Office of Graduate Education	Fall 2021 Online New Graduate Student Orientation & New Teacher Assistant Training	

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Welcome to Rensselaer Polytechnic Institute. As you prepare for arrival please review this packet. Please make sure your schedule will allow you to participate in the new graduate student orientation and if you will be a new TA, TA training. **Please continue to watch the Office of Graduate Education website for additional information. You can find the website here: https://info.rpi.edu/graduate-education Orientation and TA Training will be online for Fall 2021.**

IMPORTANT DATES: The Learning Management System (LMS) will open on **Friday, August 27, 2021**. Students may begin to complete the required course work on this date for both Orientation (ADMN 6700) and/or TA Training (ADMN 6800). The online courses will close on **Friday, September 24, 2021**. **Students must complete all assignments by the deadline**.

Graduate Student Diversity and Inclusion Orientation – this is required for both new students completing ADMN 6700-New Student Orientation and new TAs completing ADMN 6800-TA Training. **Please note: new TAs must complete all five modules (Understanding Unconscious Bias, Overcoming Your Own Unconscious Bias, Your Role in Workplace Diversity, Overcoming Unconscious Bias in the Workplace, and Acting with Diplomacy and Tact) while new students who are NOT TAs must complete only three modules (Understanding Unconscious Bias, Overcoming Your Own Unconscious Bias, Your Role in Workplace Diversity).** Once you enter LMS and if you have any questions please contact the Office of Graduate Education at graduate@rpi.edu.

General Information for All New Graduate Students

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 three hours by bus, train or car.

Housing Options

Contact https://sll.rpi.edu/off-campus-commons

Employment Verification I-9

The Student Employment office has been informed of your upcoming student employment at Rensselaer. Rensselaer is required to complete Form I-9 for each individual that is hired for employment. This includes citizens and noncitizens. There is a portion of the form for students to complete, and a portion that Rensselaer as the employer must complete. Part of this process includes presenting us with acceptable documents evidencing your identity and employment authorization. **You may not begin working until your I-9 verification process is completed**.

Students who are on campus must meet with a Student Liaison or make an appointment with the Payroll Office. Since most students are not on campus this semester, and unable to meet with a Student Liaison on campus, you will need to identify an "Authorized Agent" who will be able to review your I-9 personal documents for input into Equifax (the online I-9 verification system used by the Institute.). The person will then be responsible for meeting with you, in person, to view your documents. We will then coordinate with that agent to have them go online to complete the section of the I-9 verifying they met with you in person and viewed the appropriate documentation.

Please complete the steps below to start the process of verifying your eligibility for employment.

1. Please identify an "Authorized agent." An authorized agent can be any person you trust (non-relative, non-household member) such as a *previous employe*r, *bank teller, insurance agent, notary public, guidance counselor, teacher*, etc.)

   NOTE: The agent has to be willing to complete and sign Form I-9 and is liable for any violations in connection with the form or the verification process, including any violations of the employer sanctions laws committed by the person designated.
2. Fill out your portion of Form I-9 at the link below: https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=21010&Location=STUDENT

3. **MAINTAIN THE RECEIPT CODE** presented at completion. The receipt code is very important, as the Authorized Agents will use the code to access section 2 of the I-9.

4. Send an email to Payroll (payroll@rpi.edu) with the receipt code and contact information for your "Authorized Agent." The Student Employment Manager reach out to the Authorized Agent to guide them through the completion process of section two and set them up with a login to record their verification in the online I-9 application.

Please note: Rensselaer will not pay student workers to perform work while residing abroad.

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.

To retrieve your RCS User ID and activate your RCS Account, including your RPI email, send an email to helpdesk@rpi.edu with a subject line of: Requesting RCS Account and in the body of the email please include: your full name and RIN.

For additional technical assistance please go to https://support.rpi.edu
This page has the most up to date IT announcements, information on current Help Desk hours, as well as access to IT Services and Support Center (ITSSC). ITSSC has an extensive knowledgebase as well as a place to submit an online request for assistance. In ITSSC be sure to visit the knowledgebase section: "New to Rensselaer community – for Students, Faculty and Staff."

