

2023 Fall NEW FLTA & New Language Instructor ORIENTATION August 14-19, 2022

Daily Schedule

ZOOM link: <https://iu.zoom.us/j/86884772218?pwd=NUxmZlArelndUdxdjFQZmhZZVdMdz09>

- This is the default Zoom link for the week-long orientation. Zoom link is for those who are not in Bloomington to attend in person. It is required for those who are in Bloomington to attend in person.
- There are specific links for invited sessions from other organizers. Those Zoom links are provided in individual sessions.

Contacts: Jon Liechty 812-855-8383; Xiaojing Kou: 812-855-0004; Iman Alramadan: 812-369-2279

Registration for Orientation: https://iu.co1.qualtrics.com/jfe/form/SV_bjh11PuYv19XC5w

Monday, August 14th	
9:00-9:30AM BH 115	<p>Check in. Getting ready. Coffee and Snack provided.</p> <p><i>Provided by CeLT</i></p> <p>Please arrive on time (before 9 AM) for today's workshop because they are hands-on. Missing steps may make it difficult to follow.</p>
9:30 AM-10:30 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 sharing will be discussed, as well as several additional resources for enriching your teaching materials through images and graphics.</p>
10:30 AM-10:40AM	<p>Break</p>
10:40 AM -11:40 PM	<p>Introduction to Office 365, OneDrive and Microsoft Teams Basics</p> <p>Presenter: Scott Murray, UITS & <i>Xiaojing Kou</i>, Center for Language Technology (CeLT)</p> <p>After this workshop, you will be able to:</p> <ul style="list-style-type: none"> • Access Office Suite (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 • Use Microsoft Teams to communicate and collaborate (phone call, chat, video call, etc.)
11:40-1:00 PM	<p>Lunch: Pizza and drinks will be provided.</p>

1:00 PM-1:30 PM	CeLT Open House (Scavenger Hunt) Find out resources and services made available by CeLT to language instructors
1:30-3:00 PM BH 115	Introduction to Canvas for Language Instructors Presenter: <i>Xiaojing Kou</i> , 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.

Notes

- It is required that instructors have a proper IU account in order to participate in the workshop. If you do not have one yet, please contact UITS support: <https://kb.iu.edu/d/abxI#iub>

TUESDAY, August 15th	
9:15- 9:45 am Zoom	Welcome Session Participant Introductions. Overview of the orientation schedule. Pre-session for best practices. Introduction: Xiaojing Kou Session Leaders: Iman Alramadan & Piibi-Kai Kivik
10:00-11:30 am (Online: Separate Zoom Link)	College academic policies and academic integrity procedures (Mandatory) Presenters: Assistant Deans Justin Grossman and Terri Greenslade, the College Office of Undergraduate Academic Affairs This session covers: a) specific policies that apply and actions that graduate instructors 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. There will also be time for Q&A from participants. Zoom link: https://iu.zoom.us/j/82303594471?pwd=Z0dvR3Vpb3MwNThpZ09RRUpmblNadz09 Meeting ID: 823 0359 4471 Password: 130473
11:30-1PM	Break (On your own)
1 PM-2:00 PM GA 0003	Experiencing a New Language <i>Session Leader: Jeff Holdeman</i> *It is especially important that you arrive on time (be seated before 1 PM) for this session.

	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.
2:15-5:00 PM	This is only for HLS FLTAs . Other participants can work on the assignment. Meeting between FLTAs and the FLTAs' supervisor(s). Please check an email from your supervisor regarding this meeting, as well as your WhatsApp group for updated information regarding the meeting location and other details.

WEDNESDAY, August 16th	
8:30 -9:00 am BH 306	Check in. Getting ready. Coffee and Snack provided. <i>Provided by CeLT/CLE</i>
9:30 – 11:00 am BH 306	Best Practices in Foreign Language Teaching Presenters: <i>Alwiya Omar, Iman Alramadan</i> This workshop provides an overview on best practices in foreign language instruction, including use of authentic materials, promoting a student-centered classroom, and ACTFL World-Readiness Standards for Learning Languages: Communication, Cultures, Connections, Comparisons, and Community.
11:00-11:30 AM BH 306	Performance Objectives Session Leader: <i>Iman Alramadan</i> By the end of this session, participants will be able to write effective performance objectives of their lessons.
11:30am-1:00 pm	Break (Lunch on your own)
1:00- 1:45 PM BH 306 and 901	Lesson Planning on the Three Modes of Communication Presenters: <i>Iman Alramadan & Piibi-Kai Kivik</i> This session will provide background for lesson planning and sample lesson plans focusing on the three modes of communication: Interpretive, Interpersonal, and Presentational
2 PM-4PM	College Expo Please talk with your direct supervisor as to your responsibilities for the College Expo.
Assignments	<i>Assignment 1</i> (Due Thursday): Study the materials provided to you on Teaching Grammar in Context (Video Lesson) <ul style="list-style-type: none"> • Teaching Grammar in Context by Piibi-Kai Kivik • Interpersonal Mode based on Best Practices in language instruction.

