# Fall Semester 2019

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

## Schedule at a Glance

<table>
<thead>
<tr>
<th>DATE</th>
<th>WHO SHOULD ATTEND</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY, AUGUST 19</strong></td>
<td><strong>International Student Orientation</strong></td>
<td>All New International &amp; Exchange Students – Location &amp; Time to be announced</td>
</tr>
<tr>
<td><strong>TUESDAY, AUGUST 20</strong></td>
<td><strong>All International First-Time Teaching Assistants</strong>&lt;br&gt;who are not US citizens or Permanent Residents</td>
<td>International TA Training</td>
</tr>
<tr>
<td>8:30 to 11:00 am</td>
<td><strong>Location:</strong> Darrin Communication Center 308</td>
<td></td>
</tr>
<tr>
<td>11:00 am to 5:00 pm</td>
<td><strong>Individual Language Assessment</strong>&lt;br&gt;<strong>Location:</strong> To be announced</td>
<td>International TA Training</td>
</tr>
<tr>
<td><strong>WEDNESDAY, AUGUST 21</strong></td>
<td><strong>All New Teaching Assistants</strong>&lt;br&gt;<strong>Location:</strong> Darrin Communications Center (DCC) Room 308</td>
<td>Teaching Assistant Training</td>
</tr>
<tr>
<td>8:00 am to 12:00 pm</td>
<td><strong>Individual Language Assessment</strong>&lt;br&gt;<strong>Location:</strong> To be announced</td>
<td>International TA Training</td>
</tr>
<tr>
<td>11:00 am to 5:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>THURSDAY, AUGUST 22</strong></td>
<td><strong>All New Teaching Assistants</strong>&lt;br&gt;<strong>Location:</strong> Same room as Wednesday.</td>
<td>Teaching Assistant Training</td>
</tr>
<tr>
<td>9:00 am to 12:00 pm</td>
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<td></td>
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<tr>
<td>or 1:00 to 4:00 pm*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Location</td>
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</tr>
<tr>
<td>FRIDAY, AUGUST 23</td>
<td>All New Students</td>
<td>Darrin Communications Center (DCC) 308</td>
</tr>
<tr>
<td></td>
<td>All New Students Luncheon</td>
<td>Sage Dining Hall</td>
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<tr>
<td></td>
<td>Resource Fair</td>
<td>DCC Great Hall</td>
</tr>
<tr>
<td>MON–WED, AUG. 26-28</td>
<td>RESERVED FOR DEPARTMENTS</td>
<td></td>
</tr>
<tr>
<td>THURSDAY, AUGUST 29</td>
<td>All students</td>
<td></td>
</tr>
</tbody>
</table>

*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 2019

Academic Orientation Seminar for All New Graduate, Accelerated, and Co-terminal Students

August 23, Friday – DCC 308

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Check-in</td>
</tr>
<tr>
<td>8:30 – 8:45 am</td>
<td>Welcoming Remarks &amp; Introductions</td>
</tr>
<tr>
<td>8:45 am – 5:00 pm</td>
<td>Presentations from Office of Graduate Education; Health &amp; 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.</td>
</tr>
</tbody>
</table>

- You will need to register for the program online at the RPI Student Information System (SIS). Register for ADMN 6700-01.
- 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

Graduate students appointed to teaching assistantship or research assistantship positions at Rensselaer must complete the required the required Form I-9, Employment Eligibility Verification, in order to begin working. Please refer to your appointment letter for instructions on completing the Form I-9. The Form I-9 can be accessed from the following URL:
https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=21010&Location=STUDENT

Please click on this link and complete the required information. During TA Training or Orientation (whichever you are required to attend first) registration you will need to make an appointment to show the required original identification documents. Make sure you remember to bring the originals with you. Copies will not be accepted.

For International Students Only: Rensselaer uses an online tax compliance system called GLACIER to help determine the appropriate taxation of payments to non-US citizens. Prior to your arrival on campus, you will be required to complete your profile in this system. Follow the instructions provided, print the documents it produces and bring them with you to TA Training or Orientation (whichever you are required to attend first). You will receive your user ID and temporary password to login to GLACIER soon.

For more information regarding student employment at Rensselaer, please visit our Student Employment Website at http://finance.rpi.edu/update.do?catcenterkey=175.

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 and Services, including how to register, please see the PDF on the OGE Web Site where you found this document.
For New Teaching Assistants Only

**TA Training Seminar – (ADMN 6800-01)**

- 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-6800-01**) 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 Wednesday 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 Thursday (please bring a copy and be ready to present an outline of your topic) and the second, a training session on classroom management.
- On Thursday 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 TED Talks, or Ted-Ed video. Presentations should run between five and six minutes. Examples:
  - [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://www.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.

PowerPoint 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 TED Talks or TED-Ed video, but rather use these sources as a guide.

A desktop computer will be provided for flash drives or internet, or you may bring your own laptop. Any questions please email Jennifer Mullet at mullej6@rpi.edu.

