EARTH SCIENCES
GRADUATE STUDENT ORIENTATION
AGENDA - Fall 2012

Pre-Dept Orientation

August 10th – August 17th International Student Syracuse University TA Orientation
Expected Attendance: Pedro Val and Tannis McCartney

August 14th All domestic students need to report to Steele Hall – Human Resources to complete their I-9 Form, if you have not already done so. This ensures that Julie can put you on payroll starting August 16th. Don't forget to bring your passport.

August 15th – August 17th General Portion of Syracuse University TA Orientation
Expected Attendance: All new graduate students –Dennis, Val, Moss, McCartney, Ruetenik, Hummel, Milde, Gade, Wang, McGregor

Dept Orientation Start – Tuesday, August 21

8:30 am **Welcome** **Jeff Karson, Laura Lautz & Jolene Fitch** - HGL 210
Pictures to be taken for Website & Offices – Mike Cheatham
Demographic Sheets filled out
Receive keys and process for return

9 am **Graduate School and Dept Requirements** – **Laura Lautz and Jolene Fitch** – HGL 210
Review of Orientation Schedule - Jolene
Annual Report Purpose and Committee Meeting
Funding and Awards
Review of TA assignments and responsibilities, TA Coordinators
Website
List of service opportunities
Q & A

11 am **Temporary Advisory Committee Meetings, Tour of the Building & Register**

Time of Advising	Student	Advisor	Mbr	Admin	Place	Adjust Registration as Needed	Bldging Tour by TBA
11	Greg Ruetenik	RM	GH	JK	JK office	11:30	1:45pm-2:30
11	Kara Dennis	CJ		LL	HGL210	11:30	1:45pm-2:30
11:30	David Moss	LI	CJ	LL	HGL210	1:30	1:45pm-2:30
11:30	Sunshyne Hummel	ZL	DS	JK	JK office	1:30	1:45pm-2:30
12-1:30	LUNCH FOR ALL	STUDENTS,		FACULTY,	AND	STAFF	IN LOBBY
1:30	Pedro Val	GH	RM	PF	PF office	2	11-12pm
1:30	Maxwell Gade	DS	ZL	LL	HGL210	2	11-12pm
1:30	Daren McGregor	LI	SS	JK	JK office	2	11-12pm
2	Vicky Wang	CJ	LI	JK	JK office	2:30	11-12pm
2	Tannis McCartney	CS	RM	LL	HGL210	2:30	11-12pm
2:30	Librarian for all students						
3:30	Edward Milde	PF	RM	JK	JK office	4	11-12pm

2:30 – 3:30 Research Sources – John Olson, Librarian Room 210 (Have laptop available)

Wednesday, August 22

9 am - 12pm **Departmental TA Training – Sharon Dotger – HGL 210** Preparation for Teaching (faculty expectations, texts, supplies, blackboard, attendance, etc)

Learning Outcomes

In the Classroom (Mock lab, lecture, quiz, special needs students, room prep, academic integrity and discipline, etc)

Student Grading and Evaluation (Scheduling exams, grading techniques, turning in grades, class and TA evaluation process, etc.)

Field Trips (Where do we go, van-certification, keys, gas, travel waiver forms, content, travel arrangements, etc.)

Fall 2012 Lab and Recitation Assignments will be handed out

Home Work: Prepare your questions for faculty re: running the labs/rec.

12 pm **Lunch on your own**

1-4 pm **Hazardous Materials Chemical Hygiene Training Course – Garrett Moll x9131**
132 Lyman Hall

2-3 pm FACULTY MEETING

Thursday, August 23

9 am Curriculum Committee Meeting – Samson, Lautz, Ivany, Moucha, Fitch HGL210

9- 11 am **Driver Safety Training Course – Brian O'Hara x7567**
324 Lyman Hall (Expected Attendance: All students with a valid driving license in the United States.)

11:30 am **Administrative Forms & Procedures – Julie Neri and Bonnie Andrews**
How to use the copier, scanner, fax
How to mail something UPS/USPS
How to call within SU, within area code, long distance
How to submit receipts for reimbursement
How to request an advance for travel, etc.

12 pm Lunch on your own

1pm **FACULTY/TA COORDINATION OF SECTIONS WITH RECITATIONS**

Mtg Time	Faculty	Mtg Room	Course #	#sessions and TA Names (xxxxxxxxxxxxxxx)
1	Moucha	HGL110	EAR101	9 labs – Mariana TA coord, new, new
1	Junium	HGL210	EAR105	15 rec – Doug TA coord., Sarah, new
1	Lu	HGL217	EAR111	7 rec – Xiaoli TA coord, Sunshyne Hummel
1	Curewitz	HGL102	EAR117	8 rec – new, new
2	Curewitz	HGL102	EAR225	5 rec – David Moss
1	Baldwin	HGL219	EAR314	Aaron
1	Scholz	Office	EAR317	Amy
1	Fitzgerald	Office	EAR333	Edward Milde

3 pm **Wrap Up and Orientation Evaluation – Laura Lautz and Jolene Fitch**

Monday, August 27th - CLASSES BEGIN