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 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.

To prepare, please review the enclosure and the Colloquium web page at www.esf.edu/iq/colloquium. Please complete the registration through this web page as soon as possible, ideally within one week of receiving this letter.

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

2015 Graduate Assistant Colloquium on Teaching and Learning
8:00 a.m. – 4:30 p.m., Wednesday, August 26
8:00 a.m. – 1:00 p.m., Thursday, August 27 (Time is available for department-specific meetings with supervising faculty afterward and throughout the afternoon.)

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

Sincerely,

Dr. Charles M. Spuches
Associate Provost for Outreach

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

Enclosure: Preparing for the 23rd College-wide Graduate Assistant Colloquium on Teaching and Learning
Preparing for the 23rd College-wide Graduate Assistant Colloquium on Teaching and Learning

When?
- Wednesday, August 26, 2015
  8:00 a.m. – 4:30 p.m.
- Thursday, August 27, 2015
  8:00 a.m. – 1:00 p.m.

Where?
ESF Moon Library
Main Floor

Who?
- All new GAs
- Returning GAs who have not previously completed the Colloquium
- Invited RPAs and fellows

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.
- Obtain your parking permit prior to the first day of the Colloquium (see GA appointment paperwork from Human Resources).
- Please complete the following exercise by reflecting on your past experiences. Consider 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