

## EdTech SUPPORT OPEN HOURS – FALL 2021

### FOR STUDENT TEACHERS/INTERNS FROM THE FOLLOWING PROGRAMS: MIDDLE & HIGH SCHOOL EDUCATION

**Monday and Wednesday** – Contact [education.services@lehman.cuny.edu](mailto:education.services@lehman.cuny.edu) for Zoom link. Be sure to include your first and last name, EMPLID and program in the subject line.

**Tuesday and Thursday** – **By Appointment ONLY**. Please email Joi Jones, [joi.jones@lehman.cuny.edu](mailto:joi.jones@lehman.cuny.edu) to schedule an appointment.

SCHEDULE AS OF 9/27/2021 – Subject to change

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>SEPTEMBER</b>	<b>AUG. 30</b> 3:00 – 5:30pm	<b>AUG. 31</b> 3:00 – 5:30pm	<b>1</b> <b>Student Teaching Orientation</b>  10:00am or 4:00pm  (No Open Hours)	<b>2</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Taskstream Overview for College Supervisors</b>	
	<b>6</b> CLOSED	<b>7</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Taskstream Overview for College Supervisors</b>	<b>8</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Taskstream Q&amp;A</b>	<b>9</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Taskstream Q&amp;A</b>	
	<b>13</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Swivl: Virtual Observation Tool Overview</b>	<b>14</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Swivl: Virtual Observation Tool Overview</b>	<b>15</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Swivl: Virtual Observation Tool Overview</b>	<b>16</b> 3:00 – 5:30pm  4:00 – 5:00pm – <b>Swivl: Virtual Observation Tool Overview</b>	
	<b>20</b> 3:00 – 5:30pm	<b>21</b> 3:00 – 5:30pm	<b>22</b> 3:00 – 5:30pm	<b>23</b> 3:00 – 5:30pm	

	4:00 – 5:00pm – Swivl: Virtual Observation Tool Overview	4:00 – 5:00pm – Swivl: Virtual Observation Tool Overview	4:00 – 5:00pm – Swivl: Virtual Observation Tool Overview	4:00 – 5:00pm – Swivl: Virtual Observation Tool Overview	
	<b>27</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>28</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>29</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>30</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>Oct 1</b> 5:30 – 7:00pm  TGIF Series Part 1: “A protocol for professional goal setting using the Framework for Teaching Clusters” with Shirley Hall <i>See details and registration link below</i>
<b>OCTOBER</b>	<b>4</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>5</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview  4:30 – 5:30pm: Resume Writing Workshop and Q&A <i>See details below</i>	<b>6</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	<b>7</b> 3:00 – 5:30pm  4:30 - Swivl: Virtual Observation Tool Overview	
	<b>11</b> CLOSED	<b>12</b> 3:00 – 5:30pm By Appointment  4:00 – 5:00pm: Meet with Our Career Advisor <i>See details below</i>	<b>13</b> 3:00 – 5:30pm	<b>14</b> 3:00 – 5:30pm By Appointment	
	<b>18</b> 3:00 – 5:30pm	<b>19</b> 3:00 – 5:30pm By Appointment	<b>20</b> 3:00 – 5:30pm	<b>21</b> 3:00 – 5:30pm By Appointment	

		<p><b>4:30 – 5:30pm: Cover Letter Writing Workshop and Q&amp;A</b>  <i>See details below.</i></p>			
	<p><b>25</b>  3:00 – 5:30pm</p>	<p><b>26</b>  3:00 – 5:30pm  By Appointment</p> <p><b>4:30 – 5:30pm: Meet with Our Career Advisor</b>  <i>See details below</i></p>	<p><b>27</b>  3:00 – 5:30pm</p>	<p><b>28</b>  3:00 – 5:30pm  By Appointment</p>	
<b>NOVEMBER</b>	<p><b>1</b>  3:00 – 5:30pm</p>	<p><b>2</b>  3:00 – 5:30pm  By Appointment</p> <p><b>4:30 – 5:30pm: Meet with Our Career Advisor</b>  <i>See details below</i></p>	<p><b>3</b>  3:00 – 5:30pm</p>	<p><b>4</b>  3:00 – 5:30pm  By Appointment</p>	
	<p><b>8</b>  3:00 – 5:30pm</p>	<p><b>9</b>  3:00 – 5:30pm  By Appointment</p> <p><b>4:30 – 5:30pm: Interview Skills Workshop and Q&amp;A</b>  <i>See details below</i></p>	<p><b>10</b>  3:00 – 5:30pm</p>	<p><b>11</b>  3:00 – 5:30pm  By Appointment</p>	
	<p><b>15</b>  3:00 – 5:30pm</p>	<p><b>16</b>  3:00 – 5:30pm</p> <p><b>4:30 – 5:30pm: Meet with Our Career Advisor</b>  <i>See details below</i></p>	<p><b>17</b>  3:00 – 5:30pm</p>	<p><b>18</b>  3:00 – 5:30pm</p>	<p><b>19</b>  5:00 – 7:00pm</p> <p><b>TGIF Series Part 2: “Reflection and goal setting: Cluster 4: Intellectual Engagement” with Shirley Hall</b></p>

