<table>
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<tr>
<th>Week #</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Preparation/Homework</th>
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| 1/3/2019 | 1:00 pm - 4:30 pm | AST Pre-Semester Training (DAY 1) | • 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) | • 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. |
| 1/7/2019 - 1/11/2019 | First Week of Classes, Promoting in Breezeway & UAS | | • 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! | |
| 1/18/2019 | 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. |
| 1/21/2019 | | Martin Luther King Jr. Holiday (No classes, SI, or tutoring) | |
| 2/8/2019 | 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. |
| 2/11/2019 | | Tutors begin selecting a session to record | |
| 2/19/2019 - 3/15/2019 | Tutor Evaluation Meetings | | |
| 3/4/2019 - 3/10/2019 | Spring Break (No classes, SI, or tutoring) | | |
| 3/13/2019 | | Deadline for Peer Observations (11:59 pm) | |
| 3/15/2019 | 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. |
| 3/29/2019 | 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. |
| 4/15/2019 | | 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) | |
| 4/19/2019 | 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! |
| 4/19/2019 | | 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.) | |
| 4/19/2019 | | LAST DAY OF CLASSES | |
| 4/22/2019 | | Reading Days Tutoring | • 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 |
| 4/24/2019 | 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. |
| 4/26/2019 | | Spring 2019 Contract Ends w/CLASS! | • 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)! |