- **Online TA seminar component:** You are automatically registered for the online component once you have registered for ADMN6800. The course (including in-person and online 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, Office of Graduate Education, gregac@rpi.edu, 518-276-6761

**TA Training**
Jennifer Mullet, Office of Graduate Education, mullej6@rpi.edu, 518-276-8433

**International Services for Students and Scholars**
Mary Nellis, Director, Office of International Services for Students and Scholars, nellim@rpi.edu, 518-276-4966

**Language & Cultural Support**
Patricia Search, Professor and Director, Center for Global Communication+Design searcp@rpi.edu, 518-276-3241

**For international TAs - A note on Language Assessment**
Many new Teaching Assistants (TAs) will have their English language proficiency assessed. The assessment will be waived for students who received a 26 or higher on the TOEFL speaking section. Previous TA experience at another university is not sufficient for waiving the assessment. Please bring your original TOEFL report to registration on Tuesday, August 20. Students new to campus will be assessed on Tuesday, August 20 or Wednesday, August 21.
SCHEDULE AT A GLANCE

TEACHING ASSISTANT TRAINING PROGRAM FALL 2019
Attendance is mandatory for all new TAs

MONDAY, AUGUST 19

INTERNATIONAL STUDENTS ONLY

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

TUESDAY, AUGUST 20

NEW INTERNATIONAL TAs ONLY

8:30 am
Registration and language assessment sign-up

9:00 – 9:10 am
Welcoming Comments
Dr. Stanley Dunn
Vice Provost and Dean of Graduate Education
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 – 10:30 am
English Language Assessment Information
Ms. Kim Andersen
Founder and Academic Director
Capital Region Language Center and Empire State English

11:00 am – 5:00 pm
English Language Assessment Testing
Room TBA
Individual student assessment – your time will be assigned when you sign in for the day.
Testing will be done in two (2) parts: Part I Speaking Portion, Part II Computer Component.
If you have a scored 26 or higher on your TOEFL speaking test you do not have to complete Part I and Part II.
If you have lower than 26 on your TOEFL speaking test you will be required to complete Part I and Part II of the English Language Assessment testing.
Test results will be available the following week. You will be notified via email when your results are ready.

All NEW FIRST TIME TAs - DOMESTIC & INTL

WEDNESDAY, AUGUST 21

Registration

8:30 – 8:45 am
Welcoming Comments, Program Overview
Stanley Dunn, Ph.D.
Vice Provost & Dean of Graduate Education
Office of Graduate Education (OGE)

8:45 – 9:30 am
Maintaining a Culture of Respect
Mr. Larry Hardy, Director
Mr. Will Fahey, Manager, Professional Development
Rensselaer Division of Human Resources

9:30 – 9:50 am
Student Panel Discussion
Facilitator – Ms. Colleen Smith, Dean, Graduate Student Experience

9:50 -10:00 am
Academic Integrity
**WEDNESDAY, AUGUST 21, continued**

10:00 am – 12:00 pm  
Presentation and Classroom Management Skill Training  
Archer Center for Student Leadership

12:00 – 5:00 pm  
English Language Assessment - INTERNATIONAL STUDENTS ONLY  
Room TBA

Individual student assessment – your time will be assigned when you sign in for the day.

Testing will be done in two (2) parts: Part I Speaking Portion, Part II Computer Component.

If you have a scored 26 or higher on your TOEFL speaking test you do not have to complete Part I and Part II.

If you have lower than 26 on your TOEFL speaking test you will be required to complete Part I and Part II of the English Language Assessment testing.

Test results will be available the following week. You will be notified via email when your results are ready.

**THURSDAY, AUGUST 22**

**ALL NEW TAS - STUDENT PRESENTATIONS**  
(You will be assigned to either a 9 am to 12 pm session, or a 1:00 to 4:00 pm session, (YOU NEED ATTEND ONLY THE SESSION TO WHICH YOU ARE ASSIGNED, Your room is assigned at check in.)

Language Assessment - INTERNATIONAL STUDENTS ONLY  
– To Be Determined  
Room TBA

**ACADEMIC ORIENTATION FOR ALL NEW GRADUATE STUDENTS**

**FRIDAY, AUGUST 23**  
DCC 308

8:00 am  
Check-in

8:30 am – 11:30 am  
**Welcoming Remarks & Introductions**  
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 with a Student Panel Discussion

11:30 am – 1:30 pm  
**LUNCHEON FOR ALL NEW GRADUATE STUDENTS & RESOURCE FAIR**  
Sage Dining Hall & DCC 308

1:00 – 5:00 pm  
Graduate Student Success Workshops  
DCC 308

Afternoon program will continue with sessions on different topics for success in graduate school. A more detailed agenda will be available on the day of the orientation.

**MONDAY – WEDNESDAY, AUGUST 26 - 28**  
RESERVED FOR DEPARTMENT ORIENTATIONS – CHECK WITH YOUR DEPARTMENT FOR ANY ACTIVITIES

**THURSDAY, AUGUST 29**  
Fall Semester Classes Begin

REVISED: 7/22/2019 11:12 AM