

## Table of Contents

	Page
<b>1. TA Responsibilities</b>	
I. Description of Specific Duties	1
II. Using Your Mentor TA	6
<b>2. Cooperative Group Problem Solving</b>	
I. How do I form cooperative groups?	7
II. What criteria do I use to assign students to groups?	11
III. How can I structure group work to maintain well-functioning groups?	17
Group Role Chart	20
Group Evaluation Form	22
IV. How do I coach students during group work?	25
<b>3. Teaching a Discussion Section</b>	
I. Discussion Sessions in Operation	35
II. Outline for Teaching a Discussion Section	37
III. Detailed Advice for Teaching a Discussion Section	39
IV. Characteristics of Good Group Problems	43
V. Decision Strategy for Judging Problems	45
VI. Difficulty Characteristics of Problems	47
VII. Examples of How to Judge Problems	55
<b>4. Teaching a Laboratory Section</b>	
I. Problem-Solving Labs in Operation	61
II. Rationale for Problem Solving Labs	67
III. Grading The Labs	71
III. Outline for Teaching a Laboratory Section	75
IV. Detailed Advice for Teaching a Laboratory Section	77
<b>5. Other Teaching Resources</b>	
I. Top 20 TA Traps	83
II. Team Meeting Guidelines	85
III. TA Office Hour	87
IV. Proctoring and Record Keeping	88
V. Grading Procedure	90
VI. Electronic Submission of Grades	93
VII. Downloading Class Lists	95
VIII. Checking Students' Pre-lab Quiz Scores	101

This work was supported, in part, by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (FIPSE), and by the University of Minnesota.

By: Patricia Heller, Kenneth Heller, Tom Foster, Jennifer Blue, Andrew Ferstl, Andrew Kunz, Vince Kuo, Laura McCullough, Kevin Parendo, and Masaya Nishioka, Alexander Scott

© University of Minnesota, Department of Physics, 2004



# TA Responsibilities



- I. Description of Specific Duties**
- II. Using Your Mentor TAs**

Page

**1**

**6**

