

**6.003: Signals and Systems — Fall 2005**

TA INFORMATION AND COURSE POLICIES

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## 1 Email and Webpage

The course webpage is at <http://web.mit.edu/6.003/www>, and the following email lists have been created for your use:

`6.003-ta@mit.edu`: TAs of 6.003.

`6.003-instr@mit.edu`: Instructors (lecture and recitation) of 6.003.

`6.003-staff@mit.edu`: Instructors and TAs of 6.003.

`6.003-students@mit.edu`: All 6.003 students and staff of 6.003.

`6.003-secX@mit.edu`: Each of the sections gets their own email list where each TA or instructor can contact their individual students. The X should be replaced with your appropriate section number.

`6.003-grader@mit.edu`: Graders of 6.003.

Kushan is the sole webmaster (it is best if exactly one person is given this duty). He is responsible for maintaining the course website, which includes posting the following:

- All major email announcements.
- All paper handouts from lecture.
- Problem Sets and solutions according to schedule.
- Labs and solutions.
- Tutorials and solutions.
- Exam Review Packets and the Marathon Office Hours schedule.
- Blank Exams, their solutions, and the score statistics and histograms.

## 2 Staff Meetings

The 6.003 staff will meet every Tuesday from September 6 (Registration Day) to December 13 (except possibly October 11) from 1pm to 2pm (right after lecture) in the Allen Room (36-462). We will discuss general 6.003 issues and plans for the upcoming lectures and recitations.

The 6.003 TAs and Stephen will meet every Friday from September 9 to December 9 (except possibly November 11 and 25) from 4pm to 5pm in the Allen Room (36-462), though this may change. We will discuss the following week's tutorials.

## 3 Lectures and Recitations

### 3.1 Attendance

All TAs are required to attend the lectures. Recitations are held on Wednesdays and Fridays and run by the recitation instructor. Each TA is assigned to one or two sections both taught by the same recitation instructor. The TA need only visit one recitation section on any given day, but where possible attend both sections once a week. Since graded homework will be given back to the students in recitations, the TA should work out with the instructor how to get homework to the section not being attended that day.

### 3.2 Preparation

Some subset of TAs (depending on our individual schedules right before lecture) will either take care of the handouts, the chalkboard, or demos for lecture. We will discuss amongst ourselves how to divide this responsibility. The following is a description of what these tasks entail:

- **Copies:** – Taking Care of Handouts at Lectures.

The Lecture handouts will be available in the course secretary's office 36-477. Please arrive at her office by 11:45 a.m., to ensure that the handouts are in place for the beginning of the lecture. Make sure to place half of the handouts on one side of the room, and half on the other side. After lecture, collect the handouts on both sides of the room. Bring the remaining handouts to the staff meetings following lecture. At the staff meeting, split the remaining copies of the lecture notes between the TAs. After staff meeting, place any other handouts in the filing cabinet outside room 38-592. **Chun-Chieh will take care of lecture handouts.**

- **Chalk:** – Clean Blackboards & Write Announcements.

Erase all of the blackboards before the lecture begins. Please arrive by 11:55 a.m. to ensure that you are finished before the lecture begins. Write the announcements for the day on the blackboard. Use the top board on the left end. The announcements should always include what handouts are given out and what handouts are collected.

- **Demos:** – Taking Care of Lecture Demos.

Meet with Prof. Hu and Stephen on the Monday before a lecture demo. You will also meet with Lourenco Pires ([lrpires@mit.edu](mailto:lrpires@mit.edu)), the technical instructor in charge of setting up the demos. You will see the dry run of the demo. Lourenco will give you instructions on how to move the demo to lecture by 11:55 a.m. **Because many of the demos are delicate, please be extremely careful when moving them and never let students play with them. Kevin and Stephen will take care of moving demos.**

In addition, your recitation instructor may have additional handouts or demos for recitation and may ask you to help distribute them or set them up.

There will be few handouts this semester, but the remaining copies of the handouts from the lectures and recitations should be brought to the file cabinet in front of the TA offices.

**These are very important responsibilities.** If you are assigned these tasks and for some reason you cannot do it for a particular day, please contact the rest of the TAs immediately.

### 3.3 Covering lecture and recitation

Occasionally, your recitation instructor may be out of town or unavailable to teach recitation. He or she generally asks another instructor to substitute. But, if you'd like to cover for him or her, please volunteer! Likewise, Prof. Hu will usually ask another professor to cover lecture for him, but in the past, he has allowed TAs to teach lecture.

## 4 Tutorials

Tutorials are held in small groups, typically 5-10 students. Each TA is expected to prepare for and hold three tutorials per section per week starting the second week of classes. The tutorials should only be given on Mondays and Tuesdays. Stephen will sign up for the tutorial rooms on Registration Day. In order to reserve the necessary rooms, Stephen will need a list from each of you giving the days and times that you want to have tutorials. It is typically easier to have several tutorials back-to-back on the same day. Note that tutorials should start promptly at 5 minutes after the hour and end 5 minutes before the hour.

During the Friday TA meetings, we will typically discuss what types of topics should be covered in tutorial, and there will be standardized tutorial materials prepared by TAs who work on psct solutions for the appropriate materials. These handouts will be based on those from Spring 2004. It is strongly recommended that each TA modify the standardized materials to meet her/his recitation coverage. In addition, the past TAs had prepared their  $\LaTeX$  tutorial notes and some of them are available in the course locker.

We will use the following procedure for tutorial handout preparation:

### 4.1 Procedure

1. The lead TA prepares a rough (electronic) tutorial document a week before the tutorial is given. Material for tutorial X is in the `/mit/6.003/F05/tutorials/tX/` directory. He sends an email to all TAs when this is done. As these handouts are based on those from Spring 2004, please be sure to check that term's errata page and incorporate the necessary changes.
2. All TAs review it during the week, suggest changes and create problems/prose. You may want to write items in  $\LaTeX$  form in a `TA_NAME.tex` file in the directory.
3. Everyone shares their suggestions at the TA meeting at the end of the week.
4. Over the weekend, the lead TA implements the changes agreed upon and produces the final (electronic) handout and a (brief!) solutions handout called `tXsol.tex`.
5. On Monday morning, the lead TA makes 170 or so copies of the tutorial handout in the EECS copy room and places copies in Cathy's office (36-477). Since the first tutorial is at 10am on Monday, **make sure that tutorial handouts are in 36-477 by 9:45am**. The lead TA should also leave a few copies of the solutions for the other TAs. Make sure you have enough handouts at the end of the day for your Tuesday tutorials.
6. Solutions to tutorial problems are posted on the Web by Tuesday evening, though we can be flexible on this. TAs should send suggested corrections and errors to the solutions to the lead TA by then.