New Graduate Student Orientation

Fall 2018
Department of Chemistry, West Virginia University

Date arrive: For international students, before Wednesday August 1st, 2018. For domestic students, before Friday August 3rd, 2018.

**IMPORTANT:** Check in with Ms. Rebecca Secrist immediately after you arrive WVU @ Clark Hall 222

For important information regarding issues to take care of prior to your arrival refer to Attachment 1.

Prior to arrival:

**A. Graduate Teaching Assistant Orientation - Introduction to Effective Teaching**

All new Graduate Teaching Assistants (GTAs) should complete the Graduate Teaching Assistant Orientation, parts 1 and 2 below. For more information about this orientation, go to [https://tlcommons.wvu.edu/iteach/gta-orientation](https://tlcommons.wvu.edu/iteach/gta-orientation)

**Part 1: Online Modules**

These modules provide essential information and resources that will help GTAs to navigate FERPA guidelines, apply academic integrity policies, adhere to Title IX regulations, and connect students with wellness resources and academic support. These modules are available in eCampus. Directions for accessing them are available at [https://tlcommons.wvu.edu/iteach/gtaorientation](https://tlcommons.wvu.edu/iteach/gtaorientation).

*New GTAs should complete these modules by the beginning of the Fall semester.*

**Part 2: Face-to-Face Orientation**

Friday, August 10, 2018, 7:30 am - 2:30 pm (continental breakfast and lunch are provided)

**Ming Hsieh Hall G20**

New GTAs should attend the face-to-face orientation in addition to completing the online modules. This orientation provides an introduction to effective teaching practices and covers the following in the morning:

- Engaging Students/Active Learning
• Classroom Management
• Common Challenges
• Motivating Students

During the afternoon, the GTAs practice teaching mini-lessons.

B. International Student and Scholar Services activities
Note: This information is pertinent to all new international students

Updated information for International student orientation activities and important information about immunizations, health insurance, and SEVIS Check-in can be found here: https://isss.wvu.edu/students/on-boarding/new-student-orientation

International student orientation will be held on August 9-10, 2018.

SEVIS Check-in (International students)
Location: Wise Library (Main Campus), Room 136
Friday, August 10, 2018
9:00am - 12:00pm
1:00pm - 4:00pm
You can do your SEVIS check in early by going to do ISSS office.

As an international student, you are required by the United States Department of Homeland Security to report to the International Students and Scholars Services (ISSS) at the beginning of your academic program for validation of your SEVIS record, to maintain legal status. In order to assist you in complying with this requirement, you are required to bring the following documents with you to do SEVIS check-in:

• Admission letter to West Virginia University (WVU)
• Current Passport, with your U.S visa
• I-94 (found here - https://i94.cbp.dhs.gov)
• Passport copies for dependents (spouse and children) if applicable
• WVU Form I-20 or Form DS-2019 (Note: if you have an active immigration record that is being transferred from another college or university in the U.S. to WVU, please also bring your Form I-20 or Form DS-2019 from your previous school.)
• Form I-20(s) or Form DS-2019(s) of your dependents (spouse and children), if applicable

Important Note: It may take multiple days to complete all new student requirements, to include your academic college orientation, payroll processing etc. where applicable. Please schedule your travel plans accordingly so that you arrive in a timely manner.
C. Schedule of other orientation events

Fri. August 3rd, 2018
Event: International GTA speaking exam review.
Time: *2:00 pm* to *4:00 pm*
Location: CLK 312
Who should come: **All International students (Mandatory)**
Contact information: Dr. Mingming Xu.
Email: Mingming.Xu@mail.wvu.edu

Mon. August 6th, 2018

Event: Chemistry Orientation
Time: *9:00 am* – *12:00 pm* (see details in **Attachment 2**)  
Location: CLK 312
Who should come: **All graduate students (Mandatory)**

Event: International GTA speaking exam workshop II – discussion with current International Graduate Students.
Time: *1:00 pm* – *2:00 pm*
Location: CLK 414
Who should come: **All International students (Mandatory)**

Tue. August 7th, 2018

Event: Organic Guidance Exam (Professor Popp)
Time: *8:00 am* – *11:00 am*
Location: CLK 312
Who should come: **All graduate students (Mandatory)**

Wed. August 8th, 2018

Event: Analytical Guidance Exam (Professor Valentine)
Time: *8:00 am* – *11:00 am*
Location: CLK 312
Who should come: **All graduate students (Mandatory)**

Event: Inorganic Guidance Exam (Professor Milsmann)
Time: *2:00 pm* – *5:00 pm*
Location: CLK 312
Who should come: **All graduate students (Mandatory)**
Thu. August 9th, 2018

Event: New International Student Orientation
(https://isss.wvu.edu/students/on-boarding/new-student-orientation)
Time: 7:30 pm – 8:30 am (Check-in)
8:30 – 9:00 am (Welcome)
9:00-10:30 am (Being an International Student)
12:00-1:00 pm (Lunch)
Location: WVU Mountainlair and Mountainlair ballroom
Who should come: All International students (Highly recommended)

Event: Physical Chemistry Guidance Exam (Professor Legleiter)
Time: 2:00 pm – 5:00 pm
Location: CLK 312
Who should come: All graduate students (Mandatory)

Event: PLU Pizza Party
Time: 5:00 pm
Location: Chemistry Learning Center
Who should come: All graduate students (Highly recommended)

Fri. August 10th, 2018

Event: New GTA Orientation (Face-to-Face portion, University required)
Time: 7:30 am - 2:30 pm
Location: Ming Hsieh Hall G20.
See information under Graduate Teaching Assistant Orientation - Introduction to Effective Teaching on the first page of this schedule for details
Who should come: All graduate students (Mandatory)

Event: Course selection
Time: 3:00 pm – 6:00 pm
Location: CLK 414
Who should come: All graduate students (Mandatory)
You will sign up for a specific time and be provided assistance registering for classes.
Mon. August 13th, 2018

Event: **Speak Exam**  
Time: **9:30 am and 10:15 am**  
Location: IEP laboratory  
Who should come: **All International students (Mandatory)**  
A schedule will be generated.

