

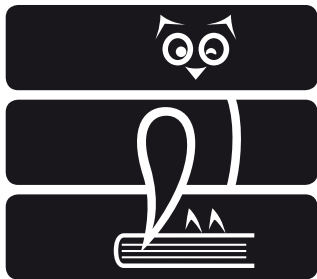
Organisation of study-introduction-days (SET)

from 8. to 12. Oktober 2020

SET-Referat
set@fs.tum.de

Technische Universität München (TUM)

3. June 2020



FACHSCHAFT
MPI • TU
MÜNCHEN



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

Campustour: Route-Planning and preparation of information-material



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
- ▶ Breakfasts/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
- ▶ Breakfasts/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

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

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

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

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

Freshmen bags: Goodie bags for freshmen

- ▶ email corporations
- ▶ organize packing event



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

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

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



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

Highlight lecture: Lecture for freshmen on an “interesting” topic

- ▶ Invite speaker candidate(s)
- ▶ Plan performance



Pre-SET Tasks

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

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
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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
- ▶ Morning sport
- ▶ Freshmen guide
- ▶ Campustour video
- ▶ 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
- ▶ Highlight-Lecture
- ▶ Tutor recruiting
- ▶ Speedfriending
- ▶ Cityrallye
- ▶ get together with tutors
- ▶ **Gamerallye**

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?

Questions?

`set@fs.tum.de`