

Fall Semester 2017

Academic Orientation Seminar for All New Graduate Students (including newly admitted to Co-Term) and New Teaching Assistant Seminar

Schedule at a Glance

DATE	WHO SHOULD ATTEND Location	PROGRAM
MONDAY, AUGUST 21 8:30 to 11:00am	All International First-Time Teaching Assistants who are not US citizens or Permanent Residents Location: Darrin Communication Center 308	International TA Training
MONDAY, AUGUST 21 1:00 to 5:00pm	Individual Language Testing	International TA Training
TUESDAY, AUGUST 22 8:00 am to 12:00pm 2:00 to 5:00 pm	All New Teaching Assistants Location: Darrin Communications Center (DCC) Room 308 Individual Language Testing	Teaching Assistant Training International TA Training
WED., AUGUST 23 9:00am to 12:00pm OR 1:30 to 4:30pm*	All New Teaching Assistants Location: See individual schedules provided at TUESDAY's registration	Teaching Assistant Training – * <u>Half-day session</u> , see note on next page.
THURS., AUGUST 24 8:00am to 12:00pm 12:00 to 1:30pm 2:00 to 5:00pm	All New Students Location: Darrin Communications Center (DCC) 308 All New Students Luncheon Location: Sage Dining Hall Individual Language Testing	General Academic Orientation Sponsored by the Student Experience Office International TA Training
FRI.-WED., AUG. 25-30	RESERVED FOR DEPARTMENTS (see August 30 on next page)	PLEASE CHECK WITH YOUR DEPARTMENT FOR ANY SCHEDULED DEPARTMENTAL ACTIVITIES

WEDNESDAY, AUGUST 30	International Student Orientation	All New International & Exchange Students – DCC 308, 12:00 – 3:00PM
THURSDAY, AUGUST 31	All students	CLASSES BEGIN

***At Tuesday’s check-in you will be assigned a room for your Wednesday presentation. You will be assigned either a morning session or an afternoon session and need to attend only that session.**

Fall Semester 2017

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

August 24, Thursday – DCC 308

8:00 AM	<i>Check-in</i>
8:30 – 8:45 AM	<i>Welcoming Remarks & Introductions</i>
8:45 AM – 12:00 PM	<i>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</i>

- You will need to register for the program online at the RPI Student Information System. Register for **ADMN 6700/47057**.
- You must attend the program in its entirety, and also complete the online sections accessed at the RPI Learning Management System. More details will follow regarding the required online portion.
- The Academic Orientation appears on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade.
- There is no cost to register or attend.

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.

Housing Options

To learn more about the availability of graduate housing contact Residence Life at (518) 276-6284, reslife.rpi.edu or [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.

For New Teaching Assistants Only

TA Training Seminar – (ADMN 6800/47058)

- 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/CRN-47058**) or through the Register Add/Drop page.
- **PLEASE DO NOT REGISTER UNLESS YOU HAVE RECEIVED AN AWARD LETTER FROM YOUR DEPARTMENT CONFIRMING YOUR TEACHING ASSISTANTSHIP**

Seminar Assignment - The Six-Minute Presentation

Prior to arriving for the training seminar, please draft a presentation using the following information as a guide.

Program Description

- The Tuesday session is conducted by the Archer Center for Student Leadership session and consists of two topics – the first is a preview of the presentation you will be giving on Wednesday (please bring a copy and be ready to present an outline of your topic) and the second, a training session on classroom management.
- On Wednesday you will give your talk to a subgroup of students – there are eight groups in total, with each having around 12 or 15 students. You will be in one of these groups. All of your fellow group members give their talk to the group and are welcomed to comment and offer constructive feedback to the others.

Topic Selection and Presentation Format

- Select a topic from an area of your discipline that would be understandable to a sophomore major.
- Develop your talk for a well-educated audience with no formal knowledge of your topic.
- We suggest the style of TED Talk, or Ted Ed video. Between five and six minutes. Samples:
 - (<http://www.ted.com/>) (retrieved 7-23-15)
 - <http://ed.ted.com/lessons/why-do-blood-types-matter-natalie-s-hodge> (retrieved 7-23-15)
 - <http://ed.ted.com/lessons/how-x-rays-see-through-your-skin-ge-wang> (RPI professor), (retrieved 7-23-15)
 - [Richard St. John's 8 Secrets of Success](#) (retrieved 7-23-15)

Topic and Format, continued.

Your presentation should contain:

- Images to punctuate your message,
- **Minimal amount of printed text**,
- A well-rehearsed narrative,
- Enthusiasm for your topic.
- **Please avoid formulas and complex graphs**; use your narrative and images to convey your message.

Power Point or a similar software program works very well for this assignment. You are **not** expected to reproduce the technological or content level of an academic TEDTalk or TED Ed video, but rather use TED as a style guide.

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

- **Online TA seminar component:** You will have three short online assignments. They are posted on **Blackboard**. You are automatically registered for the online component once you have registered for ADMN6800. The course (including in-person and on line components) receives a grade of "S" or "U" and is required. Failure to complete all assignments will result in a 'hold' on your account until completed.

