Yale College Discussion/Lab Section Management: Fall 2020

Part 1 – Instructors: Complete Part 1 of this form and return it to your departmental registrar by Friday, August 7th. DS/labs using Pref Sel & Section Management must have section times entered before August 6th Download and save this writeable pdf. Use the Tab key to move between fields. **Course Title: Subject & Course #: Primary Instructor:** If applicable Lead/Head TF Contact: Lead/Head Contact E-mail Yes No Should students select sections online when they register for this If yes, which day should sections be available for online registration? Monday, August 17: Wednesday, August 19: **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 8:00 9:00* 10:00* 11:00* 7:00 M, T, W, Th or F ~ ~ 1 1 1 1 1 M. W or F 1 Meeting Day Meeting Start & End Times Teaching Fellow Name