

Discussion Section Guidelines

1. **Arrive at your designated Discussion Section start time**
 - a. If you arrive more than 8 minutes late, you will lose 50% of that week's score, since it's based on attendance AND participation.
 - b. For any week that you are unable to make it to your scheduled discussion section, reach out to the instructor for permission to attend a different session.
2. Read the **Resource Document**
 - a. TAs will briefly go over the week's resource document, which contains supplemental material that may be general tips, or may be helpful for a particular upcoming assignment. These will be available on the website in the "Discussion Sections" tab to reread at any time.
3. Work on the Problems - **One at a time**
 - a. You may work on the problems individually or collaboratively, like ICAs
 - b. After completing each problem, please **raise your hand** to have your work checked by a TA. They will let you know if any changes need to be made or will check off the problem on your checklist, after which you can move on.
4. After **50 minutes**, the official section period is over, and students are allowed to leave.
 - a. You may **leave early** if you have correctly completed all of the problems and have completed your checklist.
 - i. You will not receive attendance points if you leave early without a fully checked off checklist.
 - b. Once the period is over, even if you have not completed all questions, you will get full participation points if you have shown effort in trying to complete the lab problems. If you arrived on time, you will also get full attendance points.
5. For an extra 30 minutes, any remaining students can ask questions, and solutions can be gone over.
 - a. Solutions will be made available on the class website at the end of the week, and you can also ask about discussion section problems during Office Hours, if you would like to ask about solutions later
6. Before leaving, take a **Photo of your Checklist**
 - a. This will be what you turn in on Gradescope. They are due at **11pm on Friday** each week.
7. **Turn in your Checklist** to a TA
 - a. We retain copies of the checklist in case of issues with Gradescope.
8. **Clean up your area** before leaving
 - a. Any other printed materials are yours. Please ensure any extra papers or trash are removed. We rely on everyone to respect and take care of the shared space.