Monday, August 24- Thursday, August 27: Ballroom A, MSC

**New Instructor Workshop** - For new instructors; participants must be pre-registered. The workshop will target issues pertaining to teaching, research and service responsibilities associated with being an effective educator at UW-Stout. Plus it will inform instructors about applied education-based technology. In addition, the workshop will introduce new employees to key campus policies, payroll and benefit information, the organizational structure, and employee resources. Sponsored by the Nakatani Teaching and Learning Center, Learning Technology Services and Human Resources. For details visit: [http://www.uwstout.edu/ntlc/](http://www.uwstout.edu/ntlc/)

**Wednesday, August 26**

8:00–9:00 a.m. **New Employee Resource Fair and Refreshments – For all new employees**  
Cedar/Maplewood Rooms, MSC

New employees will have an opportunity to interact and meet a variety of UW-Stout departments and organizations and learn about the services and opportunities those departments and organizations provide. The Campus Card Office, University Library, University Dining, University Advancement, UREC, Memorial Student Center, Faculty Senate, Academic Staff Senate, Classified Advisory Development Council (CADC), Sustainable Stout and more will be represented at the informational fair.

In addition, new employees who have not completed the New Hire Paperwork and have not had the I-9 Identity documents verified are encouraged to attend. Human Resources will be available to assist in answering questions about employment and benefits forms.

9:00-11:30 a.m. **New@UW-Stout Orientation Program – Oakwood Room, MSC**  
*For all new non-instructional employees*

The New@UW-Stout Orientation Program will highlight how UW-Stout began, where we are today, and where we are headed. In addition, the program will introduce new employees to key campus policies, procedures, the organizational structure, and employee resources. All new employees are encouraged to attend as well as view the New@UW-Stout website: [http://www.uwstout.edu/hr/newemployee/](http://www.uwstout.edu/hr/newemployee/).

Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

12:30-3:30 p.m. **Benefits Orientation – Unclassified Employees – Oakwood Room, MSC**  
*Eligible employees will be notified to attend.*

For new unclassified employees; the university benefits package will be explained in detail. Contact Mary Kay Sankey, Human Resources, extension 2439, with eligibility questions.
2015-16 ACADEMIC YEAR WELCOME

Thursday, August 27
8:30 a.m.-2:30 p.m.  New Department Chair Orientation – Northwoods, MSC
This session will provide new department chairs with information regarding curriculum, academic room scheduling, dealing with student issues, research and grants, human resources and financial management. Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

8:00 a.m.-10:00 a.m.  Hobsons Connect Training Workshop – Willow/Walnut Room, MSC
10:30 a.m.-12:30 p.m.  Hobsons Connect Training Workshop – Willow/Walnut Room, MSC
2:00 p.m.-4:00 p.m.  Hobsons Connect Training Workshop – Willow/Walnut Room, MSC
We will be offering (3) 2-hr. workshops throughout the day.
Pre-registration will be required at this link, as details are secured: http://reg.abcsignup.com/reg/event_page.aspx?ek=0012-0014-e23e84bb90ac4d2f8132a43a39199d5f
Contact information: Amy Corr, corra@uwstout.edu or x2452.
Contact information: Joan Ebnet, ebnetj@uwstout.edu or x2276

Friday, August 28
8:30 a.m.-2:30 p.m.  New Program Director Orientation – Northwoods, MSC
This session will provide new Program Directors with information regarding curriculum, assessment, dealing with student concerns, advising, and undergraduate admission. In addition, there will be a panel discussion with the Program Advisory Council (PAC). Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

2015 OPENING WEEK ACTIVITIES, August 31 – September 11

Monday, August 31
7:30-8:15 a.m.  Welcome back, for all UW-Stout Employees
Refreshments will be served in the Great Hall, Memorial Student Center.

8:15-9:15 a.m.  Chancellor Meyer’s Opening Address and Engagement Session Presentations
Chancellor Meyer’s welcome and presentations of the proposed major initiatives for 2015-16 that will be discussed at the engagement sessions.
(Room information will be sent via email- contact PARQ [parq@uwstout.edu] for any questions)

9:30-11:30 a.m.  Engagement Sessions
A facilitated discussion will provide all faculty and staff with the opportunity to provide input on the proposed 2015-16 initiatives.

11:30-1:00 p.m.  Chancellor’s Lunch Celebration and Awards Presentation for all UW-Stout Employees attending the Engagement Sessions
Lunch tickets will be provided during the Engagement Sessions (Great Hall, MSC)
A slide show will be shown illustrating the division updates, and a Wordle display will show the 2014 engagement session feedback.
Awards presentation at noon.

