**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 22 (All sessions today are for all new grad students.)**

10:00-11:00  Intro to payroll, individual setup  
Issue textbooks, calculators, and lab manuals  
Room 119. Felina Grissom, Wayne Williamson

11:00-11:45  Welcome  
Room 119. Clark Bray

11:45-2:00  Math GTA Support and Development at Duke  
Room 235. Emily Braley and Sarah Schott

2:00-4:00  International Student Writing Exam  
Organized by The Graduate School

4:00-6:00  Welcome reception for graduate students  
Organized by The Graduate School

**Tuesday, August 23 (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

1:30-2:30  Math 122L Instructors Supplemental Meeting #1  
Room 259. Sarah Schott

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, Sarah Schott
Wednesday, August 24

9:00-10:30 Classroom issues. (new grad students, 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; challenges
Room 235. Emily Braley, Sarah Schott, Lewis Blake

10:30-12:00 Meeting of all Math 105L, 106L, 111L, 112L, and 122L instructors (new faculty also welcome)
Topics include: Grading policies in a "block" course
Room 235. Clark Bray

12:30-2:00 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

3:15-4:15 Introduction to the Duke Libraries (for new grad students and new faculty)
Room 119. Michael Peper

4:00 Convocation for Graduate and Professional Students
Organized by The Graduate School

Thursday, August 25

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 DukeHub (for all new teachers)
Set up your DukeNet ID before this session. Laptop recommended.
Room 119. Clark Bray

12:00-1:00 Meeting with the DGS (new grad students)
Room 101. Rick Durrett (lunch provided)

1:00-3:00 Teaching Information (for New and Visiting Faculty Members)
Room 119. Jonathan Mattingly (Chair), Clark Bray

1:00-2:00 Help Room sign-up (for grad student instructors and lab assistants)
Duties, access, procedures, sign-up
Room 235. Emily Braley

3:00-3:45 Lab Calculus at Duke (new grad students)
Room 119. Michael Reed, Chair of the Calculus Committee

2:00-3:30 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

3:30-5:00 Office Hours (for grad student first time instructors)
Room 235. Clark Bray
Friday, August 26

9:00-5:00  RCR Orientation (new graduate students), Durham Hilton
(http://gradschool.duke.edu/academics/degree_reqs/rcr/orientation.php)
Organized by The Graduate School

11:00-12:00  Meeting of all Math 353 instructors
Room 119.  Gregory Herschlag, Michael Abel

2:00-3:00  Meeting of all Math 212 instructors
Room 119.  Clark Bray

Saturday, August 27

9:00-noon  Math Placement Open House (first-year undergraduate students)
Clark Bray, Lewis Blake, Rann Bar-On, Sarah Schott, Emily Braley
Physics Building, Room 123.

9:00-10:00  Math 122L Proficiency Exam (select Math 212 instructors)
Physics Building, Room 128.

Sunday, August 28

3:00-4:00  Meeting of all 202/212, 221 Help Room staff
Introductions; discussion of policies and procedures
Room 119.  Clark Bray

3:00-5:00  Meeting of all lab assistants (graduate and undergraduate), L instructors
Role, expectations; Facilitating group work;
Help Room sign-up (for undergraduate lab assistants)
Room 235.  Emily Braley and Sarah Schott

5:00-6:00  Meetings with Course Coordinators
All L course instructors and lab assistants (graduate and undergraduate)
Math 105L and 106L, Room 227.  Rann Bar-On
Math 111L, Room 235.  Emily Braley
Math 122L, Room 119.  Sarah Schott