

# Training Week Schedule

Fall 2017

(Rev. 2017-08-14)

**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, Math 216 TAs*
- \* *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 21**

10:00-11:00	Payroll setup (Wayne Williamson, Laurie Triggiano)
Room 119	<u>For new grad students</u> Intro to payroll, indiv. Setup, issue textbooks, calculators, and lab manuals
11:00-11:45	Welcome (Clark Bray)
Room 119	<u>For new grad students</u>
11:45-2:00	Math GTA at Duke (Sarah Schott and Brian Fitzpatrick)
Room 235	<u>For new grad students</u> Math GTA Support and Development at Duke
2:00-4:00	International Student Writing Exam
	<u>For new grad students (who have not already taken it)</u> (Organized by The Graduate School)
4:00-6:00	Welcome reception for graduate students
	<u>For new grad students</u> Organized by The Graduate School

## **Tuesday, August 22**

10:00-12:30	Orientation for all new graduate students
	<u>For new grad students</u> Organized by The Graduate School
11:15-1:15	Math 122L Instructors Meeting (Sarah Schott)
Room 259	<u>For Math 122L instructors</u>
1:30-3:30	Lab Logistics (Sarah Schott, Brian Fitzpatrick)
Room 235	<u>For new grad students</u> Overview of Duke's calculus courses. Role of graduate assistants. How labs work, undergraduate assistants, managing with two lab instructors, teams, calculators, problems. Lab run-through. Evaluating student's lab work: reports, quizzes, and short report forms Practice Lab Presentation assignments. Question and answer session

**Wednesday, August 23**

9:00-10:30	Classroom Issues. (Sarah Schott, Brian Fitzpatrick)
Room 235	For new grad students, and Math 105L, 106L, 111L, 112L, 122L instructors Topics include: Changes; writing; grading; quiz/report alternatives; duties of lab assistants; Sakai; TRAP; help room duties; challenges
10:30-12:00	"Block" Course Grading Policies (Clark Bray)
Room 235	For all Math 105L, 106L, 111L, 112L, 122L instructors; new faculty welcome
12:30-1:30	Introduction to the Duke Libraries (Ciara Healy)
Room 119	For new grad students and new faculty
2:00-3:00	Pre-major advising, group meetings
(most classrooms)	For pre-major advisors Organized by the Academic Advising Center
3:15-4:15	Help Room sign-up (Brian Fitzpatrick)
Room 235	For grad student instructors and lab assistants Duties, access, procedures, sign-up
4:00-5:00	Convocation for Graduate and Professional Students
	For new grad students Organized by The Graduate School

**Thursday, August 24**

10:00-12:00	Practice Lab Presentations
	For new grad students
Room 235	Tori Akin, Sarah Schott
Room 227	Rann Bar-On, Brian Fitzpatrick
10:00-12:00	Sakai and DukeHub (Clark Bray)
Room 119	For all new faculty and all first time grad student instructors <i>Set up your DukeNet ID before this session. Laptop recommended.</i>
12:00-1:00	Meeting with the DGS (Rick Durrett)
Room 101	For all new grad students (lunch provided)
1:00-3:00	Teaching Information (Jonathan Mattingly (Chair), Clark Bray)
Room 119	For new and visiting faculty
1:00-2:30	Course instructor meetings (Sarah Schott, Rann Bar-On)
	For Math 105L and Math 111L instructors
Room 235	Math 105L: Rann Bar-On
Room 227	Math 111L: Sarah Schott
3:15-4:00	Lab Calculus at Duke (Michael Reed, Chair of the Calculus Committee)
Room 119	For new grad students
4:00-5:30	Grading Exams (Clark Bray, Sarah Schott, Brian Fitzpatrick, Rann Bar-On)
Room 235	For new grad students and first time grad student instructors Discussion of grading student midterms and final exams Topics include: Goals; preconceptions; strategies; consistency

**Friday, August 25**

9:00-5:00	RCR Orientation
Durham Hilton	For new graduate students Organized by The Graduate School ( <a href="http://gradschool.duke.edu/academics/degree_reqs/rcr/orientation.php">http://gradschool.duke.edu/academics/degree_reqs/rcr/orientation.php</a> )
10:30-12:00	Handling Office Hours (Clark Bray)
Room 235	For first time grad student instructors
11:00-12:00	Math 353 instructor meeting (Stephanos Venakides)
Room 119	For all Math 353 instructors
12:30-1:30	Math 216 instructor meeting (Clark Bray)
Room 123	For all Math 216 instructors and TAs
2:00-3:00	Math 212 instructor meeting (Clark Bray)
Room 119	For all Math 212 instructors

**Saturday, August 26**

9:00-noon	Math Placement Open House (C. Bray, Schott, Akin, Fitzpatrick, Bar-On)
Room 123	For first-year undergraduate students
9:00-10:00	Math 122L Proficiency Exam (Brian Fitzpatrick)
Room 128	For students registered for this exam

**Sunday, August 27**

3:00-4:00	200's Help Room meeting (Clark Bray)
Room 119	For all Math 202/212, 221 Help Room staff Introductions; discussion of policies and procedures
3:00-4:00	Lab TAs and L instructors (Sarah Schott, Brian Fitzpatrick)
Room 235	For all lab assistants (grad and undergrad), L instructors Role, expectations; Facilitating group work; Help Room sign-up (for undergraduate lab assistants)
4:00-5:00	Meetings with Course Coordinators
	All L course instructors and lab assistants (graduate and undergraduate)
Room 227	Math 105L and 106L: Rann Bar-On
Room 235	Math 111L: Tori Akin
Room 119	Math 122L: Sarah Schott