

## Hours

### Hours Motivation

We want to emphasize the importance of student collaboration whenever possible. Especially in a math-based course like CS22, collaborating and working on mathematics together is especially important. Rather than being led by a TA, we encourage students to work in small groups (whether in-person or remotely), and seeking help from a TA when necessary to make progress. We want hours to be a place for students to practice and hone their problem-solving skills with each other and not somewhere you acquire solutions to the weekly problem sets.

### What to Expect at Hours

As stated above, hours are meant to be a place to work together to solve problems. Here's what you should expect to see/do at hours:

- Work in small groups with other students to solve the homework problems.
- Get advice from a TA when your group gets stuck.
- Have general concepts from class reinforced by a TA.

Here's what you **shouldn't** expect to see at hours:

- Students who have already solved problems giving the solutions to other students.
- TAs leading lecture-style presentations that work through entire problems.
- Students working on typing up their finalized submissions.

Again, the emphasis is on collaboration and practicing problem-solving techniques, not finishing a problem set as quickly as possible.

- Read over the whole problem set **before** you come to hours. Have at least a general idea of the first steps you might take, even if you aren't sure what will pan out.
- TAs cannot discuss extra credit problems with students, but you can post about them on EdStem.
- Do not discuss topics that are outside the scope of the course during hours.
- Due to the collaborative nature of hours, no photo-taking or screenshots are permitted. Additionally, no student should have any writeups pulled up (i.e. no Overleaf allowed). Laptops may only be used to view homework problems.
- Taking notes on your own is permitted. Keep in mind that every final weekly submission must be the student's own work.

We reserve the right to add/remove policies as necessary to keep collaboration hours as effective as possible.

### Hours Logistics

You can find a calendar of TA hours on our [website](#).

Unless specified otherwise, most hours will be **in-person** without any hybrid component. We will offer **two** (solely) remote hour sessions per week, and students who need to attend remotely should attend said hours. The schedule will be documented in the calendar. In addition, Rob's hours will be accessible to both **in-person** and **remote** students.

Since CS22's hours are heavily collaborative, we hope that students are able to most easily interact with one another during hours. Separating in-person and remote students allow the maximum amount of collaboration amongst students without the overhead of hybrid learning. Over Zoom, students can utilize breakout rooms and virtual whiteboarding. In-person, students are able to gather in small groups to solve problems and utilize physical whiteboards. We will adjust this policy as we deem fit throughout the semester.

## Recitation

### Recitation Motivation

Recitation is a space where you work with a group of 4-5 students each week to reinforce concepts taught in lecture, in preparation for the homework. We want students to have a sense of community, and be able to practice problem solving in a casual environment without requiring the formality of proofs necessary on weekly homework sets. Recitations are mandatory and are graded on completion.

### Recitation Logistics

Before each recitation, we will publish a list of group assignments. We will try our best to preserve groups so you will work with the same group before the midterm, and a new group after the midterm. However, changes might be made to ensure each group has enough people on a weekly basis.

Recitation packets will be available on the course site before each week's recitation. Students may choose to work in L<sup>A</sup>T<sub>E</sub>X (like Overleaf), in a shared Google Doc file, or on paper.

For the same reasons detailed above for hours, the majority of recitation sessions will be solely in-person, with one remote recitation held each week. This allows students to best work with one another.

### What if I can't make my regular recitation time?

Since groups need to be assigned for recitation ahead of time, we are requiring that you inform us (via [a Google Form](#)) ahead of time if you are going to be late or miss a recitation. Needing to attend remotely also falls under this category (fill out the form and we will accommodate you in a remote section).

The form will provide you with the following choices:

- If you indicate that you would like to attend a different recitation, we will assign you a new recitation time and assign you a group to work with. This allows us to assign groups ahead of time.
- If you would rather work on your own (due to scheduling, personal reasons, or otherwise), you may choose to be excused from recitation. You should complete the recitation packet **by yourself** in your own time and get it checked off before your recitation checkoff due date.

If you need a permanent schedule change, please email the HTAs with your availability and we will assign you a new recitation group moving forward.

If you **miss recitation or are more than 10 minutes late** to recitation without indicating so by completing the form, you will be **capped at half-credit for said recitation** (even if you get recitation checked off later in your own time). There is no penalty if you do inform course staff of any absences ahead of time. This is to ensure it remains easy for us to assign groups for recitation, and to ensure fairness to students and your groupmates who do show up to recitation on time.

### What if our group doesn't finish the whole packet in time?

You can keep working on it on your own time (either together or separately), and get checked off during your next recitation. We ask that you do so at the end of recitation when you have finished with the current week's recitation.

Partial credit will be given for mostly completed recitations if students have demonstrated appropriate effort.

### When is the latest a recitation can be checked off?

The time when you are *scheduled* for your next recitation. Usually, this is the week after it takes place. (See the above two questions.)