

# Info-Meeting for the Study-Introduction Days

from 10. to 14. October 2019

SET-Referat  
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Technische Universität München (TUM)

12. June 2019



FACHSCHAFT  
MPI • TU  
MÜNCHEN



# Contact

- ▶ [set-mitarbeiter@fs.tum.de](mailto:set-mitarbeiter@fs.tum.de): Internal communication for SET-speakers and SET-organizers
- ▶ [set@fs.tum.de](mailto:set@fs.tum.de): Contact with SET-speakers
- ▶ [set-tutoren@fs.tum.de](mailto:set-tutoren@fs.tum.de): Communication with SET-tutors



## SET Schedule: Thu, 10.10.19 – Mon, 14.10.19

**During pre-courses:** from 23.09. to approx. 10.10.

- ▶ 2x Barbecueing (Wed, 25.09. und Mon, 30.09.)
- ▶ 2x Pub Crawl (Thu, 26.09. und Wed, 02.10.)

### Thursday, 10.10.

- ▶ Welcoming
- ▶ Campustour + Guided tours through the institutes
- ▶ Social Activity (to be planned)
- ▶ Pub Crawl

### Friday, 11.10.

- ▶ IT-Introduction
- ▶ L&L Additional Exercises
- ▶ Highlight lecture Info & Physics
- ▶ Presentation of student representative bodies
- ▶ Campus tour main campus & city tour



## SET Schedule: Thu, 10.10.19 – Mon, 14.10.19

### Saturday, 12.10.

- ▶ Breakfast
- ▶ Campus rallye
- ▶ Barbecuing
- ▶ Boardgames

### Sunday, 13.10.

- ▶ Real Life Scotland Yard (→ Event Unit)

### Monday, 14.10.

- ▶ L&L Exercises
- ▶ FSPO-Introductions
- ▶ Study-life activities



## In a nutshell

- ▶ 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
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting



## Pre-SET Tasks

- ▶ **Welcoming Event**
- ▶ IT introduction
- ▶ Study-Life Activities presentation
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

**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
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

**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**
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

### **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
- ▶ **Breakfasts/Barbecue**
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

**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
- ▶ Breakfasts/Barbecue
- ▶ **Freshman Guide**
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

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

- ▶ Writing content
- ▶ Integrating the ESI



## Pre-SET Tasks

- ▶ Welcoming Event
- ▶ IT introduction
- ▶ Study-Life Activities presentation
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ **Highlight-lecture**
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

**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
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ **Institute guided tours**
- ▶ Campus rallye
- ▶ Tutor recruiting

**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
- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ **Campus rallye**
- ▶ Tutor recruiting

**Campus rallye:** Rallye with stations spread across the whole campus

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



## Pre-SET Tasks

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- ▶ Breakfasts/Barbecue
- ▶ Freshman Guide
- ▶ Highlight-lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ **Tutor recruiting**

**Tutor recruiting:** Recruiting prospective tutors in lectures

- ▶ Visit lectures for recruiting
- ▶ Turn to Information Unit (IRef)





## Material Revision

- ▶ Campus tour Garching
- ▶ Campustour Stammgelände
- ▶ Pub Crawl
- ▶ City Tour
- ▶ Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- ▶ Flyers
- ▶ Brochure for tutors



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**Campus tour Garching:** Keynotes for campus tour of Garching + Hochbrück



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**Campus tour main campus:** Keynotes for main campus tour



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**Pub Crawl:** List of pubs with some keynotes (as suggestions for tutors)



## Material Revision

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**City tour:** Loose guidelines for the city tour



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**Reiseführer:** DIN A3 Leaflet for Math/Physics/Informatics-Freshmen with vital pieces of information



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- ▶ **Flyers**
- ▶ Brochure for tutors

**Flyer:** Flyer with SET-Schedule (different versions: during pre-courses / SET, Bachelor's /Master's)



## Material Revision

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- ▶ Campustour Stammgelände
- ▶ Pub Crawl
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- ▶ Flyers
- ▶ **Brochure for tutors**

**Brochure for tutors:** Handout for tutors with full schedule and meeting points





## 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
- ▶ Highlight lecture
- ▶ Institute guided tours
- ▶ Campus rallye
- ▶ Tutor recruiting

## Material Revision:

- ▶ Campus guided tours Garching & main campus
- ▶ City tour & Pub crawl
- ▶ Freshman information magazines
- ▶ Flyer
- ▶ Brochures for tutors



## Upcoming Dates

- ▶ Next SET-Meeting:
  - ▶ Date: 24.06. im Fakultäroom Informatik 00.12.019
  - ▶ Content:
    - ▶ Teambuilding
    - ▶ Set up individual meetings for teams
    - ▶ Create “Fachschafts” accounts for newbies add to set-usergroups
    - ▶ ...



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    - ▶ ...
- ▶ Afterwards: Smaller meetings within individual duty areas
- ▶ 3rd SET meeting: Before the pre-courses (Mid September)
- ▶ 4. Set meeting: Mon, 07.10. around 16 Uhr
- ▶ Tutorintroduction: Wed, 09.10.
- ▶ SET: Thu, 10.10. bis Mon, 14.10.2019



Questions?

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