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**