## 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>
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</thead>
<tbody>
<tr>
<td><strong>MONDAY, AUGUST 19</strong></td>
<td>International Student Orientation</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>All International First-Time Teaching Assistants 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>Location: Darrin Communication Center 308</td>
<td></td>
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<tr>
<td>1:00 to 6:00 pm*</td>
<td>Individual Language Testing</td>
<td></td>
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<tr>
<td></td>
<td>Location: To be announced</td>
<td></td>
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<tr>
<td><strong>WEDNESDAY, AUGUST 21</strong></td>
<td>All New Teaching Assistants</td>
<td>Teaching Assistant Training</td>
</tr>
<tr>
<td>8:00 am to 12:00 pm</td>
<td>Location: Darrin Communications Center (DCC) Room 308</td>
<td></td>
</tr>
<tr>
<td>1:00 to 6:00 pm*</td>
<td>Individual Language Testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: To be announced</td>
<td></td>
</tr>
<tr>
<td><strong>THURSDAY, AUGUST 22</strong></td>
<td>All New Teaching Assistants</td>
<td>Teaching Assistant Training – <em>Half-day session</em>, see note on next page.</td>
</tr>
<tr>
<td>9:00 am to 12:00 pm</td>
<td>Location: Same room as Wednesday.</td>
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<tr>
<td>OR</td>
<td>Individual Language Testing</td>
<td></td>
</tr>
<tr>
<td>1:00 to 4:00 pm**</td>
<td>Location: To be announced</td>
<td></td>
</tr>
</tbody>
</table>
| FRIDAY, AUGUST 23 8:00 am to 5:00 pm | 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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<tbody>
<tr>
<td>MON – WED, AUG. 26-28</td>
<td>RESERVED FOR DEPARTMENTS</td>
<td>PLEASE CHECK WITH YOUR DEPARTMENT FOR ANY SCHEDULED DEPARTMENTAL ACTIVITIES</td>
</tr>
<tr>
<td>THURSDAY, AUGUST 29</td>
<td>All students</td>
<td>CLASSES BEGIN</td>
</tr>
</tbody>
</table>

*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 2019

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

August 23, 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 6700-01.

- 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](mailto:consult@rpi.edu)

- Voorhees Computing Center
- Monday –Thursday from 8:30 am – 5:00 pm; Friday from 8:30 am – 4:00 pm

For information on other Primary Campus Accounts and Services, including how to register, please see the [PDF](http://helpdesk.rpi.edu/update.do?catcenterkey=33) 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 of TED Talk, or Ted Ed video. Between five and six minutes. Samples:
  - http://www.ted.com/ (retrieved 7-23-15)
  - 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 (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 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**
Dennis Gornic, Associate Dean, Graduate Ombudsman, Office of Graduate Education, dgornic@rpi.edu,
518-276-6567

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

**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 Tuesday 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 20 or Wednesday, August 21 (and Thursday, August 22 as needed). 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 2019

*Attendance is mandatory for all new TAs*

### MONDAY, AUGUST 19

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>TBA</td>
<td>INTERNATIONAL SERVICES FOR STUDENTS AND SCHOLARS ORIENTATION</td>
</tr>
<tr>
<td></td>
<td>Check with ISSS Office for time and date.</td>
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</table>

### TUESDAY, AUGUST 20

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Registration and language testing sign-up</td>
</tr>
<tr>
<td>9:00 – 9:10 AM</td>
<td>Welcoming Comments</td>
</tr>
<tr>
<td></td>
<td>The Office of Graduate Education</td>
</tr>
<tr>
<td>9:10 – 10:00 AM</td>
<td>Transitioning Issues and Activities</td>
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<td></td>
<td>Ms. Christine Allard, Associate Director</td>
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<td></td>
<td>Archer Center for Student Leadership Development</td>
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<tr>
<td>10:00 – 11:00 AM</td>
<td>Teaching Rensselaer Undergraduates; Overview of Language Testing</td>
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<tr>
<td></td>
<td>Ms. Brea Barthel, Language &amp; Culture Support Specialist</td>
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<tr>
<td></td>
<td>Center for Global Communication+Design</td>
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<tr>
<td>1:00 – 6:00 PM</td>
<td>Language Testing</td>
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### WEDNESDAY, AUGUST 21

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>Registration</td>
</tr>
<tr>
<td>8:30 – 8:45 AM</td>
<td>Welcoming Comments, Program Overview</td>
</tr>
<tr>
<td></td>
<td>Stanley Dunn, Ph.D.</td>
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<td>Vice Provost &amp; Dean</td>
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<td></td>
<td>Office of Graduate Education (OGE)</td>
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<tr>
<td>8:45 – 9:30 AM</td>
<td>Harassment Prevention and First Responder Awareness</td>
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<td></td>
<td>Mr. Larry Hardy, Director</td>
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<td></td>
<td>Mr. Will Fahey, Manager, Professional Development</td>
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<td></td>
<td>Rensselaer Division of Human Resources</td>
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<tr>
<td>9:30 – 9:50 AM</td>
<td>Student Panel Discussion</td>
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<td>Facilitator – Ms. Colleen Smith, Dean, Graduate Student Experience</td>
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<tr>
<td>9:50 -10:00 AM</td>
<td>Academic Integrity</td>
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<tr>
<td></td>
<td>Mr. Dennis Gornic, Associate Dean, OGE</td>
</tr>
</tbody>
</table>
**WEDNESDAY, AUGUST 21, continued**

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

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 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 Testing - 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