Welcome and Thank You!

Tutorial Centre and Marker Training
Fall 2018
What is the Tutorial Centre?

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- It is located in MC 4066 (for now).
- It contains some of the highest quality tutors that UW has to offer (that’s you!).
The Job

- Helping students in the tutorial centre.

The tutorial centre opens on the second week of classes (September 13th).

You will get an email explaining how to sign up for your timeslots soon, if you are working in the Tutorial Centre.

Wear your name tags! Tutors not wearing name tags will be considered absent since students will not be able to tell you're a tutor.
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The Courses

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- Most students will not have seen university level assignments before, the tutorial centre will be a valuable resource for them!
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- In the MC tutorial centre (MC 4066) there are four cubicles which you can indicate what courses your are tutoring for, and other tables to sit at.
Answering Questions

- Study the solutions in advance, if you see mistakes then point them out to the coordinator! (Shane Bauman for MATH 135, Doug Park for MATH 136, Jordan Hamilton for MATH 137, and Francine Vinette for MATH 138.)
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- There may be other ways to solve a problem different from the solutions you are given, make sure you check their work carefully and see if what they have done is correct.
Students From Other Courses

Sometimes, students from MATH 124, 127, 128 (Calculus for Science/AHS) or MATH 115, 116, 117, 118, 119 (Calculus/Linear Algebra for Engineering) may drop in.

Even though your job is primarily to help MATH students, if it is not too busy you should do your best to help these students as well. Think of it as a challenge!

If you don't know how to approach a problem because the material is not fresh in your mind, it is OK to say that you don't know. They can go ask a different tutor, or you could ask them to come back in a few minutes to give you time to think.

Remember, you are there to help all students to the best of your abilities. To share your mathematical knowledge, experience, and skills. You are NOT expected to know everything.
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Other Issues

- **Time Conflicts**: If you cannot make it to your hours for any reason send me an email, include a brief reason why you can’t make it and a suggested make-up time. Also, fill out an absence report on Google Docs. This is no problem, we understand that sometimes you may be ill or have an exam you can’t reschedule.
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- **Closures**: The Tutorial Centres will be closed from October 10th-12th (Reading days). October 11th follows a Tuesday schedule and October 12th follows a Wednesday schedule.

- The first day of tutoring is Thursday, September 13th, the last day is Monday, December 3rd.
Have fun!

▶ We hope you enjoy working in the tutorial centre. You have the opportunity to make a difference in the lives of many students.
Piazza

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- Additionally, don’t post or allow students to post full assignment problem solutions before it’s due.
- You don’t have to answer the questions extremely quickly either, giving students a chance to help each other or to answer their own question is a good idea.
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- The system is fairly simple and intuitive but the online help and tips are generally excellent. Other TAs and instructors will all know how to use the system, so if you have any questions feel free to ask them.
Questions?

My e-mail address is j4hamilt@uwaterloo.ca. Never hesitate to contact me if you have questions.