

GSI Info - Physics 7B – Spring 2008

Head GSI: Austin Hedeman - ajh38@berkeley.edu

GSI office: 407 and 409 Birge (code: 24-1-35)

Discussion Rooms: 226 LeConte

Lab Rooms: 245 LeConte (temporary access code: 012208)

File Cabinet Code: Location will be discussed in meeting

Course Center: 107 LeConte

Course Website: <http://socrates.berkeley.edu/~phy7b>

GSI Website: <http://socrates.berkeley.edu/~phy7b/special.html>

Fall 2007:

KEYS

- Please get a key and a Personal Access Code for LeConte and the 7B office from 151 LeConte as soon as possible! You can get a key form from Donna Sakima, and you will be required to put down a \$20 deposit.

ATTENDANCE

- Have everyone sign in for the first two weeks of meetings. Write in any student who has emailed you to say they could not attend. I will put an enrollment sheet in your mailbox on each of the next two Mondays. Please fill these out and put them in my mailbox in 409 Birge by THURSDAY EVENING each week (for first two weeks).

SWITCHING SECTIONS

- Students should try to switch sections via *TeleBears*. Neither you nor I can place anyone in a section. They should continue to try switching via *TeleBears* until the end of the first week. This is an early-drop-deadline class, so many students will be dropping in the first two weeks. There are NO waitlists for sections. After the first week, if *TeleBears* has been unsuccessful, have the students e-mail me with their desired sections and reasons why they need to switch.
- Students CANNOT attend your section if they are not officially enrolled. There is ONE exception: they are making up missed sections because they cannot attend their assigned section due to conflict - in this case make SURE they have emailed their assigned GSI about EACH meeting that they cannot make.
- Please let students know that attending your section will NOT increase their chances of getting into your section.

HOMEWORK

- The students will have a weekly problem set of approximately 10 problems of varying difficulty. The solutions to these problems will go up on the website one week after the assignment is posted. The problems do not need to be handed in and will not be graded. *However*, one problem on each Midterm examination will be taken *directly* from these homework sets (with the possibility of changed numbers in the problems). This means that 20% of their exam grade will be directly from the homework! Please emphasize this point in section early and often! All homework problems are taken directly from Giancoli or Elby. You should look over the homework and solutions before going to office hours so that you are prepared to answer questions. For Professor Zetzl, the homework policy is still being discussed. More soon!

ROOMS

- You have a discussion meeting and a lab meeting. Discussion will meet in 226 LeConte and lab will meet in either 245 LeConte. During weeks when there is no lab, you will have a normal discussion in the lab room.

QUIZZES

- Since this semester we will not be collecting and/or grading the homework assignments, we will use quizzes to make sure people are keeping up with the material. In your second section every other week, starting in the second week, we will give a short, homework-style quiz in the last 15 minutes of section. The quiz will be a problem that you chose at random out of the homework from the previous two weeks. You will collect the quizzes and give a grade out of 5. Please try to make lots of comments, as this will help prepare students for the actual tests. Grades for these quizzes will be due one week later, in our Friday Meeting.

WORKBOOK

- Each student will have to purchase a workbook that will contain all of the worksheets that we will be working with throughout the semester. You will each be issued one of these workbooks and a notes and solutions book. The notes and solutions book is from a previous semester. I will upload new notes and solutions to fit the modified worksheets periodically to a special page on the website. Also, I went through and modified all of the worksheets last semester. In particular, I have added a lot of problems and there are bound to be mistakes or typos. I will have a 'Worksheet Errata' page on the website. There will be an errata sheet on the office door, so if you notice something, please write it down there and I will post the correction! When working through the worksheets, do not feel pressured to do every problem. Pick the ones that seem most crucial, since we will inevitably become pressed for time at some point during the semester. Also new are Challenge Problems for a few select worksheets. I will post solutions to these on the website, so only take section time to do these if there is lots of time left [but when does that ever happen?]

OFFICE HOURS

- Every GSI will have to hold office hours. 10-hour GSIs will need to sign up for one office hour and 20-hours will need to sign up for two. The office hours room is 107 LeConte. Sign up for office hours in the first week of classes. While it is preferential to pick a time when most of your students can come, it is not required and *any student can go to any office hour*.

FIRST TIME GSIs:

- Many of you are going to be GSIng for the first time this semester. Don't worry! We have lots of veterans here, too. Please don't hesitate to ask for help or to call me if you have a question or a problem. I would like to meet with the new GSIs individually after the second week to see how things are going.

My expectations of you:

- We will have weekly GSI meetings on Fridays in this office. You are *required* to attend and be on time. If you cannot make the meetings, please e-mail me to get a rundown of what we did. We will also discuss the labs in this meeting during lab weeks. The time of the meeting will be discussed in our organizational meeting.
- CHECK EMAIL! I send lots of emails and assume everyone checks it daily.
- Prepare for your sections. ***Work out all of the problems you will do on the board*** (even if you know exactly how to do them - now you are presenting them, which is very different). Look over the worksheet and choose which questions and problems you will cover. (You do not need to cover all of them, but there are clearly important ones which you should do!)
- Be on time for DL sections and office hours. DL sections and office hours start 10 minutes after the hour. If you cannot make a section, it is up to YOU to arrange a suitable substitute in advance AND inform me in advance. If you cannot make office hours, you must also find a substitute and inform me as soon as possible.
- IF YOU ARE SICK – Contact me as soon as you know you are sick and cannot come in. If you cannot reach me, use your contact sheet to try and reach another GSI to cover for you. If you cannot find anyone, contact Donna Sakima (642-0596).
- If you have a problem with the computer or you notice it isn't working, please contact Terry Buehler (buehler@physics.berkeley.edu).

Please feel free to come to me if you have any problems or questions!

HAVE FUN!!!