TEACHING ASSISTANT’S Guide to Preparing for your first class

1. **Speak to the course professor/coordinator.**
   - Understand your role in the course
   - Don’t be afraid to ask all the questions you need, professors prefer you do
   - Know what the professor expects you to do and how to do it
   - Speak to other TAs about their experience

2. **Check out general course material and gather information.**
   - Think about what students may ask about the textbook and syllabus
   - What questions will students have about help and resources available to them
   - Be aware of campus services for students (like the Writing Centre, Counseling services, …)
   - If running a lab, check equipment

3. **Check out where the room is located.**
   - This includes knowing where the fire exit is, washrooms, and safety equipment

4. **Determine when your office hours will be.**
   - Be reasonable for you and your students, but do not be too flexible either
   - State what your email response time will be too

5. **If part of your duties, devise a lesson plan for each class.**
   - Give students an outline to follow
   - Plan your timing for the lesson
   - Remind students of important assignment due dates

6. **Think about how you want to motivate your students.**
   - How will you engage students who do not participate

7. **Rehearse and review your lesson.**

8. **Respect students.**

9. **Have fun and relax!**