



## Open Academy

Dear Graduate Assistant:

Welcome to SUNY ESF (or welcome back) and congratulations on your appointment as a Graduate Assistant (GA). To help you prepare for your important position, ESF offers the Graduate Assistant Colloquium on Teaching and Learning that is specifically designed to help you improve your effectiveness in teaching and learning while providing you with a valuable support network of other GAs, faculty and staff. As indicated in your appointment letter, the Colloquium is an essential part of your employment as a GA and your participation in the entire Colloquium is mandatory. I believe you will find the Colloquium to be a valuable professional development experience that will serve you in the short-term, as well as throughout your graduate study and beyond. This is a unique opportunity to become part of a diverse and talented group of people who share a commitment to excellence in teaching, research and outreach.

The Colloquium will continue to be run as a hybrid model this year, with an asynchronous online portion to be completed on Blackboard along with a one day in person event. ESF is planning to resume classes on Monday, August 28, 2023. This means that the Colloquium will be **the week of August 21**, which coincides with your first week of GA appointment. There will be a mandatory, in-person event on **Wednesday, August 23 from 9am – 4pm in Moon Library** on the ESF Syracuse campus. To receive credit for completion, you will need to attend the in-person event and complete all assigned tasks online **by noon on Friday, August 25**. Details are still being worked out and are subject to change, so we ask that you [register for the Colloquium](#) now so that we may contact you with updates as we proceed.

We will use [Blackboard](#) for the online resources and activities, and it is how we will monitor completion. If you are unfamiliar, or need a refresher, the Open Academy has created a series of [Blackboard Trainings](#), which are aimed at faculty, but beneficial for GA's as well. We would direct you specifically to the "Getting Started in Blackboard" folder.

To prepare, please review the enclosed document and complete the [registration](#) as soon as possible. This registration will also be how we add participants to the Blackboard course. Please feel free to contact me with any questions you may have.

Sincerely,

*Brandon Murphy*

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*Enclosure: Preparing for the Graduate Assistant Colloquium on Teaching and Learning*



## Preparing for the 2023 Graduate Assistant Colloquium on Teaching and Learning

### When?

- The week before classes begin: Monday, August 21<sup>st</sup> - Friday, August 25<sup>th</sup>
- In-person event: Wednesday, August 23<sup>rd</sup> from 9am – 4pm in Moon Library

### What will I do?

- Online
  - Complete required training related to Title IX, Environmental Health & Safety, etc.
  - Review preparatory material for the in-person event
- At the in-person event
  - Participate in learning activities about Being a Teaching Assistant, Teaching & Learning, Assessment & Evaluation, etc.
  - Meet fellow graduate students to make friends and develop a support network

### How do I prepare?

- [Register for the Colloquium](#)
- Make sure that you [activate your SU Netid](#) (which you will use to log in to [Blackboard](#)).
- Reserve time in your schedule the week of August 21<sup>st</sup> to complete program requirements.
- Keep an eye on your email for further announcements.

For additional information please visit the [Colloquium web site](#).