**DEPARTMENT OF ROMANCE LANGUAGES FALL 2017 ORIENTATION SCHEDULE (DRAFT)**

**For New Graduate Students and Instructors of FRENCH, ITALIAN, PORTUGUESE & SPANISH**

**[International Student Orientation: July 31 – August 4:** [**https://isl.uga.edu/content\_page/international-student-orientation-content-page**](https://isl.uga.edu/content_page/international-student-orientation-content-page)**]**

 **MONDAY , AUGUST 7**

**9:00 am – 11:30 am Graduate School Orientation and Information Fair**

**Classic Center, Grand Hall**

Register at: <http://grad.uga.edu/index.php/incoming-students/orientation-info-fair/>

**11:30 am – 1:30 pm Bus Tour and Welcome Lunch**

**Pick-up at Classic Center**

**2:30 pm – 3:00 pm Departmental Welcome Meeting**

**112 Gilbert Hall** Dr. Stacey Casado, Department Head

 Dr. Margaret Quesada, Associate Head

 Dr. Khedija Gadhoum, Portuguese Language Supervisor

 Dr. Kelly Farmer, French Language Supervisor

 Dr. Teresa Perez-Gamboa, Spanish Language Supervisor

 Dr. Catherine Simpson, Spanish Language Supervisor

 Dr. Concettina Pizzuti, Italian Language Supervisor

 Dr. Mark Anderson, Graduate Coordinator

**3:00 pm – 3:30 pm Meet with Staff**

**112 Gilbert Hall** Ms. Maryanna Axson, Business Manager

 Ms. Amy Duran, Administrative Specialist

 Ms. Holly Smith, Administrative Associate

 Ms. Sharon Yen, Administrative Specialist

**N.B.** \*All new TAs and Instructors must complete all required paperwork in the **UGA Onboarding System**. You should have received an email from onboard@uga.edu or a phone call from UGA Human Resources with instructions for accessing the secure Onboarding System. If you did not receive this prompt, please check with Maryanna Axson in room 408 (maxson@uga.edu).

Please note that this on-line orientation must be completed WITHIN THE **FIRST THREE** WORKING DAYS OF YOUR EMPLOYMENT.

 **TUESDAY , AUGUST 8**

**8:30 am – 1:00 pm UGA Orientation for new Teaching Assistants**

**101 Miller Learning Center (\*\* REQUIRED of all new teaching assistants**)

Register at: <https://ugeorgia.qualtrics.com/jfe/form/SV_ai2D943DjR2IlAp>

**1:00 pm – 2:00 pm Lunch Break**

**2:00 pm – 3:00 pm** **Advisement and Registration Meeting for New Graduate Students**

**112 Gilbert Hall** Dr. Mark Anderson, Graduate Coordinator

**3:00 pm – 5:00 pm Individual Advisement and Registration for New Graduate Students**

**360D Gilbert Hall** Dr. Mark Anderson, Graduate Coordinator

All TAs **must turn in their schedule information** to their supervisor **immediately** after advisement in order to receive a teaching assignment.

**WEDNESDAY , AUGUST 9**

**9:30 am – 10:15 am** **Romance Languages Graduate Student Organization**

**112 Gilbert Hall**

**10:30 am – 5:00 pm** **Specific Language Sessions (as set by supervisors)**

**THURSDAY , AUGUST 10**

**9:00 am – 10:00 am Equal Opportunity Office**

**112 Gilbert Hall**  Ms. Clare Norins, Assistant Director

**10:00 am– 11:00 am** **Office of Instruction**

**112 Gilbert Hall** Mr. Phillip Griffeth, Director, Academic Honesty and Student Appeals

**11:00 am – 12:00 pm Research Meeting for New Graduate Students**

**112 Gilbert Hall** Dr. Catherine Jones and Dr. Chad Howe

**12:00 pm – 1:30 pm Lunch Break**

**1:30 – 2:30 p.m. Disability Resource Center at UGA**

**112 Gilbert Hall** Ms. Sam Adair, Coordinator, Disability Services

**2:30 – 3:00 p.m. Instructional Technology**

**112 Gilbert Hall**  Mr. Reid Geisenhof, IT Systems Professional

**FRIDAY , AUGUST 11**

**9:00 a.m. – 2:00 p.m Specific Language Sessions (as set by supervisors)**

**2:00 pm – 3:00 pm Department-wide Library Resources Colloquium**

**Main Library Classroom** Ms. Laura Shedenhelm, Bibliographer, Spanish and Portuguese

Mr. Patrick Reidenbaugh, Bibliographer, French and Linguistics

**3:30 – 4:30 p.m. General Departmental Meeting**

**145 Brooks Hall**