

UNIVERSITY OF CALIFORNIA
DEPARTMENT OF SPANISH and PORTUGUESE
ORIENTATION-WEEK SCHEDULE
SEPTEMBER 18 - 23, 2009

FRIDAY, September 18

(General Orientation for all New Graduate Students - *June De Turk*)

WHEN ?	WHAT ?	WHO ?	WHERE ?
08:30 - 09:00	Coffee & Muffins	- New Grad. Students	S & P Patio
09:00 - 09:05	Welcome and Introduction by Prof. Legrás, Chair	- New Grad. Students	HH-342
09:05 - 09:20	Graduate Orientation by Prof. Aviles, Chair	- New Grad. Students	HH-342
09:20 - 09:40	GSHIP Insurance	- New Grad. Students	HH-342
09:40- 09:45	Graduate Reminders - June De Turk, Graduate Co-ordinator	- New Grad. Students	HH-342
09:45 - 09:50	Break		
09:50 - 10:05	Critical Theory - Prof. Terada	- New Grad. Students	HH-342
10:05 - 10:20	Comp. Lit. - Prof. Johnson	- New Grad. Students	HH-342
10:20- 10:35	Visual Studies Emphasis - Prof. Benamou	- New Grad. Students	HH-342
10:35 - 11:10	Faculty Open Forum	- New Grad. Students	HH-342
11:10 - 12:00	Student Panel - "Life as a Graduate Student at UCI"	- New Grad. Students	HH-342
12:00 - 13:30	LUNCH	- New Grad. Students (Only)	HH-342
14:00 - 15:00	Library Resources - Kristen Andrews	- New Grad. Students	LIB-228

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MONDAY, September 21
(TA-Training Seminars)

WHEN ?	WHAT ?	WHO ?	WHERE ?
09:00 - 09:45	Spanish TA-Training Seminars, Session I: "Whom are we teaching: UCI Demographics?" (LCD)	- New TAs*	HH-226
09:45 - 10:30	Spanish TA-Training Seminars, Session II: "The only thing you have to fear is Fear itself" (Cristina Fuentes) - Concerns about teaching	- New TAs	HH-226
10:30 - 10:45	Break		
10:45 - 11:30	Spanish TA-Training Seminars, Session III: "The First Day of Class" (LCD) - First-day procedures, DropBox, Syllabus, etc.	- New TAs	HH-226
11:30-12:00	Distribution of Textbooks, etc... (if needed)	- ALL TAs	HH-322H
12:00 - 13:00	Lunch		
13:00 - 14:00	Spanish TA-Training Seminars, Session IV: "Instructional Design: Lesson Plans" (Josie Dwyer)	- New TAs	HH-226
14:00 - 14:45	Spanish TA-Training Seminars, Session VI: "Dealing with Emergencies and Student Conduct" (Josie & Colby)	- New TAs	HH-226
14:45-15:00	Break		
15:00 - 15:45	Spanish TA-Training Seminars, Session V: "Instructional Technology" (Cristina Fuentes & Bibiana Díaz) - PowerPoints that make sense	- New TAs	HH-226
15:45 - 16:30	Spanish TA-Training Seminars, Session VII: - Departmental Policies and Forms (LCD)	- New TAs	HH-226

Homework for tomorrow

Read and become familiar with your respective syllabus and Course Information Sheet. Examine your *Puntos de Partida / Avance* carefully. Become familiar with its organization, philosophy, and on-line ancillary materials. Study its Table of Contents, and the Instructor's Manual.

- **ALL TAs**

* "New TAs" refers to all those TAs (10) who have never participated in TA-Training in our department: Roberto Ayala, Emmi Kohout, Francisco Martínez, Rose Phillips, Jared White, Brennan Vettes, Kevin García-Cruz, Thania Muñoz, Itzel Olivares, (Jorge Sánchez: PORT)

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**TUESDAY, September 22
(TA-Training Seminars)**

WHEN ?	WHAT ?	WHO ?	WHERE ?
09:00 - 09:45	Spanish TA-Training Seminars, Session VIII: "Violence in the Workplace" (J. Luke)	- New TAs	HH-226
09:45 - 10:30	Spanish TA-Training Seminars, Session IX: "Instructional Design: Quizzes and Testing" (LCD) - Introduction to Testing Materials	- New TAs	HH-226
10:30 - 10:45	Break		
10:45 - 11:30	Spanish TA- Training Seminars, Session X: "Grade expectations" (LCD) - Evaluating the student: Quizzes, Tests, Orals, etc. - File Naming Conventions (EEE)	- New TAs	HH-226
12:00 - 13:00	LUNCH BREAK		
13:00 - 13:45	Spanish TA-Training Seminars, Session XI: "Don't just butt in!" (Sam Jaffee) - The importance of giving "appropriate" feedback	- New TAs (and others)	HH-226
13:45 - 14:30	Spanish TA-Training Seminars, Session XII: - EEE DropBox for uploading course files (Kelsey) - EEE GradeBook for keeping records (Kelsey)	- New TAs (and others)	HH-226
14:30 - 14:45	Break		
14:45 - 15:45	Spanish TA-Training Seminars, Session XIII: "Something Old, Something New" - Panel Discussion between the new and the experienced TAs. New TAs will come with prepared questions	- New TAs	HH-226
16:00 - 17:00	Spanish TA-Training Seminars, Session XIV: "HIRC Resources" (Judi Franz)	- ALL TAs (old & new)	HH-269
17:00- 17:30	Level Meeting for Spanish 2 Series	- TAs teaching SPAN 2	HH-344
17:30 -18:00	Level Meeting for the SPAN 3A Sections	- TAs teaching SPAN 3A	HH-344

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WEDNESDAY, September 23
(TA-Training Seminars)

WHEN ?	WHAT ?	WHO ?	WHERE ?
09:00 - 09:30	New ASE-Orientation by a representative of the Union	- New TAs	HH-226
09:30 - 10:30	Spanish TA-Training Seminars, Session XV: Introduction to the "SmartRooms" (Scott Linder)	- New TAs (and others?)	HH-242
10:30 - 10:45	Break		
10:45 - 11:45	Spanish TA-Training Seminars, Session XVI: "How to 'beat' the IER" (Bibiana Díaz)	- New TAs	HH-226
12:00 - 14:00	LUNCH BREAK *		
14:00-14:30	Spanish TA-Training Seminars, Session XVII: " General Q & A" (LCD)	- New TAs	HH-226
14:30 - 17:00	Spanish TA-Training Seminars, Session XVIII & XIX: "Introduction to 1st-year Textbook" (McGraw-Hill) - "Puntos de Partida" 8th Ed. and <i>CENTRO</i> (14:30 - 15:00 reserved for "set-up of accounts" help)	- ALL TAs !!!	HH-217
17:00 - 17:30	Level Meeting for Spanish 1 Series	- TAs teaching SPAN 1	HH-344

*** Faculty Meeting (incl. Graduate Student Representatives)**