

PRATT INSTITUTE NEW FACULTY ORIENTATION FALL 2007 SCHEDULE & PROGRAM

THURSDAY, AUGUST 23*

MORNING SESSION - Alumni Reading Room, Library, Brooklyn Campus

- 10:00 - 10:30 am** Introduction and Welcome by Human Resources
- 10:30 - 11:00 am** Pratt Community
- 11:00 - 11:30 am** Teaching and Learning
- 11:30 am - noon** Getting Connected – Introduction to Information Technology

noon - 1:00 pm** Buffet Lunch

- 1:00 - 2:30 pm** Benefits Orientation for Full-Time Faculty (Library)
- OR -
- 1:00 - 2:00 pm** Learning Management System mini-workshop (Computer Lab, room TBA)

AFTERNOON SESSION - Alumni Reading Room, Library, Brooklyn Campus

noon - 1:00 pm** Buffet Lunch

- 1:00 - 1:30 pm** Introduction and Welcome by Human Resources
- 1:30 - 2:00 pm** Pratt Community
- 2:00 - 2:30 pm** Teaching and Learning
- 2:30 - 3:00 pm** Getting Connected – Introduction to Information Technology
- 3:00 - 4:30 pm** Benefits Orientation for Full-Time Faculty (Library)
- OR -
- 3:00 - 4:00 pm** Learning Management System mini-workshop (go to Computer Lab)
- 4:00 - 5:00 pm**** *Dedicated hours for photo ID processing for faculty who have completed HR paperwork Security office, Engineering building, room 111. Please see page 2 for more details.*

TUESDAY, AUGUST 28, 5 TO 8 PM* - Room 213, Pratt Manhattan Campus

- 5:00 - 5:45 pm*** Human Resources Introduction and The Pratt Community
- 7:00 - 8:00 pm*** Learning Management System mini-workshop, 5th floor Computer Lab

WEDNESDAY, AUGUST 29, 4 TO 7 PM* - Room 213, Pratt Manhattan Campus

- 4:00 - 4:45 pm*** Human Resources Introduction and The Pratt Community
- 6:00 - 7:00 pm*** Learning Management System mini-workshop, 5th floor Computer Lab

*** Human Resources will be continuously running a registration desk to process new hire /re-hire paperwork (I-9s, W-4s and related materials) for faculty.**

**** Dedicated hours for photo ID processing for faculty who have completed HR paperwork - Security office, Engineering building, room 111. ID processing will also be available at Pratt Manhattan. Please see page 2 for more details.**

ABOUT NEW FACULTY ORIENTATION PROGRAM

The full orientation program at the Brooklyn campus consists of several components. We encourage you to attend them in any combination.

Welcome and introduction by HR staff who is on hand to continuously run a registration desk to process new hire paperwork. The UFCT, Pratt's faculty union, will present as well.

The Pratt Community – An overview of units, services, opportunities, etc.; includes introductory video; how/where to access academic resources; and features the New Faculty/Staff Guide and New Faculty Orientation website.

Teaching & Learning – Covers faculty responsibilities, logistics, relationship to students, academic policies, academic structure and tips for excellence in teaching.

Getting Connected – An introduction to IT resources, such as pratt.edu email, MyPratt web portal and the Learning Management System.

New faculty will choose one of the following two (held concurrently):

Benefits, 1 ½ hours in the Library – Provides a detailed benefits orientation for new full-time faculty.

Learning Management System Workshop, 1 hour in the computer lab, Engineering Bldg. – An introductory workshop on the LMS, designed to enable faculty to manage and deliver supplementary course content and resources to students via the web (details below).

Pratt Photo Identification Card – Once you have been processed by HR, you may get your photo ID from the Security office in Engineering 111 which is open from 8 am to 3 pm (in the summer). On Thursday, August 23rd, Orientation Day, the hours between **12 to 1 pm** and **4 to 5:00 pm** will be reserved exclusively for new faculty.

Faculty members will also be able to obtain their photo ids at Pratt's Manhattan campus on Tuesday, August 28th and Wednesday, August 29th during orientation with additional dates and times to be announced.

Pratt's Learning Management System (LMS) provides faculty with an online platform for use with their classes. Pratt's LMS uses the open source product, Moodle, as the basis for this system. The LMS supports faculty use of "traditional" online content and activities such as providing a central location for links to files (Word, PowerPoint, PDF, web pages, etc). But the LMS also offers a wide array of features in support of innovative technologies such as chat rooms, blogs, wikis, online tests as well as supporting many multimedia formats including Flash, streaming video, podcasts to name a few. In short, it is straight-forward, feature-rich software platform. Faculty who are just starting to integrate online content into their classes will find the LMS easy to learn and use in their curriculum, while faculty who are more advanced in their approach will have many innovative pedagogical tools at their disposal. The Information Technology Division is always interested in feedback from faculty regarding the use of the LMS and ways in which this tool can be enhanced. Training sessions are announced regularly and can also be arranged individually by emailing trainit@pratt.edu. The LMS is available at my.pratt.edu or directly at lms.pratt.edu.

**For additional information about orientation, consult your department chair or:
Office of Human Resources • Thrift Hall 2 • 718.399.3787 • hr@pratt.edu**

Orientation 2007-08 is brought to you by the offices of Human Resources, Information Technology, Security & Safety and Provost and the Academic Senate • www.prattsenate.org/orientation