

Program Dates for Domestic Students:

- **International Student Orientation** -- Friday, January 9, sponsored by International Services for Students & Scholars (ISSS).
- **General Graduate Orientation** – Friday, January 9.
- **Teaching Assistant Training** – Saturday, January 10.
- **Pre-Game Social with Panel of Student Services** – Friday, January 9.
- **Department Orientation** – Please check with your department.

Microteaching Assignment - Saturday, January 10 -- all new TAs.

The “Microteaching” assignment, for all new Teaching Assistants, will be Saturday, January 10. You will need to present a five to ten-minute “mini-lecture” to your group. A small segment will be videotaped by your Master TA and replayed in the classroom for group review. This exercise will give you a sense of how effective you are as a teacher and of what you like or dislike about your communication style.

We suggest that you select a topic that you know in depth. Most students base their lecture on a topic in their field of study, but if you possess expertise in another area, please feel free to step outside of your academic discipline. Blackboards and overhead projectors will be available for your use; however, computer projectors will not be available.

These sessions are a popular and constructive part of the TA training program. Although you may feel somewhat anxious about your presentation at first, once you’ve completed it, you will almost certainly (according to our surveys) feel that you’ve benefited by the experience. We hope that you enjoy and learn from developing and making your presentation, and reviewing the presentations of others.

Travel, Housing, Language Testing, Employment Verification

Rensselaer is located in the city of Troy in New York State. Troy is about twenty minutes away 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

ON-CAMPUS: On campus housing is available to matriculated full-time students. If you have not applied for on-campus housing and would still like to, you can contact Peter Snyder in the Residence Life Office at 518-276-6284 or by e-mail at snydep@rpi.edu. Residence halls will open on Wednesday, January 7 at 12:00 noon. Housing check-in (for those students with campus housing assigned) will be held between 12:00 noon to 6:00 p.m. every day from Wednesday, January 7 through Friday, January 9 at the Residence Life Office in Commons West, please plan to arrive during this time. Please notify your department, the Office of Residence Life, and Dennis Gornic if your arrival on campus is delayed.

OFF-CAMPUS: If you have decided not to live on-campus, you should plan to arrive earlier to make your own arrangements for housing. An off campus apartment list, updated biweekly, can be accessed through Rensselaer Union Student Services located at <http://offcampus.union.rpi.edu/>.

Language Testing

The Graduate School requires all International students and U.S. citizens or Permanent Residents for whom English is a second language to take a language test. Please complete the Language Form and return it with your Pre-registration Form – please submit electronically if possible to the e-mail address below. You will be contacted by email if a language test is required. Please include your e-mail address on the form if using a postal service.

Employment Verification - The Reform and Control Act of 1986

As a Teaching Assistant you are considered by the United States government to be an employee of Rensselaer Polytechnic Institute. In 1986, a new Employment Verification System (EVS) was passed by the Congress of the United States and signed by the President. Under this law, Rensselaer (as an employer) will be required to examine original documents needed to establish, identify and authorize employment. You must present the originals to your department; photocopies will be retained for University records. Therefore, it is necessary that you arrive in Troy with the acceptable documentation. An “EVS” Documentation Acceptability List is enclosed. The department must certify that it has reviewed these documents before we can pay your approved stipend.

Please complete the enclosed Pre-registration Form and return to: Celia Paquette, Office of Graduate Education, Walker Lab, Room 4103, Rensselaer Polytechnic Institute, 110 8th Street, Troy, NY 12180-3590, as soon as possible. The form can be returned electronically if downloaded from the Graduate Education Webpage: www.rpi.edu, click on *Academics, Graduate Education, Teaching Assistant Training Schedule, Spring 2004*.

Training Program, Grad Orientation

***Dennis Gornic, Associate Dean
Office of Graduate Education***

***Celia Paquette, Administrative Assistant
Office of Graduate Education***

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For more information, please see the Graduate Student Handbook, at www.rpi.edu, click on *Academics*, then *Graduate Education*, and then *Graduate Student Handbook*.

Enclosures: **Pre-registration Form, Language Test Form, EVS Employment Acceptability List, TA Training Program Schedule.**

PRELIMINARY SCHEDULE

TEACHING ASSISTANT TRAINING Saturday, January 10, 2004

- 8:15 Registration & Refreshments
- 8:30 – 9:00 Teaching techniques, problem solving
- 9:00 – 12:00 Microteaching

<u>Group and Room #</u>	<u>MASTER TA Assignment</u>
Group I in CII 4040	TBA
Group II in CII 4034	TBA
Group III in CII 3039	TBA
Group IV in CII 3045	TBA