by the course coordinator (typically found on the course website).
5. Log in to the online homework system
  - a. You should receive login info your course coordinator.
6. Log in to Canvas and verify that you can see enrolled students.
  - a. Go to [uk.instructure.com](http://uk.instructure.com) and use your linkblue credentials.
7. Log in to [myuk.uky.edu](http://myuk.uky.edu) and see if you have any courses officially assigned to you.
8. Write a Syllabus
  - a. Best method for new TA's: ask an experienced grad student for an example.
9. For MA 113/114 TAs, review MA 113/193 and MA 114/194 distinction.
  - a. You will get asked about this, so make sure you understand it!
10. Check out a copy of the textbook from POT 715.
11. Download/prepare a copy of your class rosters so you can take attendance.
12. Make a plan for what you are going to say and how much time you will use for different activities, e.g.
  - a. For new TAs: if you are not given explicit instructions about this from your course coordinator or supervising instructor, you should ask for recommendations.
  - b. Will you have the students introduce themselves to each other? If so, how?
  - c. Almost all UK recitations focus on students working in small groups. How will you assign students to groups? How will you help students who are uncomfortable working in groups?

d. What do you want your students to call you? (The department recommends Mr. or Ms. LastName as the default on the first day).

13. Review “Before You Teach: A Checklist” from the Mathematical Association of America

a. <http://www.maa.org/programs/students/student-resources/a-handbook-for-mathematics-teaching-assistants#Before%20You%20Teach>