My TA Policies

- **You are not required to come to section, but it is encouraged.** I don’t take attendance; please come only if you plan on listening. You may leave or enter section anytime you’d like, but please try to stay quiet. If you enter late and I passed back homework or exams at the beginning of section, please wait until the end to pick it up.

- **You can only pick up your homework or exams during section or my office hours.** Everyone needs to be enrolled in a section they can attend, so everyone should be able to pick up their exams and homework during section. If you miss section, I generally do not schedule outside appointments just for you to pick up your exam – please pick them up either during the following weeks section or my office hours. Of course, I will make exceptions for unusual circumstances.

- **If there are other TAs for the course, you may attend their office hours too.**

- **Please do not ask me how to solve homework questions by email - ask me how to solve homework questions in person.** Answering questions by email typically doesn’t work for several reasons: (1) it can take several emails for me to understand your question and several emails for you to understand my answer; (2) it is hard to read and write math through email text (e.g. \( \int_0^2 \frac{\sqrt{x}+1}{2x \pi} \)) and (3) it is more efficient to explain a problem once for everyone during section (or office hours) than it is to explain the same problem individually to many students through email.

- **If the course uses TED, always make sure that your grades have been inputted and inputted correctly.** Please be patient while scores are being inputted for everyone. However, once the assignment or exam is returned, if your score still hasn’t been entered or was entered incorrectly, please come up to me after section with it in hand and I will enter the grade. Please do not wait until the end of the quarter to claim that you did Homework 2 even though no score was ever entered for it.

- **Regrade requests have to be made before the exam leaves the room (i.e. immediately after it is returned).** After I pass back the exam, make sure the numbers on the front were added up correctly and look at what (if anything) you were marked down on. Then, **after you understand the correct solution**, if the grading still seems incorrect, you can request a regrade by writing your argument for why you deserve more points on the back of the exam booklet. Do not write anything inside the exam booklet after it is passed back.

- **Regrade requests must be made within one week of the exam being returned in section.** If you miss the section in which the exam is returned, your last chance to request a regrade is during next week’s section.

- **I will only consider re-grading for questions that I graded.** Regrade requests for questions which I did not grade should be addressed to whomever graded that question.