

**New Graduate Assistant Orientation**  
**August 25, 2010**  
**Miller Science Building, Room 137**

- 9:00 Call to Order and Welcome – Dr. Hans Williams, Coordinator of New Graduate Assistant Orientation
- 9:05 Welcome and Opening Remarks – Dr. James Standley, Dean of the Graduate School; President, Graduate Student Association
- 9:20 Teaching, Learning and Professionalism - Dr. Sue B. Whatley, Assessment Coordinator, Department of English and Philosophy
- 10:10 Break
- 10:30 Communication Skills - Dr. Larry King, University Assessment Coordinator and Professor of Communication Studies
- 11:20 Graduates Students as Research and Administrative Assistants - Dr. Hans Williams, Associate Dean and Nelson Distinguished Professor of Forestry
- 11:50 Lunch - University Center Twilight Ballroom
- 1:00 Human Resources Orientation – Aleta Spivey, Benefits Coordinator, Barbara Wilson, Senior Benefits Assistant and John Wyatt, Human Resources Representative, Human Resources
- 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**
- 3:15 Break
- 3:30 Disability Services - Mr. Chuck Lopez, Director  
Counseling/Career Services - Ms. Jill Milem, Assistant Director
- 3:50 Safety Training - Mr. Sean Black, Safety Technician, Environmental Health, Safety, and Risk Management
- 4:20 Library Resources for the Graduate Assistants - Ms. Tina Oswald, Librarian II
- 4:45 Dismiss