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
  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 undergraduates
   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