# Agenda

## Registration
8:45 am - 9:00 am
Michigan League Ballroom

## Plenary Session
9:00 am - 11:30 am
Michigan League Ballroom
- Welcome from the College
- Overview of the Engineering GSI Teaching Orientation
- Welcome to Teaching: A Performance by the CRLT Players

## Concurrent Sessions A
11:40 am - 12:35 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.
- 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.
- The Science of Learning
  We will summarize key findings on how students learn, and connect them to practical implications for teaching. Through interactive activities, you will adopt a framework for situating your teaching strategies with the ultimate goal of optimizing learning for all.

## Lunch Break
12:55 pm - 1:25 pm
Michigan League Ballroom

## Graduate Employees Organization
12:55 pm - 1:25 pm
Michigan League Ballroom
- Employee Rights and Responsibilities
Concurrent Sessions B
1:30 pm - 2:25 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.

**Grading: Policies, How-tos, and Tips**
Michigan Room
At this session, participants will learn about GSI/A grading issues, both for GSIs/IAs who will be responsible for grading work themselves and for those working with a student grader. The session provides suggestions for how to grade, tips to make grading more manageable, and highlights policy and privacy issues.

**Teaching Problem Solving Skills**
Hussey Room
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.

**The Science of Learning**
Koessler Room
We will summarize key findings on how students learn, and connect them to practical implications for teaching. Through interactive activities, you will adopt a framework for situating your teaching strategies with the ultimate goal of optimizing learning for all.

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**Break & Travel**

**Practice Teaching Sessions**
2:40 pm - 4:30 pm

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.CRLTEnginResources](http://tiny.cc.CRLTEnginResources)