Yale College Discussion/Lab Section Management: Fall 2017

Part 1 – Instructors:
Complete Part 1 of this form and return it to your departmental registrar by **Friday, August 11th.**
Download and save this writeable pdf. Use the Tab key to move between fields**.**

Subject & Course #: _____ **Course Title:** _____

Primary Instructor: _____

Contact Person: _____

Contact E-mail: _____

Should students select sections online when they register for this course? **Yes** ☐ **No** ☐

If yes, which day of the term should sections be available for online registration?

First day of classes (Aug. 30): ☐ **Fifth day of classes (Sep. 6):** ☐ **Date sections will start meeting:** _____

Comments:

Part 2 – Section Planning:
Use this space to plan your sections. Please work with the instructor to identify section days/times. Enter this information into the Teaching Fellow System Section Management tool (TFSSM).

Schedule Guidelines:
Discussion sections meet for 50 minutes and do not require an end time to be entered. Lab sections can meet longer and require an end time.

Sections may start only at the approved times listed below:

	8:20	9:25	10:30	11:35	1:30	2:30	3:30	4:00	4:30	5:00	7:00	8:00
M, W, or F	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
T or Th	✔	✔	✔		✔	✔	✔	✔	✔	✔	✔	✔

Meeting Day	Meeting Start & End Times	Teaching Fellow Name