Spring Semester 2016

Academic Orientation Seminar for All New Graduate Students & Newly-Admitted Co-terminal Students

January 21, Thursday – CII 4050

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<td>8:00 AM</td>
<td>Check-in</td>
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<td>8:30 – 8:45 AM</td>
<td>Welcoming Remarks &amp; Introductions</td>
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<td>8:45 AM –12:00 PM</td>
<td>Presentations from Office of Graduate Education; Health Center; Registrar’s Office; Center for Communication Practices; Center for Career and Professional Development; Human Resources for Harassment Prevention; Athletics; Office of Technology Commercialization; RPI Student Union; and the Graduate Student Council</td>
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You will need to register for the program online at [http://sis.rpi.edu/](http://sis.rpi.edu/). Register for ADMN 6700.

The Academic Orientation appears on your transcript as a zero-credit required course, and receives a Satisfactory or Unsatisfactory grade.

You must attend the program in its entirety, and also complete the online component. There is no cost to register or attend.

More details will follow at a later date regarding the required online component.

**For new teaching assistants ONLY** – You must register for: TA Training Seminar – ADMN 6800.

The TA Training Seminar appears on your transcript as a zero-credit required course, and receives a Satisfactory or Unsatisfactory grade.
General Information for All New Graduate Students

Travel, Housing, and Employment Verification

Travel to Rensselaer
The Institute is located in the City of Troy in New York State. Troy is about twenty minutes by car from the city of Albany. Albany is about one hour from New York City by plane or 3 hours by bus, train or car.

The Rensselaer Graduate Community at City Station
Three buildings, City Station East, West, and South were recently constructed for Rensselaer graduate students, post-doctoral fellows, visiting scholars, and co-terminal students. City Station South is the only Rensselaer-affiliated housing for families and married students made available through the Institute. To view the City Station website, please click here: http://citystation.mycollegesuites.com

On-campus - Rensselaer single graduate students also have on-campus residence opportunities. (City Station is considered an off-campus facility). To learn about the availability of on-campus housing units contact Residence Education at (518) 276-6284 or res_life@rpi.edu. Information is also available at Residence Life.

Employment Verification
If you will be a Teaching Assistant or Research Assistant, please note that you are considered by the United States government to be an employee of Rensselaer Polytechnic Institute. As such, Rensselaer (as an employer) is required to examine original documents needed to authorize your employment. You will find the Employment Verification System (EVS) information at: RPI Human Resources

Please make sure you arrive on campus with the necessary EVS documentation.

RCS (Rensselaer Computing System) Account

You will use your RCS Account to access the campus network including email, printers, Internet, and RPI LMS (Learning Management System). Please note that Rensselaer uses your RCS for email and not personal email addresses for all communications and coursework. Please attend to this immediately so that we can contact you with orientation and other programming information that you may need prior to arrival. We suggest you start checking your RCS email address as soon as you have it set up.

Your RCS User ID will be the first five letters of your last name followed by the first letter of your first name; however, if this sequence is already in use, one or two digits will be assigned and your ID will look something like this:

Example: smithj58
To retrieve your RCS User ID and activate your RCS Account, go to the Voorhees Computing Center (VCC) and bring your Campus Access Card; or, email your request to consult@rpi.edu including your full name and RIN. They will respond, providing a 16 digit PIN and instructions on retrieving your RCS User ID and temporary password.

For assistance, contact the Computing Helpdesk at 518-276-7777 or consult@rpi.edu

- Voorhees Computing Center
- Monday – Thursday from 8:30 am – 5:00 pm; Friday from 8:30 am – 4:00 pm
http://helpdesk.rpi.edu/update.do?catcenterkey=33

For information on other Primary Campus Accounts, please see the PDF on the OGE Web Site where you found this document.

**Orientation & TA Program Contacts**

**Office of Graduate Education**
518-276-6488

**Graduate Orientation**
Connie Grega, Director, Student Services, Office of Graduate Education, gregac@rpi.edu

**TA Training**
Dennis Gornic, Associate Dean, Office of Graduate Education, dgornic@rpi.edu

**International Services for Students and Scholars**
Emily Anderson, Associate Dean, andre7@rpi.edu, 518-276-6561

**English for Speakers of Other Languages (ESOL)**
Brea Barthel, ESOL Specialist, Advising & Learning Assistance Center, 518-276-3241 or barthb2@rpi.edu

