

CLASS Academic Support Team (AST)
IMPORTANT DATES: Spring 2019 ADMINISTRATOR Calendar

Week #	Date:	Time:	Event:	Preparation/Homework:
	1/3/2019	1:00 pm - 4:30 pm	AST Pre-Semester Training (DAY 1)	<ul style="list-style-type: none"> Location: CTL (2nd floor GS), GS 226 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.
	1/4/2019	10:00 am - 4:45 pm	AST Pre-Semester Training (DAY 2)	<ul style="list-style-type: none"> Location: CTL (2nd floor GS), GS 226 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	1/7/2019 - 1/11/2019		First Week of Classes, Promoting in Breezeway & UAS	<ul style="list-style-type: none"> 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 or UAS TABLING GET WISE TUTORING HOURS: Work in GPT & PAR as scheduled to promote Get Wise services
	1/14/2019		CLASS Tutoring within the CTL begins!	
2	1/18/2019	3:00 pm - 5:00 pm	Training And Guidance Session (TAGS) #1	<ul style="list-style-type: none"> 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.
3	1/21/2019		Martin Luther King Jr. Holiday (No classes, SI, or tutoring)	
5	2/8/2019	3:00 pm - 5:00 pm	Training And Guidance Session (TAGS) #2	<ul style="list-style-type: none"> 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.
6	2/11/2019		Tutors begin selecting a session to record	
7-10	2/18/2019 - 3/15/2019		Tutor Evaluation Meetings	
9	3/4/2019 - 3/10/2019		Spring Break (No classes, SI, or tutoring)	
	3/13/2019		Deadline for Peer Observations (11:59 pm)	
10	3/15/2019	3:00 pm - 5:00 pm	Training And Guidance Session (TAGS) #3	<ul style="list-style-type: none"> Prep: Brainstorm on providing constructive criticism on your Peer Reviews Homework: Discussion posting #3. Check for homework on agenda.
13	3/29/2019	3:00 pm - 5:00 pm	Training And Guidance Session (TAGS) #4	<ul style="list-style-type: none"> Prep: Review your calendar and be ready to sign up to work Reading Days Tutoring & Up Owl Night. Homework: <ul style="list-style-type: none"> Sign up to work Breezeway Table before 4/13! Complete Potluck sign-up before TAGS #5 Blackboard posting #4. Check for homework.
	4/15/2019		Reading Days Tutoring schedule on TutorTrac & Up Owl Night schedule posted on website	
	4/16/2019		DEADLINE for ALL CRLA Training Components! (11:59 pm)	
	4/17/2019 - 4/18/2019		Breezeway Tabling (Promoting Reading Days Tutoring & Up Owl Night)	
15	4/19/2019	3:00 pm - 5:00 pm	Training And Guidance Session (TAGS) #5	<ul style="list-style-type: none"> 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!
	4/19/2019		LAST DAY of regularly scheduled SI sessions, tutoring, & eTutoring (ends at 3 pm)! (Official last day of classes is Mon, 4/22. CHM 2210 SI & OC2 will run until 4 pm on Mon, 4/22.)	
	4/22/2019		LAST DAY OF CLASSES	
	4/22/2019 - 4/24/2019		Reading Days Tutoring	<ul style="list-style-type: none"> Each team member has the option to sign up to tutor 2 or more hours Begins on 4/22 and ends 2 pm on 4/24
16	4/24/2019	3:00 pm - 10:00 pm	Up OWL Night	<ul style="list-style-type: none"> 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.
	4/26/2019		Spring 2019 Contract Ends w/CLASS!	
	4/25/2019 - 5/1/2019		FINAL EXAMS	
			<ul style="list-style-type: none"> SILs must have attendance submitted by 12 pm on Friday, 4/26! If you are holding additional tutoring/SI sessions, you must get approval in advance (before last day of classes)! 	