

Graduate Student
Orientation
2011-2012

Resource Book



Lehigh University

Graduate Student Senate Executive Board

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GRADUATE STUDENT GENERAL ORIENTATION

Monday, August 22, 2011

Check In: Packer House, Graduate Student Center, Packer Avenue
Orientation: Wood Dining Room, Iacocca Hall, Mountain Top Campus

8– 8:45 am

Check-in: Pick up orientation materials
Bus pick-up to Iacocca Hall at the Alumni Building

9:00 -9:15 am

Welcome to Graduate School! (Dr. Alan Snyder, Vice President for Research and Graduate Programs)

9:15 – 9:45am

Life at Lehigh (Dr. Kathleen Hutnik, Director of Graduate Student Life)
Get an introduction to campus and learn about the resources and opportunities for graduate students.

9:45 – 10:45 am

Library and Technology Services (LTS)
Overview of vital library, computing and media services. Learn about your computing account and email access. Find out whom to contact with library resource questions and technology issues, such as connecting to Lehigh from home. Learn about the software available to students. Presenters include a Computing Consultant, Subject Specialist Librarians, and the Help Desk team leader.

10:45 -11:00

Break

11:00 - Noon

Orientation to Graduate Studies (Associate Graduate Deans)
Get advice about the qualities of a successful graduate student and about maximizing the mentoring experience.

Noon - 1:00pm

Lunch with Orientation Ambassador
Enjoy a BBQ lunch with your fellow new students.

1:00 – 2:00 pm

Life as a Graduate Student at Lehigh (Graduate Student Senate Presentation)
Learn about the graduate student government, but also get the candid story from your peers about making the best of your experience in graduate school both academically and personally.

5:30pm – 7:00 pm

Tour of Campus and South Side (led by Orientation Ambassadors; significant others invited)
Meet in front of Packer House. Learn about campus and the South Side. Return to Packer House for “Happy Hour.”

TA TRAINING for NEW Teaching Assistants

UC 303

Wednesday, August 24, 2011

8:30 to 9:00 **Check-in and continental breakfast.**

9:00 to 9:45 **Introduction to Effective Teaching:** Get tips for your first weeks of class.

9:45 to 11:15 **Presentation Skills:** Get on your feet and start practicing with our help.

11:15 to 11:30 **Break**

11:30 to 12:15 **Professionalism, Ethics and Integrity:** Know your responsibilities as a new professional.

12:15 to 1:00 **Lunch (Student Affairs Information Tables)**

1:00 to 1:45 **Instructional Technology:** Advice on using technology to enhance learning.

1:45 to 3:00 **Classroom Management:** Whether your class is small or large, we'll guide you through exercises to efficiently manage your classroom.

3:00 to 3:15 **Break**

3:15 to 3:45 **Important Policies TAs Need to Know:** An Overview of the University Harassment Policy and Policy for Students with Disabilities

3:45 to 4:15

Your Questions/ Introducing mentors and other learning opportunities for the new TA.

More Orientation Activities

Tuesday, August 23, 2011

Lab Safety Training

Location: Neville 001

9:00 to 10:00

Lab Safety Training is required for all Research Assistants and Teaching Assistants who will be working in a lab. Failure to attend this workshop will prevent you from working in the lab.

Advocacy and Equity Offices Open House

Location: University Center, Second Floor

10:00 am to 11:00 am

Stop in at the Women's Center, the Rainbow Room, and the Multi-Cultural Center to meet staff and graduate students. Learn about services, programs and how to get involved.

Optional Informational Sessions

Location: Neville 001

1:00 pm to 1:45 pm

Library and Technology Services (LTS): Tips for making graduate research easier (a more in-depth continuation from General Orientation.)

1:45 pm to 2:30 pm

Community Service Office: Learn how to support our neighborhood

2:45 pm to 3:30 pm

Health and Wellness/Mind and Body: Learn about Best Practices for using Health Insurance. Learn about services and programs in the Health Center and Counseling Center.

3:30 pm to 4:15 pm

Career Services: What to do in Grad School to Achieve your Dream Career!

Ice Cream Social

Location: Saucon Village Community Room, Building 8

6:30 pm to 8:00 pm

Ice Cream Social for Spouses, Students, and Families: Come meet other families and learn about our International Spouse Support Group.

Friday, August 26, 2011

Graduate Student Senate BBQ

Location: Packer House Lawn, 217 W. Packer Avenue

6:00 to 10:00 pm

Barbeque! Hosted by Graduate Student Senate. All are welcome!

