

Training Week Schedule

Fall 2008

Who attends these training sessions?

1. Graduate students assisting in labs for the first time should attend all sessions starting Monday and continuing through the Wednesday morning meeting with Bookman, and also the 1:30 pm Sunday meeting.
2. Graduate students who previously worked in labs and who taught for the first time last summer or will be teaching for the first time this fall should attend the Wednesday meetings for teachers and all sessions on Thursday.
3. All teachers in Math 25L, 31L, 32L, and 41L should attend the 11:00 and 1:00 meetings on Wednesday. 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 meetings.
5. All new faculty should attend the Thursday afternoon session. There is an optional session on Thursday morning about the on-line Blackboard which new faculty may find useful.

Monday, August 18

- 9:00-9:10 a.m. Welcome; Comments from the Chair
Room 119: Jack Bookman, Director of Teacher Training
Mark Stern, Chair of the Mathematics Department
- 9:10-9:30 Issue textbooks, calculators, and Lab Manuals.
Room 119: Tyffany Kittrell
- 9:30-11:00 Lab: Log Plots
Room 235: Jack Bookman
- 11:00-11:20 How to evaluate student's lab work;
Review of old quizzes and short report forms
Room 235: Jack Bookman
- 11:30-12:00 Overview of Duke's calculus courses.
Calculators: policy, expectations.
Room 235: Lewis Blake, Supervisor of First-year Instruction
- 12:00-1:00 Break
- 1:00-2:30 p.m. Labs: Eulers Method & Strategies for Buying Stock
Overview of the mechanics of the labs.
Room 235: Sarah Schott
- 2:30-2:45 Break
- 2:45-3:15 Lab Calculus at Duke
Room 119: Prof. Mike Reed, Chair of the Calculus Committee
- 4:00-6:00 Welcome reception for graduate students in science and engineering
Graduate Student Affairs House, 2111 Campus Drive

Tuesday, August 19

- 10:00-12:30pm Orientation for all graduate students
Griffith Film Theater in the Bryan Center
- 11:00-12:00 Meeting of all Math 103 teachers
Room 227: Professor Bill Pardon
- 1:30-3:00 Lab: Present Value/Future Value
Room 235: Abe Smith
- 3:00-3:15 Break
- 3:15-4:00 How the lab works, undergraduate lab assistants, managing with two lab instructors, team assignments, calculator tips, problems.
Questions and answer session.
Room 119: Lewis Blake

Wednesday, August 20

9:00-10:00 Discussion of writing in the math classroom.
Overview of the Graduate Student Teacher Training Program.
“The Bookman Thing.” Discuss meetings for the fall.
Room 119: Jack Bookman

End of training sessions for graduate lab assistants. Note meeting on Sunday at 1:30.

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, 31L, 32L, and 41L teachers.
Topics include: Changes, writing, grading, alternatives to quizzes and long reports, final exam, responsibilities of lab assistants; Electronic Blackboard; the Help Room, the Help Room schedule.
Room 119: Lewis Blake

1:00-2:00 25L/31L//32L/41L Instructors meet with course supervisors.
Math 25L: Room 119 (Jack Bookman)
Math 31L & Math 32L: Room 205 (Lewis Blake)
Math 41L: Room 123 (Abe Smith)

Thursday, August 21

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: Clark Bray

1:30-2:30 Teaching Information for New and Visiting Faculty Members
Room 119: Professor Mark Stern, Chair

Friday, August 22

2:30-3:30 Meeting of all Math 32 teachers.
Room 119: Clark Bray

Saturday, August 23

8:00-11:30am Placement counseling for first-year students
Foyer and rooms 123 and 127.
Lewis Blake
Jack Bookman
Clark Bray
Tom Beale

Sunday, August 24

1:30-2:30 Meeting of all lab assistants (graduate and undergraduate)
Room 119: Lewis Blake

Meeting of all Math 107 teachers. TBA by Professor Dave Schaeffer

Meeting of all Math 108 teachers. TBA by Professor Stephanos Venakedes