



*Spring Semester 2018*

**Academic Orientation Seminar for All New Graduate Students & Newly-Admitted Co-terminal Students**

Information on the teaching assistant training program begins on page 4.

**January 11, Thursday – DCC 308**

8:00 AM	<i>Check-in</i>
8:30 – 8:45 AM	<i>Welcoming Remarks &amp; Introductions</i>
8:45 AM – 12:00 PM	<i>Presentations from Office of Graduate Education; Office of the Student Experience; Health &amp; Counseling Centers; Registrar’s Office; Center for Communication Practices; Center for Career and Professional Development; Human Resources for Harassment Prevention; Athletics; Office of Technology Commercialization; and the Graduate Student Council</i>

You will need to register for the program online at <http://sis.rpi.edu/>. Register for - **CRN 53313 ADMN 6700-01**.

The Academic Orientation appears on your transcript as a zero-credit required course, and receives a Satisfactory (S) or Unsatisfactory (U) grade.

You must attend the program in its entirety, and also complete the online component. There is no cost to register or attend.

More details will follow at a later date regarding the required online component.

**For new teaching assistants ONLY** – You must register for: TA Training Seminar – **CRN 53314 ADMN 6800-01**.

The TA Training Seminar appears on your transcript as a zero-credit required course, and receives a Satisfactory or Unsatisfactory grade.

# 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

Graduate Student Housing – Single students - City Station East  
Family and Married Student Housing - City Station South - Rensselaer-affiliated family and married student housing is provided only through City Station South.

**Information on housing at City Station:** <http://www.mycollegesuites.com/city-station/>

Additional housing options: **Jump Off Campus** <https://www.jumpoffcampus.com/>

To learn more about the availability of graduate housing contact Residence Life at (518) 276-6284, [res\\_life@rpi.edu](mailto:res_life@rpi.edu) or [Residence Life](#).

### Employment Verification

If you will be a Teaching Assistant or Research Assistant, please note that you are considered by the United States government to be an employee of Rensselaer Polytechnic Institute. As such, Rensselaer (as an employer) is required to examine original documents needed to authorize your employment. You will find the Employment Verification System (EVS) information at: [RPI Human Resources](#)

Please make sure you arrive on campus with the necessary EVS documentation.

### 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](mailto: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  
<http://helpdesk.rpi.edu/update.do?catcenterkey=33>

For information on other Primary Campus Accounts, please see the PDF on the OGE Web Site where you found this document.

## **Orientation & TA Program Contacts**

### **Graduate Orientation**

Connie Grega, Director, Student Services, Office of Graduate Education, [gregac@rpi.edu](mailto:gregac@rpi.edu)

### **TA Training**

Dennis Gornic, Associate Dean, Office of Graduate Education, [dgornic@rpi.edu](mailto:dgornic@rpi.edu)

### **International Services for Students and Scholars**

Emily Anderson, Associate Dean, [andere7@rpi.edu](mailto:andere7@rpi.edu), 518-276-6561

### **English for Speakers of Other Languages (ESOL)**

Brea Barthel, ESOL Specialist, Advising & Learning Assistance Center, [barthb2@rpi.edu](mailto:barthb2@rpi.edu), 518-276-3241

**NEW TEACHING ASSISTANTS ONLY, please continue to page 4.**

## **For New Teaching Assistants Only**

### **Teaching Assistant Training Seminar - Spring Semester 2018**

Wednesday, January 10	12:30 PM – Check In – ROOM - CII-4050
	1:00 – 3:30 PM – All New TAs <u>must</u> attend.
Thursday, January 11	1:00 – 3:00 PM (Your classroom will be assigned on Wednesday)
Friday, January 12	1:00 – 4:00 PM (Your classroom will be assigned on Wednesday)

### **TA Training Seminar (ADMN 6800)**

- 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 or through the Register Add/Drop page.

**PLEASE DO NOT REGISTER OR ATTEND TA TRAINING UNLESS YOU HAVE RECEIVED AN AWARD LETTER FROM YOUR DEPARTMENT CONFIRMING YOUR TEACHING ASSISTANTSHIP**

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### **PROGRAM OVERVIEW**

- The Wednesday session covers key institutional and academic policies.
- The Thursday session focuses on presentation skill development and techniques for effective teaching.
- In the Friday session, you will present a six minute talk to your group. Please prepare a draft before you arrive for training.

### **Selecting and Presenting a Topic**

- Select a topic in your field that you would like others not in your field to know about.

- Using PowerPoint or similar program, create an interesting and informative presentation.
- Use a TEDtalk style, (<http://en.wikipedia.org/wiki/TED> retrieved 2012), using images and narrative. Here are a few examples, but there are many types and examples you can draw style ideas from:

3 Ways the Brain Creates Meaning - Tom Wujec

8 Secrets of Success - Richard St. John

Building Blocks that Blink Beep Teach - Ayah Bdeir

Make sure your talk is **between five and six minutes**.

Your talk should contain:

- Images to illustrate your message,
- Minimal printed text, equations, or graphs,
- A well-rehearsed narrative.

Power Point or similar programs work very well for this assignment. **You are not expected to produce the technological or content quality of a TEDtalk**, but rather to convey a message that your audience finds educational and is made more so through the use of visual media and a concise narrative.

*"We remember things better when they are attached to a picture – 65% better,"* Patti Dobrowolski, <http://pattidobrowolski.com/watch-patti-work>.

A desktop computer will be provided for portable storage devices or internet connection, or you may bring your own laptop. Any questions please email me at [dgornic@rpi.edu](mailto:dgornic@rpi.edu).

**Additionally, you will need to complete three online assignments delivered via Blackboard throughout the semester. You will be automatically added to the Blackboard sessions when you register for ADMN-6800. Additional in-person training may be offered through the first semester.**

## **SCHEDULE AT-A-GLANCE, preliminary**

### **Wednesday, January 10 – CII 4050**

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|-------------|---|
| 12:30 PM    | Check-In, All New Teaching Assistants   |
| 1:00 – 2:30 | Welcoming comments<br>Various topics on the responsibilities of a teaching assistant  |
| 2:30 – 2:40 | Christine Allard, Associate Director, Archer Center   |
| 2:40 – 3:30 | Larry Hardy, Director, Human Resources-Title IX Coordinator<br>Will Fahey, Manager of Professional and Organizational Development<br>The Division of Human Resources-“Maintaining a Culture of Respect” |

### **Thursday, January 11**

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|----------------|---|
| 1:00 – 3:00 PM | Archer Center session – your room will be assigned on Wednesday |
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### **Friday, January 12**

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| 1:00 – 4:00 PM | Student presentations – please report to the same room as Thursday –<br><b>You are required to stay for all presentations and provide feedback to other presenters in your group</b> |
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### **For International TAs - A Note on Language Testing**

Most new teaching assistants for whom English is a second language must take the SPEAK Test of oral proficiency to assess oral communication skills. Please note that previous TA experience at another university does not necessarily waive this requirement. The test takes approximately 20 minutes. Please contact **Brea Barthel**, ESOL Specialist, Advising & Learning Assistance Center, 518-276-3241, or [barthb2@rpi.edu](mailto:barthb2@rpi.edu).