CS375: Teaching Techniques for Computer Science Fall 2014
University of California, Berkeley

Name: _____

GSI Duties and Responsibilities Worksheet

Due Monday 9/10/2014 4pm

Most of you will hold your first discussion section before the first meeting of CS375 on September 10. Hopefully, you will have been working with your course instructor well before that to plan the term and to establish clear expectations of duties and responsibilities. To try to make sure that you and your instructor discuss these matters we have provided the following worksheet. You should fill it out with your instructor and bring it to our first class. Feel free to use the extra spaces below to describe your other responsibilities for the course.

Responsibility	**Y/N**	**Total Hours**	**Additional Information**
Attend lectures (hrs/wk)			
Present lectures			
Provide instruction in section (hrs/wk)			
Provide instruction in lab (hrs/wk)			
Prepare (hrs/wk)			
Hold office hours (hrs/wk)			
Attend staff meetings (hrs/wk)			
Give feedback on student work			# students = # assignments =
Develop projects			
Proctor exams			# exams =
Perform individual and/or group tutoring			
Lead review sessions			
Maintain student records			
Answer student questions through email and forums			