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)

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