Professors and TAs should discuss:

1. **LECTURES**
   - Precise objectives and goals for the course. [are there any for you, the TA?]
   - Are you expected to attend?
   - Any specific duties (i.e.: help with demo's; audio-visual, handouts, etc.)
   - Will you present any of the lectures?

2. **HOMEWORK**
   - How much: Frequency and number of problems.
   - Who makes them up?
   - What type of problems?
   - Who grades them?
   - How and when is it given out and collected?
   - Policy on late HW, on grading (requirements).
   - Encourage/Discourage Group work?
   - Preparation of any answer sheets?

3. **CLASS MATERIALS**
   - Required texts?
   - Availability of lecture notes?
   - Any library reserve readings you have to set up?
   - Any films, slides, etc. you have to show?
     - Do you know how to run the equipment?
     - Are keys or special arrangements necessary for project?
   - Any handouts, etc. to prepare?

4. **EXAMS** (Should be learning process --quick feedback)
   - Who makes them up?
   - Type of exam (open/closed book; type and number of questions.)
   - When will they be given?
   - Procedures for make-up exams.
   - Who grades exams?

5. **GRADES**
   - What determines grade in class?

6. **SECTIONS/LABS**
   - Will there be any? Where? When?
   - Purpose, format and duties (i.e., clarify lectures, present original material, go over homework, etc).
   - Do you have to set up labs?
   - Conduct review sessions for midterm and final exams?

7. **GENERAL**
   - What are professor's office hours?
   - Should you have office hours? If so where; when; how many?
   - Any special activities during course and your duties (field trips, etc.).
   - TA/Professor Meetings: Should be _1 week agenda
   - Initial handouts - general information. sheet; assign. to sections.