

- ▼ CS 301, October 11, 2004
  - ▼ two handouts: "Misconceptions ..." and homework 3
    - please read the "Misconceptions ..." paper for next week
  - ▼ time management
    - ▼ workload we expect of a 20-hr/wk t.a. in a non-lab course
      - we enroll 60 students per 20-hr/wk t.a.
      - attend lecture (3 hrs)
      - meet with instructor (1 hr)
      - run discussion sections (2-4 hrs)
      - prepare for discussion sections (1-2 hrs)
      - hold office or terminal room hours (6 hrs)
      - help grade exams (1 hr)
    - ▼ miscellaneous (4 hrs)
      - give review sessions
      - read and answer email, newsgroup postings
      - write up homework solutions
      - install or maintain course software (e.g. Web pages, data files, grade files)
  - ▼ which of the above are underestimates?
    - grading exams
    - preparation for section
    - maintaining course software
  - t.a.s aren't supposed to work more than they're getting paid for
  - ▼ how to save time?
    - ▼ preparation for discussion
      - share with other t.a.s (from previous semesters too)
      - "buddy system" (one t.a. runs twice as many sections in half as many weeks)
      - ask instructor for ideas
    - ▼ lab
      - efficient question handling (make sure each question is from  $\geq 2$  students)
      - check off multiple students at once
      - make good use of lab assistant (specialize in checkoffs or answering questions)
      - pipeline checkoffs
      - give a mini-lecture in lab after 30 minutes, or after noting that several people are confused
      - answer questions not with answers but with suggestions about experiments with which students can determine the answers
    - ▼ office hours
      - schedule intelligently
      - get students to help each other
      - have other stuff you can work on in case no one shows up
      - schedule the end of office hours at a hard-and-fast boundary
    - ▼ grading

- try to minimize startup overhead
- ▼ miscellaneous
  - chunk time to minimize task switching
  - keep a notebook for good ideas so you don't have to reinvent them
  - get work done when you're most alert
  - answer e-mail when you're least alert
  - keep track of how you spend your time
  - get ideas from instructor
  - work at home
- ▼ false economy
  - relying on last semester's notes
  - not going to class