The Math Assistance Center (MAC) and the Lab

Math GSO
University of Pittsburgh

August 24, 2017
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- The MAC is located on the second floor of the O’Hara Student Center (right around the corner on O’Hara street)
- The Calc Lab is located in Posvar 1200A
- You will receive a form to request hours for one or both.
About the MAC

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The board is at the front. Write your name and “Any” next to the table number you will occupy.
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- THERE IS NO PRINTER
Office Hour Responsibilities

- Be on time for your scheduled hours. Do not leave early, unless you have a commitment directly following your session.
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- Schedule a qualified substitute if you cannot make a session.
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➢ Schedule a qualified substitute if you cannot make a session.
➢ Office hours are for **ALL** students, not just your own.
MAC Etiquette: “Any”

As a graduate student, you are expected to help with ANY course.

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- If another tutor more familiar with the subject matter is not busy, you can refer students to them.
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- If another tutor more familiar with the subject matter is not busy, you can refer students to them.
- You are expected to write “ANY” on the board. “ASK” is not “ANY”.
Here is an example of what the whiteboard might look like on a normal day.

<table>
<thead>
<tr>
<th>Table</th>
<th>Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jay</td>
<td>Any</td>
</tr>
<tr>
<td>2</td>
<td>Jane P. Undergrad</td>
<td>Alg, Calc 1/2</td>
</tr>
<tr>
<td>3</td>
<td>Alex</td>
<td>Any</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>John Q. Undergrad</td>
<td>Alg, Calc 1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Michael</td>
<td>Any</td>
</tr>
<tr>
<td>8</td>
<td>Victor</td>
<td>Any</td>
</tr>
</tbody>
</table>
MAC Etiquette: “Be Helpful”

Your responsibility is to be helpful to students and your peers.

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▶ Be inviting. If you’re not busy, invite incoming students to your table.
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▶ Do not spread your work over a table, use headphones, bury your head in a laptop, etc.
▶ Remember that if you don’t take a student, one of your peers will have to.
▶ Busy with other students? Feel free to send incoming students to someone who isn’t doing any of the above.
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- When using scratch paper, write neatly and don’t skip steps; students often take it home with them.
- A group of students is an opportunity for a mini-recitation; make sure they are utilizing each other for help.
- When working with multiple students, do your best to distribute time equally. Do not show favoritism.
Thank you!

▶ Any questions?