	Assignment 2 (Due Thursday): Develop a lesson plan focusing on one or two modes of communication to be presented on Thursday.
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THURSDAY, August 17th	
8:30-8:45 am BH 306	Check in. Getting ready. Coffee and Snack provided. <i>Provided by CeLT/CLE</i>
8:45 AM-9 AM	Group discussion on “Teaching Grammar in Context” (based on the video lesson you watched yesterday)
9:00 - 10:30 am BH 306	Teaching Demos 1, 2 and 3 (Interpersonal, Presentational and Interpretive) Session Leaders: <i>Iman Alramadan & Yingling Bao & Piibi-Kai Kivik</i> Instructors will demonstrate lessons on Best Practices in language instruction. Lessons in two different languages will be modelled in the demos. Participants who do not speak the relevant demo language will take the role of students.
10:40-11:40 am BH 306	Lesson Plan Presentations and Reflections (2 groups) Session Leaders: <i>Iman Alramadan, 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 instructors.
12:00-1:00 pm	Break [FLTAs will be provided lunch by HLS for support the afternoon]
1:00- 4:00 PM	Language Fest in GISB lobby
5:00-6:00 PM Zoom	Office Hours Session Leaders: <i>Iman Alramadan & Piibi-Kai Kivik</i> If you have any question about your microteaching, you can drop in any time to ask questions.
Assignment	Assignment (3): Each participant will do their own microteaching based on their lesson plans on Friday, August 1 th .

For organizers: University Division Majors, Minors, and More Fair (1-3 PM at Wells Library Lobby)

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

FRIDAY, August 18th	
8:30-9:00 am BH 306	Check in. Getting ready. Coffee and Snack provided. <i>Provided by CeLT/CLE</i>
9:00 am-12:00 PM	Microteaching and Reflections

BH 306	<p>Session leaders: <i>Iman Alramadan & Piibi-Kai Kivik</i></p> <p>Participants will do their microteaching followed with discussion and analysis. (At the end of the class, we will also finalize the time for the CAPS session based on your schedules)</p>
12:00 -1:00	<p>Lunch: Celebration and Reflection</p> <p><i>Pizza and drinks will be provided at 12.</i></p>

After Semester Starts

<p>Time and Location</p> <p>TBA</p>	<p>Counseling and Psychological Services (CAPS) (Mandatory)</p> <p><i>Presenter: Sam Rosenberg, LMHC, CAPS</i></p> <p>Learn about CAPS services, adjusting to graduate school, signs of distress, and how Associate Instructors should refer students to CAPS.</p>
<p>September 15 noon</p> <p>Location</p> <p>TBA</p>	<p>Reflection in Action</p> <p><i>Session Leaders: Iman Alramadan & Piibi-Kai Kivik & Xiaojing Kou</i></p> <p>Reflect on your teaching practices, learnings and challenges. Ask questions. Learn from each other's experiences.</p> <p><i>Pizza will be provided.</i></p>

Fall Orientation Organizing Committee

Pedagogy Leaders and Leading Instructors

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

Administrative Support:

- Xiaojing Kou, Center for Language Technology
- Jon Liechty, Center for Language Technology
- Sara Leslie, Center for Language Excellence

Instructors:

- Alwiya Omar, African Studies
- Jeff Holdemann, Department of Slavic and East European Languages and Cultures
- Yingling Bao, East Asian Languages and Cultures
- Xiaojing Kou, Center for Language Technology
- Rebecca Ramsey, Center for Language Technology
- Scott Murray, UITS/CeLT

Tech Support:

- Scott Murray, UITS/CeLT

Optional : Associate Instructor Orientation by CITL (August 17)

The CITL orientation is designed for all new associate instructors (vs. CeLT Orientation for only FLTAs and Language associate instructors). If there is any workshop you want to attend but has time conflict with the CeLT/CLE Orientation, please discuss with your department language coordinator to decide. It is strongly recommended that you participate in all of the CeLT/CLE orientation since each day is designed based on teaching from previous days.

Information for the CITL Associate Instructor Orientation: <https://citl.indiana.edu/programs/ai-support/orientation/index.html>