Welcome to Rensselaer Polytechnic Institute. As you prepare for arrival or setting up for remote learning 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](https://info.rpi.edu/graduate-education)  
**Orientation and TA Training will be online for Fall 2020.**

Please keep the following important dates in mind. **All activities are online:**

- **Thursday and Friday, August 20 and 21, 2020** – Language Assessment Testing for International Students If Applicable. Students will be contacted via email to set up appointments.

- **Friday, August 21, 2020** – Graduate Student Orientation Welcoming Remarks.

- **Wednesday, August 26, 2020** – TA Training Introduction for ALL Students who will be New TAs.

- **Thursday, August 27, 2020** – Student Panel Sessions.

- **Friday, August 28 – September 25, 2020** – LMS Opens to Complete Online Assignments and Quizzes for Orientation (ADMN 6700) and TA Training (ADMN 6800).

- **August 31, September 1, 2, 3, 4, 8, 9, 10, and 11, 2020** – Virtual Meet and Greet Sessions with Campus Partners

### 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](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.**

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 employer, 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 the Student Employment Manager, Uriella Perkins, (perkiu@rpi.edu) with the receipt code and contact information for your “Authorized Agent.” The Student Employment Manager will 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%202020_0.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

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

**English Language Assessment Information**
Jennifer Mullet, Administrative Coordinator, Office of Graduate Education, mullej6@rpi.edu

**I-9s**
Uriella Perkins, Manager, Student Employment, perkiu@rpi.edu
English Language Assessment Testing for International Student TAs

Thursday, August 20 and Friday, August 21, 2020

New international student TAs who have scored less than 26 on their TOEFL speaking test will be required to complete the English Language Assessment testing. If the student has scored 26 or higher on the TOEFL speaking test the student is exempt and does not have to complete the testing. Testing will be done in one (1) part – an interview speaking portion completed via WebEx. If you are required to complete the English Language Assessment Testing please be prompt for your online appointment and have a valid photo ID available to show the examiner.

Any student that is required to complete the English Language Assessment will receive an email invitation to participate via WebEx. All testing will be scheduled on August 20 and 21, 2020 and be done in the Eastern Standard Time (EST).

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

Friday, August 21, 2020

Welcoming remarks and program overview posted on the OGE Orientation website. To access the online component in LMS you will need to register for the program online at http://sis.rpi.edu/. Register for CRN 27433 ADMN 6700-01. 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. There is no cost to register or attend.

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

Teaching Assistant Training for All New TAs Seminar

Wednesday, August 26, 2020 (and August 28, 2020)

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 27434 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 25, 2020. If this criteria is not met you will receive a “U” grade and your appointment may be in jeopardy.
### Teaching Assistant Training for All New TAs Seminar Continued

<table>
<thead>
<tr>
<th>Welcoming Remarks and Overview of TA Responsibilities (OGE Website August 26, 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanley Dunn, Ph.D., Vice Provost &amp; Dean, Graduate Education</td>
</tr>
</tbody>
</table>

**Student Panel – Q&A with current RPI graduate students & TAs (LMS, August 28, 2020)**

Facilitator – Colleen Smith, Dean of the Graduate Experience

### Division of Human Resources – Preventing Sexual Misconduct – Overview of Title IX Requirements (LMS, August 28, 2020)

Larry Hardy, Director, Human Resources – Title IX Coordinator
Will Fahey, Manager of Professional & Organizational Development

### Classroom Management Skill Development (LMS, August 28, 2020)

Christine Allard, Associate Director
Archer Center for Student Leadership

### English Language Assessment Information* (LMS, August 28, 2020)

Kim Andersen
Founder and Academic Director
Capital Region Language Center and Empire State English

---

### Student Panels for TA Training Students and New Graduate Orientation Students

**Thursday, August 27, 2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>Graduate Student Life at Rensselaer</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Self-Care and Well-being: The Importance of Mental Health in Grad School</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Grad Advisory Task Force: Making the Most of the Graduate Student Advising Relationship</td>
</tr>
</tbody>
</table>

All times are Eastern Standard Time (EST)

---

### Completion of Online LMS Components for TA Training Students and New Graduate Orientation Students

**Friday, August 28, 2020 – Friday, September 25, 2020**

LMS will open on Friday, August 28, 2020 so that students may complete the required assignments and quizzes for either TA Training (ADMN 6800) or Orientation (ADMN 6700) and for some students both.

---

### Virtual Meet and Greet with Campus Partners for TA Training Students and New Graduate Orientation Students

**August 31, 2020, September 1, 2, 3, 4, 8, 9, 10, and 11, 2020**

Please join us for virtual meet and greet opportunity sessions with campus partners. These sessions will run approximately 30 to 45 minutes each and will be accessed via WebEx. Campus partners include various areas on campus that provide resources and support for graduate students. All sessions will start at 12:00 p.m. EST. Students can attend one or all as their schedule allows.

**Revised 8/26/2020 4:34 PM**