

TOPIC	CONTACT NAME	CONTACT INFORMATION	ESTIMATED AMOUNT OF TIME NEEDED
Overview of Instructional Design Resources (FRED, R3)	Laurie Lyons Director, Instruction Design	lbl@gwu.edu 202-994-8376	30 minutes
Tour of relevant websites (HSP, SMHS, GW) and university resources (TLC, Google Docs)			30 minutes
Introduction to Blackboard			30 minutes
Introduction to SMART Lab; Getting your photograph	Linda Cotton Instructional Development Specialist	cottonl@gwu.edu 202-994-9172	30 minutes
Overview of GW, SMHS, HSP	Mary Corcoran Assoc Dean, Faculty Development	corcoran@gwu.edu 202-994-8229	30 minutes
Promotion, Appointment and Tenure Process			30 minutes
Planning Your Academic Career			1 hour
Faculty Resources and Responsibilities			30 minutes
Himmelfarb Library Access and Orientation	Elaine Sullo Coordinator, Information and Instruction Services, Himmelfarb Library	elainej@gwu.edu 202-994-2853	30 minutes
Introduction and Organization of Business Office. Contracts/Affiliation Agreements, Reporting, Budgets, Research. Financial Policies, Compliance at GW.	Christin Marten Director of Finance, SMHS	cmarten@gwu.edu 202-994-8807	30 minutes
How to structure and design an online course	Sue Okun Director, Educational Quality	sjo@gwu.edu 202-994-3687	90 minutes
Introduction to the HS Curriculum Committee	Ellen Costello, Associate Professor, PT & HCS	ecostell@gwu.edu 202-994-0056	15 minutes
Institutional Review Board and Research Compliance	New Researcher Training Series from Office of Human Research (OHR)	Go to OHR website for more information: http://www.gwumc.edu/research/human/	variable
Tour of Health Sciences Intranet	Catherine Golden Assoc Dean, Academic Planning & Assessment	cagw@gwu.edu 202-994-3564	30 minutes
GWDocuments - Archival Storage			15 minutes

2100 Penn Facilities, New Computer/Telephone Setup Basic Supplies, Printer/Copiers	Haldon Lindstrom, Business Coordinator	haldon12@gwu.edu 202-994-9129	As Needed
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For program directors, department chairs, and deans

Courseleaf - Course and Program Approvals, Digital Bulletin	Catherine Golden Assoc Dean, Academic Planning & Assessment	cagw@gwu.edu 202-994-3564	30 minutes
Scheduling & Course Evaluations			30 minutes
DataMart - Enrollment services reporting			30 minutes
DegreeMap - Degree audit and advising tool	Angelo Lee Director, Student Services	aclee11@gwu.edu 202-994-4241	15 minutes
Admission System - Apply Yourself and Target X	Janessa Silcox Sr. Asst. Director, Admissions and Student Services	jsilcox@gwu.edu 202-994-6689	30 minutes