

Basic Course Academy 2014

| Monday, August 18: Welcome and Pedagogy Overview | | |
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| Time | Topic | Location |
| 8:30 | Light breakfast, meet and greet | Innovation 132 |
| 9:00 | Welcome & Introductions | Innovation 132 |
| 9:30 | The Place of the Basic Course in Our Discipline | Innovation 132 |
| 10:00 | Robinson A Facilities Tour <ul style="list-style-type: none"> • GTA office • Adjunct office • Faculty office tour <ul style="list-style-type: none"> • Debate team room • Forensics team room • Dr. Cathy Wright, Academic Advisor • Dr. Mark Hopson, Ph.D. Director • Dr. Xiaomei Cai, M.A. Director • Dr. Tim Gibson, Associate Department Chair • Dr. Anne Nicotera, Department Chair • Say hi to and introduce anyone else who is around • Communication Office—mail boxes, door code, copier, conference room, office staff responsibilities, getting keys <ul style="list-style-type: none"> • Lisa Sevilla, Office Manager • Brittany Sanders, Assistant Office Manager • Maria Carabelli, Budget Coordinator • Sign contracts with Maria, if needed | Robinson A |
| 11:00 | Break | |
| 11:20 | Dr. Anne Nicotera, Department Chair | Innovation 132 |
| 11:40 | Dr. Tim Gibson, Associate Department Chair | Innovation 132 |
| 12:00 | Lunch | Innovation 132 |
| 1:00 | Pedagogy in the Basic Course | Innovation 132 |
| 1:45 | Assessing for Understanding | Innovation 132 |
| 2:30 | Break | |
| 2:45 | Creating Lesson Plans | Innovation 132 |
| 3:15 | Review and Questions, Give Assignment | |
| 3:30-5:00 | Work time: Interview peer, prepare introductory speech, and read chapter for Friday's teaching demonstration | Innovation 132 |
| ASSIGNMENT: Prepare introductory speech to deliver tomorrow morning, select chapter for Friday's teaching presentation | | |

| Tuesday, August 19: Overview of 100 and 101 | | |
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| Assignment Due: Introductory Speech | | |
| Time | Topic | Location |
| 8:30 | Light breakfast, meet and greet | JC Room A |
| 9:00 | Break and split into two rooms by COMM 100 and 101 Introductory Speeches | 100 in JC Room A 101 in Research 162 |
| 10:15 | Overview of course, assignments, class structure, and expectations | 100 in JC Room A 101 in Research 162 |
| 12:00 | Lunch | JC Room A |
| 1:00 | Look at example assignments Grade norming | 100 in JC Room A 101 in Research 162 |
| 3:00 | Break | |
| 3:15 | Continue grade norming if needed Work time | 100 in JC Room A 101 in Research 162 |
| 4:45 | Review, Questions, and Assignment | JC Room A |
| ASSIGNMENT: Finalize syllabus and upload to group Blackboard site (organization), prepare for Friday's teaching demonstration | | |

| Wednesday, August 20: Technology (BRING LAPTOPS) | | |
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| Assignment Due: Syllabus uploaded to Blackboard Organization | | |
| Time | Topic | Location |
| 8:30 | Light breakfast, meet and greet | Innovation Hall, first floor lobby |
| 9:00 | In-Class Recording Technology | Innovation Hall 135 |
| 9:15 | Using Patriotweb to obtain rosters Using and setting up Blackboard | Innovation Hall 203 |
| 10:15 | Break | |
| 10:30 | Set up individual Blackboard sites—upload syllabus, adjust deadlines on assignments as needed, create instructor bio, turn on course, send out welcome email | Innovation Hall 203 |
| 12:00 | Lunch | Innovation Hall, first floor lobby |
| 1:00 | First Day of Class- Teaching Demonstration Jeremy Hodgson | Research 162 |
| 2:00 | Classroom Climate and Power | Research 162 |
| 3:00 | Break | |
| 3:15 | Student scenario role plays | Research 162 |
| ASSIGNMENT: Finish all Blackboard set up and send welcome email to your students | | |