For information on other Primary Campus Accounts, please see the PDF at this link:
https://info.rpi.edu/sites/default/files/Primary%20Campus%20Accounts%20%26%20Services%202021.pdf

Orientation, TA Program, and Other Important Contacts

Graduate Orientation

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

Teaching Assistant (TA) Training

Jennifer Mullet, Administrative Coordinator, Office of Graduate Education, mullej6@rpi.edu

Graduate Student Experience
Colleen Smith, Dean of Graduate Student Experience, Student Success, smithc15@rpi.edu

International Services for Students and Scholars
Mary Nellis, Director, International Services for Students and Scholars (ISSS), nellim@rpi.edu

I-9s
Payroll, payroll@rpi.edu

COMM 1960 Information
Pat Search, Director, Comm+D, searcp@rpi.edu

Teaching Assistant Training for All New TAs Seminar

Friday, August 27 – September 24, 2021

TA Training is for all new TAs who have received an award letter from their department confirming the appointment. Please do not register or join online unless this letter has been received. Previous experience at another university does not waive the required training at Rensselaer. You will be automatically added to the sessions when you register for ADMN 6800. There is no cost to register or attend. You will need to register for the program online at http://sis.rpi.edu/. Register for **CRN 51868 ADMN 6800-01.**

The online TA Training course will appear on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade. **To earn an "S" grade you must complete all the online assignments and quizzes through LMS, receiving a grade of 80%* or better. All components must be completed by the deadline of September 24, 2021. If this criteria is not met you will receive a "U" grade and your appointment may be in jeopardy.**

***All Percipio modules taken for TA Training must earn 80% or higher in order to pass the course with an "S" grade.**

TA Training Consists of:

Welcoming Remarks and Overview of TA Responsibilities (LMS)
Stanley Dunn, Ph.D., Vice Provost & Dean, Graduate Education

Academic Integrity Video
Stanley Dunn, Ph.D., Vice Provost & Dean, Graduate Education

Student Panel – Q&A with current RPI graduate students & TAs (LMS)
Facilitator – Colleen Smith, Dean of the Graduate Experience

Classroom Management (LMS)
Christine Allard, Associate Director, Archer Center for Student Leadership

TA Handbook

Graduate Student Diversity and Inclusion Percipio Modules
Understanding Unconscious Bias, Overcoming Your Own Unconscious Bias, Your Role in Workplace Diversity, Overcoming Unconscious Bias in the Workplace, Acting with Diplomacy and Tact

Checklist for Completing TA Training ADMN 6800 Successfully

English Language Requirement for International Student TAs

Fall 2021 Semester

New international student TAs who have scored less than 26 on their TOEFL speaking test will be required to complete online COMM 1960, Effective Communication for Class Pedagogy, which is a language skill building course. If the student has scored 26 or higher on the TOEFL speaking test the student is exempt and does not have to complete the course. Students will be identified and asked to register for the course. The course meets Monday and Thursday from 6:00 – 7:50 p.m. and students required to take must adjust their schedule accordingly if a schedule conflict exists. The student's bursar account will be charged $87.50 for the materials for the course.

Academic Orientation Seminar for All New Graduate Students And Newly-Admitted Accelerated and Co-Terminal Students

Friday, August 27 – September 24, 2021

The OGE Academic Orientation is required for all new students, including newly-admitted Accelerated and Co-Term Students. Welcoming remarks and program overview posted on the OGE Orientation webpage prior to August 27. All required orientation components will be accessible through Rensselaer's Learning Management System (LMS). To access LMS you will need to register for the program online at http://sis.rpi.edu/. Register for **CRN 51867 ADMN 6700-01.** This online course will not be available until August 27 and must be completed by September 24. The Academic Orientation will appear on your transcript as a zero-credit required course and receives a Satisfactory (S) or Unsatisfactory (U) grade at the end of the semester. You must complete the online program in its entirety in order to receive an "S" grade. There is no cost to register.

Welcoming Remarks and Overview of Academic Orientation
Stanley Dunn, Ph.D., Vice Provost and Dean, Graduate Education

Review of LMS Online Component Requirements
Connie Grega, Director of Graduate Student Services, Office of Graduate Education