Time Management, Staying Sane and Why We’re Doing This: A Faculty Perspective
Time Management

• Be prepared

• Communicate with the instructor and other TAs

• Know what to expect at office hours

• Grading homework is often less time-consuming if graded at one time rather than over an extended period of time
Time for TA Duties

• ~ 5 hours per week on average
  – Preparation, office hours, grading

• Track your hours – tell the instructor if it is taking more time
Staying Sane at Office Hours

• Be patient and willing to repeat things
  – Say what you’re going to tell them
  – Tell them
  – Say what you told them

• Remember that what a human says he heard is not necessarily what he heard
  “The instructor said….”

• Never say “I don’t know…”
  Instead say “I’ll check into that and get back to you…”
  or “The main points of this problem are…”
<table>
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<tr>
<th>Remember that your responsibility is during your office hours</th>
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<tr>
<td>Tutoring is a separate activity</td>
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<td>Know when and how to say “no”</td>
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Why We’re Doing This

• Teaching conveys and reinforces knowledge and learning
  – Students’ knowledge
  – Our own knowledge

• Teaching is a privilege

• Teaching can be fun and very rewarding