BASIC JOB REQUIREMENTS FOR
TAs FOR ECON 1

1. ATTENDING LECTURE (3 hours/week)
   Since I often cover material that is not covered in the book, please attend lecture unless
   you have a critical conflict.

2. ATTENDING WEEKLY MEETING (1 hour/week)
   Every week, we will meet to discuss the problems I would like you to go over in section
   that week and to touch base about how the class is going.

3. LEADING WEEKLY DISCUSSION SECTIONS (2-3 hours/week)
   Discussion sections are an important part of the course. In section, you will go over
   problems from old homework assignments and exams, and similar problems will definitely
   appear on the midterms and final this year. Obviously, section is also a good time for students to
   ask questions, and you should encourage interaction with the students. You should anticipate
   spending a minimum of an hour (and possibly much longer) preparing for section.

4. HOLDING OFFICE HOURS (1 hour/week)
   You should hold 1 hour of office hours every week. Students do not have to be in your
   section to go to your office hours. If you are an undergraduate, please contact Katie Magallanes
   about finding a place to hold your office hours.

5. GRADING (averages to about 2-3 hours/week)
   The only things you will have to grade this quarter are the two midterms and the final.
   Please reserve all day of the Saturday after each midterm and the final to grade. We will grade
   exams as a group so that we can coordinate on partial credit.

6. KEEPING UP WITH HOMEWORK (1 hour/week)
   All homework will be handed in on Aplia’s webpage. You should look over the
   homework assignments each week to make sure that you can handle students’ questions.

7. RESPONDING TO EMAILS (1 hour/week)
   You should check your email regularly throughout the quarter. Please respond to my
   emails as soon as possible and definitely within 24 hours. You should also promptly respond to
   student emails, though you may defer substantive questions about the course material to your
   office hours.

***Estimated total time commitment: 11-13 hours/week.