Event: Departmental picnic  
Time: **5:00 pm – 8:00 pm**  
Location: TBD  
Who should come: **All graduate students (Highly recommended)**

Tues. August 14th, 2018

Event: Departmental Teaching Assistant Workshop  
Time: **2:00 pm – 5:00 pm**  
Location: Chemistry Learning Center  
Who should come: **All graduate students (Mandatory)**

Wed. August 15th, 2018

First day of classes.
Attachment 1:
Helpful information to consider before orientation week

1) **Office of International Students and Scholars Services**
   International students need to register at OISS (Office of International Students and Scholars), understand the policy about SSN (Social Security Number), and get the SSN application document.

   Website: [https://isss.wvu.edu/](https://isss.wvu.edu/)
   Location:
   101 Purinton House
   PO Box 6313
   Morgantown, WV 26506
   fax: 304-293-7511
   phone: 304-293-3519
   email: isss-students@mail.wvu.edu

   Office hours: 8:15 am to 4:45 pm

2) **Chemistry Department**
   All graduate students need to register with the Chemistry Department at WVU. International students need to get the SSN application document as well.

   Website: [http://chemistry.wvu.edu](http://chemistry.wvu.edu)

   Location:
   217 Clark Hall
   Prospect Street PO Box 6045
   West Virginia University
   Morgantown, WV 26506

   Office hours: 8:15 am to 4:45 pm
   Phone: +1-304-293-3435
   Fax: +1-304-293-4904
   Email: Chemistry@mail.wvu.edu

3) **SSN Card Application**
   Website: [http://www.ssa.gov/ssnumber/](http://www.ssa.gov/ssnumber/)

   Location:
   Social Security
Suite 100
3596 Collins Ferry Rd
Morgantown, WV 26505

Office hours: Monday-Friday 9:00 am – 4:00 pm
Except federal holidays
Phone: 1-800-772-1213 or 1-800-325-0778

4) Local Banks
There are several banks in Morgantown, WV. Please, check the website below for more information. A blank check is required for payroll.

Website:
https://local.yahoo.com/WV/Morgantown/Legal+Financial+Services/Banks

5) Payroll

Website: http://payrolltaxeds.wvu.edu

Location:
Payroll and Employee Data Services
One Waterfront Place
3rd Floor
PO Box 6005

Office hours: 8:00 am to 5:00 pm
Phone: +1-304-293-3379
Email: tax@mail.wvu.edu

6) Housing

Off-Campus Housing information provided by the university:
http://campuslife.wvu.edu/off_campus_housing
Off-Campus Housing Search site provided by the university:
http://campuslife.wvu.edu/student-advocacy/off-campus-housing/off-campus-housing-search
Apartments listed on Craigslist:
https://morgantown.craigslist.org/search/apa
Apartment Guide Listings:
http://www.apartmentguide.com/apartments/West-Virginia/Morgantown/

7) Information about Morgantown

http://www.tour Morgantown.com/
8) Tuition Payment Plans

As stated in your offer letters, there are several fees that are not covered by the tuition waivers. There are payment plans available for these fees. For information see:

http://studentaccounts.wvu.edu/tuition-payment-plan

9) Student Insurance Office

For information regarding student health insurance policies and procedures see:
https://studentinsurance.wvu.edu/
### Chemistry Department Orientation

**Monday, August 6th, 2018**

**Location: CLK 312**

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<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:00 am – 9:15 am</td>
<td>Welcome</td>
<td>Dr. Greg Dudley</td>
</tr>
<tr>
<td>9:15 am – 9:30 am</td>
<td>Safety and keys</td>
<td>Ms. Barbara Foster</td>
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<tr>
<td>9:30 am – 9:45 am</td>
<td>Who’s who in chemistry</td>
<td>Dr. Justin Legleiter</td>
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<tr>
<td>9:45 am – 10:15 am</td>
<td>Coffee break / photos</td>
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<tr>
<td>10:15 am – 10:35 am</td>
<td>Academic standards</td>
<td>Dr. Stephen Valentine</td>
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<tr>
<td>10:35 am – 10:55 am</td>
<td>Ethics and plagiarism</td>
<td>Dr. Brian Popp</td>
</tr>
<tr>
<td>10:55 am – 11:15 am</td>
<td>Steps to PhD and MS</td>
<td>Dr. Carsten Milsmann</td>
</tr>
<tr>
<td>11:15 am – 11:30 am</td>
<td>The first week</td>
<td>Dr. Justin Legleiter</td>
</tr>
<tr>
<td>11:30 am – 12:00 pm</td>
<td>Department tour</td>
<td>Dr. Carsten Milsmann</td>
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