Yale College Discussion/Lab Section Management: Spring 2021

Part 1 – Instructors:

Complete Part 1 of this form and return it to your departmental registrar by **Tuesday, December 1st.**
DS/labs using Pref Sel & Section Management must have section times entered before November 30th.

Download and save this writeable pdf. Use the Tab key to move between fields.

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

Primary Instructor: _____

If applicable
Lead/Head TF Contact: _____

Lead/Head Contact E-mail _____

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

Sections will be available for online registration on December 14th at noon.

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. https://classrooms.yale.edu/fas-standard-meeting-patterns#Sections

Sections may start only at the approved times listed below:
Additional afternoon and evening meeting patterns have been added. These new meeting times are identifiable by an asterisks (*).

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

Meeting Day	Meeting Start & End Times	Teaching Fellow Name