

**Welcome to Orientation and Professional Development Workshops for CMN 1310!**

*All sessions are in Buzzard Hall 2436 unless noted*

<b>Friday 08/09</b>	<b>Activity/Content:</b>	<b>Presenter(s):</b>
<i>To prepare for today's sessions:</i>	<p><i>For the readings that were included in the Dropbox link, answer the preparation questions (also included in the Dropbox folder) and bring your answers to training.</i></p> <p><i>Other items listed under "Content Review" are to prepare you to participate in discussion and facilitations.</i></p> <p>Content Review:</p> <ul style="list-style-type: none"> <li>• Review materials in binder: GTA expectations, course guide, syllabus, instructors manual, course pack, student workbook.</li> </ul>	
12:00 – 1:30	<p><b>Welcome and Introductions</b></p> <p><b>Orientation Overview</b></p> <ul style="list-style-type: none"> <li>- Review orientation schedule</li> <li>- Overview binder contents</li> </ul> <p><b>Orientation to your Position</b></p> <ul style="list-style-type: none"> <li>- GTA duties and responsibilities</li> <li>- Basic Course Director's duties and responsibilities</li> </ul> <p><b>Orientation to the Course</b></p> <ul style="list-style-type: none"> <li>- CMN 1310's place in our discipline, state, university, and department</li> <li>- Review standardized syllabus, calendar, course guide, course pack, workbook</li> <li>- Review instructor's manual and online instructor's resources</li> <li>- Review d2l</li> </ul>	
1:30 – 2:00	<b>Break</b>	
2:00 – 2:30	<p><b>Lunch Provided</b></p> <ul style="list-style-type: none"> <li>-Discussion with returning GTAs about "lessons learned"</li> </ul>	Returning GTAs
2:30 – 3:00	<p><b>Preparing for Discussion Facilitation</b></p> <ul style="list-style-type: none"> <li>- Discussion facilitation as an instructional strategy</li> <li>- Discussion facilitation assignment and schedule for next week</li> </ul>	
3:00 – 4:00	<p><b>Wrap Up and Looking Ahead</b></p> <ul style="list-style-type: none"> <li>- Exchange contact information</li> <li>- Readings and preparation assignments for next week</li> <li>- Complete evaluations</li> </ul> <p><b>Tour of Offices and Work Areas in Buzzard</b></p>	

<b>Mon 08/12</b>	<b>Activity/Content:</b>	<b>Presenter(s):</b>
<i>To prepare for today's sessions:</i>	<p><i>Note: For each set of readings, there is a corresponding set of questions to answer. Bring your answers to training.</i></p> <p>Read: 1.1 Teaching Public Speaking and answer prep questions            Read: 1.2 Evolution of Basic Course and answer prep questions            Read: 1.3 Questions Teachers Ask: Overview and answer prep questions            Read: 1.4 Questions Teachers Ask: Credibility and answer prep questions            Read: 1.5 Questions Teachers Ask: Engaging Students and answer prep questions            Read: 1.6 The First Class and answer prep questions            Read: 1.7 Parker Palmer – The Courage to Teach</p> <ul style="list-style-type: none"> <li>• <b>Content Review:</b> <ul style="list-style-type: none"> <li>○ Workbook Part 1 (in the student workbook);</li> <li>○ Chapter 1 (review the content in the textbook and in the Instructor's Manual)</li> </ul> </li> </ul>	
9:00 – 9:45	<p><b>Public Speaking as our “Basic Course”</b>            - Discuss 1.1 Teaching Public Speaking and 1.2 Evolution of the Basic Course  <i>Breakfast provided</i></p>	1.1 Rich 1.2 Payton
9:45 – 10:15	<p><b>Answering Questions About Teaching I</b>            - Discuss Questions Teachers Ask: 1.3 Overview and 1.4 Credibility</p>	1.3 Missy 1.4 Emily
10:15 – 10:45	<p><b>Answering Questions About Teaching II</b>            - Discuss Questions Teachers Ask: 1.5 Engaging Students</p>	1.5 Maria
10:45 – 12:00	<p><b>Preparing for The First Day</b>            - Discuss 1.6 The First Class            - Discuss first day lesson planning            - Discuss first day lesson plan assignment</p>	1.6 Annie
12:00 – 2:00	<b>BREAK: Lunch on Your Own</b>	
2:00 – 2:30	<b>Discussion Facilitation – Workbook Part 1</b>	Rich
2:30 – 3:00	<b>Discussion Facilitation – Chapter 1</b>	Emily
3:00 – 3:30	<p><b>The Whole Teacher: Lessons in Life and Mentoring</b>            - Discuss 1.7 Parker Palmer – The Courage to Teach</p>	1.7 Rich

