

We are striving to make your arrival and first few weeks at Syracuse University as smooth and enjoyable as possible. If we are all to succeed, **it is essential that you read this entire packet very carefully to ensure that you make all preliminary preparations and bring all the pertinent materials with you-including this packet of information-when you come to the university.** For your convenience, this packet is also available on the web at: http://gradschpdprograms.syr.edu/programs/tap_orientation.php

AUGUST 2009 TA ORIENTATION PROGRAM

OVERVIEW

August 13-17 This time will be devoted exclusively to the needs of our new international teaching assistants (ITAs).

- * Seminars on such topics as, “Teaching Undergraduate Students at Syracuse University” and “Addressing Your Concerns as a TA” will be offered as well as English language testing and instruction. You will have an opportunity to meet other graduate students and become familiar with university resources and the Syracuse community.
- * Time will be allotted to those needing assistance with personal details, such as health insurance, taxes and banking.

August 18-19 The general portion of the orientation program offers a mix of small group, concurrent and large group sessions on various topics designed to prepare graduate students for their roles as teaching assistants (TAs). ITAs attend this portion of the program as well.

August 24-26 The final days of the program will be spent with faculty members and graduate students from your department on a variety of department-specific matters.

- *Online registration for classes will be available to you beginning August 3.
Please check with your department prior to registering for classes.

ARRIVING IN SYRACUSE

If you arrive by:

AIRLINE: You will land at Hancock International Airport. Taxis are available 24 hours a day for transport to and from Main or South Campus exclusively through Century Transportation. The cost of the taxi ride to Syracuse University Main Campus (Cab- Zone 4) will be approximately \$29.00, plus gratuity (customarily 15% of fare). The cost will be approximately \$32.00 (plus gratuity) to any location on South Campus (Cab- Zone 5). You will be expected to pre-pay the fare. If you arrive with two or three other Syracuse University students, you may want to share the taxi and split the cost. If you are going to two different cab locations, there will be an added charge of \$5.00. Should you arrive in the middle of the night, the telephone numbers for taxicab companies can be found on page 7 of this document.

GREYHOUND BUS LINES OR AMTRAK RAILROAD: There are taxis available outside the terminals that will take you to any location on Main Campus. The fare will range from \$15.00 to \$25.00, plus gratuity.

GROUND TRANSPORT: If you are residing in Watson Hall during Orientation (see Housing section- page 4), you may unload your vehicle in front of the building. If you will have a car on campus for the academic year, you must secure a 2009-010 parking permit as soon as possible. Visit the Parking Services website for more details at: <http://parking.syr.edu/parking>

COMMUTERS: Information about parking permits may be found at: <http://parking.syr.edu/parking>. All permits are issued at Parking Services located at 208 Skytop Office Building on South Campus and require a valid driver's license, car registration, your SU ID number and your appointment letter. Additional contact information for Parking Services can be found on page 7 of this packet.

Please note that there will be limited bus transportation between Main Campus and South Campus before the start of classes. Specific times and locations will be available at orientation registration. The summer 2009 bus schedule is also available online at: <http://parking.syr.edu/parking>

IDENTIFICATION AND HEALTH RECORDS

IDENTIFICATION

For the purposes of the United States Government, your teaching assistant appointment classifies you as an employee of Syracuse University. The Employment Verification System, which became Federal law in 1986, requires the University (as an employer) to examine original documents to establish identity and authorize employment. Two forms of photo identification are necessary in order to process your paycheck. Please view the list of acceptable documents at: <http://humanresources.syr.edu/shared/docs/i-9.pdf>.

HEALTH INSURANCE

As a Syracuse University teaching assistant, you will have the opportunity to sign up for one of several health insurance plans that the university offers to employees and ask any questions that you may have at the Human Resource Offices, there is a satellite office at 210 Steele Hall or the main office at Skytop Office Building, Room 101. For additional information, please view the Office of Human Resources web page <http://humanresources.syr.edu/benefits/Medical.html>.

IMMUNIZATION REMINDER

All students are required to provide the following immunization information:

1. A completed Health Form with proof of immunity to measles, mumps, and rubella.
2. A completed Response Form related to meningococcal meningitis vaccine indicating that the student has received and reviewed related information, and that he or she has either been immunized within the preceding ten years or has opted not to obtain immunization against meningococcal disease.

Both forms can be downloaded from the web at: <http://students.syr.edu/health/downloadforms.html>.

