DWRL ORIENTATION
MONDAY, DECEMBER 7
12-4 p.m., FAC 7

12:00-12:15, FAC 9: Lunch (provided)

12:15-12:45, FAC 9: Welcome (Diane Davis, Director; Will Burdette, Program Coordinator)
—Welcome
—Paperwork

12:45-1:30, FAC 9: Introduction to Staffing in the DWRL (Sarah Frank)
—Mission Statement
—Staff Requirements and Schedule
—Resolving Potential Issues

1:30-2:15, FAC 9: Conducting Research in the DWRL (Steven LeMieux)
—Introduction to Research Areas and 2015-2016 Research Priorities
—Expected Group and Individual Deliverables
—Project Proposal Outline

2:15-2:45, FAC 9: Introduction to the Redesigned DWRL Website (Beck Wise)
—Introduction to the Website and New Staffer Blogging Requirements
—Guidelines for Writing for the Web

2:45-3:15, FAC 9: Systems (Fred Stanton, System Administrator)
—Accessing Professional Websites
—Using the Instructor Stations
—Procedure for Filing Technical Support Tickets
—Overview of Alarm Codes and Room Procedures

3:15-3:30, FAC 9: Preview of Friday Collaboration Labs (Steven LeMieux)
—Schedule and Expectations for Friday Lab & Workshops
—Priority Team Meetings

3:30-4:00, FAC 9: Facilities Training and Tours (Assistant Directors)
—Practice Opening and Closing DWRL Classrooms
—Tour of DWRL Classrooms and Workspaces