

From: Olgun Sadik olsadik@umail.iu.edu

To: [Undergraduate Lab Assistants Spring 2012]

CC: Bryan Hoey brhoey@umail.iu.edu

Subject: Welcome to the W200 Team!

Dear Spring 2012 ULA's,

On behalf of the W200 team, Olgun Sadik and Bryan Hoey (Spring 2012 W200 ULA Coordinators) would like to congratulate you all on joining or returning to our fantastic teaching team! To make this a great learning experience for you and your AI's, we are holding a mandatory meeting on:

Friday January 6th starting at 10:30 am until 12pm, in room ED2025.

At the meeting, you will learn:

- More about your job
- Your responsibilities for the Spring semester
- Training on Onestart Clock In-Out
- Receive training on how to use Smart Board for in-class technology demonstrations (Bryan Hoey will be your technology training coordinator this semester). We will schedule your monthly training schedule during the orientation.
- Meet and greet the AI's you will be working with

It is mandatory that you attend this meeting. ULA's must inform Olgun Sadik as soon as possible if they can attend or not. For those with good, strong reasons for not being able to attend, we will try to schedule a second session at the beginning of the first week of classes, though this will affect your ability to start work.

Employment Paper work

For ULA's joining us for the first time, you must schedule a meeting and go see Lisa Dovenbarger on the 4th Floor of education building to process your tax forms. She is available on Thursday January 5th.

Contact her in advance to schedule a meeting. Her email address is: brameier@indiana.edu OR 812-856-8065

You will need to take with you proof of identification: Either a driver's license AND a Social Security card or a valid passport. After completing the process, you will get an email that approves your authorization. Before that email, you cannot be paid or work.

Returning ULA's (those who were ULAs in the Fall 2011 semester) will not have to do this, you are already in the system.

If you have any questions do not hesitate to contact me.

With our best wishes,

Olgun Sadik

Bryan Hoey