

Overall Summary of Duties (supported PhD students)

1. FIRST YEAR (Fall/Spring/Summer)
 - (a) Grading
 - (b) Help Session Staff
 - (c) Changes each semester (fill out schedule/request form in April/July/November)**Current one still available at the bottom of <https://www.math.tamu.edu/graduate/forms/>
2. Next summer: take MATH 696:100 (First Summer Term)
3. SECOND YEAR-eligible to run Recitation/Labs (Python)
4. Once you have done recitations at least two semesters, can serve as Instructor of Record
5. Master's students: we will probably have A LOT of upper division grading positions available at an hourly rate. Complete application at <https://www.math.tamu.edu/hiring/swork.html> and return to me in Blocker 328E (you may also fill out the form in #1c for course preferences)

Fall Semester Duties

1. GRADER: Your assignment should be known by Aug 20. After that, contact the professor of your assigned section (viewable in Howdy or www.math.tamu.edu/courses/courses.php). They will inform you of the details of your assignment (up to 10 hrs/week on average).
2. HELP SESSION STAFF: The first week of the semester, you will be given details on where and when your help session meets (3 hrs per week, meaning you will also be grading for a smaller class for up to 7 hrs/week).