Frequently Asked Questions about New Educators/Employees’ Orientation

What is New Educators/Employees’ Orientation?
Oklahoma Cooperative Extension Service is committed to helping you be successful. New Educators/Employees’ Orientation is one of several professional development efforts available to help you better understand our organization, our goals and to help you begin to feel a part of the extension family. The orientation agenda is designed to provide new educators/employees with:
• A “big picture” overview of the entire extension program
• An opportunity to meet and connect with administrative leadership, state specialists and others on campus
• Information on programs and available resources
• An understanding of policy/procedures

When is orientation?
Orientation is a three-day training program that starts approximately 8:15 a.m. on the first day and concludes by 4 p.m. on the final day. A detailed agenda will be provided later.

Where is orientation held?
Orientation will be held typically in Ag Hall (room location will be determined at a later time). Maps and driving directions can be found at: http://www.parking.okstate.edu/parking-map

How do I register?
Registration form is on-line at http://intranet.okstate.edu/staff_development/orientation-guides
Please complete the form and submit. Make a copy of the completed form and include your personal check and mail to Ag Conferences, 430 Student Union, Stillwater, OK 74078. The registration fee includes 3 lunches, breaks and handout materials.

Are there others to travel with?
If possible, please make arrangements to travel and/or share lodging with other new educators attending the training. Your district office will be able to provide names of other new educators.

Where do I stay?
Room reservations can be made at any of the hotel/motels in the Stillwater area. When you make your reservation ask for the “state rate” or “OSU rate”. Several hotels/motels are listed at this site. The website for accommodations is: http://www.visitstillwater.org
Where do I park?
For those headquartered off campus, bring the state issued parking placard permit from your office and you can park in almost any campus parking space. If your office parking permit is not available, you can get a temporary permit when you arrive on campus at the OSU Parking Office located at the new Multi-Modal Transportation Terminal at the corner of Monroe and Hall of Fame (1006 West Hall of Fame). Please remember any vehicle without a permit displayed will be issued a parking ticket.

How do I dress?
Professional dress is the standard attire for orientation on the first day as pictures will be taken. Men should wear a suit jacket and tie and women should wear suits – pants, skirts or dresses. On the other days, dress is business casual -- tailored slacks or skirts, shirts with collars, jackets and ties are optional. No jeans or other casual attire.

Things to bring to campus (don’t forget to bring your…)
• OCES name tag (if you have received it)
• Parking permit issued to your office, if available
• A light jacket or sweater in case the room are cool
• Umbrella

Special needs
If you have a disability or special needs including food allergies that may require special accommodations, please contact the Staff and Program Development office at 405-744-7969 or 405-744-7760.

Who can I contact for more information?
If you have any questions, please contact Joyce Sherrer at 405-744-7969 or joyce.sherrer@okstate.edu