

Your first day of recitation

Before class

- Plan your session! (See related tip sheet.)
- Visit your classroom in advance to see how it is arranged. Are you going to rearrange it?
- Are there any materials that you need to bring to class?
- What are you going to do while students come into class?
- What course policies did the faculty set? Be sure you know them, so you are consistent.

Introductions

- Briefly introduce yourself
 - Your name – write it on the board
 - What are your research interests? How do they relate to the course?
 - When are your office hours?
 - What is the best way to reach you?
- Have students introduce themselves briefly.
 - Make notes as appropriate on course roster (name pronunciations, memory cues)
- Introduce the goals of recitation, how it's going to run, any recitation specific policies/procedures.
 - What can the students expect from you?
 - What do you expect from them? Why?

Set the Tone for the Term

- If you want your recitation to be discussion based, have a discussion on the first day. If you want students to engage in problem solving, have them solve at least one problem on the first day.