

# DAY 1

# Mentor Activities

**Who are the people in your department?**



**How many full-time faculty?**

**What are their names?**

**What are their specialties?**

Professor who?



- Is there an Assistant to the Chair?
- Is there a Departmental Secretary?
- Are there any Student Assistants?

**Do they know your name?**

*Tip:*

Someone in your department has already completed paperwork on your behalf. Say "Thank you!"

**WHERE ARE THINGS LOCATED?**

**On Campus...**



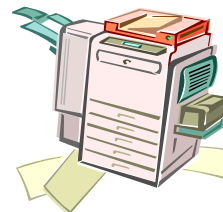
- Classrooms
- Security
- Student Life (Get Picture ID)
- Parking Lots
- Vending Machines
- Library/Labs

**In your department...**

- Office Supplies
- Mail Boxes
- Fax Machine
- Copy Machine



**Copy machine...**



- Rules?
- Code?
- Capabilities?
- Paper & toner supply?

**Mailboxes**



- Your own
- The Chairperson's
- Adjunct faculty
- Outgoing mail

**E-MAIL**



- Open Attachments
- Save
- Delete
- Compose
- Address book

**Essential Communications**

**Voicemail**



**Codes**

- Dial out
- Listen
- Save
- Delete
- Set your password
- Record your greeting
- Change greetings