Organisation of study-introduction-days (SET)
from 8. to 12. Oktober 2020

SET-Referat
set@fs.tum.de

Technische Universität München (TUM)

3. June 2020
contact

- set-mitarbeiter@fs.tum.de: Intern communication (for SET-Speaker and SET-Employees)
- set@fs.tum.de: Contact with SET-Speakers
- set-tutoren@fs.tum.de: Contact with SET-Tutors
Programm of regular SET: Thu, 8.10.20 – Mo, 12.10.20

**During Math-Precourses:** No date known yet
- 2x Barbeque
- 2x Pub Crawling

**Thursday, 8.10.**
- Main Welcoming Event (BZV)
- Campustour + Institutetours
- Competitive sport event
- Pub Crawling

**Freitag, 9.10.**
- IT-Introduction
- L&L supplementary exercise session for math-students
- Highlight-Lecture Info & Physics & Math
- Presentation of services from the student council
- Cityrallye (might take place Sunday instead)
Programm of regular SET: Thu, 8.10.20 – Mo, 12.10.20

**Saturday, 10.10.**
- Breakfast
- Campusrallye
- Barbeque
- Boardgames-afternoon

**Sunday, 11.10.**
- Real Life Scotland Yard or Cityrallye(→ Veranstaltungsreferat)

**Monday, 12.10.**
- L&L exercises
- FPSO-Presentations of course of studies
- Unileben (= Study-Life Activities presentation)
Basic Tasks

- Task areas → teams
- Each team will have a SET speaker as a go-to person
- Regular meetings and steady communication with speakers
- Processing of assignment checklists (with fixed soft/hard deadlines)
- Duties pre- and during the SET
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfats/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Welcoming event:** Freshmen welcoming by deans, Garching mayor, ... 

- Invite speakers
- Set up schedule
- Reformat slides
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakasts/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**IT-Introduction:** Introduction to TUMonline, Moodle, computer labs, ...

- Invite speakers
- Set up schedule
- Reformat slides
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfats/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Study-Life event:** Presentations of student groups

- Invite speakers
- Set up schedule
- Collect slides from the organizations
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Freshmen-Bags:** Goodie-Bags for Freshmen

- Emailing corporations
- Bag packing
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breaks/Breakfast/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

Breakfast/Barbecue: Barbecues/Breakfast during pre-course and SET

- Cost-calculations
- Shop for groceries
- Coordinate the breakfast / barbecue (see “Tasks during SET”)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakasts/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Freshmen-Guide**: New Freshmen guide filled with information

- Writing content
- Refresh RTFM
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour

Campustour: Route-Planning and preparation of information-material

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye
Pre-SET Tasks

▶ Welcoming Event
▶ IT introduction
▶ Study-Life Activities presentation
▶ Freshmen-Bags
▶ Breakfasts/Barbecue
▶ Freshmen-Guide
▶ Campustour

▶ Highlight-lecture
▶ Institute guided tours
▶ Campusrallye
▶ Tutor recruiting
▶ Sports event
▶ Pub crawling
▶ Cityrallye

**Highlight-Lecture:** Lecture for freshmen on an “interesting” topic
▶ Invite speaker candidate(s)
▶ Plan performance
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Institute guided tours:** Guided tours through the institutes on campus

- Submit requests to institutes
- Conduct registration (→ Tool)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

Campus rallye: Rallye with stations spread across the whole campus

- Implement the stations
- Organize necessary material
- Coordination (see “Duties during SET”)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Tutor recruiting**: Recruiting prospective tutors in lectures
- Visit lectures for recruiting
- Turn to Information Unit (IRef)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakasts/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Sports event:** Organisation of Football-, Volleyball- and Ultimate Frisbee tournaments
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfasts/Barbecue
- Freshmen-Guide
- Campustour
- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

Pub crawl: Refreshing routes of Pub Crawls
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Freshmen-Bags
- Breakfests/Barbecue
- Freshmen-Guide
- Campustour

- Highlight-lecture
- Institute guided tours
- Campusrallye
- Tutor recruiting
- Sports event
- Pub crawling
- Cityrallye

**Cityrallye:** Planing a cityrallye in munich
Tasks during the SET

- Event moderation
- Springer
- Cashiering (Grillen, Frühstück)
- Information booths
- Tutor briefing
- . . .

Task assignments briefly before the SET, therefore attendance is mandatory!
Tasks – Overview

Tasks:
- Welcoming event
- IT-Introduction
- Study-Life Activities
- Breakfast/Barbecue
- Freshman-Guide
- Freshmen-Bags
- Campustour
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Sports event
- Pub Crawl
- Cityrallye
Program of digital SET: Thu, 8.10.20 – Mo, 12.10.20

Thursday, 8.10.
- Main welcoming event
- Campustour as a video
- Digital social event (Speedfriending)
- Get together with tutors

Friday, 9.10.
- IT-Introduction
- L&L supplementary exercise session for math-students
- Highlight-Lecture Info & Physics & Math
- Presentation of services from the student council
Program of digital SET: Thu, 8.10.20 – Mo, 12.10.20

**Saturday, 10.10.**
- Morningsport
- Gamerallye

**Sunday, 11.10.**
- Cityrallye digital or with distance

**Monday, 12.10.**
- L&L Exercises
- FSPO-Introductions
- Unileben (= Study-life activities)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Welcoming event: Freshmen welcoming by deans, Garching mayor, ...

- Invite speakers
- Set up schedule
- Reformat slides

- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video
- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye

**IT-Introduction:** Introduction to TUMonline, Moodle, computer labs, ...

- Invite speakers
- Set up schedule
- Reformat slides
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Study-Life event: Presentations of student groups

- Invite speakers
- Set up schedule
- Collect slides from the organizations
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Freshmen bags: Goodie bags for freshmen
- email corporations
- organize packing event

- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Morgensport: Professionals finden, Livestream vorbereiten
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye

Freshmen-Guide: New Freshmen guide filled with information

- Writing content
- refresh what we have
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Campustour: film a campustour video (360 degrees, interactive, ...)

- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campus tour video

Highlight lecture: Lecture for freshmen on an “interesting” topic
- Invite speaker candidate(s)
- Plan performance

- Highlight-Lecture
- Tutor recruiting
- Speedfriende
- Cityrallye
- get together with tutors
- Gamerallye
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Tutor recruiting: Recruiting prospective tutors in lectures
- Submit requests to institutes
- Conduct registration (→ Tool)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life
  Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye

**Speedfriending:** plan the event, think about and prepare activities
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life
  Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye

Cityrallye: Plan a city rallye in munich
- Visit lectures for recruiting
- Turn to Information Unit (IRef)
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
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- Highlight-Lecture
- Tutor recruiting
- Speedfriending
- Cityrallye
- get together with tutors
- Gamerallye

get together: similar to speedfriending, with tutors
Pre-SET Tasks

- Welcoming Event
- IT introduction
- Unileben-Study-Life Activities presentation
- Freshmen bags
- Morning sport
- Freshmen guide
- Campustour video

Gamerallye: plan a tournament with online games
Upcoming Meetings

Next SET-Meeting:
- Date: 10.06., 18:00 Uhr, same BBB Link
- Content:
  - Teambuilding
  - Set up individual meetings for teams
  - Create “Fachschafts” accounts for newbies add to set-usergroups
  - ...

Afterwards: Smaller meetings within individual duty areas
Questions?

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