



New Educators' Orientation

Schedule At-A-Glance

Wednesday, January 16, 2019 (NEO Day 1)

7:45 AM	Registration and Complimentary Beverages and Pastries	<i>Mechanical Engineering (ME) Building Lobby</i>
8:00 AM	Welcome	1106 ME
9:00 AM	Move to Specific Workshops	
9:15 AM	Workshop 1 Workshop 2	1152 ME 1156 ME
10:45 AM	BREAK	
10:55 AM	Workshop 1 Workshop 2	1152 ME 1156 ME
12:25 PM	Complete Evaluations	
12:30 PM	Workshop Luncheon	1106 ME
1:00 PM	BREAK	
1:15 PM	Issues of Diversity in Teaching and Learning	1106 ME
3:30 PM	ADJOURN	

Thursday, January 17, 2019 (NEO Day 2)

7:45 AM	Registration and Complimentary Beverages and Pastries	<i>Mechanical Engineering (ME) Building Lobby</i>
8:00 AM	Welcome and Introduction	1106 ME
8:10 AM	Keynote	1106 ME
9:05 AM	Move to Specific Workshops	
9:15 AM	Workshop 3 Workshop 4	1143 ME 1156 ME
10:45 AM	BREAK	
10:55 AM	Workshop 3 Workshop 4	1143 ME 1156 ME
12:30 PM	ADJOURN	

Schedule (Detailed)

Wednesday, January 16, 2019 (NEO Day 1)

7:45 AM

Registration and Complimentary Beverages and Pastries
Mechanical Engineering Building Lobby

Come early if you want breakfast, as food and beverages are not allowed outside the lobby

8:00 AM

Welcome COE and CALS TA's
Room 1106 Mechanical Engineering Building

This opening session introduces you to important people and resources in the College of Engineering and the College of Agricultural and Life Sciences that you can draw upon to support you in your role as a TA.

Moderators:

Elizabeth Harris, *Director, CEETE*
Amanda Smith, RA, *Industrial & Systems Engineering*

Speakers:

Nikki Bollig, *Assistant Dean of Student Development, CALS*
Michelle Bond, *University Health Services*
Erin Strange, *Student Conduct Coordinator, Director of Office of Student Conduct & Community Standards, Delta Program*
Anne Glorioso, *Information Services Librarian, Wendt Commons Library*
Noel Kim, *Computer-Aided Engineering*
Kathy Prem, *Tutoring and Academic Assistance*
Erica J Hagen, *CEETE*

9:00 AM

Adjourn to workshop

Half of the attendees will attend Workshop 1, while the other half attends Workshop 2. For the second workshop: attendees will go to the opposite workshops. You will be notified as to who attends Workshop 1 and who attends Workshop 2 at the Welcome Sessions.

9:15 AM

Workshop 1: Those First Class Days and Beyond

Room 1152 Mechanical Engineering Building (also offered at 10:55 AM)

So, you have an appointment as a TA? What are your responsibilities? What are your common concerns about the first day? How do you make the transition from being an undergraduate student to a TA teaching undergraduates? How do you know the students are learning? Will you also have time for course work and research? Working in small groups, you will come up with answers to these questions. Experienced TAs will share some of their stories.

Coordinators:

Facilitators:

Elizabeth Harris, *Director, CEETE*
Amanda Smith, RA, *Industrial & Systems Engineering*

10:45 AM

Break

10:55 AM

Workshop 2: Engaging Students

Room 1156 Mechanical Engineering Building (also offered at 9:15 AM)

This interactive workshop will provide strategies for active teaching and learning in your courses, including elements of instructional design, and approaches to promote and assess student learning.

Facilitators:

Erica Hagen, Instructional Technologist, CEETE

12:25 PM

Evaluations

12:30 PM

Workshop Luncheon: Safety Issues

1106 Mechanical Engineering

This workshop will be an overview of safety awareness. We will discuss key questions: Why is Safety Important? Who is responsible? What hazards exist? How do I respond to emergencies? When do I involve others? Where are additional resources? And during lunch, you will respond to scenarios to help you prepare for the breadth of situations you may encounter on campus.

Speakers:

Karl Stelzer, *Workplace Safety Specialist, EHS, UW-Madison*

1:30 PM

Issues of Diversity in Teaching and Learning

Room 1106 Mechanical Engineering Building

As an instructor, you will face issues that affect student learning; those issues may include race, gender, sexual orientation, and sexual harassment/consensual relationships. This workshop will familiarize you with the issues and introduce policies and available resources. UW-Madison values its diversity; you can help yourself and your students thrive in this place. Plan to explore several case studies that are specific to the engineering classroom. This workshop satisfies the TAA contractual diversity/harassment training requirement. Teaching Assistants may not be reappointed for more than one semester without completing the diversity/harassment training.

Facilitators:

Luis Piñero, *Assistant Vice Provost for Workforce Equity and Diversity*

Mary Fitzpatrick, *College of Engineering*

3:30 PM

Adjourn

Thursday, January 17, 2019 (NEO Day 2)

7:45 AM

Registration and Complimentary Beverages and Pastries
Mechanical Engineering Lobby

Come early if you want breakfast, as food and beverages are not allowed outside the lobby.

8:00 AM

Welcome
1106 Mechanical Engineering

8:10 AM

Keynote

Recipe for Success: Balance, Purpose, and Excellence

Room 1106 Mechanical Engineering Building

Speaker: Elizabeth Harris

Director, CEETE (Collaborative for Engineering Education and Teaching Effectiveness)

9:05 AM

Adjourn to workshop

9:15 AM

Workshop 3: Presentation Skills

*Room 1143 Mechanical Engineering Building (also offered at 10:55 AM) * Participants will find their individual break-out room assignments listed on posters outside of room 1143. To complete this workshop, participants MUST present their practice presentation in their break-out rooms.*

Preparation and awareness of effective presentation skills will build your credibility as a teacher who knows the material and knows how to help others understand it. This workshop focuses on delivery skills and the opportunities you have to help your students learn. You will be asked to do a practice presentation that you have prepared (instructions for this will be given on NEO Day 1) and will have a chance to get constructive feedback from a small group of your peers.

Coordinators:

Facilitator:

Amanda Smith, RA, Industrial & Systems Engineering

10:45 AM

Break

10:55 AM

Workshop 4: College Climate and Inclusive Classrooms

Room 1156 Mechanical Engineering Building (also offered at 9:15 AM)

We will share results from the Campus Climate Report like what students have to say about their experiences in the campus environment and how this may affect your teaching. Learn recommended practices for making your classroom a welcome space for all students to succeed.

12:30 PM

Adjourn -- Lunch on Your Own

Some departments have presentations planned. Contact your department for further information.