



Week 4

## Professionalism, Time Management, Discussion Forums

DSC 95, Spring 2025 at UC San Diego

## Agenda

- Professionalism.
- Time management.
- Discussion forums.

## Announcements:

- This week's homework:
  - [Discover the best approach.](#)
  - Submit answers to planning questions on [Gradescope](#) by Friday.

# Professionalism

# Professional behavior

- Respect your students.
  - Be mindful of your tone.
  - Don't state or imply anything negative or deficient about the student.
    - “We learned this in Week 1...”
  - Remember, a student who needs your help is vulnerable – you want to make them feel safe and secure in their learning.
- Also respect your students' privacy. What does this mean?

# Professional behavior

- Arrive prepared and on time.
- Respond to student emails, instructor Slack messages, etc.
- If you say you will do something, either to your instructor, fellow tutors, or a student:
  - Best case scenario: do it well and do it on time.
  - Second best case scenario: Acknowledge far enough in advance that you can't do it, and make a plan for how to get the job done on time, such as recruiting another tutor to take over for you.
- **Be proactive.**
  - Need to miss a staff meeting? Let the instructor know.
  - Traveling and can't hold office hours? Let the instructor know.

## Professional behavior

- Be positive about UCSD, the class, the instructor, your fellow tutors, and HDSI.
- From your students' perspective, you are the face of “data science at UCSD.”
- Don't gossip.

# Professional behavior

- Be ethical. What are examples of unethical behavior as a tutor?

# Time management



# Managing time as a student and a tutor

- What strategies and tools do you use?
- How do you keep track of obligations and prioritize them?

College Tip #960  
I'm with a senior at Wellesley  
College...

I think you're?



## Managing time in office hours

- How much time should you spend with each student in your office hours?
- How can you make sure you are handling time well during office hours?

# Discussion forums

# Discussion forums

- Most classes use Ed, Piazza, Campuswire or similar for students to ask questions.
- What qualities do you think a good answer should have?
- What do you want to avoid when answering these questions?

# Tips for answering questions

- Answer promptly, but only if you know how to help!
- Provide helpful links - to a relevant example from lecture, to the appropriate documentation, to the textbook section where they can find examples.
- Include visuals such as graphs or tables.
- Remind them of similar problems they have encountered.
- Point out the issues in their code but don't tell them exactly what they need to change it to.
- Ask leading questions. What data type is this?