



SUNY-ESF Open Academy
1 Forestry Drive
235 Gateway Center
Syracuse, NY 13210
315-470-6817 (phone)
315-470-6890 (fax)
www.esf.edu/openacademy (web)
openacademy@esf.edu (e-mail)

Spring 2019

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 Project Assistant (RPA). To help you prepare for your work as an RPA, 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 RPA and will provide you with essential campus resource information and a network of other RPAs, GAs, faculty and staff. Moreover, our experience indicates that graduate students often find themselves in both GA and RPA roles through 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/>