### Schedule of Events

#### Monday, August 18—Wednesday, August 20

**Kuykendall Hall**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:30–8:55</td>
<td><strong>Kuykendall 101</strong>, Check-in&lt;br&gt;Refreshments provided by Office of Graduate Education</td>
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<tr>
<td>9:00–10:15</td>
<td><strong>Our Genealogy of Place and Knowing</strong>: How understanding the history and culture of Hawai‘i can improve your teaching at UH Mānoa.&lt;br&gt;Antoinette Konia Freitas, *Kamakūikalani Center for Hawaiian Studies&lt;br&gt;Maya Saffery, <em>Kawaihuelani Center for Hawaiian Language</em></td>
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<tr>
<td>10:15–10:30</td>
<td>Break (15 min)</td>
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<tr>
<td>10:30–11:20</td>
<td>Concurrent Sessions III&lt;br&gt;&lt;br&gt;<strong>Kuykendall 209</strong>: Google@UH: An Overview Including: Google Forms, Google Sites, and Gmail Tips&lt;br&gt;Suzy Mehlhorn, <em>Center for Teaching Excellence</em>&lt;br&gt;&lt;br&gt;<strong>Kuykendall 306</strong>: Using Writing as a Pedagogical Tool Across the Disciplines&lt;br&gt;Dawne Bost, *General Education&lt;br&gt;David Brier, <em>Hamilton Library</em>&lt;br&gt;&lt;br&gt;<strong>Kuykendall 307</strong>: Using Technologies to Enhance Teaching Across the Disciplines&lt;br&gt;Leslie Lopez, <em>Center for Teaching Excellence</em>&lt;br&gt;&lt;br&gt;<strong>Kuykendall 106</strong>: Red Flags and Resources: Supporting our students affected by gender violence&lt;br&gt;Jen Barnett, <em>Women’s Center</em></td>
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<td>11:20–11:30</td>
<td>Break (10 min)</td>
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<tr>
<td>11:30–12:20</td>
<td><strong>Kuykendall 101</strong>: What Should I Do If...?: Experienced TAs share insights and answer questions about teaching at UH Mānoa&lt;br&gt;Meiko Arai, *Center for Teaching Excellence, Moderator&lt;br&gt;Michelle Katchuck, *Communications &amp; Information Sciences&lt;br&gt;Joshua L. Irvine, *Civil &amp; Environmental Engineering&lt;br&gt;Thomas Smith, *Biology&lt;br&gt;Duyen Bui, <em>Political Science</em></td>
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<td>12:20–12:30</td>
<td>Evaluation of TA Training</td>
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<td>12:30–12:35</td>
<td>Closing Comments—Mahalo&lt;br&gt;Julie Maeda, <em>Associate Dean, UH-Mānoa Office of Graduate Education</em></td>
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<tr>
<td>4:30–6:00</td>
<td><strong>Mānoa Book Store</strong>, Welcome Reception for New Faculty and TAs&lt;br&gt;Separate registration required. Register online at <a href="http://goo.gl/qZNKoQ">http://goo.gl/qZNKoQ</a>.&lt;br&gt;Hosted by Mānoa Book Store</td>
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**For More Information**
Visit the Center for Teaching Excellence’s website at [www.cte.hawaii.edu](http://www.cte.hawaii.edu) and our TA Development website at [www.cte.hawaii.edu/TADevelopment.html](http://www.cte.hawaii.edu/TADevelopment.html)
### Monday, August 18, 2014

**NOTE:** Sessions for International TAs are from 9:00 am–12:00 pm.
Co-sponsored by the English Language Institute

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<tr>
<td>8:30-8:55</td>
<td>Kuykendall 106</td>
<td>Check-in Refreshments provided by Office of Graduate Education</td>
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| 9:00-9:05     | Kuykendall 106 | Welcome and Opening Remarks  
Martha Staff, International Student Services |
| 9:05-10:20    | Kuykendall 106 | Juggling Manapua: How to balance study, work and life in Hawai‘i  
Kenton Harsch, English Language Institute |
| 10:20-10:30   |            | Break (10 min)                                                          |
| 10:30-12:00   | Kuykendall 106 | Mixed Plate: Experienced International TAs give advice and answer questions  
Kenton Harsch, Moderator  
Angela Haeusler, Second Language Studies  
Asami Nago, Anthropology  
Camila Ortega, Molecular Biosciences and Bioengineering |

