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May 2011

Dear Research Project Assistant,

I welcome you to ESF (or back to ESF if you are a returning student) and congratulate you on your appointment as a Research Assistant (RA). To help you prepare for your work as an RA, I invite you to participate in the Annual *Colloquium on Teaching and Learning*. Although the *Colloquium* is specifically designed to prepare Graduate Assistants (GAs) for their instructional support roles, we have come to realize that many portions of the *Colloquium* pertain to your position as an RA and will provide you with essential campus resource information and a network of other RAs, GAs, faculty and staff. Moreover, our experience indicates that graduate students often find themselves in both GA and RA roles through the course of their graduate study.

If you wish to participate in the *Colloquium* on August 24 and 25, 2011, please let us know as soon as possible. If you do wish to participate, your full participation in the entire *Colloquium* is expected. You should please note that, should you participate in only part(s) of the *Colloquium* and assume a Graduate Assistantship at some future time, your full participation will be required at that time.

Please review the enclosed information and please be sure to review the information available on the web at www.esf.edu/iq/colloquium.

I am proud to welcome you to join a diverse and talented group of people who share a commitment to excellence in teaching, research and service. Please feel free to contact me or my colleague, Ann Guzman, at 315-470-6817 with any questions you may have and please register as soon as possible on the colloquium web page to confirm your participation.

Sincerely,



Dr. Charles M. Spuches
Associate Provost for Outreach

Copied to: Teaching Fellows
Provost Bongarten, Dean Shannon, Department Chairs

Enclosure: *Preparing for the 18th College-wide Graduate Assistant Colloquium on Teaching and Learning*

Preparing for the 18th College-wide Graduate Assistant Colloquium on Teaching and Learning

When?	Where?	Who?
August 24, 2011, 8:00 a.m. – 4:30 p.m. August 25, 2011, 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>