Spring Semester 2019

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 9, 2019 – DCC 308

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<td>8:00 AM</td>
<td>Check-In</td>
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<td>8:30 AM</td>
<td>Welcoming Remarks &amp; Introductions</td>
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<td>8:45 AM – 1:30 PM</td>
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Program will include lunch at the Russell Sage Dining Hall.

You will need to register for the program online at [http://sis.rpi.edu/](http://sis.rpi.edu/). Register for: Orientation Seminar for Grads - 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.


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

Contact Residence Life at (518) 276-6284, 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 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, 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

**TA Training**
Dennis Gornic, Associate Dean, Office of Graduate Education, dgornic@rpi.edu

**International Services for Students and Scholars**
Mary Nellis, Director, 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

**NEW TEACHING ASSISTANTS ONLY**, please continue to page 4.
For New Teaching Assistants Only

Teaching Assistant Training Seminar - Spring Semester 2019

Tuesday, January 8 – CII 4050
8:30 AM – 12:00 PM  TA Seminar Topics (See Page 6)

Wednesday, January 9
2:00 – 5:00 PM  Student ‘TedTalks’ – Your room will be assigned on Tuesday.

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

PROGRAM OVERVIEW

- The Tuesday sessions cover key institutional and academic policies and teaching skill development and enhancement.

- In the Wednesday session, you will present a five to 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 can convey concisely to a general audience. A subtopic within, an overview of, or a new discovery in your field can usually provide a good topic idea.
• Using PowerPoint or similar program, create an interesting and informative presentation.
• We suggest using a TEDtalk style, (http://en.wikipedia.org/wiki/TED_retrieved 2012),
  enhancing your talk with a generous use of images and a well-rehearsed oral narrative.
• Your slides should contain minimal text, equations, and formulas.
• Few, perhaps no one, in your group will be in your field of study, so convey your topic
  using everyday language, images, and analogies rather than excessive technical jargon.
• This exercise is for practice in communicating complex concepts to a well-educated but
  unacquainted audience. It is also to help you better understand your topic by having to
  explain it in a concise presentation.
• As an aside, the famous physicist Ernest Rutherford once said something to the effect that
  if you cannot explain your research in a non-technical way you probably do not really
  understand it.
• Here are a few examples of TedTalks, 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, (not longer than six minutes, please).

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

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.

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.

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, Language & Culture Support Specialist, Center for Global
Communication+Design at 518-276-3241 or barthb2@rpi.edu.

Please see page 6 for a glance at the schedule.
SPRING 2019

International Student Orientation – January 7
Please see ISSS Office website for updates

NEW TA TRAINING – January 8 & 9

Tuesday, January 8 – CII 4050

8:30 AM Check-In, All New Teaching Assistants
9:00 – 9:30 Welcoming Remarks, Overview of TA Responsibilities
Stanley Dunn, Ph.D., Vice Provost & Dean, Office of Graduate Education
9:30 – 10:00 Student Panel - Q & A with current RPI graduate students & TAs
Facilitator – Colleen Smith, Dean of the Graduate Experience
10:00 – 10:45 AM The Division of Human Resources - “Maintaining a Culture of Respect”
Larry Hardy, Director, Human Resources-Title IX Coordinator
Will Fahey, Manager of Professional and Organizational Development
10:45 AM – 12:00 PM The Archer Center for Student Leadership
Presentation and Classroom Management Skill Development
Archer Center Staff
Please go to this room: To Be Assigned

Wednesday, January 9

2:00 – 5:00 PM Student presentations – please report to the same classroom as Tuesday
You are required to stay for all presentations and provide feedback to other presenters in your group

NEW STUDENT ORIENTATION – January 9

DCC 308

8:00 AM Check-in
8:30 AM Welcoming Remarks & Introductions
8:45 AM – 1:30 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 include lunch at the Russell Sage Dining Hall.