* Please send me your Spring 2016 schedules
* Expectations of TAs:
  + On average, attend one lecture per week:
    - If you are not attending, I will get on your case
  + Give me feedback on all homeworks and quizzes I write:
    - If you have no feedback on the homework and quiz drafts, email me and say that “I have no feedback”
    - If I am consistently not hearing back from you, or if you consistently have no feedback, I will get on your case
  + Independently generate answer keys for homeworks and quizzes. Of course, I will also have answer keys and rubrics (this will help us spot, e.g., any arithmetic errors).
  + Grade homeworks and quizzes:
    - Homeworks are due during Tuesdays lectures
    - Quizzes are taken at every Wednesday lab (except for the first one)
    - Grade and return both by the lab next Wednesday
  + Contribute to writing exam questions. We will each on average write 1-2 questions.
  + When grading exams, we each answer that we write questions. The person writing a given question will also write a solution that each of us will double check.
  + Let me know what your office hours are going to be by Monday 1/18 at 12:00 pm
  + Communicate with me ASAP about any questions or concerns.
  + **I reserve the right to add additional expectations as the course progresses. If I add an additional expectation, it will go into effect within 14 days.**
* Go over the dropbox folder, as well as etiquette for keeping things organized in this folder.
* Weekly TA meetings:
  + Go over any immediate concerns
  + Go over the previous week’s quiz and homework. Discuss any particular problems that a lot of students missed.
  + Go over the upcoming week’s quiz and homework. Proposal: each TA will have an answer key prepared before the TA meeting, so that we can compare the answer keys.
  + When it is time to write a midterm and/or final, we assign TAs (and myself) specific exam questions to write.
  + **Tentatively have weekly TA meetings scheduled for: Tuesdays 11 am – 12 pm.**
* Idea for grading exams:
  + We have a meeting where we will grade exams. (*Side note*: my wife said she is willing to bake some cookies, brownies, etc. for us to snack on while grading the exams).
  + Each of us is responsible for grading the specific question that we wrote.
* If you ever want to meet up and talk, just email me and we will set up an appointment