Teaching Associate Policies

1. **TAs should be making satisfactory progress towards the MS degree.**
   a. TAs must be classified math graduate students: MATH MS G2 on GET.
   b. TAs must maintain a 3.0 GPA on their MS degree program.
   c. In any quarter, the total number of units taught by a TA since becoming classified should not exceed the number of units of completed (and currently registered) coursework on his/her MS degree program.
   d. TAs must be registered in some CSULA math class in any quarter they teach. Registration in MATH 495, MATH 596, MATH 598 or MATH 599 suffices.

2. **Comprehensive Exams:** Students who do not get B or better on at least one comprehensive exam on the first attempt, and students who have made a second attempt at the comprehensive exams, will not be TAs in subsequent quarters. After completing the course work of the degree, TAs should attempt the comprehensive exams in any quarter they are offered.

3. **Teaching Record:** Continued TA appointments are contingent on a satisfactory teaching record (as evidenced by visitation reports, student evaluations and other feedback).

4. **Number of units:** TAs are limited to 8 units of teaching in any quarter. First time TAs are limited to 4 units of teaching.

5. **MATH 495 for prospective TAs:** Students are required to pass MATH 495 (2 units) before becoming a TA. The Chair or Associate Chair may allow an exception to this rule for students who already have teaching experience. MATH 495 can be taken as an undergraduate. It does not count towards the MS (or any other) degree.

6. **MATH 495 for current TAs:** All current TAs must sign up for MATH 495 for each quarter in which they teach whenever this course is offered. The Chair or Associate Chair may allow an exception to this rule for TAs if registration in MATH 495 would result in additional tuition fees. TAs who do not register in MATH 495 because of such an exception, are still expected to participate in MATH 495 activities.

7. **Office hours:** Each TA must hold 20 minutes of office hours a week per unit he or she is teaching. At least half of this time must be in the Math Tutorial Center (SH-C357). Calculus workshops count as 1 unit for students but 1.3 units for instructors (because they get paid at that rate). Example: An instructor teaching a Math 100 class (4 units) and a calculus workshop (1.3 units) must hold 106 minutes of office hours per week, with at least half of that time in the Math Tutorial Center.

8. **Class visits:** Faculty will visit each TA’s classes to provide feedback. Such visits occur in each of the first two quarters of teaching; in subsequent quarters, if the teaching performance was low; and otherwise, once per academic year.

9. **Exceptions:** The Chair or Associate Chair may allow exceptions to the above rules in special circumstances.