

Training Week Schedule

Fall 2010

Heads up: The following groups have one or more sessions scheduled in the week, August 23-29:

New graduate students.

Graduate students who are teaching for the first time in a fall or spring semester.

All teachers in lab calculus courses.

Math 32, 103, 107, and 108 teachers.

All new faculty.

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

Monday, August 23 (all sessions today are for new grad students)

9:00-9:05 a.m.	Welcome; Introductions Room 119: Jack Bookman, Director of Teacher Training
9:05-9:35	Lab Calculus at Duke Room 119: Prof. Michael Reed, Chair of the Calculus Committee
9:35-9:45	Issue textbooks, calculators, and Lab Manuals. Room 119: Staff
9:45-10:45	Lab: Log Plots; overview of lab mechanics Room 235: Jack Bookman
10:45-11:00	Break
11:00-12:30	Labs: Euler's Method and Strategies for Buying Stock Room 235: Rann Bar-On
2:00-4:00	International Student Writing Exam
4:00-6:00	Welcome reception for graduate students in science and engineering Graduate School, 2127 Campus Drive

Tuesday, August 24 (all sessions today are for new grad students)

9:15-9:45	International Student Visa Pre-Registration Outside Griffith Film Theater in the Bryan Center
10:00-12:30pm	Orientation for all graduate students Griffith Film Theater in the Bryan Center
1:30-2:00	Overview of Duke's calculus courses. Role of graduate assistants. Room 235: Lewis Blake, Supervisor of First-year Instruction
2:00-3:00	Lab: Chemical Rate Equations Room 235: Jack Bookman
3:00-3:15	Break
3:15-4:15	How the lab works, 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: Lewis Blake

Wednesday, August 25

- 9:00-10:00 Discussion of writing in the math classroom. **(for new grad students)**
How to grade reports. Overview of the Teacher Training Program.
Discuss meetings for the fall.
Room 119: Rann Bar-On
- 10:00-11:00 Meeting of all **Math 25L, 26L, 31L, 32L, and 41L teachers.**
Topics include: Changes, writing, grading, alternatives to quizzes and long reports, final exam, responsibilities of lab assistants; Electronic Blackboard; TRAP; help room duties.
Room 235: Lewis Blake
- 11:00-noon **25L,31L,32L,41L Teachers** meet with course supervisors.
Math 25L: Room 119 (Rann Bar-on)
Math 31L: Room 235 (Lewis Blake)
Math 32L: Room 127 (Jim Tomberg)
Math 41L: Room 033 (Jack Bookman)
- 2:00-3:00 Introduction to the Duke Libraries **(for new grad students and new faculty)**
Room 119: Michael Peper

Thursday, August 26

- 10:00-12:00 On-line Blackboard and other resources. **(for all new teachers)**
Be sure you have set up your DukeNet ID before this session.
Computer cluster in Room 274J: Dr. Clark Bray
- 1:00-2:30 Office Hours **(for grad student teachers teaching for the first time)**
Room 235: Lewis Blake
- 1:30-2:30 Teaching Information **for New and Visiting Faculty Members**
Room 119: Professor Harold Layton, Chair
- 3:00-3:30 Help Room sign-up **(for all graduate student teachers)**
Room 119: Lewis Blake
- 3:30-4:00 Help Room sign-up **(for graduate lab assistants)**
Duties, access, procedures, **sign-up.**
Room 119: Lewis Blake

Friday, August 27

- 11:00-noon Meeting of all **Math 108 Teachers**
Room 119: Professor Jim Nolen
- 1:00-2:00 Meeting of all **Math 103 teachers**
Room 119: Professor David Kraines
- 2:00-3:00 Meeting of all **Math 32 teachers.**
Room 119: George Lam
Lewis Blake

Saturday, August 28

- 9:00am-noon Placement counseling for first-year undergraduate students
Physics Building foyer and room 123.
Lewis Blake, Jack Bookman, Clark Bray, Chad Schoen

Sunday, August 29

- 4:00-5:00 Meeting of **all lab assistants** (graduate and undergraduate)
Room 235: Lewis Blake