

From: Graduate Teaching Assistant (You)
To: purdue.grad.reps@gmail.com
Subject: TA Visitation Request

Hello,

I would like to schedule a TA visitation for my class. The time and days of the week are below and would prefer the week of 10/16. Thank you!

Class: MA 16010
Days: MWF
Times: 10:30 am-11:20 am or 11:30 am-12:20 pm

Thanks,
(You)

From: Observing TA
To: Graduate Teaching Assistant (You)
Subject: Re: Fwd: TA Visitation Request

Hey (You),

I'm free at 10:30 am on Wed. 10/18. Does that work for you? I'll come in, take some notes, and we can meet up sometime later at (local coffee shop or office) to discuss your teaching. Would the next day 10/19 after 3 pm work for coffee?

Sincerely,
Observing TA