TA & Orientation Program Contacts

Graduate Orientation

Connie Grega, Director of Graduate Student Services, gregac@rpi.edu

TA Training

Dennis Gornic, Associate Dean, Graduate Ombudsman, dgornic@rpi.edu

International Services for Students and Scholars

Emily Anderson, Associate Dean, andere7@rpi.edu, 518-276-6266

English for Speakers of Other Languages (ESOL)

Brea Barthel, ESOL Specialist, Advising & Learning Assistance Center, barthb2@rpi.edu,
518-276-3241

For international TAs - A note on Language Testing

Most new teaching assistants for whom English is a second (or later) language must take a 20-minute SPEAK test for us to assess oral communication skills (see details on next page). The test will be waived for a grade of 26 or higher on the TOEFL Speaking section; please bring your TOEFL report to Wednesday check-in. (Note that previous TA experience at another university is not sufficient for waiving the testing.) Students new to campus will be tested on Monday, August 21; Tuesday, August 22; or Thursday, August 24. Returning students who are new TAs can arrange for testing in the summer. Please contact Brea Barthel, ESOL Specialist, Advising & Learning Assistance Center, at 518-276-3241 or barthb2@rpi.edu.

SCHEDULE AT A GLANCE

TEACHING ASSISTANT TRAINING PROGRAM FALL 2017

Attendance is mandatory for all new TAs

NEW INTERNATIONAL TAs ONLY

(Domestic TAs, Please skip to TUESDAY August 22)

MONDAY, AUGUST 21

DCC 308

8:30 AM

Registration and language testing sign-up

9:00 – 9:10 AM

Welcoming Comments
The Office of Graduate Education

9:10 – 10:00 AM

Transitioning Issues and Activities
Ms. Christine Allard, Associate Director
Archer Center for Student Leadership Development

10:00 – 11:00 AM

Teaching Rensselaer Undergraduates; Overview of Language Testing
Ms. Brea Barthel, ESOL Specialist (English for Speakers of Other Languages)
Advising & Learning Assistance Center

1:00 – 5:00 PM

Language Testing

Room TBA

Individual student testing – your test time will be assigned at check-in.

If your TOEFL Speaking score is 26 or higher, you will be exempt from the testing; bring your report to MONDAY check-in.

Individual testing times are approximately 20 minutes long.
Please arrive at your assigned room ten minutes prior to your testing time.
Test results can take 1 to 5 days. You will be notified via email when your test scores are ready.

ALL NEW FIRST TIME TAs - DOMESTIC & INTL

TUESDAY, AUGUST 22

DCC 308

8:00 AM

Registration

8:30 – 8:45 AM

Welcoming Comments, Program Overview
Stanley Dunn, Ph.D.
Vice Provost & Dean
Office of Graduate Education (OGE)

8:45 – 9:15 AM

Harassment Prevention and First Responder Awareness
Mr. Larry Hardy, Director
Mr. Will Fahey, Manager, Professional Development
Rensselaer Division of Human Resources

9:15 – 10:00 AM

Academic Integrity & Student Panel Discussion

10:00 AM – 12:00 PM

Presentation and Classroom Management Skill Training
Archer Center for Student Leadership

TUESDAY, AUGUST 22, continued

2:00 – 5:00 PM

Language Testing - **INTERNATIONAL STUDENTS ONLY**

Room TBA

Individual language testing – your test time will be assigned at Monday’s check-in.

If your TOEFL Speaking score is 26 or higher, you will be exempt from the testing; bring your report to MONDAY check-in.

Individual testing times are approximately 20 minutes long.
Please arrive at your assigned room ten minutes prior to your testing time.
Test results can take 1 to 5 days. You will be notified via email when your test scores are ready.

WEDNESDAY, AUGUST 23

ALL NEW TAS - STUDENT PRESENTATIONS

Room TBA

(You will be assigned to **either** a 9 AM to 1PM session,
or a 1:30 to 4:30 PM session, (YOU NEED ATTEND ONLY THE
SESSION TO WHICH YOU ARE ASSIGNED)

THURSDAY, AUGUST 24

NEW GRADUATE STUDENT ACADEMIC ORIENTATION

DCC 308

8:00 AM – 12 PM

ALL NEW GRADUATE STUDENTS - ATTENDANCE MANDATORY
(Including new Co-terminal students)

12:00 – 1:30 PM

New Student Luncheon – All New Graduate Students

Sage Dining Hall

2:00 – 5:00 PM

Language Testing - **INTERNATIONAL STUDENTS ONLY**

Room TBA

Individual language testing – your test time will be assigned at Monday’s check-in.

If your TOEFL Speaking score is 26 or higher, you will be exempt from the testing; bring your report to MONDAY check-in.

Individual testing times are approximately 20 minutes long.
Please arrive at your assigned room ten minutes prior to your testing time.
Test results can take 1 to 5 days. You will be notified via email when your test scores are ready.

FRIDAY – WEDNESDAY, AUGUST 25 -30

**RESERVED FOR DEPARTMENT ORIENTATIONS – CHECK WITH YOUR DEPARTMENT FOR ANY
ACTIVITIES**

WEDNESDAY, AUGUST 30

INTERNATIONAL STUDENTS ONLY

12:00 – 3:00 PM

INTERNATIONAL SERVICES FOR STUDENTS AND SCHOLARS ORIENTATION

DCC 308

Check with ISSS office for time and date.