

**Part 1**

Within the next two weeks, arrange with a t.a. (preferably but not necessarily a CS 301 classmate) to evaluate his or her discussion section. This is a four-step process:

- Confer with the t.a. beforehand to determine what specific aspects of teaching he or she wants you to focus on in the evaluation. You might, for instance, focus on things the t.a. is doing—speaking clearly? writing clearly? interacting well with class members? giving an organized presentation?—or on what the students are doing—paying attention? taking notes? asking questions? working together?
- Attend the section. Take notes.
- Confer with the t.a. to report your observations. In particular, provide feedback on the specific areas of focus that you had previously agreed on. Reinforce positive things that the t.a. has done. Tell the t.a. about any other particularly obvious aspects of his or her teaching.
- Make notes for yourself on things the t.a. has done that you would like to try, and mistakes he or she has done that you hope to avoid.

By February 1, hand in (on paper or via e-mail to [clancy@cs](mailto:clancy@cs)) a brief report on your class visit, and on aspects of the evaluation process that were particularly productive or unproductive for you or for the t.a. (You don't need to mention any names.)

**Part 2**

Complete the online “Professional Standards and Ethics” course at <http://gsi.berkeley.edu/ethics/index.html>.