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 2022.

IMPORTANT DATES: The Learning Management System (LMS) will open on Friday, August 26, 2022. 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 23, 2022. Students must complete all assignments by the deadline.

Graduate Student Diversity and Inclusion Training as Part of New Student Orientation and/or TA Training
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. That person will then be responsible for meeting with you, in person, to view your documents and issue your Student Employment Card. Please complete the steps below to start the process of verifying your eligibility for employment.
1. Fill out Section One of Form I-9 at the link below:
https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=21010&Location=STUDENT
Once that has been completed please contact your Student Liaison or the payroll office to set up your in person meeting.

2. **MAINTAIN THE RECEIPT CODE** to be presented at your meeting to verify section two of the I-9 form.

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

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**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 address 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](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 (including accessing the VPN), please see the PDF at this link: [https://info.rpi.edu/sites/default/files/Primary%20Campus%20Accounts%20%20Updated%20for%20Fall%202022.pdf](https://info.rpi.edu/sites/default/files/Primary%20Campus%20Accounts%20%20Updated%20for%20Fall%202022.pdf)

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**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, Center for Global Communication+Design (Comm+D), searcp@rpi.edu Please do not contact Ms. Search regarding whether you must take the course. If you have a TOEFL speaking score less than 26 you must complete the course, no exceptions.

Teaching Assistant Training for All New TAs Seminar

Friday, August 26, 2022 – September 23, 2022

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 56811 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 23, 2022. If this criterion is not met, you will receive a “U” grade and your appointment may be in jeopardy.

*All TA Training graded assignments 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
  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
  Facilitator – Colleen Smith, Dean of the Graduate Experience

- Classroom Management
  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

- Caltech Experienced TAs Tips and Ideas for New TAs
  Inclusive Classrooms, Effective Recitations, Leading Successful (and Popular!) Office Hours, Fair Grading and Effective Feedback, Life as a (Remote and/or In-Person!) Lab TA, Engaging Students via Active Learning, Classroom Communication for International TAs and Others, Your First Class: Setting the Tone and Building Rapport with your Students
**English Language Requirement for International Student TAs**

**Fall 2022 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 – there are NO EXCEPTIONS. 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 via email to register for the course. The course meets online, and students required to take the course must adjust accordingly if a schedule conflict exists for any class meeting times. The student’s bursar account will be charged less than $100.00 for the materials for the course.

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

**Friday, August 26, 2022 – September 23, 2022**

The OGE Academic Orientation is required for all new students, including newly admitted Accelerated and Co-Term Students. Please see the OGE Orientation webpage for program information prior to August 26, 2022. 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/](http://sis.rpi.edu/). Register for CRN 56810 ADMN 6700-01. This online course will not be available until August 26 and must be completed by September 23, 2022. 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.

Academic Orientation consists of:

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<th>Essential Information and Key Topics:</th>
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<th>Campus Resources and Links</th>
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Please note - assessments will be tied to various categories above and successful completion of the course requires completing all assessments by the due date of September 23, 2022.