If you need further information, contact Health Services Medical Records, 111 Waverly Avenue, Syracuse University, Syracuse, New York 13244-2320; phone (315) 443-2666. You may also find useful information on the Health Services website: <http://students.syr.edu/health/>.

HOUSING

FINDING PERMANENT HOUSING

Because there is very little time during the orientation, you should plan to allocate two or three days **BEFORE** the orientation to find a suitable residence for the 2009-10 academic year. Contact the offices below for more information about housing options both on and off campus.

You should also consider contacting your academic department to see if they can put you in contact with current graduate students who may know more about local housing opportunities in the university community.

South Campus (University) Housing

Contact: Kris Millett

South Campus Housing Office
Room 206, Goldstein Student Center
Syracuse, NY 13244-5900, USA

TEL: 315-443-2567
FAX: 315-443-1787
E-mail: schousng@syr.edu

or

Off-campus housing

Contact: Darya Rotblat

Office of Orientation and Off-Campus Programs
754 Ostrom Avenue
Syracuse, NY 13244

TEL: 315-443-1012
FAX: 315-443-2343
E-mail: oocp@syr.edu
<http://oocp.syr.edu>

TEMPORARY TA ORIENTATION HOUSING

By the start of the orientation, you should be established in your permanent housing. Should you need temporary housing during the TA orientation, please complete **Form H** (located in the Appendix at the end of this document) and return it as soon as possible to the TA Program (FAX 315-443-7996). Housing at Watson Hall **DURING** the orientation will be at your own expense. The room fee is \$25.35 per night.

AVAILABLE ACCOMMODATIONS:

Residence Hall: Watson Hall, 405 University Place

Specifications:

- If you are requesting housing during the orientation, you must complete the pre-registration [**FORM R**] for the orientation and the request for temporary housing [**FORM H**].
- Family members (partners and/or children) of program participants may also reside at Watson, with the understanding that they may be housed in adjacent rooms as there are only two single beds per room.
- No private bath facilities are available in the residence hall.
- Several meals (breakfast and lunch) will be provided for teaching assistants during the orientation program. (See the tentative program schedule for specific meal schedule.)
- Meals will NOT be provided for family members.
- No kitchen or other cooking facilities are offered in the residence hall, but there are many dining opportunities on campus and restaurants within walking distance.
- Pets, smoking, and firearms/weapons are not allowed in the residence hall under any circumstances.
- The university does not have storage facilities for large quantities of personal belongings. Contact the TA Program (315) 443-1856 or e-mail: **taprog@syr.edu** if you need information about private storage facilities.

- Please check out of Watson Hall once you have obtained permanent housing and give your new address information to your Teaching Fellow (include your name, address, phone and move-in date).
- Your temporary mailing address at Watson Hall: << Your Name >>
TA Program
Watson Hall
405 University Place
Syracuse, New York 13210-2832

MOVING INTO YOUR SOUTH CAMPUS RESIDENCE

Students with South Campus Housing (Slocum Heights) assignments for the 2009-2010 academic year may check-in, sign their resident information forms and agreement and pick up keys upon arrival at the South Campus Housing Office in the Goldstein Student Center, Monday through Friday from 8:30 a.m. to 4:00 p.m. Please contact the South Campus Housing Office if you have any questions (contact information on page 7.)

Please note that your on-campus housing commitment is for the entire academic year both fall and spring semesters.

There will be limited shuttle transportation between South Campus and the Main Campus before the start of classes. Check the parking web page for specific times and locations: <http://parking.syr.edu/parking>

MANDATORY REGISTRATION

Check-in for the orientation program will take place on **Tuesday, August 18, 8:00-9:00 a.m. in the Shaffer Art Building Lobby**, prior to the Welcome Session. At this time, you will receive an orientation schedule of events, readings and other important information. **You must attend TA orientation check-in** even if you pre-registered for the program.

THE ORIENTATION PROGRAM

TEACHING FELLOWS

Twenty-four experienced teaching assistants, selected on the basis of their scholarship and outstanding performance in the classroom, have been designated Teaching Fellows and will serve as the program's core instructional staff. The Teaching Fellows will be joined by university faculty members, also noted for their teaching excellence, who will lead sessions on such topics as:

- ◆ *Designing a Syllabus*
- ◆ *Teaching in the Sciences*
- ◆ *Academic Integrity*
- ◆ *Assessing Student Learning*
- ◆ *Introduction to Blackboard*
- ◆ *Introduction to Library Databases*
- ◆ *One on One Teaching*
- ◆ *Leading a Discussion or Recitation*
- ◆ *Designing a Syllabus*

MICROTEACHING

TA orientation participants will have the opportunity to participate in an exercise in which they make a brief presentation to a group of colleagues. This presentation will be videotaped, after which you will have the opportunity to receive helpful and constructive feedback from your peers and Teaching Fellows. We call this teaching practice "microteaching."