					<i>See details and registration link below</i>
	<b>22</b> 3:00 – 5:30pm	<b>23</b> 3:00 – 5:30pm By Appointment  <b>4:30 – 5:30pm: Meet with Our Career Advisor</b> <i>See details below</i>	<b>24</b> CLOSED	<b>25</b> CLOSED	
<b>DECEMBER</b>	<b>NOV. 29</b> 3:00 – 5:30pm	<b>NOV. 30</b> 3:00 – 5:30pm By Appointment  <b>4:30 – 5:30pm: Cover Letter Writing Workshop and Q&amp;A</b> <i>See details below.</i>	<b>1</b> 3:00 – 5:30pm	<b>2</b> 3:00 – 5:30pm By Appointment	
	<b>6</b> 3:00 – 5:30pm	<b>7</b> 3:00 – 5:30pm By Appointment  <b>4:30 – 5:30pm: Meet with Our Career Advisor</b> <i>See details below</i>	<b>8</b> 3:00 – 5:30pm  <b>7:00 – 8:00pm: TGIF Series Part 3: “Reflection and goal setting: Cluster 5: Successful Learning for All” with Shirley Hall</b> <i>See details and registration link below</i>	<b>9</b> 3:00 – 5:30pm By Appointment	
	<b>13</b> 3:00 – 5:30pm	<b>14</b> 3:00 – 5:30pm By Appointment	<b>15</b> 3:00 – 5:30pm	<b>16</b> 3:00 – 5:30pm By Appointment	

		<b>4:30 – 5:30pm: Resume Writing Workshop and Q&amp;A</b> <i>See details below</i>			
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## **TASKSTREAM QUESTIONS? CALL: 1(800) 311-5656**

### **Workshops with Career Advisors**

#### **Resume Writing Workshop + Q&A**

Your resume is your first introduction to an employer. A well-done professional document will showcase your unique skills and background. Learn basic rules for formatting to best demonstrate your experience.

#### **Cover Letter Writing Workshop + Q&A**

Individualized cover letters highlight your specific qualifications as they relate to the job description. Get tips on how to show you are the best person for the job!

#### **Interviewing Skills Workshop + Q&A**

Your interview etiquette and responses to questions help an employer know if you are qualified for the job and would be a good fit for the organization. Find out how to put your best foot forward. Build your confidence by knowing what to expect and how to prepare.

#### **Meet with Our Career Advisor**

Meet with Diane Machado, our career advisor to address questions related to resume writing, cover letter writing, interview skills, etc.

**Individual Appointments Available!** - Contact Diane S. Machado, [DIANE.MACHADO@lehman.cuny.edu](mailto:DIANE.MACHADO@lehman.cuny.edu). *Include full name, program, date/anticipated date of graduation, EMPL ID, topic interest(s)*

**Diane S. Machado, M. A.**  
**Career Advisor - Center for Career Exploration and Development**  
**Lehman College, Bronx, NY**  
**718-960-8366**

### **TGIF Series**

Assessment of teaching practice is an ongoing and necessary part of a teaching career. The question is, "Who should be doing the assessment?" The Common Language of the Framework for Teaching Clusters allows teachers to reflect on their practice and guide their professional goal setting.

**Part 1: "A protocol for professional goal setting using the Framework for Teaching Clusters" with Shirley Hall**

**Part 2: "Reflection and goal setting: Cluster 4: Intellectual Engagement" with Shirley Hall**

**Part 3: "Reflection and goal setting: Cluster 5: Successful Learning for All" with Shirley Hall**

**[Click to RSVP for all sessions.](#)**