

## Checklists

### Before the Course

- Filled out paperwork relating to position (ie. payroll forms)
- Signed TA contract
- Met with course instructor
- Established roles with instructor
- Have required course texts
- Have access to materials being taught in the course (software/hardware)
- Established time and booked room for office hours (Alexandra Chow, achow@sfu.ca)
- Understand goals of the course
- Familiar with course readings
- Familiar with course materials (software/hardware)
- Familiar with course assignments
- Required materials are available weekly in lab rooms (software/hardware)

### Before the Class

- Understand what to cover
- Have outlined what needs covering
- Created a lesson plan for the class
- Created or organized all necessary supporting materials (articles, in-lab assignments., presentations...)
- Practiced the lesson
- Am comfortable with the lesson

### In the First Class

- Introduced myself
- Discussed contact methods
- Discussed office hours (location and time)
- Established expectations and rules for email contact
- Established expectations for your role