

**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.