

# Training Week Schedule

Fall 2015

(Rev. 2015-07-21)

**Heads up:** The following groups have one or more sessions scheduled in the week:

- \* *New graduate students*
- \* *Graduate students teaching for the first time in a fall or spring semester*
- \* *All instructors in lab calculus courses*
- \* *Math 212 and 353 instructors*
- \* *All new faculty*
- \* *All Help Room personnel ("L", "202/212", and "221")*

The audience for each session is shown in the schedule below.

## **Monday, August 17 (All sessions today are for all new grad students.)**

- 11:00-12:00 Issue textbooks, calculators, and lab manuals  
Room 119. Felina Grissom, Wayne Williamson
- 12:00-12:05 Welcome; Introductions  
Room 119. Clark Bray
- 12:05-12:35 Lab Calculus at Duke  
Room 119. Michael Reed, Chair of the Calculus Committee
- 12:45-1:45 Lab: Log Plots; overview of lab mechanics  
Room 235. Rann Bar-On
- 2:00-4:00 International Student Writing Exam
- 4:00-6:00 Welcome reception for graduate students

## **Tuesday, August 18 (new grad students, or 122L instructors)**

- 10:00-12:30 Orientation for all new graduate students
- 1:30-2:30 Lab: Euler's Method (new grad students)  
Overview of Duke's calculus courses. Role of graduate assistants.  
Practice Lab Presentation assignments.  
Room 235. Emily Braley
- 3:15-4:15 Lab Logistics (new graduate students)  
How labs work, undergraduate assistants, managing with two lab instructors, teams, calculators, problems.  
Evaluating student's lab work: reports, quizzes, and short report forms  
Question and answer session  
Room 235. Emily Braley, Lewis Blake
- 3:15-4:15 Math 122L Instructors Supplemental Meeting #1  
Room 259. Sarah Schott

### **Wednesday, August 19**

- 9:00-10:00 Discussion of writing in the math classroom. (new grad students)  
How to grade reports.  
Discuss meetings for the Fall  
Room 119. Rann Bar-On
- 10:00-11:00 Meeting of all Math 105L, 106L, 111L, 112L, and 122L instructors  
Topics include: Changes, writing, grading, quiz/report alternatives,  
duties of lab assistants; Sakai; TRAP; help room duties.  
Room 235. Rann Bar-On, Lewis Blake
- 11:00-12:00 Meeting of all Math 105L, 106L, 111L, 112L, and 122L instructors  
Topics include: Grading policies in a "block" course  
Room 235. Clark Bray
- 12:00-1:00 Introduction to the Duke Libraries (for new grad students and new faculty)  
Room 119. Michael Peper
- 1:00-2:00 Discussion of grading student midterms and final exams  
(new grad students, first time grad student instructors)  
Topics include: Goals; preconceptions; strategies; consistency  
Room 235. Clark Bray, Sarah Schott, Emily Braley, Rann Bar-On,  
Lewis Blake
- 4:00 Convocation for Graduate and Professional Students

### **Thursday, August 20**

- 10:00-12:00 Practice Lab Presentations (new grad students)  
Room 235. Lewis Blake, Sarah Schott  
Room 227. Rann Bar-On, Emily Braley
- 10:00-12:00 Sakai and Storm (for all new teachers)  
*Set up your DukeNet ID before this session. Laptop recommended.*  
Room 119. Clark Bray
- 1:00-2:30 Teaching Information (for New and Visiting Faculty Members)  
Room 119. Paul Aspinwall (Chair), Clark Bray, Wayne Williamson
- 1:00-1:30 Help Room sign-up (for grad student instructors)  
Room 235. Rann Bar-On
- 1:30-2:00 Help Room sign-up (for grad student lab assistants)  
Duties, access, procedures, sign-up  
Room 235. Rann Bar-On
- 2:00-3:00 105L, 111L, 122L Instructors meet with course supervisors  
Math 105L: Room 235, Rann Bar-On  
Math 111L: Room 227, Emily Braley  
Math 122L: Room 259, Sarah Schott
- 3:00-4:30 Office Hours (for grad student first time instructors)  
Room 235. Clark Bray

**Friday, August 21**

- 9:00-5:00     RCR Orientation (new graduate students), Durham Hilton  
([http://gradschool.duke.edu/academics/degree\\_reqs/rcr/orientation.php](http://gradschool.duke.edu/academics/degree_reqs/rcr/orientation.php))
- 11:00-12:00   Meeting of all Math 353 instructors  
Room 119. Stephanos Venakides
- 2:00-3:00     Meeting of all Math 212 instructors  
Room 119. Clark Bray

**Saturday, August 22**

- 9:00-noon     Placement counseling for first-year undergraduate students  
Clark Bray, Lewis Blake, Rann Bar-On, Sarah Schott, Emily Braley  
Physics Building, Room 123.

**Sunday, August 23**

- 3:00-4:00     Meeting of all 202/212, 221 Help Room staff  
Introductions; discussion of policies and procedures  
Room 119. Clark Bray
- 4:00-5:00     Meeting of all lab assistants (graduate and undergraduate)  
Help Room sign-up (for undergraduate lab assistants)  
Room 235. Rann Bar-On
- 5:00-6:00     Meetings with Course Coordinators  
All lab instructors and assistants (graduate and undergraduate)  
Math 105L, Room 227. Rann Bar-On  
Math 111L, Room 235. Emily Braley  
Math 122L, Room 119. Sarah Schott