

101 Teaching Assistant Checklist

1. Meet with your 101 Instructor to discuss your first class and TA responsibilities.
2. Establish a weekly communication plan with your 101 Instructor.
3. Familiarize yourself with the eTextbook.
4. Familiarize yourself with your specific 101 project.
5. Discuss with your Instructor the lesson you would like to teach on your own and begin to prepare for this lesson.
6. Decide on the email address you will give your students should they need to contact you. Be sure to communicate this with your 101 Instructor so that they may add it to the syllabus.
7. Visit the room where you will be teaching.
8. Add monthly College Fellows Meetings to your calendar. Find out the days/times from your College Advisor(s).
9. Review resources available on the 101 Instructor Website including lesson plans, tips, and activities (<http://ucolleges.stonybrook.edu/101>).
10. Familiarize yourself with the Battle of the UGC's events and your Undergraduate College's specific programming requirements. Help promote these opportunities to students.
11. Have fun being an outstanding TA and Peer Mentor!