

Professional Communication Workshop for UNTAN Faculty – Spring 2019

All workshops are located in the ITC unless indicated otherwise

Sunday 24-Feb	Week 1	Monday 25- Feb	Tuesday 26-Feb	Wednesday 27-Feb	Thursday 28 - Feb	Friday 1-March	Saturday 2-March
9:00 a.m. Breakfast in Kramer Dining Center Lunch till 1:30p.m. 1:00-5:30 p.m. Shuttle to Walmart and quick tour of the city	9:00-10:00	Welcome and Program Introduction	9:30 a.m. U.S. Copyright Law and Compliance in Your Academic Career (Dr. Ryan Otto)	U.S. Higher Education	Counseling Services (Melissa Miller)	Computer Workshop: Prezi	Field trip: Topeka: State Capitol, Kansas Museum of History 11:00 am – Meet in Derby Loop and board bus 5:30 – 6:00 pm Projected return
	10:20-11:20	10:00 a.m. - noon Getting University IDs	11:00 a.m. Computer Workshop Overview of ITC Resources + sign-up	Computer Workshop Raising Your International Profile 12 p.m. Union 305 Dr. Montelone, Office of Research Development (optional)	Computer Workshop: Powtoon, Voki	10:30 – 11:30 University Honor Code (Dr. Camilla Robert Director, Honor and Integrity System)	
	1:30-3:00	Professional Conduct in U.S. Higher Education (Dr. Leena Chakrabarti)	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	
	3:30-4:30	3:15 – 4:00 Educational Culture Workshop	3:15-5:45 p.m. English Proficiency Test	Immunization at Lafene Health Center (optional)	Professional Networking Orientation & Overview Mary Wood and Cary Chappell	3:30 p.m. Recreation Center Tour	
		4:15 Housing Information – Jardine Margaret Grady					
Evening	Recreation center activities, films, campus lectures, and plays on KSU campus.						

Sunday 3- March	Week 2	Monday 4-March	Tuesday 5-March	Wednesday 6 - March	Thursday 7- March	Friday 8 -March	Saturday 9 - March
<p>2:00-5:00pm</p> <p>American games with tea, fruit and snacks</p> <p>In Jardine map room</p>	9:00-10:00	U.S. Higher Education	<p>10:00 – 11:30 Library and Your Research – your Publication Impact (Dr. Laura Bonella)</p>	U.S. Higher Education	<p>Networking appointments</p> <p>Or individual work</p>	Computer Workshop: Sway	<p>1:00 pm St. Patrick's Day Parade in Aggieville</p> <p>Meet in front of Bldg 1 at 12:40</p> <p>5:00 p.m. KSU Men's Basketball game (\$\$) (optional)</p>
	10:20-11:20	Prof. Dev. Seminar: Pronunciation Workshop		<p>10:30-11:45 a.m. Pre-Doctoral Seminar: Conversation activity with K-State students Leadership Studies Room 127</p>		Computer Workshop: Online Etiquette OR 10:30-11:45 a.m. Pre-Doctoral Seminar: Conversation activity with K-State students Leadership Studies # 127	
		1:30-3:00	Advanced Integrated Skills		Advanced Integrated Skills	Advanced Integrated Skills	
	3:30-4:30	<p>For Prof. Dev. Seminar: Presentations and Collaborations – Q&A (Dr. Richard Llewelyn Extension Assistant Dept. of Agricultural Economics)</p>	<p>For Pre-Doctoral Seminar: Graduate Studies in the U.S – Q&A (Dr. Richard Llewelyn Extension Assistant Dept. of Agricultural Economic)</p>	<p>2:30-3:45 Prof. Dev. Seminar: Conversation activity with K-State students Leadership Studies Room 127</p>	<p>Networking appointments</p> <p>3:30- 6:00 pm Global Food Systems Focus Day (optional) Union Ballrooms: registration by 2/25 (optional)</p>	Individual work at the ITC and tutoring as needed	
	Evening	Free for activities of your choice	<p>7:00-9:00 p.m. SPOTLIGHT K-State (register by 2/26) OR 7:30 p.m. Pete Souza talk at McCain</p>	Free for activities of your choice	6:30 p.m. Safety and Security in the U.S – ISC (optional)	Free for activities of your choice	

