

New FLTA & New Language Instructor Orientation

August 19-23, 2024

Daily Schedule

ZOOM link: <https://iu.zoom.us/j/89509706971?pwd=beQLqb8BCrbiZXI6nRI70k2RvpfC9X.1>

- This is the default Zoom link for the week-long orientation for those who are not in Bloomington. Those who are in Bloomington are required to attend in person. A few events will be held via Zoom for all participants.
- There are different links for invited sessions from other organizers. Those Zoom links are provided in individual sessions.

Contacts: Rebecca Ramsey: 812-855-8383 (office); Dr. Xiaojing Kou: xkou@iu.edu, 812-855-0004 (office); Dr. Iman Alramadan: imalram@iu.edu, 812-369-2279 (cell)

Registration for Orientation: Language program coordinators and directors, please provide the complete list of attendees (names and emails) to Rebecca Ramsey rlmuth@iu.edu.

<i>MONDAY, August 19, 2024</i>	
9:00 AM – 9:30 AM BH 115	<p>Check in. Getting ready. Coffee and snack provided.</p> <p><i>Provided by CeLT</i></p> <p>Please arrive in time to check in and get seated prior to 9:30. Today's workshops are hands-on, so missing steps may make it difficult to follow.</p>
9:30 AM – 9:35 AM BH 115	<p>Welcome by Dr. Xiaojing Kou</p>
9:35 AM – 10:35 AM BH 115	<p>Options for Creating Multimedia for the Language Classroom</p> <p>Presenter: Rebecca Ramsey, Center for Language Technology (CeLT)</p> <p>This session showcases the many multimedia creation facilities, equipment, and software available to language instructors at IU. Audio and video recording, editing, and file sharing will be discussed. We will also cover several additional resources for enriching your teaching materials through images and graphics.</p>
10:35 AM – 10:45 AM	<p>Break</p>
10:45 AM – 11:45 AM BH 115	<p>Introduction to Office 365, OneDrive and Microsoft Teams Basics</p> <p>Presenters: Scott Murray, IT Specialist, UITS; Dr. Xiaojing Kou, Director for Center for Language Technology (CeLT); and Beatrix Burghardt, English Language Instructional Program (ELIP) Coordinator</p> <p>After this workshop, you will be able to:</p>

	<ul style="list-style-type: none"> • Access Office 365 (Word, PPT, Excel, etc.) through its cloud version, • Collaborate using the Office Suite tools, • Store and share files for work and individual study with OneDrive and SharePoint, and • Use Microsoft Teams to communicate and collaborate (phone call, chat, video call, etc.) <i>[if time allows]</i>
11:45 AM – 1:00 PM BH 115	Lunch: Pizza and drinks will be provided.
1:00 PM – 1:30 PM BH 114	CeLT Open House Discover resources and services made available by CeLT to language instructors.
1:30 PM – 3:00 PM BH 115	Introduction to Canvas for Language Instructors Presenter: Dr. 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, modules, course email, and discussion forums.
Assignment	Discussion Board: Reflection and Questions

Notes

- It is required that all participants have an IU account in order to participate in Monday's workshops. If you do not have one yet, please contact UITs support: <https://kb.iu.edu/d/abxl#iub>

TUESDAY, August 20, 2024	
10:00 AM – 11:30 AM (Online: separate Zoom link)	<p>College Academic Policies and Academic Integrity Procedures (Mandatory)</p> <p>Presenters: Assistant deans Dr. Justin Grossman and Dr. Terri Greenslade, the College of Arts and Sciences Office of Undergraduate Academic Affairs</p> <p>This session covers: a) specific policies that apply and actions that graduate instructors and FLTAs should take when faced with common classroom situations; b) academic integrity procedures that all instructors at IU must follow; these will be especially important given the increase in the use of ChatGPT and other artificial intelligence technology.</p> <p>There will also be time for Q&A from participants.</p> <p>Zoom link: https://iu.zoom.us/j/82713323119?pwd=MGtKYkI4eGNyM2hCZnd5Mko0STNOQT09</p> <p>Meeting ID: 827 1332 3119</p> <p>Password: 989090</p>

