

2013 ORIENTATION SCHEDULE

Department of Communication

New Graduate Students:

Domestic graduate students should ensure that their initial employment form arrives at the COMM Business Office by July 19, 2013. International graduate students should visit the COMM Business Office in early August to complete the appropriate paperwork.

International graduate students are required to undergo an assessment of their spoken English abilities between August 20-23, 2013. Click on the following link for more information about the test:

<http://www.education.umd.edu/institutesandcenters/MEI/ELTs/ITAE.htm>

Additionally, international graduate students must attend a Welcome Check-In session. Click on the following link for a list of available dates/times: <http://www.international.umd.edu/ies/3170>

MONDAY, AUGUST 26, 2013 – SKN 0104

For All New Graduate Students

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| 8:00-8:30 am | Continental Breakfast |
| 8:30-8:45 am | Welcome to the Department (Dr. Elizabeth Toth, Chair) |
| 8:45-9:45 am | The Learning Community: A Culture of Scholarship and Teaching
(Dr. Shawn Parry-Giles, Director of Graduate Studies) |
| 9:45-10:45 am | Your Teaching (Dr. Leah Waks, Director of Undergraduate Studies & Dr. Andrew Wolvin, Executive Director of the Oral Communication Program)
Different Types of Classes, Teaching, and Expectations
Overview of Oral Communication Program Orientation |
| 10:45-11:15 am | Your Department (Dr. Elizabeth Toth)
Overview of Department
Budget Office Introduction (Ms. Renee McDuffie, Business Manager & Ms. Antoinette Allen, Account Clerk) |
| 11:15-11:45 am | Your Graduate Colleagues (Ms. Melissa Janoske, COMMGrads President)
Joining the Graduate Student Community
Students Receive Office Assignments/Keys |
| 11:45 am | Students Can Visit Their New Offices |

For All Graduate Students and COMM107 Lecturers; Optional for Other Lecturers

1:00-5:00 pm Oral Communication Program Orientation

TUESDAY, AUGUST 27, 2013

For All Graduate Students and COMM107 Lecturers; Optional for Other Lecturers

9:00-2:30 pm Oral Communication Program Orientation – SKN 0104

For All New Lecturers

2:45-4:15 pm Instructional Policies & Resources (Dr. Elizabeth Toth) – SKN 2127

Departmental Advising
University Teaching Policies
 Student Grievances
 Academic Integrity & Honor Pledge
 Syllabi Requirements
 Student Disruptions & Classroom Conduct
 Academic Freedom & Chilly Climate
Resources for Your Teaching
 ELMS
 Library Reserves
 Health Center
 Counseling Center
 Disability Support Service
 Writing Center
Scheduling
 Wait Lists & Oversubscription
 Winter & Summer Teaching

For All New Graduate Students

Graduate School Orientation – Colony Ballroom, Stamp Student Union

3:00-4:00 pm Welcome to Graduate Studies
 Welcome from the Dean of the Graduate School
 Panel of current graduate students discussing the graduate experience

4:00-5:00 pm Graduate School and Campus Resources
 Meet with representatives from the Graduate School, student associations, and other campus groups

5:00-8:00 pm Graduate Student Kickoff

WEDNESDAY, AUGUST 28, 2013 – SKN 0104

For All Graduate Students and COMM107 Lecturers; Optional for Other Lecturers

9:00-5:00 pm Oral Communication Program Orientation

THURSDAY, AUGUST 29, 2013

For All New International Graduate Students

10:00-12:00 pm International Graduate Student Orientation – 0130 Tydings Hall

All new international graduate students **must register** for the International Graduate Student Orientation:
<http://www.international.umd.edu/ies/3170>

For All New Graduate Students

1:00-2:00 pm Graduate Student Policies & Resources (Dr. Shawn Parry-Giles) – SKN 0104

Role of Teaching Assistants & Graduate Students
Expectations for Graduate Students During the First Year
Graduate Student Travel
Department Website & Outreach
Ombudsperson
Sexual Harassment Policy
Campus Safety

2:00-3:00 pm The Instructional Environment (Dr. Leah Waks & Ms. Carlin Bokal, Assistant Director of Undergraduate Studies) – SKN 0104

Departmental Advising
University Teaching Policies
Student Grievances
Academic Integrity & Honor Pledge
Syllabi Requirements
Student Disruptions & Classroom Conduct
Academic Freedom & Chilly Climate
Resources for Your Teaching
ELMS
Library Reserves
Health Center
Counseling Center
Disability Support Service
Writing Center
Scheduling
Wait Lists & Oversubscription
Winter & Summer Teaching

For All Students

- 3:00-4:00 pm** **Requirements for Graduate Students (Dr. Shawn Parry-Giles) – SKN 0104**
Academic Good Standing
Benchmarks
MA Requirements
GOA Evaluations
Annual Review Process
Teaching Assignments
Importance of Collegiality
- 4:00-6:30 pm** **Graduate School Diversity Networking Reception – Stamp Student Union**
Meet current and incoming graduate students & learn about services offered by various campus organizations and offices dedicated to diversity

FRIDAY, AUGUST 30, 2013

For All New Graduate Students

- 8:00-3:00 pm** **Campus-Wide CTE Graduate Teaching Assistant Orientation – Biosciences Research Building**

COMM requires all new GTAs to attend the orientation. Returning GTAs are encouraged to attend. All participants **must register** for the CTE GTA Orientation:
<http://cte.umd.edu/Resource/RSVP/GTAOrientation/index.html>

SATURDAY, AUGUST 31, 2013

For All Oral Communication Program Instructors

- Before 12:00 pm** **Send Course Syllabus to Michael Steudeman, Coordinator of Curriculum Development (msteudem@umd.edu)**

MONDAY, SEPTEMBER 2, 2013

University Closed

TUESDAY, SEPTEMBER 3, 2013

Classes Begin

For Members of the Departmental Assembly – Brief Meeting to Select FAC

Noon to 12:30 p.m. Departmental Assembly Meeting – SKN 2127

5:30 p.m. GSIT Lab Ribbon-Cutting Ceremony and Reception in COMM 3118