

**New Graduate Assistant Orientation**  
**August 26, 2009**  
**Miller Science Building, Room 137**

9:00 Welcome and Opening Remarks – Dr. James Standley, Dean of Graduate Studies, and President, Graduate Student Association

9:20 Teaching, Learning and Professionalism - Dr. Sue B. Whatley, Freshman Writing Program Coordinator, Department of English and Philosophy

10:10 Break

10:30 Communication Skills - Dr. Larry King, Professor of Communications

11:20 Graduates Students as Research and Administrative Assistants - Dr. Hans Williams, Professor of Forestry

11:50 Lunch - University Center Twilight Ballroom

1:00 Human Resources Orientation – Aleta Spivey and John Wyatt, HR

**Note: New GAs Must Bring:**

**1. Voided Check for Direct Deposit**

**2. A current passport OR a current driver's license AND Social Security Card**

**International Students Must Bring:**

**1. Voided Check for Direct Deposit**

**2. Current Passport**

**3. Form I-94 Departure Record**

**4. Form I-20 (See Stacey Gee, Senior Counselor/International Admissions)**

**5. Social Security Card**

3:00 Break

3:15 Disability Services - Mr. Chuck Lopez, Director  
Counseling/Career Services - Ms. Jill Milem, Counselor

3:30 Safety Training - Mr. Jeremy Higgins, Director, Environmental Health, Safety, and Risk Management

4:00 Library Resources for the Graduate Assistants - Ms. Tina Oswald, Librarian II

4:30 Dismiss