

**New Foreign Language Instructor Orientation Agenda**

**Tuesday, August 20<sup>th</sup>**

8:45 am to 9:00 am	<p><b>Registration &amp; Coffee</b> Get a warm cup of coffee as you check in and get your Orientation materials Location: Global and International Studies Building, GA 0003</p>
9:00 am to 9:30 am	<p><b>Welcome Session – Session Leaders: Alwiya Omar &amp; Iman Alramadan</b> Location: Global and International Studies Building, GA 0003</p>
9:35 am to 11:45 am	<p><b>Best Practices in Foreign Language Teaching – Presenters: Alwiya Omar, Iman Alramadan</b> This workshop provides an overview on best practices in foreign language instruction, including usage of authentic materials, promoting a student-centered classroom, and ACTFL World-Readiness Standards for Learning Languages: Communication, Cultures, Connections, Comparisons, and Community. Location: Global and International Studies Building, GA 0003</p>
Noon to 1:00 pm	<p><b>Lunch Break (on your own)</b></p>
1:00 pm to 2:45 pm	<p><b>College academic policies and academic integrity procedures (Suggested)</b> The College’s Office of Undergraduate Academic Affairs offers training sessions for Associate Instructors covering campus and College academic policies as well as academic integrity procedures. Location: <i>Global and International Studies Building Auditorium, GA 0001</i></p>
3:00 pm to 3:45 pm	<p><b>Lesson Planning and Demos on Modes of Communication – Presenters: Iman Alramadan, Alwiya Omar, &amp; Piibi-Kai Kivik</b> This session will provide sample lesson plans and demos on the three modes of communication: Interpretive, Interpersonal, and Presentational. For homework, each participant will develop a lesson plan focusing on one or two modes of communication. Location: Global and International Studies Building, GA 0003</p>
4:00 pm to 6:00 pm	<p><b>Campus Climate workshop (Mandatory) – Center for Innovative Teaching and Learning</b> The Associate Instructor Workshop on Classroom Climate is a <b>required</b> orientation event for all new graduate student instructors ("associate instructors"). In this event, we will: orient graduate student instructors to compliance with Federal laws and IU policies regarding classroom inclusion and equity; and address inclusive and equitable teaching practices through eight concurrent workshop options.</p>

The Classroom Climate workshop satisfies the requirement by the Bloomington Faculty Council policy that all new associate instructors receive training in enhanced understanding of cultural diversity.

Location: Swain Hall West 119

**Wednesday, August 21<sup>st</sup>**

8:45 am to 9:00 am	<p><b>Coffee, Snacks, and Sign in</b>          Get a warm cup of coffee as you check in and get your Orientation materials          Location: Global and International Studies Building, GA 0003</p>
9:00 am to 10:00 am	<p><b>Experiencing a New Language</b> – Session Leader: <i>Jeff Holdeman</i>          This session showcases a sample first-day foreign language lesson. Participants will be exposed to best teaching practices and strategies for using the target language from the first day of class. A guided discussion and analysis will follow.          Location: Global and International Studies Building, Room 0003</p>
10:30 am to 11:45 am	<p><b>Teaching Grammar in Context</b> – Session Leader: <i>Piibi-Kai Kivik</i>          This workshop will provide participants with an overview of some contemporary pedagogy concepts to help new associate instructors to teach grammar in context.          Location: Global and International Studies Building, Room 0003</p>
12:00 pm to 1:30 pm	<p><b>Lunch with Associate Dean Russell Valentino</b>          A unique and fun opportunity to meet and interact with ALL language instructors, AIs and FLTAs from all IU language departments and programs. You will also meet and converse with Dr. Russell Valentino, Associate Dean for Diversity and Inclusion and International Affairs in the College of Arts and Sciences.          Location: Global and International Studies Building, Atrium</p>
1:45 pm to 3:00 pm	<p><b>Teaching Demos (3)</b> – Session Leaders: <i>Iman Alramadan, Alwiya Omar, &amp; Piibi-Kai Kivik</i>          Instructors will demonstrate lessons on Best Practices in language instruction. Lessons in three different languages will be modelled in the demos. Participants who do not speak the relevant demo language will take the role of students.          Location: Global and International Studies Building, Room 0003</p>
3:00 pm to 4:00 pm	<p><b>Lesson Plan Presentations and Reflections (3 groups)</b> – Session Leaders: <i>Iman Alramadan, Alwiya Omar, &amp; Piibi-Kai Kivik</i>          Each participant will present a lesson plan that clearly reflects best FL instruction practices and (a minimum) of one mode of communication, followed by discussion and feedback from fellow instructors and Orientation leaders. Participants will be assigned a mode(s) of communication.          Location: Global and International Studies Building, Room 0003</p>

