### IMPORTANT DATES: Spring 2018 Program Calendar

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<th>Week</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Preparation/Homework</th>
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| 1    | 1/4/2018   | 1:00 pm - 4:30 pm  | AST Pre-Semester Training (DAY 1)          | • Location: CTL (2nd floor GS), Zone 3  
• New Team Members w/select Mentors ONLY  
• Homework: Watch mock session videos. Review your contracts and forms (p. 32-45, 52-55). Fill out Course Coverage Google spreadsheet. |
| 1    | 1/5/2018   | 10:00 am - 4:45 pm | AST Pre-Semester Training (DAY 2)          | • Location: CTL (2nd floor GS), Zone 3  
• New Team Members w/select Mentors ONLY  
• Homework: Confirm the times, locations, and professors for the courses you’re covering. Exchange contact info w/peer mentors. Make sure Course Coverage Google spreadsheet is updated. |
| 1    | 1/8/2018 - 1/12/2018 | First Week of Classes & Breezeway Promoting | • WEAR YOUR TEAM T-SHIRTS for ANNOUNCEMENTS!  
• Pick up flyers & markers from CLASS office. Make announcements in assigned lectures and distribute flyers.  
• CTL TUTORING HOURS: Work BREEZEWAY TABLING Wed or Thurs (Optional)  
• GET WISE TUTORING HOURS: Work in GPT as scheduled to promote Get Wise services |
| 2    | 1/15/2018  |                    | Martin Luther King Jr. Holiday (No classes, SI, or tutoring) | |
| 3    | 1/16/2018  |                    | CLASS Tutoring within the CTL begins!      | |
| 3    | 1/19/2018  | 3:00 pm - 5:00 pm  | Training And Guidance Session (TAGS) #1    | • FULL TEAM attendance required!  
• Wear team shirts for photos.  
• Exchange contact info w/peer mentors.  
• Homework: Discussion posting #1. Check for additional homework on agenda. |
| 5    | 2/9/2018   | 3:00 pm - 5:00 pm  | Training And Guidance Session (TAGS) #2    | • Prep: Review your calendar and have times in mind to sign up to complete Tutor Self-Evaluations and review it with a staff member.  
• Homework: Discussion posting #2. Check for additional homework on agenda. |
| 9    | 3/5/2018 - 3/11/2018 | Spring Break (No classes, SI, or tutoring) |  |
| 10   | 3/16/2018  | 3:00 pm - 5:00 pm  | Training And Guidance Session (TAGS) #3    | • Prep: Brainstorm on providing constructive criticism on your Peer Reviews  
• Homework: Discussion posting #3. Check for homework on agenda. |
| 13   | 4/6/2018   | 3:00 pm - 5:00 pm  | Training And Guidance Session (TAGS) #4    | • Prep: Review your calendar and be ready to sign up to work Reading Days Tutoring & Up Owl Night.  
• Homework:  
  • Sign up to work Breezeway Table before 4/13!  
  • Complete Potluck sign-up before TAGS #5  
  • Blackboard posting #4. Check for homework. |
|      | 4/20/2018  | 3:00 pm - 5:00 pm  | Training And Guidance Session (TAGS) #5    | • FULL TEAM attendance required!  
• Prep: Sign up for what you’re bringing to the potluck (at least 1 week before meeting)  
• POTLUCK!!!  
• Homework: Double-check your schedule for Reading Days Tutoring and/or Up Owl Night! |
|      | 4/20/2018  |                    | LAST DAY of regularly scheduled SI sessions, tutoring, & eTutoring (ends at 3 pm)!  
(Official last day of classes is Mon, 4/23. OC2 will run until 2 pm on Wed, 4/25.) | |
|      | 4/23/2018  |                    | LAST DAY OF CLASSES                        | |
| 16   | 4/23/2018 - 4/25/2018 | Reading Days Tutoring | • Each team member has the option to sign up to tutor 2 or more hours  
• Begins on 4/23 and ends 2 pm on 4/25 |
|      | 4/25/2018  | 3:00 pm - 10:00 pm | Up OWL Night                               | • Each team member will be required to work up to 3 hours  
• Wear your AST t-shirts!!  
• Arrive for scheduled shift at least 10 minutes early!  
• SI Review Sign-in sheets available by Workday computer in CLASS office the week prior to event. |
| 4/27/2018 | Spring 2018 Contract Ends w/CLASS!  |
| 4/26/2018 - 5/2/2018 | FINAL EXAMS            |  |

**NOTE:** You should be submitting your hours via Workday EVERY FRIDAY by 3 pm!