

Detailed Training Schedule for Fall 2014- 210 Fall Orientation

Sunday, August 10th - Welcome

- 2 pm** Mentors meeting (review, organize, set up, and shift)
3pm Director of Graduate Studies meets with Second Years in Dept
4pm DGS Meets with 1st years in Department (second years move desks)
5pm-8pm LB 300- Welcome to the Department (DGS, Admin. Coordinator and BCD)
-Office space sign up- **Need Attendance Sheets**
-Tour of the building
-Intro and Eat AT 6pm- Panera
-Review Week/ Doing/ Remind of Schedules
-Christine's Presentation
-Ice Breakers- Meg's Bingo-

Monday, August 11th - The Course and You (Only 1st years and Mentors)

- 8am-11am** **Welcome**
Food/ Welcome/ Itinerary for Training
Warm Up- SuperHeros Mini Speech as Icebreaker-
Basic iCicker Overview
What did you remember? CLICKER QUIZ-Quiz & Review
Filling in the Gaps
Confidentially Forms- Drop/ Add / Override issues
Consent Forms- To the Policies in the Workbook
Expectations for Professionalism
Prepping for the Year
Teaching Development for the semester
Emergency Procedures/ Phone Tree-
Large Lecture & Weekly Meeting Expectations-
GTA Committee Roles/ Goal Setting-
Extra Credit/ Research Studies
Pumping up the Bucket Speech-
Mentors- Balancing Demands

Noon to 1pm **Lunch Provided-**

Discussion of Admin Responsibilities

- 1pm to 5pm-** Introducing Technology and Learning
**Discussing the Risks to Learning- What are? Imposter, Embarrassment-
Classroom Climate & Immediacy- Feeling support**
Using the Course Twitter
Using the Course **Wiki**
Learning Styles-
Lesson Plans and Teaching Objectives/ Daily Lesson Plans
3 types of Learning/ Blooms to format
Constructing a Lesson Plan- SET and Overview

How to handle content/ **What to lecture-**
Appropriate Assignments/ Delegating the 100 points
Crafting an Addendum- **Into Classrooms-** Overview Micro Teaching-. –

Tuesday, August 12th - You as a Teacher

8am-Noon Teaching Public Speaking (only new & Mentors)
Ice Breaker -Social Issues Mini Speeches-
Micro Teaching – Round 1-LB 108-BC105
Teaching with Clickers
Debriefing Teaching in Groups
Facilitating Discussions
Fishbowl- Mentors “teaching”
Fostering Discussions-Edit Process
Designing Quizzes- Me
Types and levels of questions-
Activity- Bad QUIZ and how to correct
iClicker use
Time to build Quiz- Back to chapters in groups
Noon to 2pm Lunch around the Village (and Time for Signing Contracts)
2pm to 4pm Trust in the classroom
Discussion-What is trustworthy?
Ethics in the classroom- Ferpa? What is it?
Disability Policy Review
Excused absences, Missing Speeches
Plagiarism/Academic Dishonesty
Authority in the classroom- Using Bats/Bams
4pm to 5pm You as a Teacher
You as an Instructor,- What would you do?
Dealing with student complaints
Documenting Situations-Responding to student emails

Wednesday, August 13th - Running the Classroom

Classroom Addendums due from All/ All here- Physical Copies

8am-Noon Teaching Public Speaking
Ice Breaker -Metaphors Mini Speech-
Starts 8:30-MEDIA SITE TRAINING-
Micro Teaching – Round 2-LB 108-BC105
Practicing Recording self and sending it
Debriefing Teaching in Groups
12:00 – 1:00: Lunch Provided-
1pm to 5pm
Drafting office code of ethics as a Group-

Blackboard Policies-
Balancing Grading and Assessment
Giving feedback-
Demonstration Speeches – Grading and Assessment
Self Evaluations- Samples-Changes/ Assessment Impact
Day 1- Advice for Day 1

Thursday August 13th – Practice and Polishing Day 1
New Students/ Mentors Only

8am -Noon Micro Teaching- Presenting to Dr. Denker
Revising Class Addendums/ Posting on Blackboard

With the Grad School – 1:30 to 5pm

Friday August 14th -University Meetings

11:00-12:00: CCIM Fall Meeting in LB 125

12:15+ CCIM Fall Luncheon in LB Lobby

Afternoon Tech Help

Department Social TBA

Sunday at 5pm-Deadline: Post your addendum and Your information on LLBB