To: Graduate Students, Deans and Department Chairs

Access to good insurance is essential for the health of our students. To this end, the University established a subsidy program to help eligible graduate students pay for sickness and injury insurance and a payroll deduction option to help students who wish to avoid one large payment (see below for deadlines). Since the establishment of the subsidy program in spring 2003, more and more graduate students have received the subsidy and enrolled in the insurance program.

In response to the rising cost of insurance, the University reviews both the insurance and subsidy programs each year. The insurance plan for the 2011-2012 year is identical to last year's plan; there will be no change to the level of benefits or co-payments. We chose to preserve the benefits even though it means an increase in the annual premium.

For 2011-2012, the annual premium for **student only** coverage will be \$1,520.00. To help eligible students (see criteria below) afford individual coverage, the University will provide a subsidy of \$755 for the 2011-2012 year. The out-of-pocket cost for their individual coverage will be \$765. Eligible students will receive a subsidy payment of \$377.50, minus the appropriate taxes for each semester during which they qualify. The subsidy will be paid at the end of each semester (with the December 15th and May 15th paychecks). NOTE: If your paychecks stop before these dates, you will not be able to receive the subsidy.

The subsidy program is an integral part of the University's commitment to providing our graduate students with a quality insurance program. Due to the drastic changes that have been occurring in the insurance industry and in an attempt to provide affordable insurance coverage to our graduate students, the University no longer offers coverage for dependents. In order to help those students that require dependent coverage explore the dependent coverage available, University Health Plans, the University's insurance broker, will maintain a website that will list insurance companies that may provide coverage for dependents.

Criteria for Sickness/Injury Insurance Subsidy Program

The subsidy program is offered to students who meet **all** criteria listed below on the payment subsidy date:

1. Full time or certified full time graduate student
2. Receiving assistantship or fellowship payments through the university payroll system
3. Have paid their Lehigh injury and sickness insurance premium in full or are signed up for payroll deduction of premiums.

Enroll in the insurance program by submitting to the Bursar (1) a completed application for the insurance plan AND (2) payment (check, cash, MasterCard, VISA, AMEX, proof of an approved pending loan, or payroll deduction form) before September 9, 2011 (annual 2011/2012 coverage or coverage only for fall 2011 semester) and January 27, 2012 (coverage only for spring 2012 semester). Subsidy payments are automatically paid to all eligible students each semester and require no application forms.

All relevant forms are available at the Bursar's Office. Enrollment applications can also be found at www.universityhealthplans.com then click on the Lehigh University link. The enrollment form is also in the Injury and Sickness Insurance Brochure. Payroll deduction forms may be found on the Lehigh University Controller's Office website http://www.lehigh.edu/~inctr/forms_payroll.shtml under Payroll forms.

cc: Kathy Miller, Controller's Office
Robin Bodnar, Provost's Office
Robbyn Seier, Payroll Office
Mike King, Bursar's Office
Peggy Plympton, Finance and Administration
Denise Blew, Finance and Administration
Richard Freeman, Risk Management
John Smeaton, Student Affairs
Kathleen Hutnik, Graduate Student Life
Darlene Barndt, Payroll Office

Important Offices to Know About

Graduate Student Life Office (GLO)

The Packer House—Grad Life Center, Packer Avenue

ingrador@lehigh.edu 610-758-4722

The Graduate Student Life Office is here to help you make this period of your life a connected, enriching, and gratifying experience. We encourage you to take advantage of our numerous programs and services, which can include everything from broad social and networking opportunities to details as small as photocopying. We also offer professional development workshops and numerous resources to help you settle into your new life here at Lehigh. The Graduate Student Life office can also serve as your liaison to other administrative offices on campus, and we are eager to assist you in any way we can.



Packer House

Office of the Bursar

Alumni Memorial Building, Lower Level

ingrs@lehigh.edu 610-758-3200

The mission of the Bursar's Office is to obtain and process data necessary to provide accurate bills and information to students, parents, University departments, and outside companies, in order to efficiently collect and deposit the financial resources required to operate the University. These functions are accomplished while servicing the special needs of our customers within the framework of University policies and legal guidelines.

