MONDAY, August 16

9:00-11:30: FOREIGN EXCHANGE STUDENTS ONLY (Dey 240) Meet with Graduate Student Services Manager, Tom Smither, to complete additional paperwork and visit the International Center. Bring all of your visa documents! That includes: Passport, Visa, I-94 card, DS-2019.

1:30-3:00: French exchange student meet with Dr. Nina Furry, Dey 107A

TUESDAY, August 17

9:00- 10:00: ADMINISTRATIVE MATTERS Toy Lounge All new graduate teaching fellows in Romance Languages, exchange students, and graduate students from other departments teaching in Romance Languages. Meeting with Administrative Staff: Mary Jones, Administrative Manager; Tom Smither, Graduate Student Services Manager; Sheena Melton, Undergraduate Secretary; Celeste Yowell, Secretary to the Chair; Rob Moore, Manager, Foreign Language Resource Center. At this time you will complete the necessary forms and bring your I-9 employment eligibility documents to the main office for copying.

Note: Examples of these documents are:
- passport
- drivers license
- social security card
- visa documents, if foreign

THESE MUST BE THE SAME DOCUMENTS AS YOU USED ON THE ELECTRONIC I-9 FORM.

You will also receive keys, office assignments, mailbox assignments, and learn about procedures in the Department of Romance Languages.

WEDNESDAY, August 18

10:00 -12:00: GENERAL MEETING WITH CHAIR, DIRECTOR OF GRADUATE STUDIES, GRADUATE ADVISORS, AND GRADUATE FACULTY (Dey 305) All new graduate students in Romance Languages meet with Professor Larry King, Chair of Romance Languages and Literatures, Professor Hassan Melehy, Director of Graduate Studies, and the Graduate Advisors (Professor Dominique Fisher (Fren), Professor Federico Luisetti (Ital), and Professor Juan Carlos González-Espitia (Span) from 10:00 to 11:00. This meeting will be followed by language section meetings at which new graduate students will meet members of the graduate faculty.

Graduate students from other departments need not attend but should register for fall semester courses in their home department during this time. We must have registration information ASAP to determine your teaching schedule.

Exchange students: You are not required to attend this meeting nor the sessions on registration. You will register for courses with Tom Smither once you have received your teaching assignments.
1:30–3:00: FOREIGN STUDENTS TEACHING SPANISH ONLY (Dey 210). Spanish exchange students and native speakers of Spanish with no prior teaching experience at American universities.

3:00-4:00: TOUR OF DAVIS LIBRARY. Meet librarian at the Reference Desk, ground floor, Davis Library.

THURSDAY, August 19

9:00–10:00: INTRODUCTION TO THE LANGUAGE PROGRAM (Dey 206)
Topics: philosophy of the language program, students at UNC-CH, questions from the Instructor’s Handbook (please prepare three questions in advance). Dr. Glynis Cowell, Director, Spanish Language Program, Dr. Hannelore Jarausch, Director, French Language Program. All new instructors (including exchange students, students from Comparative Literature, and graduate students from other departments teaching in Romance Languages) must attend. Also required for new fixed-term faculty.

10:00-10:15 Break

10:15-10:45: LANGUAGE SPECIFIC MEETINGS (French in Dey 402, Italian in Dey 203, Spanish in Dey 206)

10:45-12:00. GETTING STARTED IN THE LANGUAGE PROGRAM (Dey 206)
Topics include lesson planning, the first day of class, microteaching assignments. All new instructors; optional for new fixed-term faculty.

12:00–1:30: GRA PIZZA LUNCH Toy Lounge

2:30–4:30: INTRODUCTION TO THE FOREIGN LANGUAGE RESOURCE CENTER AND TECHNOLOGY SUPPORT (Dey 101) Rob Moore. All new instructors, including new fixed-term faculty Group 1 will meet from 2:30-3:30 and Group 2 will meet from 3:30-4:30. Remaining laptops will be distributed at the end of each group meeting. Group assignments will be given during the administrative meeting on Tuesday.

FRIDAY, August 20

9:00–10:00: SHOCK LESSON (Dey 206) All new instructors; optional for new fixed-term faculty.
NOTE: All degree-seeking foreign students who do not have a degree from a country where English is the sole language of instruction, must take the English Proficiency Test scheduled from 9:00 AM to 1:00 PM in 211 Chapman Hall.

10:15 –12:00: LANGUAGE SPECIFIC MEETINGS (French Dey 209, Spanish Dey 206; Italian need not attend) Meet course coordinators and receive course materials. New fixed-term faculty may attend or arrange to pick up materials from the course coordinators at a different time.

1:30-2:30: COURSE-SPECIFIC TECHNOLOGY WORKSHOPS New instructors. Locations TBA
SATURDAY, August 21

8:30 AM–3:00 PM: CENTER FOR TEACHING AND LEARNING ORIENTATION
Location TBA. All new graduate instructors in French, Italian, and Spanish, including exchange students and students from Comparative Literature and other departments who are new to teaching in Romance Languages are expected to attend.

SUNDAY, August 22, 6:00 PM: GRA PICNIC Location TBA

MONDAY, August 23

9:00 and 10:30: MICROTEACHING (Dey 205, 207, 210, 303)

9:00: Dey 205: (French and Spanish, Dr. Jarausch); Dey 210: (Spanish and Italian, Dr. Cowell); Dey 207: (French and Spanish, Dr. Furry); Dey 303: (Spanish, Dr. Maisch)

10:30: Dey 205: (Spanish, Dr. Lindquist); Dey 210: (Spanish and French, Dr. Wilkinson); Dey 207: (Spanish and French, Dr. Pruvost); Dey 303: (Spanish and Italian, Dr. Chambless)

1:00–1:30: ALL FRENCH AND SPANISH INSTRUCTORS Teaching assignments and informational meetings (French Dey 303; Spanish Toy Lounge) Required of all new instructors and fixed-term faculty.

1:30-3:00: COURSE MEETINGS
French 101/102 Dey 102 Spanish 101/102 Dey 303
French 105 Dey 107A Spanish 105 Dey 101
French 203 Dey 113 Spanish 203 Toy Lounge
French 204 Dey 205 Spanish 204 Gardner 0008

TUESDAY, August 24: CLASSES BEGIN