| Thursday, August 21: Campus Services and Resources | | |
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| Assignment Due: Blackboard updated and turned on, welcome email sent to students | | |
| Innovation 132 | | |
| Time | Topic | Location |
| 8:30 | Light breakfast, meet and greet | Innovation 132 |
| 9:00 | Sexual Harassment and Equal Employment Opportunity Training | Innovation 132 |
| 10:15 | Break | |
| 10:30 | Tour of campus services and support offices 10:30: ODIME- SUB 1, 2400 10:40: ODS- SUB 1, 2500 10:50: WAVES- SUB 1, 3200 11:00: CAPS- SUB 1, 3129 11:10: OSSCM SUB 1, 4100 11:20: Academic Integrity- SUB 1 4100 11:30: Women and Gender Studies, JC 240K 11:40: CLUB- JC 3 rd floor 11:50: Graduate Student Lounge 12:00: Writing Center - JC Room 134L | Sub 1 |
| 12:10 | Lunch | Innovation 132 |
| 1:00 | Mason LIFE | Innovation 132 |
| 1:30 | Writing Center- Rob A 114 | Innovation 132 |
| 2:00 | Speech Lab- Research 91 | Research 91 |
| 2:30 | Break | |
| 2:45 | Time management, responsibilities, and expectations for professionalism | Innovation 132 |
| 3:45 | Review and Questions | Innovation 132 |
| 4:00 | Work time- prepare teaching demonstrations | Innovation 132 |
| ASSIGNMENT: Teaching demonstrations | | |

| Friday, August 22: Teaching Demonstrations, Expectations and Responsibilities | | |
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| Assignment Due: Teaching Demonstrations | | |
| Innovation 132 | | |
| Time | Topic | Location |
| 8:30 | Light breakfast, meet and greet | Innovation 132 |
| 9:00 | ODIME- Diversity Training | Innovation 132 |
| 10:00 | Teaching Demonstrations | 100 in IN132, 101 in RH162 |
| 12:00 | Lunch | Innovation 132 |
| 1:00 | Panel with Returning Instructors | Innovation 132 |
| 2:00 | Break | |
| 2:15 | Teaching Demonstrations | 100 in IN132, 101 in RH162 |
| 4:00ish | Training Assessment and Debriefing | Innovation 132 |

| Saturday, August 23: Mandatory Welcome Back Meeting—HUB Ballroom | | |
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| Time | Topic | Location |
| 8:00 | Light breakfast, meet and greet | Rob B 220 |
| 8:15 | Welcome and introductions | Rob B 220 |
| 9:00 | Vision for and Revisions in the Basic Course | Rob B 220 |
| 9:30 | FERPA Guidelines | Rob B 220 |
| 9:45 | Beacon | Rob B 220 |
| 10:00 | Break | |
| 10:15 | Expectations, Responsibilities, and Professionalism <ul style="list-style-type: none"> • Deadlines and checklists • Expectations form • Handling sick days, conferences, snow days, and other emergencies • Communication with students—emails, texts, phone calls, face to face, and via social media • Revise sample emails and role play conversations with students | Rob B 220 |
| 11:30 | Beacon Access Forms | Rob B 220 |
| 11:45 | Break | |
| 12:00 | Part Time Faculty Meeting with Dr. Anne Nicotera and Dr. Tim Gibson | Hub Ballroom |

Fall Monthly Instructor Meetings (all in Hub Room 1, 3:30-5:00pm):

August 29: Teaching and giving feedback on student writing: Michelle LaFrance
September 19: Teaching Students to Use the Library to do Research: Jen Stevens
October 10: GIFTS papers
November 7: Working with ESL students: Karyn Mallet
December 5: Semester wrap-up and spring preview

Saturday, January 17: Spring Mandatory Welcome Back Meeting

Spring Monthly Instructor Meetings (first three in Student Union 1 3A, 3:30-5:00pm):

January 30: GIFTS papers
February 20: MasonCares or At Risk (CAPS training)
March 27: Myers-Briggs Training: Andy Finn
May 1: End of the year wrap-up meeting and celebration at Dr. Broeckelman-Post's home