**Fall Semester 2018**

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

**Schedule at a Glance**

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<td><strong>MONDAY, AUGUST 20</strong></td>
<td><strong>International Student Orientation</strong></td>
<td>All New International &amp; Exchange Students – Location &amp; Time to be announced</td>
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| **TUESDAY, AUGUST 21**    | **All International First-Time Teaching Assistants** who are not US citizens or Permanent Residents**  
**Location:** Darrin Communication Center 308 **Individual Language Testing** **Location:** To be announced | International TA Training                                                             |
| **WEDNESDAY, AUGUST 22**  | **All New Teaching Assistants**  
**Location:** Darrin Communications Center (DCC) Room 308 **Individual Language Testing** **Location:** To be announced | Teaching Assistant Training                                                             |
| **THURSDAY, AUGUST 23**   | **All New Teaching Assistants**  
**Location:** Same room as Wednesday. **Teaching Assistant Training – Half-day session, see note on next page.** | Teaching Assistant Training                                                             |
| **FRIDAY, AUGUST 24**     | **All New Students**  
**Location:** Darrin Communications Center (DCC) 308 **All New Students Luncheon** **Location:** Sage Dining Hall **Resource Fair** **Location:** DCC Great Hall | General Academic Orientation  
Sponsored by the Student Experience Office |
<table>
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<th>MON–WED, AUG. 27-29</th>
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<td>THURSDAY, AUGUST 30</td>
<td>All students</td>
<td>CLASSES BEGIN</td>
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*Time to be extended if additional hours for language testing needed.

**At Wednesday's check-in you will be assigned a room for your Thursday presentation. You will be assigned either a morning session or an afternoon session and need to attend only that session.
Fall Semester 2018
Academic Orientation Seminar for All New Graduate & New Co-terminal Students
August 24, Friday – DCC 308

8:00 AM Check-in
8:30 – 8:45 AM Welcoming Remarks & Introductions
8:45 AM – 5:00 PM Presentations from Office of Graduate Education; Health & Counseling Centers; Center for Career and Professional Development; Human Resources; Graduate Student Experience; and the Graduate Student Council.

Program will continue with lunch, a resource fair, and afternoon program sessions on successful strategies for graduate school.

- You will need to register for the program online at the RPI Student Information System. Register for ADMN 6700/62999.
- 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 6800/63000)

- 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-63000) 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://ed.ted.com/lessons/how-x-rays-see-through-your-skin-ge-wang](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](http://ed.ted.com/lessons/how-x-rays-see-through-your-skin-ge-wang) (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 flash drives 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**  
518-276-6266

**English for Speakers of Other Languages (ESOL)**  
Brea Barthel, Language & Culture Support Specialist, Center for Global Communication+Design  
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 Tuesday, August 22 or Wednesday, August 23. Returning students who are new TAs can arrange for testing in the summer. Please contact Brea Barthel, Language & Culture Support Specialist, Center for Global Communication+Design at 518-276-3241 or barthb2@rpi.edu.
# SCHEDULE AT A GLANCE

## TEACHING ASSISTANT TRAINING PROGRAM FALL 2018

*Attendance is mandatory for all new TAs*

### MONDAY, AUGUST 20

**INTERNATIONAL STUDENTS ONLY**

- **Time TBA**
  - **INTERNATIONAL SERVICES FOR STUDENTS AND SCHOLARS ORIENTATION**
    - Room TBA
    - Check with ISSS Office for time and date.

### TUESDAY, AUGUST 21

**NEW INTERNATIONAL TAs ONLY**

- **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, Language & Culture Support Specialist
      - Center for Global Communication+Design

- **1:00 – 6:00 PM**
  - Language Testing
    - Room TBA
    - Individual student testing – your test time will be assigned at language-testing sign-up.
    - If your TOEFL Speaking score is 26 or higher, you will be exempt from the testing; bring your report to language-testing sign-up.
    - 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 22

**ALL NEW FIRST TIME TAs - DOMESTIC & INTL**

- **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 – 9:30 AM**
  - Harassment Prevention and First Responder Awareness
    - Mr. Larry Hardy, Director
      - Mr. Will Fahey, Manager, Professional Development
      - Rensselaer Division of Human Resources

- **9:30 – 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
**WEDNESDAY, AUGUST 22** continued

2:00 – 6:00 PM

**Language Testing - INTERNATIONAL STUDENTS ONLY**

Room TBA

Individual language testing – your test time will be assigned during language-testing sign-up.

If your TOEFL Speaking score is 26 or higher, you will be exempt from the testing; bring your report to language-testing sign-up.

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.

**THURSDAY, 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)

**FRIDAY, AUGUST 24**

**NEW GRADUATE STUDENT ACADEMIC ORIENTATION**

DCC 308

8:00 AM – 5:00 PM

**ALL NEW GRADUATE STUDENTS** - ATTENDANCE MANDATORY

(INCLUDING new Co-terminal students)

New Student Luncheon – All New Graduate Students

Sage Dining Hall

Resource Fair

DCC Great Hall

Program sessions to continue

DCC 308

**MONDAY – WEDNESDAY, AUGUST 27 - 29**

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