<b>Tues 08/13</b>	<b>Activity:</b>	<b>Presenter(s):</b>
<i>To prepare for today's sessions:</i>	Read: 2.1 Interaction Skills and answer prep questions Read: 2.2 Instructor Communication Competence and answer prep questions Read: 2.3 Syllabus as Communication and answer prep questions Read: 2.4 Questions Teachers Ask: Feedback and answer prep questions <ul style="list-style-type: none"> <li>• <b>Content Review:</b> <ul style="list-style-type: none"> <li>○ Chapters 2, 12, 4, 8 (review the content in the textbook and in the Instructor's Manual)</li> </ul> </li> </ul>	
9:00 – 10:30	<b>Communicating as a Teacher</b> - Discuss 2.1 Interaction Skills - Discuss 2.2 Instructor Communication Competence - Discuss 2.3 Syllabus as Communication	2.1 Lacey 2.2 Emily 2.3 Jacob
10:30 – 11:00	<b>Discussion Facilitation – Chapter 2</b>	Annie
11:15 – 11:45	<b>Discussion Facilitation – Chapter 12</b>	Missy
11:45 – 1:45	<b>Lunch on your own</b>	
1:45 – 2:15	<b>Discussion Facilitation – Chapter 4</b> <b>Discussion Facilitation – Chapter 8</b>	Maria Payton
2:15 – 2:45	<b>Answering Questions About Teaching III</b> - Discuss Questions Teachers Ask: 2.4 Feedback	2.4 Maria
3:00 – 3:30	<b>Words of Wisdom</b>	Dr. Matt Gill, Communication Studies
3:30 – 4:00	<b>Review Exam 1 and Unit 1</b>	
4:00 – 4:30	<b>Wrap up and Evaluation</b>	

<b>Thurs 08/15</b>	<b>Activity:</b>	<b>Presenter(s):</b>
<i>To prepare for today's sessions:</i>	Read: 3.1 Questions Teachers Ask: Relational Dynamics • <b>Content Review:</b> <ul style="list-style-type: none"> <li>○ Chapters 13, 6, 7 (review the content in the textbook and in the Instructor's Manual)</li> <li>○ Watch videos for Chapter 6 and for Library Day on d2l</li> </ul>	
9:00 – 9:30	<b>Discussion Facilitation – Chapter 13</b>	Lacey
9:30 – 10:30	<b>Discussion Facilitation – Chapter 6</b> <b>Discussion Facilitation – Chapter 7</b>	Emily Jacob
10:30 – 11:00	<b>TBD</b>	
11:00 – 11:30	<b>Working with Students with Disabilities</b>	April Jackson - Office of Student Disability Services
11:30 – 12:00	<b>Answering Questions About Teaching IV</b> - Discuss Questions Teachers Ask: 3.1 Relational Dynamics	3.1 Annie
12:00 – 12:15	<b>Discuss Assignments for Saturday</b> <b>Wrap up and Evaluations</b>	

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<b>Sat 08/17</b>	<b>Activity:</b>	<b>Presenter(s):</b>
<i>To prepare for today's sessions:</i>	Read: 4.1 Student Motives for Communicating Read: 4.2 Student Nagging Read: 4.3 Classroom Management Read: 4.4 Teacher Misbehaviors  <b>Content Review:</b> <ul style="list-style-type: none"> <li>○ Chapters 5 and 9 (review the content in the textbook and in the Instructor's Manual)</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• Complete your syllabi and upload them to the D2L Dropbox by 9:00 am on Saturday</li> <li>• Complete your First Day Outline and Upload it to the D2L Dropbox by 9:00 am on Saturday</li> </ul>	
9:00 – 9:30	<b>Discussion Facilitation – Chapter 5</b>	Jacob
9:30 – 10:00	<b>Discussion Facilitation – Chapter 9</b>	Lacey
10:00 – 10:45	<b>Communicating with Students in and Out of the Classroom</b> - Discuss 4.1 Student Motives for Communicating - Discuss 4.2 Student Nagging	4.1 Lacey 4.2 Jacob
10:45 – 11:30	<b>Emergency Planning and Procedures</b>	
11:30 – 12:30	<b>Lunch on your own</b>	
12:30 – 1:00	<b>Rich meets with Lacey and Jacob to discuss first day outlines</b>	
1:00 – 2:15	<b>Classroom Management</b> - Discuss 4.3 Classroom Management - Discuss 4.4 Teacher Misbehaviors - Classroom management scenarios	4.3 Missy 4.4 Payton
2:15 – 2:30	<b>d2l prepping</b>	
2:30 – 3:00	<b>Wrap up and evaluation</b>	
3:00 – 4:00	<b>Rich, Jacob, and Payton – print/copy course documents for first day</b>	