

# Time Management and Challenging Situations

Sit next to someone tutoring a similar type of class as you are  
(upper division, hardware, theory, lower division programming, etc)

# Your feedback—what you want (more of)

- Time management skills (today!)
- More scenarios (particularly harder ones) (today!)
- Handling difficult students/situations (today!)
- Other topics coming up include:
  - Academic Integrity (Week 7)
  - Diversity, Equity and Inclusion (Week 8, with lots more scenarios)
  - (Week 9 no class)
  - Looking ahead and professional communication (Week 10), plus others

# Time management

- Time management challenges poll
  - Review your weekly time accounting spreadsheet.
  - Then respond to the questions in this survey (also linked from Canvas) <https://forms.gle/vEPc5J4zMXmQAXij6>

# Group Discussions: Time Management

- In groups of 3-4, discuss the following:
  1. What did you learn about your own time management from reviewing how you spend your time over a week?
  2. Discuss solutions to your most prominent time management challenges.

# Challenging situations role play: Helping students in the lab

- Scenario: A student (me) is working on the LinkedList assignment for CSE 12. The student is finding that tests fail, but can't figure out why.
- Watch the interaction and record what the tutor does well, and what they don't do well.

# Challenging Situation: Grading

Grades have been released for an assignment that you graded, and a student submits the following regrade request to you: "It's completely unfair to get 0 points for code just because it doesn't compile. I did so much work!" How should you respond?

<https://forms.gle/mwiC62NtmHSbarve8>

# Challenging Situation: Time Pressure

- It is 8pm on the due date with the assignment due at midnight. A student asks for help in your lab hours and you find out that they just started, and their program has a lot of bugs. You know the assignment is challenging. Should your advice to students change depending on how close to the deadline you tutor?
- Your tutor hours end in 30 minutes, and you are the last tutor of the night. There are still 10 people in the queue. You know you won't be able to get to all of them before your hours end at 10pm. You have nothing more to do tonight (except go home and sleep!). What should you do?

<https://forms.gle/tDdeFpt6g8cEgrzt7>

# Challenging Situation: Tutoring Boundaries

- You are tutoring for CSE 12, but the queue is currently empty. A student in CSE 8A approaches you because they are struggling with their assignment and it's not currently CSE 8A tutor hours. What do you do?

<https://forms.gle/6KNtc3NtFpBxE66D7>



# Challenging Situation: When to Intervene?

- You are talking to a friend who is also a tutor in the same class. They tell you that they are being sure to be extra strict when grading style so that students really learn the rules. You feel like their behavior is not in line with the guidance the instructor gave about how to grade style, but you're not exactly sure because the style guidelines are always a little subjective, right? What should you do?

<https://forms.gle/rGveSr7XwgJuApwh8>

Open Q&A

# HW for Week 7

- On Canvas and Gradescope