

TA Hours Policy

1 Introduction	1
2 General Policies	1
3 TA Hours	2
4 Lab Hours	2
5 Etiquette	2

1 Introduction

In order to make TA hours as fair and consistent of an experience for all students, we have created a set of policies by which students must abide. **Please read this policy carefully**, and complete the [digital collaboration policy and TA hours policy agreement form](#) by the end of the first lab, once you have read both this and the collaboration policy. You will not be able to receive credit on assignments until you complete the form.

2 General Policies

CS0330 we will be using SignMeUp to handle both office and lab hours ([link](#)). You can expect the SignMeUp line to open approximately 5 minutes before hours begin. Note that there are separate queues for lab hours and TA office hours. Once hours begin a TA will shuffle the SignMeUp line.

When you sign up for hours you will be prompted to enter what question you have; you must enter a descriptive question. An example of a descriptive question would be “why does my generator segfault when I try to generate a 10x10 maze?”. Examples of questions that would not be considered descriptive would be “maze?”, “maze not working!!?!?!”, or “help.” TAs are encouraged to delete students from the queue if their questions are not descriptive.

When it's your turn for hours, a TA will call your name or notify you electronically (if you ask them to in your hours signup). If you are missing at that time, and within the next 30 minutes you do not show up **and inform a TA that you have arrived**, your place in line will be forfeited and you will be removed from the queue. Please check the queue regularly while you are waiting to make sure you will be in the CIT when it's your turn and able to arrive on time.

Once your name has been called, a TA will help you for a maximum of 15 minutes before moving on to the next student on the queue. Please do not argue when a TA informs you that they must move on to the next student. There is no guarantee that a TA will solve your bug or problem fully by the end of your 15 minutes - CS 33 projects are complex and our staff resources are limited, and if we tried to fully solve each bug before moving on to the next

student, we would not be able to help very many students. You know your project the best and are the best-suited individual to solve your bugs; TAs are there to point you in the right direction, teach you debugging techniques, and help you to the best of their ability during a 15-minute period.

3 TA Hours

During office hours, you are not permitted to ask questions about the current lab or past labs; you may only ask questions about projects. This year we will have two kinds of hours: code hours and conceptual hours. In the code hours, you should ask for help that would require a TA to look at your code or run your program, though we understand that these questions will likely also involve concepts. In the conceptual hours you can **only** ask for help with conceptual questions, and the TA will not look at your code or run your program. Examples of conceptual questions include inquiries about a specific section on the handout or planning out how to implement your project before you begin coding.

Important: We expect all students to have at least gone over all guides and assignment handouts before coming to hours. For code hours, we expect all students to have at least tried debugging on their own using gdb. If it becomes clear that you have not read through the assignment handout or that you haven't tried running gdb on your program, ***your TA has the right to move onto the next student.***

As a courtesy, we ask that you do not ask questions on assignments at TA hours the day they are released, because that will be the same day that the previous assignment was due and lines will typically be long. The first assignment, Maze, is of course an exception to this rule. TAs reserve the right to turn away students asking about the new assignment.

4 Lab Hours

Please do not ask questions about projects or graduate homework assignments at lab hours. Lab hours are for the lab assignments only. Note that lab hours have a separate SignMeUp queue from regular hours. All general hours policies apply to labs as well.

5 Etiquette

1. Do not be rude to TAs and fellow students.
2. Do not be creepy towards TAs and fellow students.
3. Do not pursue a romantic relationship with your TAs.
4. If a TA tells you your time is up or they have to move on to someone else, please be polite. Ask your TA for parting advice when you're almost out of time - TAs are only permitted to help students for 15 minutes at a time.
5. Only ask project questions at regular TA hours, and only ask lab questions at lab hours.
6. Read your assignment handout and relevant guides, and try debugging with gdb at least once on your own.