Overview: The Recitation TA
- Recitations - small “subsections” of large lecture courses
- Recitation class sizes range from 15-35 students
- TA responsibilities in the classroom often include:
  - Work homework problems
  - Review material covered in class
  - Answering student questions
  - Prepare students for exams
  - Administer exams or quizzes
- TAs may have administrative duties for the course

Preparing for Recitation: Know Your Responsibilities
The most frequent complaint by TAs is that they did not have clarification from their supervising faculty member about what their responsibilities included!

Æ “Checklist for TAs and Faculty or Instructors who Supervise TAs”

Preparing for Recitation: Know Policies and Procedures
- Where do I obtain course materials?
- Should I prepare a syllabus for my recitation?
- What are the course grading policies? Late work? Cheating?
- How do I handle uncooperative students?
- What is the policy on collaboration/group work?
- Where do I refer students who need academic or personal assistance?

Preparing for Recitation: Know the Content
- Have a clear expectation of what the students should already know
- Have clear goals about what points they should learn by the end
- Present material in more than one way
- Have a clear lesson plan, know the timing (do assignments or give lecture ahead of time)
- Come up with a plan to assess your success
During Recitation: Getting Started
- Briefly review previous material you covered
- Make connections to current lecture material
- Give a brief outline of what you plan to cover that day

During Recitation: Effective Teaching
- Explain concepts clearly and concisely
- Use questioning effectively
- Incorporate "real world" examples where possible
- Avoid lecturing- Teach actively and to multiple learning styles
- Think about classroom management issues

During Recitation: Difficult Situations to Consider
- Students' backgrounds vary or are weak
- Unprepared students
- Running out of time
- Unmotivated or disinterested students
- Lack of participation/lack of questions
- Explaining complex problems

During Recitation: Wrapping Up
- Assess understanding
  - One-minute papers
  - Muddiest point (What was the muddiest point in ____?)
  - Short review quiz
- Review content
  - Give additional problems to work as examples
  - Provide pointers or strategies for studying
- Connect to the next lecture

After Recitation
- Office hours and Communicating with Students
- Grading and Administrative Duties
- FERPA, Academic Integrity, Grading
- Know where to go for assistance
  - The course instructor
  - Other TAs for the course (or prior TAs)
  - Campus Resources
  - Teaching at Georgia Tech Handbook