

We are striving to make your arrival and first few weeks at Syracuse University as smooth and enjoyable as possible. **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.**

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 such as “Teaching Undergraduates at SU” 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 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 9 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 5), 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 9 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

SLUTZKER CENTER FOR INTERNATIONAL SERVICES (SCIS)

This information was sent out to you by SCIS and is reprinted here for your convenience. It can also be found online at: http://international.syr.edu/todo_list.htm. As soon as you arrive on campus, you should go to the Slutzker Center for International Services (SCIS) located at 310 Walnut Place and bring your passport, I-20 (F-1 Student) or form DS-2019 (J-1 Exchange Visitor) and all other immigration documents as well as your medical records (including your completed health and meningitis forms). **All new ITAs must attend an orientation session by SCIS on Thursday, August 13 from 9:00 a.m.-11:00 a.m. in Hall of Languages room 107, which covers immigration status, employment and payroll information.**

- The SCIS staff will help you with your immediate needs. Office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. See contact information on page 9 of this document.

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

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. Photocopies of the original documents you provide to SCIS will be retained for university records. It is imperative that you arrive in Syracuse with your passport and any other documents showing that you have valid F-1 or J-1 status, and that you bring these documents to SCIS in order for your stipend to be paid. Any questions regarding appropriate documents should be directed to SCIS (315) 443-2457.

GENERAL HEALTH CARE INFORMATION

Please refer to the page entitled “Essential Medical Information” that you received from SCIS. This includes the most updated information regarding medical records, tuberculosis testing and health insurance for ITAs. Any questions can be directed to SCIS 315-443-2457 or the SCIS website at: <http://international.syr.edu/>.

HEALTH INSURANCE

Some form of health insurance is essential in the United States, and required of all international students and their dependents by Syracuse University. 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, or for coverage through SCIS. You will have an opportunity to sign-up for a plan and ask any questions that you may have at Registration on Thursday, August 13, from 11:00 - 11:30 a.m.

IMMUNIZATION REMINDER

Before academic registration, students entering any university must show proof of vaccination against measles, mumps and rubella. Individuals born before January 1, 1957 are exempt from this requirement. The university Health Form can be used to provide documentation of the following required immunizations:

2 doses of live measles vaccine received on or after first birthday and at least 30 days apart, and received after 1967; or physician’s diagnosis of disease, or serological proof of antibodies to measles.

1 dose of live mumps vaccine received on or after first birthday, or physician-diagnosed disease, or serological evidence of antibodies to mumps

1 dose of live rubella vaccine received on or after first birthday and received or serological evidence of antibodies to rubella

A completed response related to meningococcal meningitis vaccine indicating that the student has either been immunized within the preceding 10 years or has opted not to obtain immunization against meningococcal disease.

All students must complete tuberculosis screening before obtaining health clearance for registration

Students not meeting this requirement are advised to obtain their vaccinations before arriving on campus.

Please note that new students have to complete both the Health Form and the Meningitis Legislation Requirement Form.

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 at: <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 apartment 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 Housing

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

or

Off-campus housing

Contact: Darya Rotblat
Office of Orientation and Off-Campus Programs
754 Ostrom Avenue
Syracuse, NY 13244, USA

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

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

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). The TA Program will pay for your temporary housing at Watson Hall from **August 10-13 only**. Housing **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 before or during the orientation, you must complete both the pre-registration for the orientation [**Form R**] and the request for temporary housing [**Form H**].
- Family members (partners and/or children) of program participants may also reside at Watson Hall, with the understanding that they may be housed in adjacent rooms as there are only two single beds in each room.
- No private bath facilities are available in Watson Hall.
- Several meals (continental breakfast and lunch) will be provided for teaching assistants during the orientation program. (See the tentative program for specific meal schedule.)
- Meals will NOT be provided for families.
- 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.
- You will be sharing a room with a family member or another student attending the TA orientation program.
- On-campus residence is not mandatory for teaching assistants during the orientation program.

- If you elect to stay in on-campus housing on Monday August 10, Tuesday August 11, Wednesday August 12, and/or Thursday August 13, the TA Program will pay for those nights [See Form H].
- 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 (including your name, new address, phone, and move-in date).
- Your temporary mailing address at Watson Hall is:
 <Your Name>
 TA Program
 Watson Hall
 405 University Place
 Syracuse, New York 13210-2832
- You must check out of Watson Hall prior to or during the 12:00 – 12:30 scheduled time on August 14, unless you have made prior arrangements for an extended stay (which will be at your own expense).

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 5.)

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 ORIENTATION AND REGISTRATION

The Slutzker Center Mandatory Orientation session will be held on Thursday August 13 from 9:00 – 11:00 a.m. in Room 107 Hall of Languages followed by Registration for the ITA orientation program from 11:30 a.m. - 12:15 p.m., in Room 500 Hall of Languages. At this time, you will receive an orientation schedule of events, reading materials and other important information. **You must attend orientation registration** even if you pre-registered for the program. The first small group session will begin promptly at 12:30 p.m.

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:

- ◆ *Addressing Your Concerns as a TA*
- ◆ *Teaching in the Sciences*
- ◆ *Managing Conflict in the Classroom*
- ◆ *Academic Integrity*
- ◆ *Using Technology Effectively*
- ◆ *Introduction to Blackboard*
- ◆ *Leading a Discussion or Recitation*
- ◆ *Designing a Syllabus*

MICROTEACHING

All TA orientation participants will be expected to 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."

ITAs will go through this exercise in both the international and general portions of the program.

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 who 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.

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 orientation program.

Exemption from Language Assessment and/or the International TA Orientation Program

Because we recognize that some activities during these first four days will not be applicable to all ITAs, we offer exemption options for those who meet certain criteria, as follows.

- 1) ITAs may be exempted from English Language Proficiency testing (scheduled for August 17) if they speak English as a native language (e.g., students from Canada, Great Britain, Ireland, Australia, New Zealand, and Guyana) OR demonstrate strong oral English proficiency as judged by a Syracuse University language specialist.
- 2) ITAs may be exempted from the cultural programming portion of the orientation (August 13-16) if they currently reside in the United States AND have studied for a minimum of one year in an undergraduate or graduate degree program at an American college or university.

Students who satisfy BOTH criteria will not be required to attend ITA Orientation (August 13-17).

If you believe you qualify and would like to apply for exemption, please complete the Language Assessment / ITA Orientation Exemption Request Form [FORM E] **as soon as possible, but no later than July 31, 2009**. You may submit the form online http://gradschpdprograms.syr.edu/programs/tap_exempt.php or print and fax it to the attention of Lee Pomeroy at (315) 443-7996.

Note: The exemption option is available ONLY for the *international portion* of the TA Orientation Program. All TAs are required to attend the general portion of the Orientation, August 18-19.

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 international 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 of Professional Development Programs

Dr. Nisha Gupta

Assistant Director of Professional Development Programs

Dr. Glenn Wright

Assistant Director of Professional Development Programs

Dr. M.L. (Peg) De Furia

Executive Administrative Consultant

Dina Ioannidis

Office Coordinator

Lee Pomeroy

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: hrservic@syr.edu

Taxi Services

Airport Taxi

315-433-1000

Century Transportation

315-455-5151

Watson Hall Main Desk

405 University Place

Syracuse, NY 13210

315-443-2987

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, or complete online the **Pre-Registration [FORM R]**, **Temporary Housing Request [FORM H]**, the **English Language Proficiency [FORM E]** if applying for an exemption, as soon as possible **but no later than July 31, 2009.**

**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