Engineering Graduate Student Instructor  
Teaching Orientation  
Thursday, August 30, 2018  
8:45 am - 4:30 pm

Agenda

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

**Plenary Session**  
9:00 am - 11:30 am  
9:00 am - 9:05 am  
Welcome from the College of Engineering

9:05 am - 9:20 am  
Overview of the Program, Policies and Resources

9:20 am - 9:45 am  
Introduction of the Science of Learning

9:45 am - 11:30 am  
Welcome to Teaching a Performance by the CRLT Players

**Concurrent Sessions A**  
11:40 am - 12:35 pm  
Michigan League Vandenber Room

**Handling Office Hours**  
Office hours are a vital part of the support system for student learning. In this session, participants will discuss the purpose of office hours and ways to make them most beneficial to students. Strategies for handling common challenges, as well as how to efficiently manage the time during office hours will be examined. Using case studies and role-play, participants will practice enacting some of these strategies.

**Being a Successful Lab Instructor**  
A well-prepared laboratory or computer section both saves instructor's time and helps students learn. Facilitators at this workshop will share strategies to better prepare for leading a lab section. Participants will take away instructional tips that can be used immediately, including questioning strategies to monitor and direct student learning, as well as specific language to handle challenging situations that may be encountered in the lab.

**Teaching a Discussion**  
A well-planned discussion section is an invaluable component of a high-quality course. Facilitators at this workshop will share how to best plan and run a discussion section. Participants will examine strategies for engaging students in learning, and for checking student understanding. They will also brainstorm ways to apply these strategies in their own classes.

**The Science of Learning**  
In this session, we will summarize key findings on how people learn, and connect them to practical implications for teaching. Through interactive activities based on the science of learning, you will investigate teaching strategies you can use to optimize learning for all of your students.

**Lunch**  
12:55 pm - 1:25 pm  
Michigan League Ballroom

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

**Handling Office Hours**
Office hours are a vital part of the support system for student learning. In this session, participants will discuss the purpose of office hours and ways to make them most beneficial to students. Strategies for handling common challenges, as well as how to efficiently manage the time during office hours will be examined. Using case studies and role-play, participants will practice enacting some of these strategies.

**Grading: Policies, How-tos, and Tips**
Grading is an important task, but can be a complex and time-consuming aspect of the teaching experience. In this workshop, facilitators will discuss how to provide useful feedback, and grade fairly and consistently across students. In addition, the session provides suggestions for how to grade more efficiently, and highlights issues about course policies and student privacy related to grading.

**Teaching Problem Solving Skills**
In this session, participants will learn strategies to guide students through difficult problems without simply providing the answers. Why is this important? Remind students about the science of learning that they learned in the Plenary session (simply giving answers actually deprives the students of a learning opportunity). Participants will practice these strategies in mock scenarios.

**The Science of Learning**
In this session, we will summarize key findings on how people learn, and connect them to practical implications for teaching. Through interactive activities based on the science of learning, you will investigate teaching strategies you can use to optimize learning for all of your students.

**Michigan League & Modern Languages Building**

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: (1) What went well? and (2) What could you do differently next time?

**Second Floor**
- Michigan
- Concourse
- Central Campus

**Third Floor**
- Henderson Room
- Alumni Center
- Fletcher

Concurrent session materials will be posted to the following website by September 4, 2018: [http://tiny.cc.CRLTEnginResources](http://tiny.cc.CRLTEnginResources)