## Agenda

### Registration
4:15 pm - 4:30 pm

**Michigan League**
Ballroom

### Plenary Session
4:30 pm - 4:55 pm

- 4:30 pm - 4:40 pm
  - Welcome from the College
- 4:40 pm - 4:55 pm
  - Overview of Resources and Responsibilities

**Michigan League**
Ballroom

### Inclusive Teaching
5:00 pm - 6:15 pm

The deliberate use of inclusive teaching practices enables instructors to create a classroom environment that welcomes all students, values their contributions, and supports their success. In this session, participants will define inclusive teaching, reflect on the impact of social identities on teaching, and brainstorm strategies to promote an inclusive learning environment.

**Tables 1 - 6**
**Vandenberg Room**
**Ballroom**

**Tables 7 - 12**

**Tables 13 - 16**

**Ballroom**

### Dinner

**Ballroom**

### Concurrent Sessions A
6:45 pm - 7:40 pm

**Handling Office Hours**

Office hours are a vital part of the support system for student learning. 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 an instructor’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**

A well-planned discussion section is an invaluable component of a high-quality course. Participants at this workshop will learn how to: establish authority, create a lesson plan, run a discussion section, and teach for inclusion using active learning methods.

**Michigan Room**

**Michigan League**
Vandenberg Room
**Concurrent Sessions B**
7:45 pm - 8:40 pm

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

**Teaching Problem Solving Skills**
Problem solving is at the core of engineering, yet it is not trivial to teach it to novices. In this session, GSIs/IAs 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.

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**Graduate Employee Organization**
8:45 pm - 9:15 pm

GSIs ONLY

**Practice Teaching**
Wednesday, September 13, 2017 or Thursday, September 14, 2017
3:15 pm - 5:30 pm or 5:45 pm - 8:00 pm

Choose from one of the four Practice Teaching sessions. Please arrive promptly 15 minutes before the scheduled start of the session at the Gorguze Family Laboratory CRLT - Engin offices. You will then be directed to your Practice Teaching room.

This practice teaching session gives IAs 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 IA 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.CRLTEnginResources