11:30 AM – 1:00 PM	Break (on your own)
1:00 PM – 1:30 PM Coffee and light snacks GA 1060	Welcome Session Participant introductions. Overview of the orientation schedule. Pre-session for best practices. Introduction: Dr. Xiaojing Kou Session Leaders: Drs. Iman Alramadan & Piibi-Kai Kivik
1:30 PM – 3:00 PM GA 1060	Best Practices in Foreign Language Teaching Presenters: Drs. Alwiya Omar & Iman Alramadan This workshop provides an overview of best practices in foreign language instruction, including the use of authentic materials, promoting a student-centered classroom, and ACTFL World-Readiness Standards for Learning Languages: Communication, Cultures, Connections, Comparisons, and Community.
3:00 PM – 5:00 PM GA 1060	This is only for Hamilton Lugar School FLTAs. <i>Other participants can use this time to work on the assignment.</i> HLS FLTAs will attend a group orientation meeting, followed by meetings with individual supervisors. Please check for an email from your supervisor regarding this meeting, as well as your WhatsApp group for updates or other details.
Assignment	Discussion Board: Reflection and Questions

WEDNESDAY, August 21, 2024 Please see note about the concurrent CITL Orientation on page 7	
8:50 AM – 9:20 AM GA 4024	Check in. Getting ready. Coffee and snack provided. <i>Provided by CeLT</i>
9:20 AM – 9:50 AM GA 1106	Performance Objectives Session Leader: Dr. Iman Alramadan By the end of this session, participants will be able to write effective performance objectives of their lessons.
10:00 AM – 10:45 AM GA 1106	Lesson Planning on the Three Modes of Communication Presenters: Drs. Iman Alramadan & Piibi-Kai Kivik This session will provide background for lesson planning and sample lesson plans focusing on the three modes of communication: Interpretive, Interpersonal, and Presentational.
11:00 AM – 12:00 PM GA 1106	Experiencing a New Language Session Leader: Dr. Jeff Holdeman <i>*It is especially important that you arrive on time (be seated before 11:00 AM) for this session.</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.
12:00 PM – 2:00 PM	Break (lunch on your own)
2:00 PM – 4:00 PM Woodlawn Field (southeast corner of N. Woodlawn Ave. & E. 7th St.)	College of Arts and Sciences Expo Please talk with your direct supervisor as to your responsibilities for the College Expo.
Assignments	<p><i>Assignment 1</i> (Due Thursday): Study the materials provided to you on Teaching Grammar in Context (Video Lesson)</p> <ul style="list-style-type: none"> • Teaching Grammar in Context by Piibi-Kai Kivik • Interpersonal Mode based on Best Practices in language instruction. <p><i>Assignment 2</i> (Due Thursday): Develop a lesson plan focusing on one or two modes of communication to be presented on Thursday.</p> <p><i>Assignment 3</i>: On discussion board, share your reflection on the day and questions.</p>

THURSDAY, August 22, 2024	
8:30 AM – 8:45 AM GA 4024	Check in. Getting ready. Coffee and snack provided. <i>Provided by CeLT</i>
8:45 AM – 9:00 AM GA 1060	Group Discussion on “Teaching Grammar in Context” (based on the video lesson you watched yesterday)
9:00 AM – 10:30 AM GA 1060	Teaching Demos 1, 2 and 3 (Interpersonal, Presentational, and Interpretive) Session Leaders: Drs. Iman Alramadan, Yingling Bao & Piibi-Kai Kivik Instructors will demonstrate lessons on Best Practices in language instruction. Lessons in two different languages will be modeled in the demos. Participants who do not speak the relevant demo language will take the role of students.
10:40 AM – 11:40 AM GA 3015 and 3106	Lesson Plan Presentations and Reflections (2 groups) Session Leaders: Drs. Iman Alramadan & Piibi-Kai Kivik 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 instructors.
12:00 PM – 1:00 PM	Break

