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Spring 2019

Dear Graduate Fellowship Recipient:

I welcome you to ESF (or back to ESF if you are a returning student) and congratulate you on your fellowship award. To help you prepare for your graduate fellow experience, 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 graduate fellows and will provide you with essential campus resource information and a network of other fellows, Research Project Assistants, GAs, faculty and staff. Moreover, our experience indicates that graduate students often find themselves in a GA role over the course of their graduate study.

If you wish to participate in the *Colloquium* on August 21 and 22, 2019, please register as soon as possible. Should you participate in only part(s) of the *Colloquium* this year and assume a Graduate Assistantship at some future time, your full participation will be required at that time.

To prepare, please review the enclosed information and the information available on the web at <http://www.esf.edu/openacademy/tlc/colloquium/>. Please complete the registration through this web page as soon as possible, ideally within one week of receiving this letter.

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, Mary Rathbun, 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,

Brandon Murphy
Coordinator, TLC-Online Programs

Copied to: ESF Faculty, President's Office, Provost's Office, Graduate School Dean,
Department Chairs, Teaching Fellows

Enclosure: *Preparing for the 27th College-wide Graduate Assistant Colloquium on
Teaching and Learning*

Preparing for the 27th College-wide Graduate Assistant Colloquium on Teaching and Learning

When?	Where?	Who?
<ul style="list-style-type: none">• Wednesday, August 21, 2019 8:00 a.m. – 4:30 p.m.• Thursday, August 22, 2019 8:00 a.m. – 1:00 p.m.	ESF Moon Library Main Floor	<ul style="list-style-type: none">• All new GAs• Returning GAs who have not previously completed the <i>Colloquium</i>• 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 (listed below) 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 your 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/openacademy/tlc/colloquium/>