4:15 pm to 5:15 pm **Counseling and Psychological Services (CAPS) (Mandatory)**– *Presenter: CAPS Staff*  
 Learn about CAPS services, adjusting to graduate school, signs of distress, and how Associate Instructors should refer students to CAPS.  
 Location: Global and International Studies Building, *Room 0003*

**Thursday, August 22<sup>nd</sup>**

8:30 am to 9:00 am **Coffee, Snacks, and Sign in**  
*Location: Global and International Studies Building, Room 0003*

9:00 am to 12:00 pm **Microteaching Sessions and Reflections**– *Session leaders: Alwiya Omar & Iman Alramandan, & Piibi-Kai Kivik*  
*Location: Global and International Studies Building, Room 0003*

12:00 pm to 5:00 pm **Free time**  
 Suggested activities: exploring teaching resources at IU and local centers.  
 Herman B. Wells library: <https://libraries.indiana.edu/herman-b-wells-library>  
 CITL: <https://citl.indiana.edu/events/>  
 IU teaching kitchen: <https://news.iu.edu/stories/2018/09/iub/inside/24-teaching-kitchen-cooking-courses-events.html>  
 IU Art Museum: <https://artmuseum.indiana.edu/>  
 Mathers Museum of World Cultures: <https://mathersmuseum.indiana.edu/>  
 Monroe County Public Library: <https://mcpl.info/>

**Friday, August 23<sup>rd</sup>**

8:30 am to 9:00 am **Coffee, Snacks, and Sign in**  
*Location: Ballantine Hall, 8<sup>th</sup> floor*

**Morning Option**  
 9:00 am to 10:30 am **Introduction to Canvas for Language Instructors** – *Presenter: Xiaojing Kou, Center for Language Technology (CeLT)*  
 This hands-on workshop provides an overview of the basic features and tools of the Canvas learning management system, which is used in all courses at IU. Specifically, you will learn to set up a new course manually, customize course navigation, create critical components such as syllabus, content pages, assignments, quizzes, rubrics, modules, course email, and discussion forums.  
 \*\*It is important to be on time due to the nature of the workshop. Missing 5 minutes might mean missing 5 steps in setting up the Canvas site.  
*Location: Ballantine Hall, 8<sup>th</sup> floor, BH 841 (room across the elevator)*

10:30 am to 10:50 am **CeLT Facilities Scavenger Hunt**  
*Session leader: Xiaojing Kou, CeLT*  
*Location: Ballantine Hall, 8<sup>th</sup> floor, BH 841 (room across the elevator)*

11:00 to 12:30 pm **Audio and Video Recording Options**

*Presenters: Rebecca Ramsey and Xiaojing Kou, CeLT*

This hands-on workshop will introduce language instructors to various options of audio/video recording such as audio recorder, camcorder, computer software, Canvas recording, Kaltura recording, as well as equipment available at CeLT.

Location: Ballantine Hall, 8<sup>th</sup> floor, BH 841 (room across the elevator)

### Afternoon Option

1:00 pm to 2:30 pm

**Introduction to Canvas for Language Instructors** – Presenter: *Xiaojing Kou*, Center for Language Technology (CeLT)

This hands-on workshop provides an overview of the basic features and tools of the Canvas learning management system, which is used in all courses at IU. Specifically, you will learn to set up a new course manually, customize course navigation, create critical components such as syllabus, content pages, assignments, quizzes, rubrics, modules, course email, and discussion forums. **\*\*It is important to be on time due to the nature of the workshop. Missing 5 minutes might mean missing 5 steps in setting up the Canvas site.**

Location: Ballantine Hall, 8<sup>th</sup> floor, BH 841 (room across the elevator)

2:30 pm to 2:50 pm

**CeLT Facilities Scavenger Hunt**

*Session leader: Xiaojing Kou, CeLT*

Location: Ballantine Hall, 8<sup>th</sup> floor, BH 841 (room across the elevator)

3:00 pm to 4:30 pm

**Audio and Video Recording Options**

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### Notes:

- While CeLT/CLE sessions are designed for new language instructors and AI/TAs ONLY, the lunch with the Associate Dean Russell Valentino is open to ALL language instructors. Please RSVP here: <https://forms.gle/dA1sbcvMNCkV5fX4A>
- CeLT/CLE will issue Certification of completion **on a condition** if you attend ALL listed sessions. Therefore, please make sure to sign in at the each session.
- It is required that instructors have a proper IU account in order to participate in this workshop. If you do not have one yet, please, contact UITS support.
- Computers and headsets will be provided to you during the workshop.
- On Friday, August 23, we offer same workshop in the morning and in the afternoon. Please make sure to register to morning or afternoon sessions. Each workshop has space limitation. Space is limited to 12 people.