**Administrative information for t.a.s**

- **people resources**
  - Mike Clancy, 779 Soda, clancy@cs
    - CS GSI Advisor
    - person who helps match applicants with t.a. positions
    - ombudsperson, general source of knowledge
  - Julie Aquino, 367 Soda, juliea@cs
    - information about almost all payroll-related matters, fees, and GSI supplementing
  - Michael-David Sasson, 379 Soda, soda-rooms@cs, msasson@cs
    - rooms for review sessions, overfull discussion sections, etc.
  - LaShana Porlaris, 449 Soda, 2-9413, lashana@cs
    - graduate assistant
  - Ruth Gjerde, 205 Cory
    - supervisor of the EECS Graduate Matters Office; source of information about non-resident tuition
  - Alexandra Falchi, 385 Soda
    - copy cards
    - borrowable copies of course textbooks
  - CS office staff, 390 Soda
    - card keys and regular keys, large chalk, overhead projectors, red pens, whiteboard markers
      - if you’ll be using a white board, get a set of markers and *keep them with you through the semester (i.e. don’t leave them in the classroom)*
  - instructional computing staff, 333 Soda, inst@eecs
  - Office of GSI Resources, 301 Sproul Hall
    - they publish “Graduate Student Instructor Teaching and Orientation Resources”, which contains all sorts of good stuff
Administrative information for t.a.s

- administrative information about teaching
  - typical schedule (set up in consultation with instructor)
    - time allotted for lecture, staff meeting, discussion sections + preparation, grading exams
    - consultation time, either formally scheduled as in labs or informally scheduled
    - 283 Soda is a place to hold office hours, to avoid hassling your officemates; at some point soon there will be signup sheets
    - layout is intended to encourage students to mingle and solve each other’s problems—let me know how this works
    - “office hours” by e-mail or participation in class news group has also been tried in the past
  - expected workload
    - 8-10 hrs/wk for a quarter-time appointment, 16-20 hrs/wk for a half-time appointment
    - typical breakdown for CS 61A t.a.: 3 hrs lect, 1 hr staff mtg, 3 hrs lab+disc, 3 hrs prep, 2 hrs misc, 1 hr exam grading, some office hrs
    - truth in advertising: it is rather difficult for a 10-hr/wk GSI to spend only 10 hours per week on teaching and related activities
- CS 399
  - we expect all grad t.a.s, and encourage all undergrad t.a.s, to sign up for the appropriate section of CS 399 (each instructor has a different section).
  - enroll for 2 units if you have a 20 hours per week appointment and for 1 unit if you're working 10 hours per week
  - classes start at 10 minutes after the hour
  - to make handouts …
    - numerous laser printers are around
    - borrow a copy card from Alexandra Falchi, or acquire a course copy card from her, to make copies for class