



New Faculty Orientation

August 16, 2018

Admission & Student Affairs

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Roles & Responsibilities



- **Primary focus is undergraduates**
 - Recruitment, admission, conversion, advising and student support programs
 - First point of contact for prospective undergraduates and their families
 - Recruitment and admission processes focus on meeting enrollment targets:
 - Quality
 - Diversity
 - Individual departmental goals
 - Work closely with central University offices, such as Admission, Orientation, Student Judicial Affairs, Student Affairs, Career Center, academic departments across the university, etc.
 - **Focus on retention and graduation**
- **Implementation and management of special programs**
 - Designed to enhance quality of undergraduate life



Student Programs

- **Centralized Advisement/Academic Services**

- First Year Excellence Program
- Summer Orientation
- Viterbi Academic Resource Center (VARC)
- Departmental Student Affairs staff support
- Interface with Provost Office on school-wide advisement and initiatives
- Academic Success Workshops

- **Freshmen Academy Program**

- **Merit Research Program**

- **International/Overseas Programs**

- International Exchange Programs
- Summer Overseas Programs
- International Research Programs



Student Programs

- **Merit Research Program**
 - Awards provided to a select group of undergraduates for work with faculty in research settings
- **KIUEL – Klein Institute for Undergraduate Engineering Life**
 - Leadership Development
 - Community Building
 - Cross Disciplinary Programs
 - Service (Viterbi Impact)
- **Student organization and student design team support**
- **Undergraduate Scholarship Programs**
- **Grand Challenge Scholars Program**
- **Viterbi Honors Program Support**



Student Programs

- **Progressive Degree Program**
 - Provides an opportunity for undergrads to pursue an accelerated MS program starting as early as their junior year.
- **Women in Engineering & Undergraduate Programs**
 - WIE develops support programs specifically for our female students, both undergraduate and graduate students designed to bring female students together for community building, mentorship and professional development
- **Career Connections (grad & undergrad students)**
 - Connect students early in their academic careers
 - Career Fair, Career Conference, job postings, employer relations, internships, resume review, career counseling
 - Work closely with central Career Center in supporting all students

Student Programs



- **STEM Educational Outreach**
 - Summer Programs for High school Students
 - After school programs for elementary, middle and high school students
 - Viterbi STEM School Partnerships
 - Work with corporate partners such as NGC who fund programs and internships
 - Discover Engineering course with USC Summer Programs Office
 - Various summer camps – Techie camp, Exploring Engineering camp, partners in IEC3 Camps
 - Partner with First Robotics in organizing Southern California competition
 - and much more.

Faculty Partnerships



- **Explore USC/Discover USC** – on-campus conversion programs for admitted students (12)
 - Parent Dinners
 - Lab demos
 - Class visits for admitted students in spring
- **Scholarship interview panels and committees**
- **Freshmen Academy Faculty**
- **Honors Program advisors**
- **Grand Challenge Scholar mentorship**
- **Undergraduate Research positions**
- **Attend events to facilitate out-of-classroom experiences**
- **Evaluation of syllabi for transfer credit**