**NOTE:** Sessions for all TAs begin at 12:30 pm

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<tr>
<td>12:00-12:25</td>
<td>Kuykendall 101</td>
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| 12:30-12:45   |            | Welcome and Opening Remarks  
Krystyna Aune, Dean, UH-Mānoa Office of Graduate Education  
Maenette Benham, Dean, Hawai‘i‘i University  
School of Hawaiian Knowledge |
| 12:45-2:00    |            | The Honest Classroom: Building good relations with your students:  
Classroom management tips for positive morale and participation  
Steven Robinow, Biology |
| 2:00-2:15     |            | Break (15 min)                                                          |
| 2:15-3:15     | Kuykendall 106 | Concurrent Sessions I  
Kuykendall 106: The First Weeks of Class: How to establish a successful semester in the first weeks  
Elisabeth Steele Hutchison, Law School  
TC-108 (Training Rm): Learning to Use Laulima to Supplement Your Classes  
Matt Parcon, Digital Media Center  
Kuykendall 209: Exploring Different Approaches to Grading:  
Philosophies and methods for feedback and assessment.  
Mike Nassir, Physics & Astronomy  
Hamilton Library, Rm 113: Keys to the Library: Teaching students about the use of library collections  
David Brier, Business, Humanities & Social Sciences  
Carolyn Dennison, Sciences  
Kuykendall 306: Fostering a Safe and Inclusive Classroom: LGBT students in Hawai‘i offer solutions  
Camaron Miyamoto, LGBT Student Services |
| 3:15-3:30     |            | Break (10 min)                                                          |
| 3:30-4:45     | Kuykendall 106 | Lessons on Teaching Back: Undergraduate students share their perspectives on TAs, offer advice, and answer questions  
Bonnyjean Manini, Student Life and Development, Moderator  
Undergraduate Student Panel |
| 4:45          |            | Lunch on your own                                                        |

### Tuesday, August 19, 2014

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<td>Kuykendall 101</td>
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| 9:00-10:15    |            | Rights and Responsibilities in the Classroom: The Student Conduct Code and Academic Grievance  
Dee Uwono, Office of Judicial Affairs  
Stephanie Lee, Office of Judicial Affairs |
| 10:15-10:30   |            | Break (15 min)                                                          |
| 10:30-11:45   |            | Great Expectations: How to create a welcoming classroom environment for all students  
Sheryl Legaspi, KOKUA Program  
Katherine Li, Office of Veterans Support Services  
Brian Sullivan, Office of Veterans Support Services  
Kiriko Takahashi, Center for Disability Studies |
| 11:45-12:30   |            | Lunch on your own                                                        |
| 12:30-1:20    | Kuykendall 209 | Concurrent Sessions II  
Kuykendall 209: Teaching Your Own Class: Advice on syllabus design, pedagogy, selecting texts, and constructing lectures.  
Angela Haeusler, Second Language Studies  
Kuykendall 306: Teaching a Science Lab: How to distill what is important from lectures, design and run activities, and facilitate discussion  
Arjun Aryal, Geology and Geophysics  
Dayna Kitsuwa, Mathematics  
Raphael Ritson-Williams, Biology  
Kuykendall 307: Teaching a Discussion Lab: How to distill what is important from lectures, design and run activities, and facilitate discussion  
Penny-Bee Bovard, Sociology and Women’s Studies  
Matt Cavert, History  
Kuykendall 106: Assisting a Professor: What is a role of TA and how to work with a professor  
Miguel Felipe, Music |
| 1:20-1:30     |            | Break (10 min)                                                          |
| 1:30-2:15     | Kuykendall 101 | Lessons on Teaching Back: Undergraduate students share their perspectives on TAs, offer advice, and answer questions  
Bonnyjean Manini, Student Life and Development, Moderator  
Undergraduate Student Panel |
| 2:15-3:15     |            | Break (15 min)                                                          |
| 3:30-4:45     | Kuykendall 106 | Lessons on Teaching Back: Undergraduate students share their perspectives on TAs, offer advice, and answer questions  
Bonnyjean Manini, Student Life and Development, Moderator  
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| 4:45          |            | Lunch on your own                                                        |