

To: Rensselaer Community

From: Lisa Trahan
Dean, Office of the First-Year Experience

Date: May 2, 2003

Re: **Navigating Rensselaer & Beyond 2003 Orientation Program**

As you may know, this year the Navigating Rensselaer & Beyond program is scheduled to occur **August 19 – 24, 2003**. I would like to take this opportunity to extend an invitation to your department or organization to participate in this exciting First-Year Experience program as we enter our third year! For those of you who have not experienced the program in the past two years, Navigating Rensselaer & Beyond is a 5-day program for first-year students that includes a variety of activities designed to get students connected to Rensselaer. The '*Beyond*' represents the ideal that students will become connected and familiar with the Institute, but also the greater community of Troy. For the whole day Wednesday, August 20th and most of the day Thursday, August 21st students will be pre-registered into an activity, according to their interests. Many of the activities we have scheduled will occur on campus, and others will take students off campus into the surrounding area. Later in the week there will be some relatively less structured time during which we invite your department or organization to sponsor an open house, reception or other activity for new students. These times are identified on the attached sheet as "*variable programming blocks*".

In order for your program to be included in the Navigating Rensselaer & Beyond Schedule of Events, please complete the attached planning form for each program you are sponsoring and return it to the Office of the First-Year Experience, 4042 Troy Building as soon as possible, but not later than **May 30, 2003**. Please note that after May 21st, the Office of the First-Year Experience will be located in our new office, 4100 Academy Hall.

As always, creativity is strongly encouraged as you begin identifying a program title. Since Navigating Rensselaer began two years ago, we have received an outpouring of support from the campus community. To ensure that the program is accessible to a variety of campus departments and our students have the opportunity to sample what is available at Rensselaer, I ask that your programs are not greater than 2 hours in duration.

As you plan your event, if you find that you have questions, please do not hesitate to contact my office at extension 6864 or email fye@rpi.edu. On behalf of the OFYE, we look forward to hearing from you and appreciate your continued support of first-year initiatives.

**Navigating Rensselaer & Beyond 2003 Planning Form
August 19-24, 2003**

Variable Programming Blocks: Based on the other events happening over the course of the program the times that are available for general programming are:

**Friday, August 22 – 11:00am – 2:00pm
Saturday, August 23 – 3:00pm – 9:00pm**

TYPE OF EVENT:

_____ Reception/Open House _____ Seminar/Workshop _____ Other (please specify)
_____ Lecture/Discussion _____ Special Event (e.g. play, concert, movie)

DATE: Friday, August 22 Saturday, August 23

TIME: Please choose a block of time that falls within one of the variable blocks listed above. Please note that events should not exceed 2 hours in duration to allow both students/departments to experience/provide a variety of programming.

Start Time: _____ **End Time:** _____

Title of Program: _____

Description (to be put in the schedule, you may also attach a disk): _____

Location: _____
(please contact the OFYE if you have trouble selecting or securing a location)

Sponsoring Department, Club, Organization: _____

Person to confirm this program with:

Name: _____ **Department:** _____

Address: _____

Phone: _____ **Email:** _____