IMPORTANT WORKSHOP INFORMATION

Department of Public Administration and Policy
Fall 2013

The detailed schedule for the week is available at Welcome Week Central. The schedule is color coded by subject so that you can easily see when classes you need to attend are taught. The following information should help you determine which classes you should attend.

Adviseathon 2013: In an effort to help you make wise decisions about your time at Rockefeller, we have designed Adviseathon 2013. All faculty members will be present at this exercise. You will have the opportunity to meet with your current adviser, as well as any other faculty members with whom you may be interested in speaking. Please bring your MPA Manual, as you will also fill out your Tentative Degree Program Planning sheet (TDPP) during this session. This is a mandatory session.

Case Study Group Exercise: One of the most important skills you can gain at Rockefeller College is to work in groups. To that end, we have designed a group exercise that you will complete during Welcome Week. You will be assigned to groups to complete a case study that is based on current events in the State of New York. To communicate your group’s recommendation, you will: (1) write an individual memo; and (2) deliver a group PowerPoint presentation in front of a faculty panel. The use of both PowerPoint and Excel will be part of this exercise. The mandatory attendance times for the group project are Saturday, August 17th, from 2:00pm to 5:00pm; Monday, August 19th, from 6:00pm to 9:00pm; and Friday, August 23rd, from 9:00am to 4:00pm. Additionally, several professors will hold office hours on Sunday and Tuesday to answer any questions you may have concerning the case. The group exercise includes a graded portion that will be applied to your RPAD 507 grade. This is a mandatory session.

Math Refreshers I, II and III: You will take a math diagnostic on the first day of Welcome Week to determine if you need to attend one or more of the Math Refresher courses. Depending on your score, you will be assigned to attend one or more refresher courses. There are two different times for each of the Math Refresher courses. If you are a continuing student and have already taken RPAD 503, 504, or 505 and received a B or higher, you do not need to take any math refreshers, although you are welcome to do so if you feel you need the review.

Microsoft Excel Basics & “Fun with Charts and Graphs” (2 sessions): You will be required to use Excel extensively in your core courses at Rockefeller College. To determine your familiarity with Excel, complete the pre-test (titled “Handout for MPA Admissions data exercise”) available on Welcome Week Central and read through the workshop materials. If you cannot complete the entire pre-test, you should plan to attend these two workshops. The Excel workshops will include an assignment for RPAD 504, to be submitted on the first day of class. Excel Basics will cover Part 1 of the assignment; “Fun with Charts and Graphs” will cover Part 2. Even if you are not planning to take RPAD 504 this fall, it may be helpful for you to attend this workshop and complete the assignment while the material is fresh in your mind. However, if you are familiar with Excel and can complete the pre-test, you do not need to attend these workshops. Because of space constraints, we ask that you sign up ahead of time for one of each of the workshops. If you are able, please bring your own device containing Microsoft Excel 2010 to the workshops.
Resume Writing/Internship Basics: Conducted by Jennifer Maclaughlin, Director of Internships & Career Programs, the workshop will be divided into two sections: resume writing and internship basics. All students are encouraged to attend the resume writing portion to review the basics of resume and CV writing for MPA students. The second half of the workshop will cover the process of obtaining an internship and the expectations of the MPA internship program. Please be sure to bring a copy of your current resume and Career Handbook to the session. In addition, Jen will be holding office hours throughout the week for individual resume reviews and specific questions pertaining to the internship requirements. This program is mandatory for students who will be completing the internship requirement.

This is a mandatory session. (This session is NOT mandatory for students who have completed their internship requirement or obtained an internship waiver from the Career Office, but they are welcome to attend.)

Professional Standards in Using and Citing Sources in Written Work: You will need to attend one of two options for the Professional Writing Workshop. The workshop will focus on how to properly use and cite sources in academic works, and will utilize readings that can be found on Welcome Week Central.

This is a mandatory session.