Office of Community Service

Ulrich Student Center—39 University Drive

inserve@lehigh.edu

610-758-6674

The Lehigh University Community Service Office was established in the fall of 1996 to provide a coordinated effort for students, faculty and staff to engage in service to the greater Lehigh Valley area. Currently the office has contact with over 100 local agencies that are always looking for volunteers. In addition to our contact with these agencies, we run major programs such as SERVE Trips, the service break programs; Volunteer Experience, the new student pre-orientation program and America Reads and Counts, a tutoring program for local elementary and middle school children.

Counseling & Psychological Services

Johnson Hall, 4th Floor—36 University Drive

incso@lehigh.edu

610-758-3880

The Counseling Service (UCPS) is dedicated to the belief that a person's college years are optimally a time of challenge, inquiry, experimentation, productivity, and change. Our services are primarily designed to help students thrive in meaningful ways—to grow in self-understanding in order to make more satisfying and better use of their personal and interpersonal resources. Individual counseling, group therapy, faculty/staff and parent consultation, and numerous outreach activities are some of the primary means by which we attempt to accomplish our mission to serve this community. We are also devoted to helping students manage the occasional crises that arise at this time of life.

The Dean of Students Office

29 Trembley Drive, C108

indost@lehigh.edu 610-758-4156

The Dean of Students Office at Lehigh University is dedicated to providing a student-centered, co-curricular environment that enhances the academic mission of the University, and embodies the belief that learning is not confined solely within traditional classroom boundaries. As a part of the Lehigh experience, through the programs, services, and interactions provided by the Dean of Students office, students are encouraged to be better citizens, dynamic leaders, and individuals who are guided by integrity. We are committed to challenging Lehigh students to broaden their worldview in a campus culture that respects individual differences.

English as a Second Language

Coxe Hall, Room 204—32 Sayre Drive

inesl@lehigh.edu 610-758-6099

The ESL Program works to foster the internationalization of Lehigh University's student body through programs that increase diversity; assess the English language proficiency of all incoming international students to help ensure that they are successful in their programs and meet or exceed Lehigh University's standards of academic excellence; help international students navigate and adapt to life at Lehigh University and to the rigors of the American university system; promote learner autonomy and language skills development through guided instruction that incorporates best practices of pedagogy and assessment; facilitate international students' proactive engagement with American culture and society; and maintain ESL program consistency and excellence through an ongoing commitment to professional development of faculty and staff.

Global Union

Coxe Hall, Room 215—32 Sayre Drive

Director : Bill Hunter, wdh3@lehigh.edu 610-758-4505

The GU is a coalition of more than 40 student clubs and organizations that promote global awareness and cultural understanding within the Lehigh community and the Lehigh Valley. There are more than 1,000 members from over 40 countries, including one-half of the membership from the United States. The GU does not replace individual clubs: rather, it allows them a forum to work together. In their willingness to be global in outlook, GU members share a common mission and vision, as well as a space in which to pursue common goals.

Annual events include International Week and series of speaker programs. All events at the GU are free and open to the entire Lehigh University community and residents of the region.

Health & Wellness Center

Johnson Hall, 36 University Drive

inluhc@lehigh.edu 610-758-3870

The Lehigh University Health and Wellness Center provides acute and on-going care to over 4500 undergraduate and 1800 graduate students. Health and Wellness Center services include, but are not limited to:

- Medical visits by appointment
- Routine Gynecological examinations
- Contraceptive counseling/Emergency contraception
- Allergy injections
- Minor surgeries
- Immunizations
- Laboratory services
- Many medications – Free of charge
- Self Treatment Room
- Wellness resource and relaxation rooms
- Treatment for psychological issues in conjunction with the University Counseling Center
- Prescriptions for many medications, but not for ADD medication, accutane, and some psychiatric medicine.

The Hillel Society

216 Summit Street

inhil@lehigh.edu 610-758-4896

The Lehigh University Hillel Society, is a student -run organization. The Jewish Student Center provides a Jewish home on campus for students to gather to relax, socialize, share a meal, observe Shabbat, and even offers a quiet place to study. Through the Hillel Society, students have the opportunity to develop new friendships all within a Jewish context. The mission of the Hillel Society is to actively encourage and strengthen the continuity of Jewish values through a combination of religious, Zionist, and cultural programs for Lehigh's Jewish students.

