MEMORANDUM

TO: Institute 2013 Participants
FROM: Dianne B. Barber, Director
DATE: April 16, 2013
RE: Institute 2013

Our plans for Institute 2013 are in full swing! We are excited that you will be joining us for a week of sharing, learning, and growing. Hopefully you have completed and returned all your registration forms. *If not and you are taking Institute for graduate credit, the deadline is fast approaching for transcripts and other required forms.*

You have registered to take Institute either as a workshop with no academic credit or for **three (3) hours academic credit** by enrolling in *Institute 2013 Accelerating Learning in Mathematics.* We have put together a team of professionals to work with you during your week at Appalachian State University. In addition to the year round ABSPD team, Gerald Parker, Jeff Goodman, John Spagnolo, Mary Ferrell, and Brandy Brown will be on hand to share their knowledge about leadership, instructional support, math instruction, and integrating technology.

The **Homework Packet** is included with this email as an attachment. It consists of six (6) assignments and the Grade Contract. Please read the Homework Packet carefully and be sure you complete all the requirements for each assignment. Please bring a printed, stapled copy of your completed homework to turn in Sunday afternoon when you arrive in the classroom.

**Institute 2013** will begin on **Sunday, May 19** (Week I) or **May 26** (Week II) with registration at **Appalachian Heights Apartments** from **12:00 noon to 1:45 pm.** From 2:00 to 2:30 pm we invite you to join us for refreshments in the Gathering Hall in the NEW College of Education Building. We will **begin the first session at 2:30 pm** with introductions and end with **dinner at 5:45 pm.**

We know your participation during Institute 2013 will be a pleasant and rewarding experience. In early May, we will send you an email with important instructions including what to bring to Institute. If you have any questions, do not hesitate to contact me via e-mail (barberdb@appstate.edu) or phone (828-262-2384). We look forward to having you join us here at Appalachian State University for the week.

**NOTE:** There is ample parking near Appalachian Heights Apartments. You will receive a parking tag during registration. The University generously tickets vehicles without parking tags or vehicles that are parked in spaces other than those designated on the parking tag. If you need handicapped parking, you must display an ASU parking permit along with the NC Handicapped Tag. You do not need an ASU parking permit if you are driving a state vehicle.