Beyond “What Are We Doing This Week?”: Advanced Section Planning

- **Warm-Up and Introductions [10 min.] – JW, DD**
  - Looking back on your previous teaching experiences, what is one section policy or practice that you would want to establish or modify before teaching your first section this semester.

- **Starting with the End in Mind: Goal-Setting / Semester Planning [15 min.] - JW**
  - Using Your Syllabus to Sketch Out a Semester Plan
    - Using syllabus to set goals for section
    - Different kinds of goals (assignments, skills, knowledge)
    - Provide syllabus and section plan from HIST 131
      - See if you can link goals and section activities [3 min.]
  - Scaffolding and Skill Development Throughout the Semester
  - Conceptualizing a Course: From Section Planning to Syllabus Design

- **Scaffolding Instruction and Structuring Activities [15 min.] - DD**
  - Based on what you know about typical teaching assignments in your discipline or Yale more generally (syllabus, conversation w/ professor, course description, etc.), what is one overarching goal you might have for section planning?
    - Provide participants with a list of potential activities for quick reference
    - Have each group design a sequential list of activities that build towards their larger semester section goal.

- **Designing Section Collaboratively [15 min.] – JW, DD**
  - Warm-Up / Transition – Think/Pair/Share [5 min.]
    - Reflect on a particular challenge that you have encountered working with a fellow TF or supervising instructor. What was the challenge? How did you respond? What might you do differently?
  - Talking Points [10 min.]
    - Working with other course TAs to formulate section plans – not just cooperation and coordination, but also fair division of work
    - Engaging in fruitful exchanges with course professor
    - Balancing your personal teaching style w/ working within an instructional team (head TA)

- **Closing and Feedback [5 min.]**

**MATERIALS**

- Sample syllabi and semester plan [JW]
- Feedback Forms [DD, JW copy]
- Activities List [DD]
- Chart Paper Agenda
- Chart Paper Final Questions