

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. In other words, conditionally admitted students may not be TAs. (This is a CSULA rule and cannot be waived by the Math Dept.)
 - b. TAs must maintain a 3.0 GPA on their MS degree program.
 - c. No TA may teach more than a total of 30 units.
 - d. TAs must be registered in some CSULA class in any semester they teach. (This is a CSULA rule and cannot be waived by the Math Dept.)
 - e. 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 terms. After completing the course work of the degree, TAs should attempt the comprehensive exams in any semester they are offered.
2. **Teaching Record:** Continued TA appointments are contingent on a satisfactory teaching record (as evidenced by visitation reports, student evaluations and other feedback).
3. **Number of units:** Any TA will have a maximum of 10 units of teaching in any semester. TAs will receive very limited teaching assignments the first time they teach here, so that we can first evaluate teaching performance before assigning additional classes.
4. **MATH 4950 for prospective TAs:** Students are required to pass MATH 4950 (2 units) before becoming a TA. The Chair or Associate Chair may allow an exception to this rule for students who already have experience as a lead classroom teacher (not just a tutor or lab instructor). MATH 4950 can be taken as an undergraduate. It does not count towards the MS (or any other) degree. The Chair or Associate Chair may allow an exception to this rule for

TAs if registration in MATH 4950 would result in additional tuition fees. TAs who do not register in MATH 4950 because of such an exception are still expected to participate in and successfully complete all requirements of MATH 4950. We currently plan to offer MATH 4950 every Fall.

5. **MATH 4960 for current TAs:** Current TAs who have not previously passed MATH 4960 must register for MATH 4960 whenever the course is offered. The Chair or Associate Chair may allow an exception to this rule for TAs if registration in MATH 4960 would result in additional tuition fees. TAs who do not register in MATH 4960 because of such an exception are still expected to participate in and successfully complete all requirements of MATH 4960. If you have a time conflict with MATH 4960 because of a class you're teaching, please contact the MATH 4960 instructor to work out an alternate arrangement. We currently plan to offer MATH 4950 every Spring.
6. **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 0930 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.
7. **Class visits:** Faculty will visit each TA's classes to evaluate the TA's performance and provide feedback. Such visits occur in each of the first two semesters of teaching; in subsequent terms, if the teaching performance was low; and otherwise, once per academic year.
8. **Exceptions:** The Chair or Associate Chair may waive any of the above rules (except 1a and 1d) in special circumstances.
9. **NSS/CSULA/CSU rules:** All college, university, and CSU rules also apply.