DEPARTMENT OF LANGUAGES, LITERATURES AND CULTURES
TEACHING ASSISTANT ORIENTATION SCHEDULE
FALL 2018

Monday, August 20th
12:30 – 5:00 pm Center for Teaching and Assessment of Learning Orientation
    Smith Hall = Registration & Introductions
    Gore Hall = Sessions and Reception

Tuesday, August 21st
9:30 – 10:00 am Departmental expectations of Teaching Assistants (201 Jastak-Burgess Hall)
10:00 – 10:45 am Pedagogical Principles of our 100-level Program
    BREAK (15 minutes)
11:00 – 12:30 pm Meeting with French/Spanish Course Coordinators
2 – 4 pm Academic Orientation to the MAFLL and the MAFLP

Wednesday, August 22nd
8:30 – 3 pm Graduate Office Orientation Program for all new full-time graduate students (Clayton Hall)

Thursday, August 23rd
9 – 11:25 am Departmental General Orientation (201 Jastak-Burgess Hall)
2 – 3:45 pm Lesson Planning
    BREAK (15 minutes)
4 – 5 pm Tutoring at the Language Proficiency Center

Friday, August 24th
8 – 12:00 pm Office of International Students Organization (Trabant University Center)
8 – 4 pm On-boarding for new funded graduate students not previously on-boarded (Perkins Student Center)
2 – 3:30 pm  Presentation of lesson plans for the first week of classes (201 Jastak-Burgess Hall)

Monday, August 27th  100-level orientations

French:  Rollins Room, Jastak-Burgess Hall
10 – 11  FREN105
11 – 12  FREN106
1 – 2  FREN107
2 – 3  Canvas Workshop

Spanish:  201 Jastak-Burgess Hall
9 – 10:15  SPAN105
10:30 – 12  SPAN106
12:15 – 1:15  SPAN107
2 – 3  Canvas Workshop

Classes begin Tuesday, August 28th at 8 AM
Thursday, August 23rd

Topic: General administrative issues

Location: 201 Jastak-Burgess Hall

9 – 9:30  Refreshments
9:30 – 9:45  Welcome, Acting Chair, Dr. Jorge Cubillos
9:45 – 10:05  Business Administrator Ms. Ariadne López (overview of office rules and procedures)
10:05 – 10:25  Scheduling Officer, Dr. Hans-Jörg Busch (class size, drop/add, rooms, other scheduling procedures)

BREAK (15 minutes)

10:30 – 10:45  Study Abroad Information: Lisa Chieffo (programs, recruiting tips, etc.)
10:45 – 11  Placement Officer, Crista Johnson (outline of placement procedures)
11 – 11:25  Director of the Media Center, Dr. Tom McCone (visit to the Media Center, Jastak-Burgess Hall)
Thursday, August 23rd

2 – 3:45 pm  Lesson Planning (201 Jastak-Burgess Hall)

BREAK (15 minutes)

4 – 5 pm  Tutoring at the Language Proficiency Center

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