GRADUATE TEACHING ASSISTANT (GTA) TENTATIVE
WORKSHOP SCHEDULE
AUGUST 8-16, 2007

DIRECTORS:

CHERI J. SIMONDS, Ph.D. (438-3298)
STEPHEN K. HUNT, Ph.D. (438-7279)
WEDNESDAY, AUGUST 8
Room 446—Fell

12:00—1:00  Informal Lunch with Peer Mentors

1:00—2:00  Informal Welcome
           Dr. Cheri Simonds, & Dr. Stephen Hunt, Directors of the
           Communication as Critical Inquiry Course

           Introduction of Graduate Teaching Assistants

2:00—2:30  Formal Welcome to the School of Communication
           Dr. Larry Long, Executive Director, School of
           Communication

           Doug Jennings, Associate Director
           Cheryl Budde, Administrative Assistant

           Graduate Program Policies & Procedures
           Dr. Mark Comadena, Director of Graduate Studies

           Orientation to School Policies and Procedures (specifically, those
           relating to main office, school library/teaching resources, and
           speech lab)
           Patty Franz—Office Staff

2:30—3:00  The Role of the Graduate Teaching Assistant in the School of
           Communication—Graduate Assistant Policies & Procedures
           Dr. Simonds

           Overview of TA Assignments: Teaching, Forensics,
           Speech Lab, Computer Labs, Advising
           Dr. Simonds

           Description of 392.08: Expectations, responsibilities, and topics
           Dr. Hunt

3:00—3:15  Break (See Patty to complete I-9s if you haven't already)

3:15—4:15  Overview of the General Education Program
           Dr. Hunt

           Overview of Communication as Critical Inquiry (Philosophy, Goals
           and Expectations)
           Dr. Hunt

           Description and Expectations of Peer Mentoring Program and
           Introduction of Peer Mentors
           Dr. Simonds

           Distribution and discussion of course materials—Assign Chapter 1

4:15—      Tour of building facilities
THURSDAY, AUGUST 9

Room 446—Fell

8:30—9:00 Coffee and Rolls

9:00—10:30 INSTRUCTIONAL STRATEGIES
   a. Covering Content—Dr. Simonds
   b. Leading Discussions—Dr. Hunt
   c. Reading Objectives—Dr. Simonds

10:30—10:45 Break

10:45—12:00
d. Processing Activities—Dr. Simonds
   e. Engaging Students (Participation)—Dr. Hunt

12:00—1:00 Lunch with Peer Mentors

1:00—2:45 UNIT 1: IMMERSION
   a. Overview Portfolio Assignment—Cadi Kadlecek, Peer Mentor
   b. CIP & CTSA

2:45—3:00 Break

3:00—4:30
c. Unit Goals, Content, and Related Chapters—Sarah Dirks and Sai Sato, Peer Mentors
   d. Unit 1 Activities
FRIDAY, AUGUST 10
Room 152—Fell

8:30—9:00 Coffee and Rolls (Distribute Schedule/Peer Mentor Preferences)

9:00—10:30 UNIT 2: MESSAGE CLARITY
   a. Unit Goals, Content, and Related Chapters—Shanan Litchfield and Amy Beverly, Peer Mentors
   b. Unit 2 Activities

10:30—10:45 Break

10:45—12:00 c. Unit 2 Model Class Period—Liz Thompson, Peer Mentor

12:00—2:00 Lunch with Peer Mentors

2:00—3:30 EVALUATING SPEECHES
   a. Discuss Grading Criteria—Dr. Simonds
   b. Discuss Feedback

3:30—3:45 Break

3:45—4:30 c. Sample Speeches

6:30—11:00 Social with Returning Graduate Teaching Assistants—TBA
## MONDAY, AUGUST 13

**Room 152—Fell**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00—9:30</td>
<td>Coffee and Rolls (<a href="#">Schedule/Peer Mentor Preferences Due</a>)</td>
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<tr>
<td>9:30—10:30</td>
<td>Developing a Syllabus—Dr. Hunt</td>
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<td>10:30—10:45</td>
<td>Break</td>
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<td>10:45—12:00</td>
<td>The Role of the Library in COM 110 (finding evidence, using resources, etc.)&lt;br&gt;Chad Kahl—213C, Milner Library</td>
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<td>12:00—1:00</td>
<td>Lunch</td>
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<td>1:00—1:45</td>
<td>Drop/Add policy and procedures&lt;br&gt;Mrs. Judy Peppers, Academic Advisor</td>
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<td>1:45—4:00</td>
<td>Schedule Teaching Assignments, Peer Mentors, and Offices&lt;br&gt;Workshop with Peer Mentors on Syllabus Construction and Office Etiquette (<a href="#">Syllabi are Due Tuesday Morning</a>)</td>
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TUESDAY, AUGUST 14

Room 152—Fell

9:00—9:30  Coffee and Rolls

Syllabi Due¹

9:30—10:45  Helpful hints on conducting the first day of class—Dr. Simonds

Other instructional issues (procedures for special students)

10:45—11:00  Break

11:00—12:00  Classroom Management
Peer Mentors & Anne Newman, Community Rights and Responsibilities

12:00—1:00  Lunch on Your Own and Run Campus Errands (Get I.D., Pick-up keys, parking decals, enroll if necessary)

1:00—3:00  Diversity and Affirmative Action Concerns
Acting Director, Office for Diversity and Affirmative Action

3:00—  Follow-up questions/concerns

¹ You will also email a copy of your syllabus in Word format to Dr. Brent Simonds (bksimon@ilstu.edu) and Jason Taylor (jwtaylo2@ilstu.edu).
WEDNESDAY, AUGUST 15

All Day
Free time to make local and university arrangements

THURSDAY, AUGUST 16

10:30—12:00  Clicker Training Fell 152
John Hooker

12:00—1:30  Critical Inquiry Luncheon
Old Main Room—Bone Student Center

2:00—3:30  Returning Instructor Meeting
Fell 446

3:30—5:00  Meet the Faculty Reception in Fell Atrium—2nd Floor