



SUNY-ESF Open Academy
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Spring 2019

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.

To prepare, please review the enclosure and the *Colloquium* web page 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.

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

2019 Graduate Assistant Colloquium on Teaching and Learning

8:00 a.m. – 4:30 p.m., Wednesday, August 21

8:00 a.m. – 1:00 p.m., Thursday, August 22 (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,

Brandon Murphy
Coordinator, TLC-Online Programs

Copied to: ESF Faculty, President's Office, Provost 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?

- Wednesday, August 21, 2019
8:00 a.m. – 4:30 p.m.
- Thursday, August 22, 2019
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
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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 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/openacademy/tlc/colloquium/>