

## TEACHING ASSISTANTS

Teaching assistants are there to answer your questions. Before you go see them, you should note precisely what you do not understand so that they can help you effectively. They are available according to the schedule indicated in Zone Cours for the corresponding course.

The Mathematics Help Centre (MHC) is always eager to help you, especially if you have difficulties resulting from a lack of basic training in mathematics. **Do not hesitate to come see us.** We offer individual consultations if necessary.

## HOW TO REACH US

The Mathematics Help Centre is situated at 3000, chemin de la Côte-Sainte-Catherine, **suite 4.635** (south elevators).

To make an appointment or for more information please call **514-340-6897** or write to **cam@hec.ca**

# MATHEMATICS HELP CENTRE

*Passing PREPA  
quantitative methods  
with flying colours*

[www.hec.ca/cam](http://www.hec.ca/cam)

*Tips and advice*

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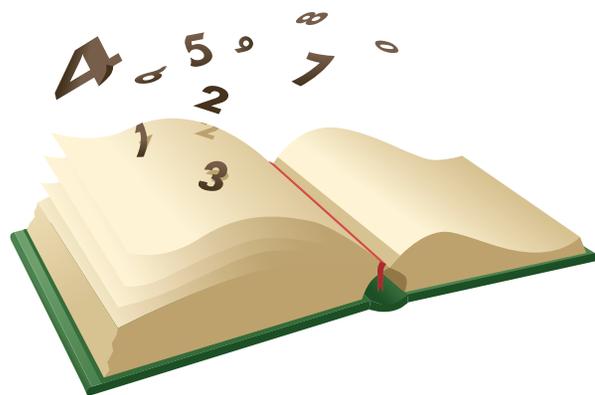
## GENERAL

First, be sure to attend every class. Always arrive on time. Make sure you understand the material covered in the previous class before you attend the next class. Teaching assistants are available each week to answer your questions.

During the class:

- › Try to understand what the professor is saying. Don't just transcribe what he or she writes;
- › If you don't understand something, ask for clarification right away. Otherwise, you will fall increasingly behind and soon you may become completely lost. Keep in mind that many of your classmates may be wondering about the same problem, so don't be shy to ask questions.
- › Be an active participant; answer the teacher's questions, and concentrate. By being active in class, you can do your homework and study for exams more quickly and effectively.

If, for some important reason, you have to miss a class, contact one of your classmates to get the class notes. Also, ask your classmate to explain the course content. You can also ask the teaching assistants for help (see "Teaching assistants" section).



## ASSIGNMENTS

### Tutorials

Tutorials are a very important part of the PREPA quantitative methods course. They let you put into practice the theory learned in class. It is highly recommended, even compulsory, to attend these practice sessions. Before you go to the sessions, try to do the exercises on your own. That way, the teacher's assistant can cover more exercises.

During the tutorial, do not simply copy what the teacher's assistant writes; ask questions and participate actively in the session. Most likely, the intern will ask you to go to the blackboard. The more you participate, the more you'll get out of the session.

### Individual homework

It is recommended that you invest two hours of individual work for each hour of class time. For a normal three-hour class, this represents six hours of individual or team work per week. Set aside more hours for studying during exam period.

### Teamwork

Teamwork is an opportunity to learn and dialogue, but remember:

- › If you let other people do all the work, you may not realize that you don't fully understand all the concepts presented in class.
- › Ultimately, you are doing yourself a disservice.

Make sure the work is divided fairly and that you are involved in each step.

## EXAM

### Studying for exams

Avoid waiting until the last minute to start studying. Whenever possible, you should read the course handbook before you go to class to familiarize yourself with the subject matter. Also, read over your notes to consolidate what you have learned.

Lastly, do all the exercises to better understand the theory. You can even use examples and exercises solved by the professor or by the teaching assistant leading the tutorial to compare your approach with theirs. Usually, the teacher will make exams from previous years available. Of course, it is important to understand the problems fully and ask questions if you are unsure about anything.

### Taking the exam

On the day of the exam, you should be in fine form, mentally. Getting a good night's rest the night before is very important. Your brain will be sharper. The day before the exam, check the room and the time. Arrive 15 min. ahead of time to reduce stress. Also, make sure that your calculator bears a sticker that lets you use it during the exams.

As soon as you receive the exam:

- › count the number of pages and questions;
- › read all the questions carefully before you answer any questions;
- › start your exam with the question that seems easiest, and finish with the hardest one;
- › manage your time carefully so that you don't spend one hour on a question worth 10%;
- › after answering a question, relax and take a deep breath before continuing.

Finally, before you hand in your exam, make sure you have answered all the questions properly.