

	Tues, Aug 16	Tues, Aug 23	Mon, Aug 29	Tues, Aug 30	Wed, Aug 31	Thurs, Sept 1
9-10				Syllabus Design (Mabie Room, Sawyer)	New Faculty Orientation (begins in Faculty House Lounge... ...continues in Hopkins 002)	First 3: Perspectives on Teaching and Learning (POTL) (Faculty House)
10-11	"Hands-on-Glow" Workshop (CET, Sawyer 269)		"Hands-on-Glow" Workshop (CET, Sawyer 269)			
11-11:30		Intro to Classrooms (TCL 123)		Intro to Classrooms (Schapiro 141)		
11:30 - 12:00		Intro to Classrooms (TCL 123)		Intro to Classrooms (Schapiro 141)		
12-1				Using Glow in the Classroom (Faculty House Lounge)		
1-2		"Hands-on-Glow" Workshop (Jesup 207)				
2-3						
3-4		Syllabus Design (Mabie Room, Sawyer)	New Faculty Welcome and Reception (Faculty House)	Library/OIT Orientation (Forum, Sawyer)		
4-5						
5-6						
eve						First 3 Reception (The Orchards)

For planning purposes, kindly RSVP to [all events here](#) by August 15th

- New Faculty Welcome and Reception*: Welcome by Adam Falk (President), Denise Buell (Dean of Faculty) and Marlene Sandstrom (Dean of the College) Sponsored by the Office of the Dean of the Faculty. Faculty House.
- New Faculty Orientation*: An introduction to some of the many resources, people and offices at the College. Sponsored by the Office of the Dean of the Faculty. Begins at the Faculty House.
- First 3 (POTL)*: An introduction to various aspects of teaching at Williams, Sponsored by First 3. Faculty House,
- First 3 Evening Reception*: Sponsored by First 3 at [The Orchards](#). Partners and spouses welcome.
- “Hands-on-Glow” Workshop*: A hands-on workshop and introduction to getting started on *Glow*, our course management system. Sponsored by the Office of Information Technology (OIT). Various locations.
- Introduction to Classrooms*: A brief introduction to the audio, video, document projection facilities available in nearly all of the classrooms on campus. A brief tutorial on how to use these tools, as well as real-time classroom polling, how to hook up your laptop, access campus wide servers, and how to get last minute help.
- Syllabus Design*: Sponsored by Stephanie Dunson, Director of Writing Programs. The two workshops are identical. Designed for both novice and experienced faculty, this workshop explores the key principles of effective syllabus design including methods for developing and/or revising a syllabus and expressing course objectives and expectations. Mabie Room, Sawyer Library.
- Library/OIT Orientation*: Learn about faculty-specific library and teaching technology services. Tour Sawyer Library, view the Center for Educational Technology (CET), and visit Special Collections to learn how to integrate their materials, services, and resources into your research and teaching. Orientation will be followed by a reception where you will meet your library and ITech liaisons (your primary contacts for library and academic technology services), and desk support staff. Forum, Sawyer Library (Level 1).
- Using Glow in the Classroom*: A presentation and discussion on using *Glow* in courses. Sponsored by OIT, and led by Julie Cassidy, Professor of Russian. Lunch will be provided. Faculty House.