Sunday 10 - March	Week 3	Monday 11- March	Tuesday 12- March	Wednesday 13 - March	Thursday 14 - March	Friday 15-March	Saturday 16-March
1:30 - 4:00 p.m. Visiting Wamego + Short hike in the Manhattan Linear Trail (optional)	9:00-10:00	U.S. Higher Education	10:00 -11:00 Human Subject Research and Research Compliance, (Heath Ritter, manager)	U.S. Higher Education	Networking appointments	Computer Workshop Adobe Demo	Field Trip: Kansas City - Nelson Atkins Art Museum, Legends Outlet Mall Boarding the bus in front of Bldg. L: 8:30 am Projected return time: 8:30 pm
	10:20-11:20	10:00 a.m. Presentation Prof. Frederick Burrack Director of Assessment		Computer Workshop Intro to graphic Design		Pronunciation Workshop	
	1:30-3:00	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	
	3:30-4:30	Discover, Manage and Use Data (Carol Sevin)	Do's and Don'ts for Successful Collaborations Dr. Marcellus Caldas, Assistant Provost of International Faculty Collaboration and Educational Programs	3:15 – 3:30 pm EPT result session (Mary Wood, ELP director)	Networking appointments	Individual work at the ITC and tutoring as needed	
				3:30 p.m. Field trip: Dairy Barn & Call Hall			
Evening	Recreation center activities, films, campus lectures, and plays on KSU campus.						

Sunday 17- March	Week 4	Monday 18 - March	Tuesday 19 - March	Wednesday 20 - March	Thursday 21 - March	Friday 22 - March	Saturday 23-March
Optional: 2:00 – 5:00 pm Riley Country History Museum	9:00-10:00	U.S. Higher Education – Pre-Doctoral seminar	10:00 – 11:30 a.m. Library and Your Research – Web of Science and PubMed	U.S. Higher Education	Networking appointments	Computer Workshop Animoto	2:00 – 5:00 Hiking in Konza and/or Tuttle Creek Dam (optional) 8:00 am - 7:00pm - SciComm Conference (optional - \$50 registration required by March 1)
	10:20-11:20	Professional Development Seminar: 9:30 a.m. - Visit to Teaching and Learning Center (Dr. Jana Fallin)	(Dr. Cindy Logan, Dr. Livia Olsen)	Computer Workshop Haiku Deck		Pronunciation Workshop	
	1:30-3:00	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	
	3:30-4:30	Individual work at the ITC and tutoring as needed	Graduate School Presentation Dr. Carol Shanklin, Dean Graduate School Dean	Individual work at the ITC and tutoring as needed	Networking appointments	Individual work at the ITC and tutoring as needed	
	Evening	Recreation center activities, films, campus lectures, and plays on KSU campus.					

Sunday 24-March	Week 5	Monday 25- March	Tuesday 26 - March	Wednesday 27 - March	Thursday 28 - March	Friday 29-March	Saturday 30 - March
Potluck party at Agnes's 4:00 – 8:00 pm	9:00- 10:00	U.S. Higher Education	TUTEP (tentative)	U.S. Higher Education	9:00-9:45 a.m. Poster Presentations I (tentative)	Program Evaluation and Reflection Session	Departure
	10:20-11:20	Center for Digital Scholarship, Open Textbook Initiative, Prairie Press (Dr. Ryan Otto, Charlene Simser)		Preparation for Final Presentation	10:00-10:45 a.m. Final Presentations II (tentative)		
	1:30-2:30	Advanced Integrated Skills	Advanced Integrated Skills	Advanced Integrated Skills	1:00-1:45 p.m. Final Presentations IV (tentative)	Packing	
	3:30-4:30	3:15-5:45 p.m. English Proficiency Test	Preparation for Final Presentation 3:55 – 5:10: Visiting the ELP Orientation Class Kedzie, 004 (optional)	Preparation for Final Presentation	3:00 – 5:00 Closing Ceremony and Reception Regnier Hall, Atrium		
	Evening	Recreation center activities, films on campus, campus lectures, plays					