1:00-4:00 p.m.  College/Unit Meetings – (Times vary for each college)
College of Arts, Humanities and Social Sciences - 1:00-3:00 p.m. (210 APPA)
College of Education, Health and Human Sciences – 2:00-4:00 p.m. (Great Hall B&C, MSC)
College of Management – 1:00-3:00 p.m. (131 HERH)
College of Science, Technology, Engineering and Mathematics – 1:00-3:00 p.m. (110 JHSW)
Discovery Center—1:00-3:00 p.m. (Fab Lab, 132 Applied Arts)
Student Services Unit Meeting – 1:00-3:30 p.m. (Ballroom A, MSC)

Tuesday, September 1
9:00 – 11:00 a.m.  Learning Technology Workshops- Millennium 205
Several sessions will be available for instructors to assist them with incorporating or learning new technology infused teaching practices. Sessions will include approaches for both online and face-to-face instruction. Useful suggestions, ideas and templates will be shared in addition to training on navigating the LEARN@UWStout (D2L) management system. More specific workshop information including descriptions, dates and times is available on the site: http://www.uwstout.edu/lit/services/instructional/training.cfm. Sponsored by Learning Technology Services. Please note this is targeted towards instructors who have taught at Stout in recent semesters/years.

9:00-12:00 p.m.  Benefits Orientation – Unclassified Employees – JHSW 142
Eligible employees will be notified to attend.
For new unclassified employees, the university benefits package is explained in detail. Contact Mary Kay Sankey, Human Resources, extension 2439, with eligibility questions.

1:00-2:30 p.m.  Academic Department Meetings
Confirm time and location with respective department office.

Wednesday, September 2
All Day  International Student Orientation – JHSW 112

9:00-11:00 a.m.  General Education at UW-Stout – Northwoods Room, MSC
The General Education Committee, a standing committee of the Faculty Senate, welcomes current and new faculty and instructional academic staff for a discussion regarding General Education (GE) courses and GE assessment practices. Contact information: Jeffrey Sweat, sweati@uwstout.edu or x1210.
2015-16 ACADEMIC YEAR WELCOME

9:00-11:00 a.m.  Learning Technology Workshops– Millennium 205

Several sessions will be available for instructors to assist them with incorporating or learning new technology infused teaching practices. Sessions will include approaches for both online and face-to-face instruction. Useful suggestions, ideas and templates will be shared in addition to training on navigating the LEARN@UWStout (D2L) management system. More specific workshop information including descriptions, dates and times is available on the site: http://www.uwstout.edu/lit/services/instructional/training.cfm. Sponsored by Learning Technology Services. Please note this is targeted towards instructors who have taught at Stout in recent semesters/years.

1:00-3:00 p.m.  Welcome Academic Staff Members – Cedar/Maplewood Rooms, MSC
For all new and current academic staff employees

The Senate of Academic Staff welcomes current and new academic staff members. The Senate of Academic Staff continues to be an integral part of shared governance at UW-Stout. Attendees will have an opportunity to learn how the Senate of Academic Staff represents and advocates all academic staff at UW-Stout. Contact information: Bob Butterfield, butterfieldr@uwstout.edu or x5474.

Thursday, September 3

All Day  International Student Orientation – Jarvis Hall Science Wing 112

9:00-10:00 a.m.  Laboratory Safety Training Update – Jarvis Hall Science Wing 114

This session will meet the requirements for the mandatory annual laboratory safety training refresher. All faculty and staff with laboratory responsibilities are required to renew their laboratory safety training annually. This includes all faculty and staff in STEM and Food & Nutrition programs in CEHHS. This session is an opportunity to meet that requirement. Attendance is mandatory as we will be focusing on updates and new procedures for UW-Stout in chemical and biological safety. Contact information: Rebecca Hoeft, hoeftr@uwstout.edu or x2151.

10:00-10:30 a.m.  Applied Research at UW-Stout – Ballroom C, MSC
For all faculty and staff

This session highlights services offered by Research Services for grants and contracts procedures and funding; student research and professional development program information provided. Sue Foxwell, Director, Research Services (foxwells@uwstout.edu)(x2477)

10:30-11:00 a.m.  IRB at UW-Stout – Ballroom C, MSC
For all faculty and staff

This session describes the IRB (Institutional Review Board for the Protection of Human Subjects) process at UW-Stout; required training, protocol form and approval timelines. Elizabeth Buchanan, IRB Leadership Director, Research Services and Director of the Ethics Center. (buchanane@uwstout.edu)(x5184).

Page 4 of 7
2015-16 ACADEMIC YEAR WELCOME

11:00-11:30 a.m.  Discovery Center:  Applied Research with Business/Industry at UW-Stout
                                 MSC Ballroom C
                              For all faculty and staff

Learn how to get involved with business and industry partners for student and faculty applied research projects through the Discovery Center. Randy Hulke, Executive Director, Discovery Center (hulker@uwstout.edu)(x5024)

11:30-12:30 p.m.  Benefits and Payroll Q&A - Follow-up – Birchwood Room, MSC
                              For new unclassified employees

Opportunity to ask additional questions and turn in benefit enrollment forms. Contact Human Resources, extension 2439.

