GTA Training Program
Department of Mathematics
Kansas State University
August 17, 2009 - August 21, 2009
Seminar Schedule

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Monday – August 17, 2009

8:00 Reception – Math Commons Room – CW 121
8:45 Speak Test for International Students – Sign Up – Fairchild Hall 205
9:00 International Student Orientation (required for international students) – Forum Hall, K-State Union
12:00 Luncheon for the Faculty and Graduate Students – Math Commons Room – CW 121
1:00 Speak Test
3:00 Preparing for Teaching – CW 122
3:30 The Recitation Courses – CW 122
4:00 Calculator Training – CW 144
4:30 Recitation Demonstration – CW 143
5:15 Distribute Information Packets, Recitation Assignments, Textbooks, Calculators, Syllabi, and Class Roll – CW 126
5:30 Preparation for Recitation and Consultation – Offices
6:00 Basic Exam – CW 131

Tuesday – August 18, 2009

8:00 International Students Apply for Health Insurance – Edwards Hall 9:00 TB Testing (Walk in Clinic) – Lafene (as soon as done in Edwards Hall)
10:00 Recitations – CW 143
11:00 Break
11:10 Recitations – CW 143
12:10 Break
1:10 Recitations – CW 143
2:15 Academic Advisor Assignments – CW 122
2:30 Academic Advising – assigned advisor's office in Cardwell Hall
3:00 Enroll on iSIS (everyone as a group) – CW 041

Wednesday – August 19, 2009

8:00 New Graduate Student Orientation (required) – K-State Student Union Little Theatre – meet in CW 131 [7:30]
12:15 Payroll and Insurance Information for Graduate Assistants – K-State Student Union Little Theatre
1:00 Graduate Students with Teaching Responsibilities – Registration – K-State Student Union Little Theatre
1:15 Graduate Students with Teaching Responsibilities – Orientation Introduction – K-State Student Union Little Theatre
1:45 GTA Orientation Sessions (A detailed schedule of sessions will be provided) – K-State Student Union
4:00 Faculty Research Presentations – CW 122

Thursday – August 20, 2009

8:00 Talk on Stalking and Harassment (Women's center) – CW 122
9:00 Important Legal and Ethical Issues for GTA's (Office of affirmative action) – CW 122
10:00 Departmental Computers – CW 122
11:00 College Algebra Studio – CW 144
12:00 Lunch
1:00 Review Videotapes – CW 122
3:00 Break
3:10 Review Videotapes – CW 122
4:30 Grading Exams – CW 131
4:45 Help Sessions – CW 131

Friday – August 21, 2009

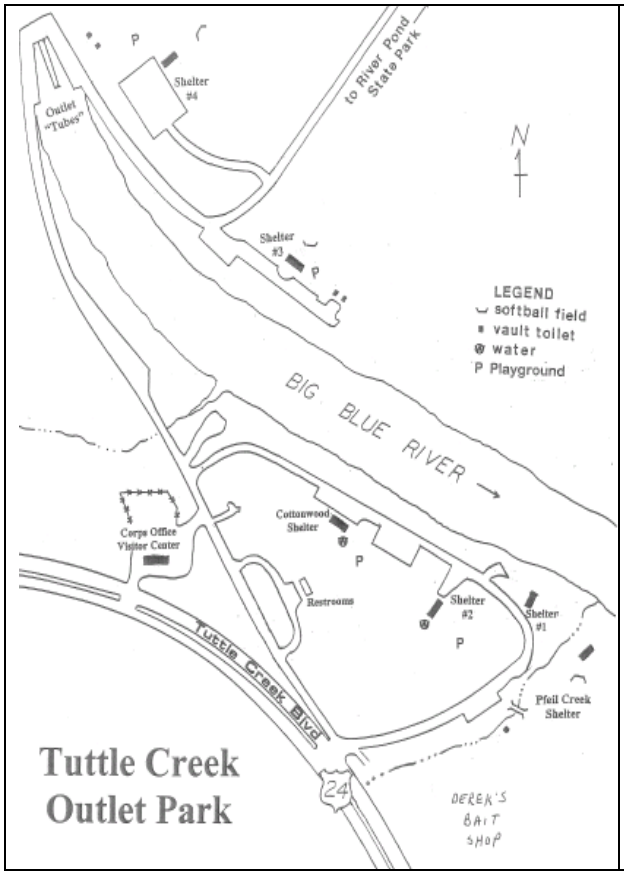
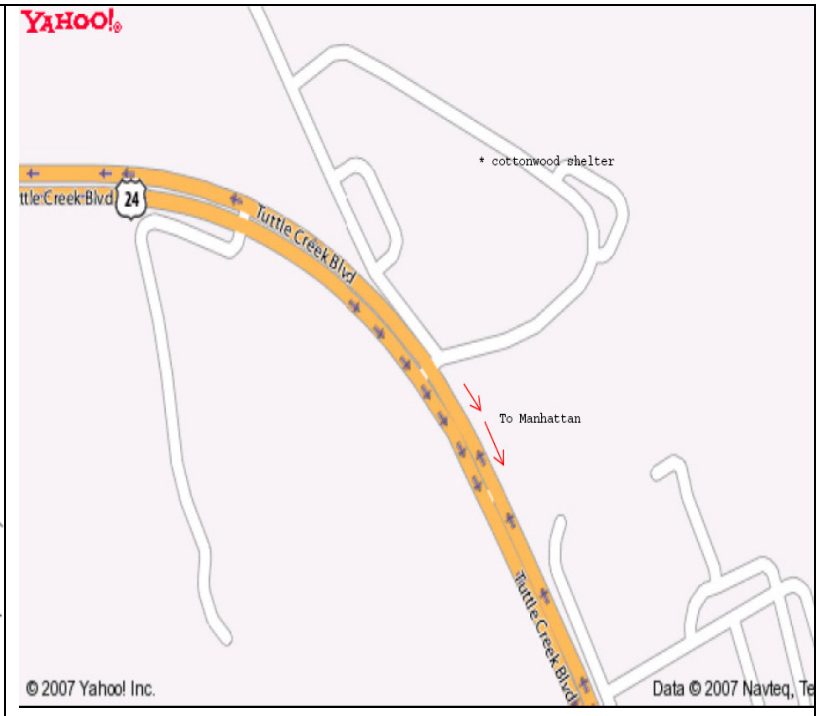
10:00 Office Machines and Policies – CW 144
10:30 K-State Online – CW 144
11:10 Math Physics Library – CW 144
12:00 Lunch
1:00 Take Pictures (individually) – Meet in CW 130
1:00 Teaching Assignments Distributed – Mail boxes in CW 138
1:30 Mandatory meetings with Coordinators – TBA

Saturday– August 22, 2008

5:00 The Departmental New Academic Year Picnic organized by the returning GTA's will be held at Tuttle Creek Park – Cottonwood Shelter.

As an incoming GTA you do not have to bring food.

If you do not have a ride, please contact one of the Master GTA's or Organizational Assistants.

Tuesday – August 25, 2009

2:30 Add/Drop, Grades, Course Records, Graders – CW 122 (Mandatory)