



Orientation to Grand Valley, Graduate Studies & the Student Affairs Profession
Tuesday, August 14, 2018
2204 Russel H. Kirkhof Center
Recommended Dress: Business Casual

Learning Outcomes

- ✓ Build meaningful relationships between graduate students (First and Second year cohorts), staff and faculty.
- ✓ Learn about GVSU as an institution (mission, vision, values) and the role of Student Affairs within it.
- ✓ Acquire useful skills for achieving success in the classroom and the assistantship.
- ✓ Understand Student Affairs competencies and the role of the Professional Competencies Development Plan in acquiring necessary practice.
- ✓ Develop strategies for self-care and transitions.

8:00 am –	Check-in/Light Breakfast
8:30 am –	Welcome, Overview, Introductions
9:00 am –	Introduction to GVSU and the CSAL Program
9:30 am –	Student Affairs: Why we do what we do
10:00 am –	Break
10:15 am –	What is it like to be in the CSAL program?
10:45 am –	GA and Non GA Meetings
12:00 pm	Lunch
1:00 pm –	Resources and Support at GVSU
1:45 pm –	Academic Overview - 1 st Year and 2 nd Year Meetings
2:45 pm –	Break
3:00 pm –	Calendar, Manual, Professional Competencies Development Plan
3:30 pm –	Professional and Cohort Expectations (Interpersonal, Professional Development, Other Trainings, etc.)
4:15 pm –	Closing
4:30 pm –	Picture Session for 1 st Year Students

Student Affairs Graduate Association (SAGA) Activities (Not Mandatory)*

- Saturday, August 11th Grand Haven: Beach & Sunset
 - 3:00 pm
 - Meet in Allendale
- Tuesday, August 14th Brewery/Founder's Social – Knickerbocker
 - Following Orientation
- Thursday, August 16th Whitecaps Baseball Game
 - 7:00 pm
 - RSVP Required (\$8 Cost)
- Friday, August 17th Movie on Monroe – Downtown Grand Rapids
 - Gates Open at 6:00 pm
 - 1st Movie Starts at 7:30 pm
 - Details available at: <http://downtowngr.org/our-work/projects/movies-in-the-park>
- Date To Be Determined CSAL Cookout
 - Allendale Campus

** Additional details to be announced on the CSAL combined Facebook pages. Questions? Contact Holly Moore at moorehol@gvsu.edu.*

CSAL Professional Development Topics 18/19

- Wednesday, September 19th Introduction to Professional Development Series; Professional Development Funding; Introduction to the Professional Development Competencies Plan (PCDP); and Using Your PCDP for the Job search
- Wednesday, October 24th Intercultural Discussion and Graduate Fatigue & Self-Care; Strategies for Success
- Wednesday, November 28th Resume & Cover Letter Review and Round Robin Sessions
- Wednesday, December 12th GV Statistics – “Who is the GV Student” and Strategies to Support and Advise Students
- Wednesday, January 23rd Thesis/Project and Mock Interviews
- Wednesday, February 20th Leadership 101
- Wednesday, March 20th Campus Crisis Response

***Remember: the benefits received correspond directly to the effort extended.
Make the most of orientation and department training!***

Supervisor Orientation Checklist

SUPERVISOR: PRIOR TO GRADUATE ASSISTANT ARRIVAL	
<input type="checkbox"/>	Communicate with Graduate Assistant, welcome them to your department, sharing with them training information: what time to report to work, dress code, where to park, campus map, eating options, etc.
<input type="checkbox"/>	Verify workstation is ready and fully equipped (phone directory, phone, computer, keys, etc.).
<input type="checkbox"/>	Request any necessary technology login information (Banner, Microsoft Outlook, and any additional department database systems).
<input type="checkbox"/>	Confirm email login is ready and works for the 1 st day of training.
<input type="checkbox"/>	Notify current department staff to make sure they know the name of the new staff member, start date, and what the Graduate Assistant's job responsibilities and role will be.
<input type="checkbox"/>	Prepare a detailed schedule for in-office training. Share with Graduate Assistant and department staff.
<input type="checkbox"/>	Have a current job description and expectation list updated and ready for Graduate Assistant training.
<input type="checkbox"/>	Order any appropriate department apparel (name tag, staff shirt, etc.)
<input type="checkbox"/>	Review the orientation schedule with them paying specific attention to what their department training schedule and expectations are.
SUPERVISOR: DURING GRADUATE ASSISTANT TRAINING	
ORIENTATION ITEMS	
<input type="checkbox"/>	Give a department and campus tour: note bathrooms, where to hang coats, where the coffee pot is, supply cabinet, dining options, recreation center, etc.
<input type="checkbox"/>	Introduce Graduate Assistants to other department staff and explain their roles.
<input type="checkbox"/>	Introduce the Graduate Assistant to key colleagues and resources across campus.
<input type="checkbox"/>	Show Graduate Assistants their workstation and allow them time to organize and personalize space.
<input type="checkbox"/>	Show Graduate Assistant office equipment and give user instructions i.e. copier, fax machine, phones, etc.
<input type="checkbox"/>	Explain department's applicable filing system(s).
<input type="checkbox"/>	Explain any department traditions i.e. birthdays, spirit days, etc.
<input type="checkbox"/>	Provide information about events at GVSU (campus calendar, traditional campus events, etc.)
<input type="checkbox"/>	Review the University and divisional organizational charts (they are located on the web and in the phone directory).
<input type="checkbox"/>	Assign the Graduate Assistant an office "buddy" for the first few weeks to answer any questions and to go to lunches so the person doesn't feel isolated.