1:00-3:00 p.m.  Learning Technology Workshops – Millennium 205

Several sessions will be available for instructors to assist them with incorporating or learning new technology infused teaching practices. Sessions will include approaches for both online and face-to-face instruction. Useful suggestions, ideas and templates will be shared in addition to training on navigating the LEARN@UWStout (D2L) management system. More specific workshop information including descriptions, dates and times is available on the site: http://www.uwstout.edu/lit/services/instructional/training.cfm
Sponsored by Learning Technology Services. Please note this is targeted towards instructors who have taught at Stout in recent semesters/years.

1:00-4:30 p.m.  Registration for International Students- Jarvis Hall Science Wing 142

Freshmen and transfer International students will be advised and registered during this time. Program Directors will be notified in August if they will have any students to advise on this day. Only Program Directors with transfer international students are required to attend.

Friday, September 4

All Day  International Student Orientation – Jarvis Hall Science Wing 112

9:30–10:30 a.m.  Benefits and Payroll Q&A - Follow-up – Birchwood Room, MSC
                              For new unclassified employees.

Opportunity to ask additional questions and turn in benefit enrollment forms. Contact Human Resources, extension 2439.

1:00-2:30 p.m.  Activity Insight Overview and Training – Millennium 324

Activity Insight is a secure, online information management system designed to organize and report on faculty/staff teaching, research, and service activities. Activity Insight is accessible 24/7 anywhere with an internet connection. Once your information is in Activity Insight you can generate reports for yearly evaluations, biographical sketches, and vitae. The main benefit of Activity Insight is that it eliminates periodic, recurring requests for teaching, research, and service activities. Activity Insight also powers your campus web profile, ensuring it is always current. Sessions will include a brief overview of Activity Insight and direct assistance for how to enter your information. Attendees need to bring their laptop and an electronic copy of their vitae.
2015-16 ACADEMIC YEAR WELCOME

Please email Don Ledoux (ledouxd@uwstout.edu) if you plan on attending and a user account will be created or verified in Activity Insight.

**Sunday, September 6**
8:00 a.m. Residence Halls Open (Move In), New Student Orientation begins
8:30 p.m.-11:00 p.m. Blue RAH and New Student Evening Social (Don and Nona Williams Stadium, rain site – Main Gym, SFC)

**Monday, September 7 (Labor Day)**
All Day New Student Orientation Activities – (various campus locations)

**Tuesday, September 8**
All Day New Student Orientation Activities – (various campus locations)

All Day Stout Spirit Day
Show your spirit, generate enthusiasm, and welcome students to campus by wearing UW-Stout apparel, decorating your office, or demonstrating your Stout pride in other creative ways.

8:00 a.m.-6:00 p.m. Laptop Orientation/Deployment/Refresh – Great Hall, MSC
Refresh dates for exchange of 2-year-old laptops are September 3-11. See the eStout website for dates and times.

5:00-7:00 p.m. Memorial Student Center's Backyard Bash – MSC South Lawn
Students can explore their student organization interests in a carnival like atmosphere with music, free food, and fun! Over 160 student organizations exist, all are hoping to recruit new members.

**Wednesday, September 9 (Classes Begin)**
5:00-7:00 p.m. Meet Menomonie – Sports and Fitness Center, Multi-Purpose Room
*For Freshmen and New Students*
Menomonie area businesses and community service leaders welcome new students with an exhibit fair and refreshments.

**Thursday, September 10**
5:00 p.m.-7:00 p.m. Multicultural Student Services Annual Celebration – Fowler’s Court
*For all students, faculty and staff*
Network with students, staff and faculty to learn about upcoming activities with Multicultural Student Services, Black Student Union, Hmong Stout Student Organization, Latinos Unidos and Native American Student Organization.

**Tuesday, September 15**
11:00-1:00 p.m. Free Ice Cream Event sponsored by the Chancellor’s Office – MSC, Overlook Lounge-Upper Level
2015-16 ACADEMIC YEAR WELCOME

For all students, faculty and staff

<table>
<thead>
<tr>
<th>Building Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPA – Applied Arts</td>
</tr>
<tr>
<td>BOWH – Bowman Hall</td>
</tr>
<tr>
<td>HARH – Harvey Hall</td>
</tr>
<tr>
<td>HERH – Heritage Hall</td>
</tr>
<tr>
<td>JHSA – Jarvis Hall Science Addition</td>
</tr>
<tr>
<td>JHSW – Jarvis Hall Science Wing</td>
</tr>
<tr>
<td>JHTW – Jarvis Hall Technology Wing</td>
</tr>
<tr>
<td>JTC – Jeter Tainter Callahan</td>
</tr>
<tr>
<td>LST – Louis Smith Tainter</td>
</tr>
<tr>
<td>MSC – Memorial Student Center</td>
</tr>
<tr>
<td>MICH – Micheels Hall</td>
</tr>
<tr>
<td>MLNM – Millennium Hall</td>
</tr>
<tr>
<td>PRCM – Merle M. Price Commons</td>
</tr>
<tr>
<td>RSSLC – Robert S. Swanson Learning Center/ University Library</td>
</tr>
<tr>
<td>SFC – Sports and Fitness Center</td>
</tr>
</tbody>
</table>