Previous participants have rated the microteaching exercise as one of the most beneficial aspects of the orientation.

To prepare for this exercise, please do the following before you arrive:

- **Pick a topic that would normally be discussed in an introductory level course in your discipline and think about what you might cover in a 50-minute class on this topic.** Assume that you will have a general audience that knows very little about your subject.
- **Next, prepare a 5-minute section from this class to present.** You should select a segment that addresses a basic concept, illustrates the application of a concept or defines a problem. Chalkboards and overhead projectors will be available for your use. Classroom computers and video projectors are available in most rooms.

It should be noted that the above sessions including microteaching are optional components of our program unless otherwise stipulated by your department.

DEPARTMENTAL TEACHING MATERIALS and DEPARTMENTAL RESPONSIBILITIES

Any materials that are sent or given to you by your academic department (copies of syllabi, textbooks, or other instructional materials that you may be using in your classroom, studio, or laboratory) should be reviewed before the orientation. This will allow you to ask any questions you may have during your department's **August 24-26** orientation program.

CONTACT INFORMATION

We want to help you make a smooth transition to life at Syracuse. If you have any questions or concerns about the orientation, your arrival on campus or settling in, contact the offices listed below. Please identify yourself as a new teaching assistant. This will aid us in providing you with a more personal response.

TA Program of the Graduate School

Phone: 315-443-1856 / FAX: 315-443-7996
E-Mail: taprog@syr.edu

Dr. Derina S. Samuel	Associate Director
Dr. Nisha Gupta	Assistant Director
Dr. Glenn Wright	Assistant Director
Dr. M.L. (Peg) De Furia	Executive Administrative Consultant
Dina Ioannidis	Office Coordinator

Slutzker Center for International Services

Dr. Patricia Burak
310 Walnut Place
315-443-2457
<http://international.syr.edu>
Email: lescis@syr.edu

SU Health Services

Medical Records
111 Waverly Avenue
315-443-2667
<http://students.syr.edu/health>
Email: healthservices@students.syr.edu

Amtrak Train

1-800-872-7245

Greyhound Bus

1-800-231-2222

South Campus Housing

Kris Millett
South Campus Housing Office
Room 206, Goldstein Student Center
Syracuse, NY 13244-5900
TEL: 315-443-2567
FAX: 315-443-1787

Human Resources

Skytop Office Building, Room 101
Skytop Road
315-443-4042
<http://humanresources.syr.edu>
Email: hrrservic@syr.edu

Taxi Services

Airport Taxi
315-433-1000

Century Transportation
315-455-5151

Watson Hall Main Desk

405 University Place
Syracuse, NY 13210
315-443-3103

Emergencies (on campus)

SU Public Safety
005 Sims Hall
315-443-2224
[or dial 711] from an on-campus phone only

Call a Cab

315-471-2227

Parking Services

621 Skytop Road
Suite 190
315-443-4652
E-mail: parkmail@syr.edu
<http://parking.syr.edu>

Emergencies (off campus)

Syracuse Police Department
315-442-5111
[or dial 911]

Office of Orientation and Off-Campus Programs

Darya Rotblat
754 Ostrom Avenue
Syracuse, NY 13244
TEL: 315-443-1012
FAX: 315-443-2343

Upon your arrival, you will be provided with other important names and offices to assist you during your time at Syracuse University.

The TA Program has been instituted at the request of graduate students and faculty members who believe that such a program will further enhance the University's commitment to excellence in both graduate and undergraduate education.

**We hope you will join us at Syracuse for the TA Orientation Program
and we look forward to hearing from you in the near future.**

Remember to mail, fax (315-443-7996), or fill out on-line the **Pre-Registration [FORM R]** and the **Temporary Housing Request [FORM H]** (if you need housing) forms as soon as possible but no later than **July 31, 2009** to:

**TA PROGRAM OF THE GRADUATE SCHOOL
SYRACUSE UNIVERSITY
ATTN: Dina Ioannidis
423 Bowne Hall
Syracuse, New York 13244-1200 USA**

**PHONE: 315-443-1856
FAX: 315-443-7996
EMAIL: taprog@syr.edu
http://gradschpdprograms.syr.edu/programs/tap_orientation.php**