

## Guidelines for Teaching Physics 7L Courses

**TA Training** – You meet with your TAs every Monday at 11:00 am to prepare for that week's tutorial. Assign one TA each week to discuss the answers to the exercises at the chalkboard. Engage the other TAs in evaluating his answers.

**Student Attendance** – You and your TAs should download enrollment rosters for each section from <https://eee.uci.edu/>. Direct your TAs to create an Excel spreadsheet on which they should record weekly attendance. As specified in the lab manual, you and your TAs are also to initial each student's tutorial to verify his attendance and participation in the exercises. Any student not attending the entire tutorial period or participating with his group should not receive credit for attendance and participation. Ask your TAs to inform their students of these expectations.

No later than Week 3, request your TAs to email you a copy of their attendance rosters. This will help you verify that your TAs are monitoring attendance. Since attendance is 70% of the course grade, it's crucial that TAs monitor it each week with accuracy.

**Grouping and TA Involvement** – Students normally work in self-selected groups of no larger than three. An effective TA will be quite busy circulating among the groups, posing and answering questions, and attempting to motivate participation from all students.

**Final Exam**- The final exam for 7L courses has already been written and is used repeatedly from quarter to quarter. Details about its content, administration, and scoring can be accessed by the course instructor, and no one else, at <http://www.physics.uci.edu/undgrad/lab/index.php>. *Note that under no circumstances should the Scantron forms be viewed by or returned to students.*

**Course Grades** – These should be assigned by the course instructor. Any student inquiries about their grades must be directed to the course instructor via email.