NEW TEACHING ASSISTANTS ONLY, please continue to page 4.
For New Teaching Assistants Only

Teaching Assistant Training Seminar/Spring Semester/ 2016

Wednesday, January 20 12:30 PM – Check In – ROOM - CII-4050
1:00 – 3:30 PM – Plenary session

Thursday, January 21 1:00 – 3:00 PM (Your classroom will be assigned on Wednesday)

Friday, January 22 1:00 – 4:00 PM (Your classroom will be assigned on Wednesday)

TA Training Seminar (ADMN 6800)

- All new TAs must attend the training program in its entirety.
- Previous experience at another university does not waive the training seminar requirement.
- Registration is required – one registration covers all sessions. There is no cost to register or attend. The TA Training Seminar appears on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade.
- Please register for the course online through the SIS - (ADMN 6800, TA Training Seminar). Once you have logged in you can find the course through the Class Search - Subject – Administrative Courses; Course Number – ADMN-6800 or through the Register Add/Drop page.

PLEASE DO NOT REGISTER OR ATTEND TA TRAINING UNLESS YOU HAVE RECEIVED AN AWARD LETTER FROM YOUR DEPARTMENT CONFIRMING YOUR TEACHING ASSISTANTSHIP

PROGRAM OVERVIEW

- The Wednesday welcoming session covers topics that are necessary for you to know as a new teaching assistant. Topics include harassment prevention and intervention, academic integrity, the TA/faculty/student relationship, and other key institutional and academic policies.
- The Thursday session is conducted by the Archer Center for Student Leadership, experts in communication and teaching skill development. This session is interactive, so you may be asked to describe and discuss your presentation topic.
• On Friday you will give a talk to a small group of fellow new TAs and a faculty member. We ask you to prepare and present your talk from a teacher’s perspective, as you would to a sophomore level class.

Your fellow group members, the faculty facilitator, and you will critique the presentations. In other words, each member helps evaluate the other’s talk, so everyone participates as a presenter and as an evaluator both.

Selecting and Presenting a Topic

• Select a topic in your field that you would like others not in your field to know about.
• Using PowerPoint or similar program, create an interesting and informative presentation.
• Use a TEDtalk style, (http://en.wikipedia.org/wiki/TED retrieved 2012), using images and narrative. Here are a few examples, but there are many types and examples you can draw style ideas from:

  3 Ways the Brain Creates Meaning - Tom Wujec
  8 Secrets of Success - Richard St. John
  Building Blocks that Blink Beep Teach - Ayah Bdeir

Make sure your talk is between five and six minutes.

Your talk should contain:

• Images to punctuate your message,
• Minimal printed text, equations, or graphs,
• A flowing, well-rehearsed narrative.

Power Point or similar programs work very well for this assignment. You are not expected to produce the technological or content quality of a TEDtalk, but rather to convey a message that your audience finds educational and is made more so through the use of visual media and a crisp narrative.

“We remember things better when they are attached to a picture – 65% better,” Patti Dobrowolski, http://pattidobrowolski.com/watch-patti-work.

A desktop computer will be provided for portable storage devices or internet connection, or you may bring your own laptop. Any questions please email me at dgornic@rpi.edu.

Additionally, you will need to complete three online assignments delivered via Blackboard throughout the semester. You will be automatically added to the Blackboard sessions when you register for ADMN-6800.
SCHEDULE AT-A-GLANCE

Wednesday, January 20 – CI 4050

12:30 PM    Check-In, All New Teaching Assistants
1:00 – 2:30   Welcoming comments
              Various topics on the responsibilities of a teaching assistant
2:30 – 2:40   Christine Allard, Associate Director, Archer Center
2:40 – 3:30   Larry Hardy, Director
              Will Fahey, Manager, Professional Development
              Rensselaer Human Resources Division, Harassment Prevention

Thursday, January 21

1:00 – 3:00 PM   Archer Center session – your room will be assigned on Wednesday

Friday, January 22

1:00 – 4:00 PM   Student presentations – same room as Thursday –
              You are required to stay for all presentations and provide feedback to
              other presenters in your group

For International TAs - A Note on Language Testing

Most new teaching assistants for whom English is a second language must take the SPEAK Test of oral proficiency to assess oral communication skills. Please note that previous TA experience at another university does not necessarily waive this requirement. The test takes approximately 20 minutes. Please contact Brea Barthel, ESOL Specialist, Advising & Learning Assistance Center, 518-276-3241, or barthb2@rpi.edu.