The Dialogue Center

661 Taylor Street

<http://www.lehigh.edu/~incha/incha.html> 610-758-3877

The Center for Dialogue, Ethics and Spirituality serves the educational mission of Lehigh University by providing space and resources designed to enhance the “ethical and spiritual development” of those who live and work at Lehigh—students, faculty and staff. Recognizing that people of good will disagree with one another on topics involving ethical analysis, spirituality and religious interpretation, the Center seeks to promote the values of open and free inquiry, engaged dialogue, and respect for persons regardless of race, ethnicity, religion, gender identity or sexual orientation. In support of Lehigh University’s stated commitment to “harmonious cultural diversity” and the expressed hope that “all members of the Lehigh community might develop as effective and enlightened citizens,” the Center is open to the entire campus to serve both academic and co-curricular needs. The Center is directed by the Office of the University Chaplain.

Office of International Students and Scholars

Coxe Hall—32 Sayre Drive

intnl@lehigh.edu 610-758-4859

The Office of International Students and Scholars strives to provide support services for international students and scholars to ensure maximum opportunities for them to achieve their goals. In addition, we act as a resource to the faculty, staff and administration on issues related to international students and scholars, cross-cultural communication and diversity. Furthermore, we work to support the University's efforts to internationalize the campus, and create an environment where the Lehigh community is exposed to a multitude of cultures, traditions and viewpoints by presenting internationally-focused academic, cultural and social programming.

LGBTQA Services

University Center, B202—29 Trembley Drive

inrainbo@lehigh.edu 610-758-4126

LGBTQA Programs and Outreach seeks to improve the Lehigh University climate by inspiring a vision of diversity that is aware of, engaged in, and appreciative of issues related to sexual orientation and gender identity/expression. We promote academic and personal growth and development of LGBTQA students and promote access and full involvement in all aspects of campus life.

Library & Technology Services

intnl@lehigh.edu 610-758-4859

Library and Technology Services (LTS) is a merged organization providing computing, library, telecommunications, and media services. LTS services are provided by teams of computing and library professionals who work together to meet the needs of students, faculty, and staff. LTS facilities include the E.W. Fairchild-Martindale Library and Computing Center, Linderman Library, computing and media labs, the Library Materials Center, and Library & Technology Services technology classrooms.

Office of Multicultural Affairs

University Center, RM 204—29 Trembley Drive

IN-OMA@lehigh.edu 610-758-5973

The Office of Multicultural Affairs at Lehigh (OMA) believes multiculturalism is as much a foundational element of United States history as it is a necessity for collective progress in an increasingly global society. The OMA is a great place to begin your individual exploration of various cultures, ideas and identities. We offer a range of programs, guest lectures and events to get you started down the path of self-discovery. If you've already started these processes, OMA programs and services can offer ways to increase your knowledge, enhance your skills and deepen your appreciation for diversity. We are here to help you celebrate your unique contributions to this wonderfully complex society, while recognizing equal value in the contributions of others. Perhaps most importantly, we challenge you to think critically and become leaders in resolving the world's toughest issues related to diversity.

Muslim Student Association

216 Summit Street

inhil@lehigh.edu 610-758-4896

Muslim Student Association-LU Chapter is working closely with the Chaplain's Office, Bill Hunter, advisor of the MSA, and university administration to ease the practicing of religion among the Muslim population at Lehigh. In addition to a Masjid for daily prayers, Friday services and weekly/biweekly Halaqas, the MSA-LU Chapter provides a library (within the Mosque) consisting of religious text for consultation and reading. The MSA strives to spread knowledge of Islam among Muslims and non-Muslims and develop a greater understanding of the Islamic religion and culture among students by organizing lectures, gatherings, *iftars* (breaking of the fast) and has also recently held an Islamic Awareness Day.

The Newman Council

Bishop Edward P. Cullen Hall—417 Carlton Ave

innew@lehigh.edu

610-758-4148

The Newman Council is comprised of members of the Lehigh University Catholic Community who have made a commitment to further the presence of the Catholic Church on campus. The purpose of the Newman Council is to advise the Catholic Chaplain on the areas regarding Catholic life on campus, especially in planning and implementing Catholic religious, social, and intellectual functions. The Newman Council is also the steering committee for the Catholic Student Union, which provides activities, support and fellowship for Catholic student-members.

The Ombuds Office

inombuds@lehigh.edu

The Ombuds Office of Lehigh University is open to all members of the Lehigh community, can help resolve problems or complaints within the university and achieve equitable settlements. Its services are independent of the university administration and are confidential. It can provide information on university policies and practices, help examine alternatives, and find the proper authorities to resolve the conflicts. As an unbiased “third party,” the office can frequently find solutions that have eluded the interested parties.

