

# Training Week Schedule

Fall 2009

**Who attends these training sessions? Please read the entire list: you may fall in more than one category!**

1. New graduate students should attend sessions starting Monday and continuing through the Wednesday morning meeting with Bookman, the Friday meetings with Witelski, Peper, and Blake, and the 3 pm Sunday meeting.
2. Graduate students who taught for the first time last summer or will be teaching for the first time this fall should attend the 9 am Wednesday meeting and all sessions on Thursday.
3. All teachers in the "L" courses should attend the 11:00 and 1:00 meetings on Wednesday and the help room meeting on Friday. Those who haven't used the on-line Blackboard should attend the Thursday morning session.
4. Teachers in Math 32, 103, 107, and 108 should attend their course group meetings. Math 32 teachers should also attend the help room meeting on Friday. Those who haven't used Blackboard should attend the Thursday morning Blackboard session.
5. Teachers who are experienced Blackboard users are invited to the Tuesday morning Blackboard session presented by the Center for Instructional Technology.
6. All new faculty should attend the Thursday afternoon session with Professor Harold Layton, Chair of the Mathematics Department. There is an optional session on Thursday morning about the on-line Blackboard which new faculty will find useful.

## Monday, August 17

- 9:00-9:10 a.m. Welcome; Comments from the DGS  
Room 119: Jack Bookman, Director of Teacher Training  
Tom Witelski, Director of Graduate Studies
- 9:10-9:30 Issue textbooks, calculators, and Lab Manuals.  
Room 119: Staff
- 9:30-10:45 Lab: Log Plots; overview of lab mechanics  
Room 235: Jack Bookman
- 11:00-12:15 Labs: Euler's Method and Strategies for Buying Stock  
Room 2:35 Rann Bar-on
- 12:15-1:00 Break
- 1:00-1:30 Overview of Duke's calculus courses. Role of graduate assistants.  
Room 235: Lewis Blake, Supervisor of First-year Instruction
- 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 18

- 9:15-9:45 International Student Visa Pre-Registration
- 10:00-12:30pm Orientation for all graduate students  
Griffith Film Theater in the Bryan Center
- 10:00-12:00pm Blackboard update for experienced Blackboard users  
Room 274J: Andrea Novicki, Center for Instructional Technology
- 2:00-3:00 Lab: Present Value/Future Value  
Room 235: Rann Bar-on
- 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 119: Lewis Blake

### Wednesday, August 19

- 9:00-10:00 Discussion of writing in the math classroom (**for new graduate students**).  
How to grade reports. Overview of the Teacher Training Program.  
Discuss meetings for the fall.  
Room 119: Jack Bookman
- 9:00-10:30 Office Hours (**for first-time teachers--including those from last summer**)  
Room 235: Lewis Blake
- 11:00-12:00 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; help room duties.  
Room 119: Lewis Blake
- 1:00-2:00 25L/31L//32L/41L Instructors meet with course supervisors.  
Math 25L: Room 235/123 (Rann Bar-on)  
Math 31L & Math 32L: Room 119 (Lewis Blake)

### Thursday, August 20

- 10:00-12:00 The Electronic Blackboard and other web resources.  
*Be sure you have set up your DukeNet ID before this session.*  
Computer cluster in Room 274J: Dr. Clark Bray
- 1:30-2:30 Teaching Information for New and Visiting Faculty Members  
Room 119: Professor Harold Layton, Chair

### Friday, August 21

- 9:00-11:00 Overview of graduate courses (**for new graduate students**)  
Question and answer period.  
Room 119: Professor Tom Witelski
- 1:00-2:00 Meeting of all Math 103 teachers  
Room 119: Professor Dick Hain
- 1:00-2:00 Introduction to the Duke Libraries (**for new grad students**)  
Room 047: Michael Peper
- 2:00-3:00 Meeting of all Math 108 Teachers  
Room 119: Professor Stephanos Venakides
- 2:00-2:30 The Help Room, part I (**for grad student teachers**)
- 2:30-3:00 The Help Room, part II (**for graduate lab assistants**)  
Duties, access, procedures, **sign-up**.  
Room 235: Lewis Blake
- 3:00-4:00 Meeting of all Math 32 teachers.  
Room 119: Dr. Clark Bray

### Saturday, August 22

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

### Sunday, August 23

- 3:00-4:00 Meeting of all lab assistants (graduate and undergraduate)  
Room 119: Lewis Blake