New Faculty Orientation - Day 2  
Friday, September 5, 2008  
Alumni Guest House Meeting Room, 8:30 a.m.-Noon  
Lunch, Noon-1:00 p.m. at the specified location

8:30-8:45 a.m.  Coffee and Refreshments/Socializing with other new faculty

8:45-10:15 a.m.  Chico Zimmerman, Humphrey Doermann  
Professor of Liberal Learning, Professor of Classical Languages, and  
Coordinator of the Perlman Center for Learning and Teaching

“Course Design Considerations”  
This session will cover the nuts and bolts of syllabus planning and construction with special considerations for the 9 and 1/2 week term. We will look at some sample syllabi from the Moodle site (our campus course management software) and offer plenty of opportunities for questions and discussion. We will also cover student expectations about amount of work, grading, and accommodations, as well as policies to be aware of as you plan your fall term courses.

Other contributors:  
Anne Lamppa, Coordinator of Disability Services for Students  
Éva Pósfay, Associate Dean of the College and Professor of French

10:15-10:30 a.m.  Break

10:30 a.m.- Noon  Andrea Nixon, Director of Curricular and Research Support

"Learning About Curricular Support for Yourself and Your Students"  
This session is an opportunity to get a concise summary of the diverse sources of curricular support available for yourself and your students. Discuss near term projects with academic support professionals with expertise in information resources, software, presentation technologies, and other forms of academic support from the Gould Library, the Academic Technologies Group, and Presentation, Events, and Production Support.

Gould Library  
Matt Bailey, Media Resources Coordinator  
Iris Jastram, Reference & Instruction Librarian for Literature and Languages  
Danya Leebaw, Reference & Instruction Librarian for Social Sciences  
Charles Priore, Research & Instruction Librarian for Sciences
Heather Tompkins, Research & Instruction Librarian for Humanities
Ann Zawistoski, Research & Instruction Librarian for Sciences

**Academic Technologies Group**
Carly Born, Academic Technologist
Paula Lackie, Academic Technologist
Andrea Phelps, Academic Technology Associate

**Presentation, Events, and Production Support**
Tucker MacNeill, Media Lab Specialist
Jim Pierret, Presentation Technology Specialist
Lew Weinberg, Media Technology Specialist

All materials covered in this site will be made available in the Moodle site titled “Academic Support at Carleton.” The site is available at:

https://moodle.carleton.edu/course/view.php?id=9977

**Noon-1:00 p.m.**

**Lunch with your Mentor - note locations below depending upon mentor**

*If your mentor is Chico Zimmerman........ Lunch at AGH Meeting Room

*If you have an individual mentor........ Lunch at the Athenaeum, in the Gould Library