# Engineering Graduate Student Instructor Teaching Orientation

**Thursday, August 31, 2017**

**8:45 am - 4:00 pm**

## Agenda

### Registration

8:45 am - 9:00 am  
**Michigan League Ballroom**

### Plenary Session

9:00 am - 11:00 am  
**Michigan League Ballroom**

- 9:00 am - 9:10 am  
  Welcome from the College
- 9:10 am - 9:30 am  
  Overview of the Engineering GSI Teaching Orientation
- 9:30 - 11:00 am  
  Welcome to Teaching: A Performance by the CRLT Players

### Concurrent Sessions A

11:10 am - 12:05 pm  
**Michigan League Vandenberg Room**

- **Handling Office Hours**
  Participants will discuss ways to make office hours most beneficial to students. Topics such as dealing with common challenges and handling email communication will be discussed. Using role-play and case studies, participants will brainstorm how to efficiently manage office hours and handle "sticky" or puzzling situations they may encounter.

- **Being a Successful Lab Instructor**
  Maintaining a well-organized laboratory or computer section both saves a GSI's time and helps students learn. Presenters at this workshop will share strategies they wish they had known prior to teaching, focusing on ways to better prepare for leading a lab section and efficiently manage student questions. Participants will take away instructional tips that can be used immediately.

- **Teaching a Discussion**
  This session will provide strategies for establishing authority, creating a lesson plan, running a discussion section, teaching for inclusion, and how to use active learning teaching methods.

### Break

Lunch  
12:10 pm - 12:25 pm  
**Michigan League Ballroom**

### Graduate Employees Organization

12:25 pm - 12:55 pm  
**Michigan League Ballroom**

Employee Rights and Responsibilities
Concurrent Sessions B
1:00 pm - 1:55 pm

Handling Office Hours
Michigan League
Vandenberg Room
Participants will discuss ways to make office hours most beneficial to students. Topics such as dealing with common challenges and handling email communication will be discussed. Using role-play and case studies, participants will brainstorm how to efficiently manage office hours and handle “sticky” or puzzling situations they may encounter.

Grading: Policies, How-tos, and Tips
Michigan Room
Grading is an important task but can be a complex aspect of the teaching experience. At this session, participants will learn about GSI grading issues, both for GSIs who will be responsible for grading work themselves and GSIs who will be working with a student grader. The session provides suggestions for how to grade, tips to make grading more enjoyable, and highlights policy issues (course policies and student privacy).

Teaching Problem Solving Skills
Hussey Room
In this session, GSIs will learn how to help students acquire problem-solving skills. Strategies to guide students through difficult problems without simply providing the answers will be discussed. Participants will have the opportunity to apply these strategies in mock scenarios.

Break & Travel

Practice Teaching Sessions
2:10 pm - 4:00 pm
Michigan League & Modern Languages Building
Please refer to the sticker on your folder for your assigned room

This practice teaching session gives GSIs an opportunity to stand in front of a group of students and deliver a five-minute explanation on a topic of their choice. During the lesson, the audience will take notes as if they were students. After five minutes, the audience will complete a feedback form and the GSI will have a few minutes to reflect on two questions (1) What went well? and (2) What could you do differently next time?

Concurrent session materials will be posted to the following website by September 5, 2017: http://tiny.cc.CRTLEnginResources