## Tentative Agenda

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

### Plenary Session
4:30 pm - 5:15 pm
- 4:30 pm - 4:40 pm
  - Welcome and College of Engineering Values
- 4:40 pm - 5:00 pm
  - Overview of Resources and Responsibilities
- 5:00 pm - 5:15 pm
  - Introduction to Scientific Learning

### Inclusive Teaching
5:20 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.

<table>
<thead>
<tr>
<th>Room</th>
<th>Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan League Ballroom</td>
<td>1 - 6</td>
</tr>
<tr>
<td>Vandenberg Room</td>
<td>7 - 12</td>
</tr>
<tr>
<td>Michigan Room</td>
<td>13 - 16</td>
</tr>
</tbody>
</table>

### Dinner

### 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.
Graduate Employee Organization
8:45 pm - 9:15 pm
GSIs ONLY

Practice Teaching
Wednesday, January 17, 2018 or Thursday, January 18, 2018
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 sessions will be posted to the following website by September 5, 2017: http://tiny.cc/CRLTEnginResources