Hello and welcome to the Informatics Department!

As you begin your undergraduate career with Informatics, we want you to start off with a good understanding of what we expect from our students, what you can expect from us, as well as what you need to know moving forward.

**What we expect from students:**

- *Be open to new experiences.* We are always trying new things in Informatics. In order to really get as much out of your college experience as possible, we expect our students to jump in and try new things! Ever wondered what it might be like to attend a research conference? Or maybe be part of team that builds a new app? Or, maybe you just want to get to know your instructors better, but don’t know how to start. We have opportunities for you to do all of these things but we need you to participate in order for any of it to be successful.

- *Perform at a high standard.* We will challenge you and we expect your response to those challenges to be your best effort. We expect our students to be thoughtful, articulate, and creative in their work.

- *Be professional.* What do we mean by being professional? We mean that we expect you to be respectful and courteous of your fellow students as well as University professionals. And, we mean that we expect you to take responsibility for your education and experience while here at the University. A simple example of this is your email communications. We will not accept any emails that do not begin with a respectful greeting.

- *Represent yourself and us well.* You are an Informatics student now and as such we expect you to be an ambassador for the whole department. When you work with or talk to industry professionals, other departments on campus, or community organization, be professional, show your best work, and make us proud of you!

**What you can expect from us:**

- *Be student centered.* In Informatics, we care very much about creating an environment where our students can succeed and thrive and an environment that is welcoming for all students. For example, while we hold you to a high standard, we offer you supports like extended office hours, and many peer educators to help you achieve that standard.

- *Value engaged learning.* In Informatics, we are always striving to find the best ways to provide opportunities for you to learn. Because of this, many Informatics classes do not always resemble the “traditional” college classes. Instead we try to use teaching strategies make the classroom more collaborative and engaging for you. While our classes might look different than you are used to, we ask that you keep an open mind and again be open to trying new things! Also, trust us--employers ask for students with skills in team work, presenting, and writing. We try to embed places for you to practice these skills in as many classes as we can.
• **Offer cutting edge, relevant, and high quality education.** We have faculty and staff who are conducting research and working to stay on top of current trends in the various aspects of the Informatics field of study. We also work closely with industry partners, many of whom teach in the Department. All of this helps us to ensure we are offering the best program of study we can.

**Some important information as you move forward:**

*Stay informed:* This is your undergraduate career and it is important for you to take responsibility for keeping yourself informed. Here are some ways for you to do that:

• Join a listserv! This is how we communicate a lot of important information to all of our students. Below are some of the listservs and their areas of focus:
  ○ INFUG: all Informatics undergraduate students are required to sign up for this
  ○ CCI-Careers: for information regarding internships, job opportunities and professional development opportunities
  ○ CCIWIT: CCI Women in Technology is dedicated to supporting, empowering, and building community among women within CCI.

• Follow us on social media! We utilize many different platforms and encourage you to follow us on any or all of them:
  ○ Facebook: www.facebook.com/UALbanyInformatics
  ○ Twitter: twitter.com/UALbanyINF
  ○ Youtube: www.youtube.com/user/UALbanyInformatics
  ○ LinkedIn: [http://linkd.in/1iadO7y](http://linkd.in/1iadO7y)

*Informatics Undergraduate Academic Advising Office:* All students meet with an academic advisor prior to registering for classes every semester. They will help guide you through the program. The advisor is the first stop in the department for any questions you might have regarding the major and the minor.

• The advising offices are located in BA 3XX and BA 358.
• Phone: (518) 442-3843
• Email at isug@albany.edu
• Make an appointment with an advisor at infug.youcanbook.me
• View the current advising schedule by going to [http://bit.ly/1uCVrrY](http://bit.ly/1uCVrrY)

Please let us know if you have any further questions!

Thank you,

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