FLTA lunch: GA 0013	(HLS FLTAs will be provided lunch by HLS)
2:00 PM – 4:00 PM GISB atrium	Language Fest in GISB Please talk with your direct supervisor as to your responsibilities for the Language Fest.
5:00 PM – 6:00 PM Zoom	Office Hours Session Leaders: Drs. Iman Alramadan & Piibi-Kai Kivik If you have any questions about your microteaching, you can drop in any time during the Zoom office hours to ask questions.
Assignment	Each participant will do their own microteaching based on their lesson plans on Friday, August 23, 2024.

For organizers: University Division Majors, Minors, and More Fair (1:00 PM – 3:00 PM in the Wells Library Lobby)

[Link: Majors, Minors, & More Fair: Resources & Opportunities: University Division: Indiana University Bloomington](#)

FRIDAY, August 23, 2024	
8:30 AM – 9:00 AM GA 4024	Check in. Getting ready. Coffee and snack provided. <i>Provided by CeLT</i>
9:00 AM – 12:00 PM GA 3106 and 3170	Microteaching and Reflections Session leaders: Drs. Iman Alramadan & Piibi-Kai Kivik Participants will do their microteaching followed with discussion and analysis. We will also finalize the date and time for the mandatory CAPS session based on your schedules.
12:00 PM – 1:00 PM GA 3106 and 3170	Lunch: Celebration and Reflection <i>Pizza and drinks will be provided at noon.</i>

After Semester Starts

TBA	Counseling and Psychological Services (CAPS) (Mandatory) Presenter: Sam Rosenberg, LMHC, CAPS Learn about CAPS services, adjusting to graduate school, signs of distress, and how Associate Instructors should refer students to CAPS.
TBA	Reflection in Action Session Leaders: Drs. Iman Alramadan, Piibi-Kai Kivik & Xiaojing Kou Reflect on your teaching practices, learning, and challenges. Ask questions. Learn from each other's experiences.

	<i>Pizza will be provided.</i>
TBA	Introduction to Library Resources for Language instructors! Presenter: Dr. Gwen Kirk, South Asian and South East Asian Librarian
In December	Reflection Survey A brief survey will be sent to you via email. Please let us know which of the sessions were most useful in your teaching and any suggestions you may have for improving orientation in the future.

Fall Orientation Organizing Committee

Pedagogy Leaders and Leading Instructors

- Dr. Iman Alramadan, Middle Eastern Languages and Cultures
- Dr. Piibi-Kai Kivik, Central Eurasian Studies

Administrative Support:

- Dr. Xiaojing Kou, Center for Language Technology
- Rebecca Ramsey, Center for Language Technology

Instructors:

- Dr. Alwiya Omar, African Studies
- Dr. Jeff Holdeman, Slavic and East European Languages and Cultures
- Dr. Yingling Bao, East Asian Languages and Cultures
- Dr. Xiaojing Kou, Center for Language Technology
- Beatrix Burghardt, English Language Instructional Program
- Rebecca Ramsey, Center for Language Technology
- Scott Murray, UITS/CeLT

Tech Support:

- Scott Murray, UITS/CeLT



Optional: Associate Instructor Orientation by CITL (August 21, 2024)

The Center for Innovative Teaching and Learning (CITL) orientation is designed for all new associate instructors (as opposed to CeLT's Orientation for only FLTAs and Language associate instructors). If there are any workshops you wish to attend that have a time conflict with the CeLT Orientation, please discuss with your department language coordinator to decide. It is strongly recommended that you participate in all of the CeLT orientation, since each day is designed based on teaching from previous days and many of the sessions are preparing you for microteaching.

Information for the CITL Associate Instructor Orientation:

<https://citl.indiana.edu/programs/ai-support/orientation/index.html>