Topic

- CS 301, first meeting
  - handouts
    - course information
    - this outline
    - homework 1
    - Andy Begel's "What are your responsibilities as a GSI?"
    - signup sheet will be passed around
  - 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`
      - source of information for almost all payroll-related matters, fees, and GSI supplementing
    - Michael-David Sasson, 379 Soda, `soda-rooms@cs`, `msasson@cs`
      - source of rooms for review sessions, overfull discussion sections, etc.
    - LaShana Porlaris, 449 Soda, 2-9413, `lashana@cs`
      - graduate assistant
    - Mary Byrnes, 246 Cory
      - supervisor of the EECS Graduate Matters Office; source of information about non-resident tuition
    - Cindy Palwick and Sue DeVries, 385 Soda
      - source of copy cards to borrow for making class handouts; available between 7am and 4pm
        - please be sure to return the copy card after making copies
    - CS office staff, 390 Soda
      - source of 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 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 or one of the end-of-floor carrels are the standard places
        - reserve a carrel through Michael-David Sasson; reserve 283 by posting a door card

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Topic

- "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
- classes start at 10 minutes after the hour
- to make handouts …
  - numerous laser printers are around
  - borrow a copy card from Cindy Palwick or Sue DeVries to make copies for class
- what 301 will be all about
  - I'm not the source of all answers, but I have tried a lot of things and can alert you to options and their pros and cons
  - there will be a few short homework assignments, and a video session
  - we will focus mainly on issues relating to your work as a GSI; there is another course, CS 302 (typically offered in spring), that deals with aspects of designing and administering a course
  - a big role of 301 is its fostering of *community* among GSIs
- upcoming topics and events of interest
  - instructor visit to your section
  - advice from veteran t.a.s
  - advice from undergrads
  - alternatives to lecturing
  - planning for your section
  - how to tell if you're doing a good job
  - visiting each other's section
  - dealing with faculty
  - how to avoid being overworked
  - guest talks by faculty
- introductions
  - let us know your name, what course you're working for if any, and something odd or weird about yourself
  - class roster will be prepared; indicate on signup sheet if you don't want to be on it
- a discussion activity will follow