Yale College Discussion/Lab Section Management: Fall 2016

Part 1 – Instructors:

Complete Part 1 of this form and return it to your departmental registrar by **Friday**, **August 12th**. 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 sele	ect sections	online when they register for th	nis course?	YES:	No:
If yes, which day of t	he term sho	ould sections be available for onlin	ne registration	?	
First day of classes (A	ug. 31):	Fifth day of classes (Sept. 7):	ons will begin	meeting:	
Comments:					

Part 2 – Section Planning:

Use this space to plan your sections. Please 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:													
		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		~	~	v	~	~	v	v	v	~	~	~	
T or Th		~	~		v	~	v	v	v	~	~	~	
Meeting Day	Mee	ting Star	t & End	Гimes		Teaching Fellow Name							