

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@eeecs`
 - Office of GSI Resources, 301 Sproul Hall
 - they publish "Graduate Student Instructor Teaching and Orientation Resources", which contains all sorts of good stuff

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- 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