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](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](http://www.international.umd.edu/ies/3170)

**MONDAY, AUGUST 26, 2013 – SKN 0104**

**For All New Graduate Students**

- **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:

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