



ESF Outreach

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May 2009

Dear Graduate Assistant,

Welcome to SUNY-ESF and congratulations on your appointment as a Graduate Assistant (GA). To help you prepare for your important position, ESF offers the *Colloquium on Teaching and Learning* that is specifically designed to help you improve your effectiveness and efficiency 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* marks the beginning 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.

To prepare, please review the enclosed materials and *Colloquium* web page at www.esf.edu/iq/colloquium. Please confirm your participation by registering on this web page by August 5, 2009.

Please feel free to contact me or my colleague, Ann Guzman, at 315-470-6817 with any questions you may have.

2009 Graduate Assistant Colloquium on Teaching and Learning

8:00 a.m. – 4:30 p.m., Thursday, August 27

8:00 a.m. – 1:00 p.m., Friday, August 28 (Time is available for department-specific meetings with supervising faculty through lunch and afterward.)

Please note that breakfast, breaks and lunch are provided for both days.

Sincerely,

Dr. Charles M. Spuches, Associate Dean
Outreach and Instructional Quality

Copied to: Teaching Fellows, Dean Shannon, Provost Bongarten, President Murphy, Department Chairs, ESF Faculty

Enclosures: *Preparing for the 17th College-wide Graduate Assistant Colloquium on Teaching and Learning*

Preparing for the 17th College-wide Graduate Assistant Colloquium on Teaching and Learning

When?	Where?	Who?
August 27, 2009, 8:00 a.m. – 4:30 p.m. August 28, 2009, 8:00 a.m. – 1:00 p.m.	ESF Moon Library Main Floor	All new GAs Returning GAs who have not previously attended

What is provided?

- Continental breakfasts, lunches, and refreshments with vegetarian options. Please advise us if you have any personal needs for which we might prepare.
- Opportunity to discuss your GA appointment with your Department chair and employee benefits with Human Resources.
- Guided activities, discussions, and tools to help you prepare for the range of roles and challenges you may encounter over the course of your GA experience.
- Campus tour

What do I need to bring?

- Dress comfortably and bring a sweater because the Library is air conditioned
- Please bring a notebook, pen, and mug
- Bring your thoughts, experiences, and an open mind

How do I prepare?

- Review materials on the web at www.esf.edu/iq/colloquium thoroughly to familiarize yourself with the program, visitor and parking information, and other valuable teaching and learning materials.
- Make arrangements to attend the entire colloquium.
- Please complete the following exercise by reflecting on your past experiences. Considering the following questions:
 1. Recall a teacher at any level who has left a lasting impact on you. How did this person affect you with respect to your learning, teaching, motivation, focus, etc.?
 2. Think about a class that you have enjoyed but thought could be improved. What would you do to improve that class?

For additional information please visit the Colloquium web site
<http://www.esf.edu/iq/colloquium>