**Stat 211(Stat 111/Stat 215) TA instructions:**

The center of the world is

http://ideal.stat.wvu.edu

This is the starting point for all that we do in lab. From their you can click to all the important sites.

**The labpack:**

The site for the labpack is:

http://www.stat.wvu.edu/~abilling/labpack.html

This is a set of instructions and guidelines to follow. Each week a version will be put on the web by Friday so you can download and look at it over the weekend. I will answer questions that you have in the Monday meeting.

There are four topics for each lab.
1. Goals of the lab(what we want the students to know)
2. Background
3. Relevant Formula (you need to know these and when to use them).
4. Examples (go through these in class.)

The goal of the labpack is to have consistency across the labs. Everyone does the same examples, everyone use the same notation and formulae. **Do not deviate from this material.**

**The rundown:**

Each week in lab, go through roughly the same procedure.

1. Administer the weekly quiz (approximately 20 minutes).
2. Tell the students the labs what are being covered this week and which exercises are due.
3. Review the appropriate material and examples for the week's lab.
4. Introduce the labs
5. Help the students, walk around and take their questions.
The first meeting:

- Introduce yourself
- This is Statistics 211 (or 111 or 215)
- You’ll need to do some handholding on the computer.
- Show people how to pull up Internet Explorer
- Show them how to get to the main IDEAL page
- Begin the usual lab material

The weekly meeting:

You are expected to be at this meeting every week.
I will take attendance until I know everyone’s name.
I will expect that you have looked at the labs for the coming week.
I will keep this meeting as short as possible.

Those of you who are not teaching assistants should consult with Dr. Harner about what he expects from you.

Introduction to the Labpack:

The material in this packet is designed to help Statistics 211 teaching assistants (TAs) do a better job in the classroom. The labpack will serve as the guide for the teaching assistants as they prepare for each lab. Additionally, material for each week contains the goals of the lab (what students should learn), the relevant formula and notation, and some examples to use in lab. Do NOT stray from these materials. For most Statistics 211 students, this course is quite difficult. They can be easily confused by inconsistencies between the lecture and the lab. The labpack is designed to be a link between the TAs, the lab and the lecture. In order for Stat 211 students to learn and to comprehend the material, we must follow the material in the labpack. Deviation from this material will jeopardize student learning and teaching assistantships.

Other guidelines for TA’s:

- Go slowly
- Be helpful
- Start class on time
- Allow students to work together.
- Allow students time at the end of class to work on the labs
- Put the examples on the board
- Ask them for question
- Don’t be afraid to say “I don’t know” why don’t you ask your instructor
- Know the material ahead of time.
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- If you have questions about the material, ask an instructor
- Come to lecture.
- Read the labpack before lab.

The labpack can be downloaded weekly from

http://www.stat.wvu.edu/~abilling/labpack.html

During each lab, you should follow the procedures outline below:

1. Administer the weekly quiz.
2. Introduce the topic that will be covered in this week’s lab
3. Put the material from the “Example” section of the labpack on the board.
4. Go through the example portion of the web-based lab exercise(s) using the projector
5. Give the students the assignment and when those exercises are due. Put it on the whiteboard.
6. Help them work through the lab.

This semester we will have two types of office hours. True office hours in 331 Hodges And then lab office hours in G33 Eiesland.