EMPLOYMENT POSITION ITEMS	
<input type="checkbox"/>	Have Graduate Assistant complete any employment paper work i.e. I-9 and W-2 forms.
<input type="checkbox"/>	Explain job responsibilities in detail and give the Graduate Assistant a copy of their job description.
<input type="checkbox"/>	Explain position expectations and timelines in detail.
<input type="checkbox"/>	Review class schedule, locations, and set expected office hours.
<input type="checkbox"/>	Explain available resources in detail (professional manuals, newsletter, etc.)
<input type="checkbox"/>	Explain the office procedure manual.
<input type="checkbox"/>	Review any necessary budget, accounting, and p-card information.
<input type="checkbox"/>	Introduce Graduate Assistant to applicable database systems they will utilize in their positions i.e. Banner, Microsoft Office, etc.
<input type="checkbox"/>	Discuss the expectations set for training by the CSAL professional development committee (attendance at in-services, professional development funds, group projects, etc.).
<input type="checkbox"/>	Explain the evaluation process and give the new staff member copies of the self-evaluation and evaluation forms.
<input type="checkbox"/>	Schedule weekly supervisory meetings (more frequent if needed).
<input type="checkbox"/>	Schedule annual Professional Competencies Development Plan review and evaluation meetings.
<input type="checkbox"/>	Check-in often to see how the Graduate Assistant is doing and give frequent feedback and answer questions; take time to review what they have been learning throughout CSAL training and department orientation to answer any questions they may have.



Graduate Assistant Orientation Checklist

GRADUATE ASSISTANT: ORIENTATION CHECKLIST	
	ORIENTATION ITEMS
<input type="checkbox"/>	Obtain student ID (Allendale: Student Service Building 1 st floor; DeVos: Building C 1 st floor)
<input type="checkbox"/>	Complete I-9 and W-2 forms
<input type="checkbox"/>	Get your email account and login
<input type="checkbox"/>	Introduce yourself to department staff and know their roles
<input type="checkbox"/>	Locate your workstation and personalize
<input type="checkbox"/>	Collect information about GVSU events and traditions
<input type="checkbox"/>	Get a tour of the office facilities and campus
<input type="checkbox"/>	Learn how to operate the department's office equipment i.e. phone system, copier, fax machine, etc.
<input type="checkbox"/>	Receive introduction to department database systems; schedule training.
<input type="checkbox"/>	Introduce yourself to key colleagues and become familiar with resources across campus.
<input type="checkbox"/>	Learn department's filing system.
<input type="checkbox"/>	Learn about the office traditions such as birthdays, spirit days, etc.
<input type="checkbox"/>	Review the university and divisional organizational charts.
EMPLOYMENT POSITION ITEMS	
<input type="checkbox"/>	Review job description, responsibilities, and expectations with supervisor
<input type="checkbox"/>	Gain understanding of expectations and timelines.
<input type="checkbox"/>	Seek out available resources (professional manuals, newsletters, etc.)
<input type="checkbox"/>	Be aware of the evaluation process and review evaluation form.
<input type="checkbox"/>	Read through the office procedure manual.
<input type="checkbox"/>	Review with supervisor class schedule, class locations, and set expected office hours. Start arranging/scheduling Microsoft Office calendar.
<input type="checkbox"/>	Ask for frequent feedback. Write down and ask as many clarifying questions as you need.
<input type="checkbox"/>	Schedule weekly meetings with supervisor and other staff as needed.
<input type="checkbox"/>	Review if there is a standard department meeting and set calendar.
<input type="checkbox"/>	Review any necessary budget and accounting information.
CLASS AND PERSONAL ITEMS	
<input type="checkbox"/>	Take the bus from GVSU Allendale Campus to the Pew Campus.
<input type="checkbox"/>	Visit the recreation center and the various dining areas on campus.
<input type="checkbox"/>	Learn procedure to register for classes, print schedule, purchase books, and login to student email

