Basic Course Academy 2014

Monday, August 18: Welcome and Pedagogy Overview		
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
	• GTA office
	• Adjunct office
	• Faculty office tour
	  • 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
	  • 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		
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)		
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 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 3rd 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 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		
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 - 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