Info-Meeting for the Study-Introduction Days
from 10. to 14. October 2019

SET-Referat
set@fs.tum.de

Technische Universität München (TUM)

12. June 2019
Info-Meeting for the Study-Introduction Days
Contact

- **set-mitarbeiter@fs.tum.de**: Internal communication for SET-speakers and SET-organizers
- **set@fs.tum.de**: Contact with SET-speakers
- **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 Exersices
- 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

Study-Life event: Presentations of student groups
- Invite speakers
- Set up schedule
- Collect slides from the organizations

- 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

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

**Freshmen-Guide:** New Freshmen guide filled with information
- Writing content
- Integrating the ESI

- 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:** Lecture for freshmen on an “interesting” topic
- Invite speaker candidate(s)
- Plan performance

- 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

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

- Welcoming Event
- IT introduction
- Study-Life Activities presentation
- Breakfasts/Barbecue
- Freshman Guide

Tutor recruiting: Recruiting prospective tutors in lectures
- Visit lectures for recruiting
- Turn to Information Unit (IRef)

- Highlight-lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
Material Revision

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

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

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

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

Campus tour main campus: Keynotes for main campus tour
Material Revision

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

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

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

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

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

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

- Campus tour Garching
- Campustour Stammgelände
- Pub Crawl
- City Tour
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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

- Campus tour Garching
- Campustour Stammgelände
- Pub Crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- 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 Fakultyroom Informatik 00.12.019
  - Content:
    - Teambuilding
    - Set up individual meetings for teams
    - Create “Fachschafts” accounts for newbies add to set-usergroups
    - …
Upcoming Dates

▶ Next SET-Meeting:
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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?