



## 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 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.

We have elected to hold the Colloquium in a hybrid model this year. ESF is planning to resume instruction with classes beginning on Monday, August 29, 2022. This means that the Colloquium would be **the week of August 22**, which coincides with your first week of GA appointment. In addition, there will be a mandatory, in-person event on **Wednesday, August 24 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 26**. Optional Zoom sessions may be offered during the week as well. 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 plan to use [Blackboard](#) for these resources, 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 my colleague, [Mary Rathbun](#), at 315-470-6817 with any questions you may have.

Sincerely,

*Ashley Gouger*

Ashley Gouger  
Instructional Designer  
Teaching and Learning Center

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



## Preparing for the 2022 Graduate Assistant Colloquium on Teaching and Learning

### When?

- The week before classes begin: Monday, August 22<sup>nd</sup> - Friday, August 26<sup>th</sup>
- In-person event: Wednesday, August 24<sup>th</sup> from 9am – 4pm in Moon Library
- Optional Zoom sessions will be announced for during that week

### 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 22<sup>nd</sup> to complete program requirements and ideally participate in live sessions (specific dates/time TBA)
- Keep an eye on your email for further announcements

For additional information please visit the Colloquium web site:

<https://www.esf.edu/openacademy/tlc/colloquium/default.htm>