Guidelines for new TA’s

October 3, 2019

Hi, welcome to the statistical consulting team! These guidelines have been created to (hopefully) help you getting started.

During the first year, your duties will be different in the Fall and Winter terms. These guidelines concern mainly your duties for the Fall. For this part of the year, you are encouraged to attend as many consulting meetings as you want. This is an opportunity for you to have a first hand experience on how meetings with clients work. Consultants in the group work on various projects and have expertise in a broad range of statistical methods.

Clients who book an appointment with us come from different fields of study and have different background, so the more exposure you have now, the better equipped you will be for the Winter term.

1 Appointment calendar

Log in to Appointment Quest. Once in, you will see displayed a monthly calendar, click on any day is convenient for you.
All the confirmed appointments will appear. If more than one appointment is scheduled for that day, you will see a list displayed. Click between the “customer” section and the “schedule” section. Sometimes an Appointment Form is available, this might give more details on the topic the client is working on. If there is a meeting you would like to attend, contact the consultant ahead of time (you can get their email address by clicking on the consultant’s name directly). As a courtesy, clients are notified that a TA might be present at the time of the appointment.