Parking Services

Johnson Hall, 36 University Drive

inpark@lehigh.edu

610-758-7275

Parking Services is in charge of distributing parking permits, as well as handles all issues having to do with parking regulations and violations.

Police Department

Johnson Hall, 36 University Drive

inlpd@lehigh.edu

610-758-4200

Lehigh University Police Department is accredited by the PA Chiefs of Police Association and the PA Law Enforcement Accreditation Commission. Lehigh’s police officers are fully trained and certified by the Commonwealth of Pennsylvania. The university police may exercise full police powers on campus. The primary function of the department is to protect the welfare and safety of

our students, faculty and visitors. The preservation of law and order, the protection of property, the apprehension and prosecution of offenders and the enforcement of policies are also important duties.

Office of the Registrar

Alumni Memorial Building, Lower Level

ingrs@lehigh.edu 610-758-3200

The Registrar coordinates and assists in the entire registration process. If you have any questions about your schedule, they are here to help you with them.

Residential Services

Rathbone Hall—63 University Drive

inrsd@lehigh.edu 610-758-3500

Residential Services is committed to providing students with a quality living environment that fosters academic success, personal growth, and community development. We are committed to providing safe, secure, well-maintained and attractive facilities for our students and guests; promoting student individuality and personal responsibility; providing responsive service to all customers and continuously assessing their level of satisfaction providing ethical; and efficient management of resources.

Support Services for Students with Disabilities

University Center C212—29 Trembley Drive

610-758-4152

Lehigh University is committed to ensuring “reasonable accommodations” to students who are substantially limited by a diagnosed disability. Lehigh students with physical and/or learning disabilities have met the same competitive requirements for admission as all other Lehigh students. Once admitted, students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. The ultimate goal is to ensure that students with disabilities have an opportunity to grow independently to their fullest potential at a competitive university.

Women's Center

University Center, C207—29 Trembley Drive

inwnc@lehigh.edu 610-758-6484

The mission of the Women's Center is to foster a campus climate in which all women can work to achieve their personal and professional academic, research, and service goals in an equitable, supportive, and intellectually-challenging environment. We work to serve as a campus and community resource on issues of sex and gender; recognize the accomplishments of women on the Lehigh campus; raise awareness and provide academic and educational programming resources to faculty, staff, and students regarding concerns that disproportionately impact women; create opportunities for students' voices to be heard on campus and at regional and national conferences on issues of sex and gender; support staff in participating in regional, national, and international conferences to teach others about Lehigh's activities toward ending sex- and gender-based oppression; provide a comprehensive University-wide sexual violence prevention program and coordinate services for survivors of sexual violence; support the fluidity and multiplicity in each woman's life; and participate in institutional planning to create a nurturing and welcoming environment.

Clubs & Organizations

Graduate Student Senate

The Graduate Student Senate (GSS) works to serve as the representing body of the Graduate Student community in all matters pertinent to the graduate programs and Graduate Student life at Lehigh University. Furthermore, the GSS encourages communication among Graduate Students, as well as provides Graduate Students with a forum to discuss issues pertinent to the graduate programs and Graduate Student life at Lehigh University. For more information, visit: <http://www.lehigh.edu/gss/>

Club Name	Website Address
Argentine Tango	http://www.lehigh.edu/~intango/
BOGS	http://www.lehigh.edu/~inbogs/
ChEGA (Chemical Engineering Graduate Association)	http://www.che.lehigh.edu/blog/2007/01/chega.html
Chinese Folk Dance	http://www.lehigh.edu/~incfdc/
Cricket Club	
CSSA	http://www.lehigh.edu/~incsa/
Fritz Engineering	http://fers-lehigh.blogspot.com/
GSIMS	http://www.lehigh.edu/~jmh5/GSIMS/
IDEA	
IEEE Photonics Society	http://www.lehigh.edu/~inleos/
India Club	http://www.lehigh.edu/~incl/
INFORMS	http://www.lehigh.edu/~cam306/INFORMS/index.html
LUCEC	
MBAA	
NAWMBA	
RUMI	
School Psychology Club	
SPICMACAY	
SPIE	http://www.lehigh.edu/~inspie/
Taiwanese Club	http://tsalehigh.pixnet.net/blog
Thai Student Association	http://thailehigh.netfirms.com/index.htm
Turkish Students Club	http://www.lehigh.edu/~inturkey/
YES!	