Participation Guideline

In the first class we discussed some guidelines on our duties and expectations. I summed them up in this form so that it can serve as a reminder. Don’t forget this is not exhaustive and they are other things you have to pay attention to.

Worksheets & Groupwork

TA:
- Make reasonable worksheets
- Grade worksheets diligently
- Return worksheets on time
- Guide students with good hints
- Memorize names swiftly
- Pay attention to students

Students:
- Prepare foe class
- Be on TIME
- Always give you best
- Work with other students
- Try to finish worksheets
- No electronic devices

Quiz & Exam

TA:
- Give information about exam material
- Grade quiz accurately and give feedback
- Post solutions for mock exams
- Cover all the material that comes on exams

Students:
- Using the quiz as an opportunity of gauging ones ability and NOT letting it go to waste
- Prepare for exams as good as possible
- Never cheat (of course)
- Read mock exam solutions to see the written details of solutions
E-Mail & Office Hour

TA:
- Be present for entire office hour
- Respond to E-mail swiftly
- Schedule individual meetings when necessary
- Be professional at any times

Students:
- CHECK mail regularly
- Using office hour as an opportunity to get extra points
- Coming to office hour to meet with TA on an individual level