

# Andover Summer 2025:

## On-Campus Faculty Orientation Day-by-Day Schedule

The schedules that follow provide an overview of the orientation activities that we anticipate taking place to prepare for our 2025 programming. We have attempted to separate out various categories of faculty (new, returning, TA, mentor, house counselor, academic teacher, coach, lead coach, lead house counselor, etc.). Please carefully review the activities below and pay particular attention to the column titled “Who should participate?”

PLEASE ALSO NOTE THAT WE ARE ASKING ALL FACULTY TO COMPLETE AN ASYNCHRONOUS ORIENTATION COURSE TO PREPARE FOR SUMMER

ALL asynchronous work must be fully completed by the end of the day on Saturday, June 28th.

**You only need to attend sessions for the designated groups of which you are a part.**

**Please plan to arrive on campus in time to register prior to your first orientation session. You may arrive as early as Tuesday, June 24, but are not required to arrive until your required orientation commitments begin.**

If you have questions at any point or aren't sure if you should be in a particular session, please reach out to Jolene directly.

Faculty Registration will take place in the garden level of the Rebecca M. Sykes Wellness Center located at 15 Salem Street, across the street from Paresky Commons. Parking is available along Salem Street, in the Gelb parking lot (turn left into the lot just after Paresky Commons), and in the Sykes Wellness Center lot. Cooley House staff can be contacted at 978-749-4400 if you have difficulty locating us.

If you are planning to arrive outside of the registration times listed below, please contact us ASAP so we can prepare our Public Safety 978-749-4444 (Phillips Hall, 165 Main Street) to let you into your housing.

Most faculty orientation events will take place in the following locations:

- Kemper Auditorium (within the Elson Arts Center, 5 Chapel Avenue, across from the Andover Inn)
- Paresky Commons (16 Salem Street)
- Tang Theater (located in George Washington Hall, 1<sup>st</sup> floor)

Beginning Wednesday, June 25, Paresky Commons dining facility will be open for meals during the following windows of time:

- 8-9am: Breakfast
- 11:30am-1pm: Lunch
- 5:30-6:30pm: Dinner

<b>MONDAY, JUNE 23:</b> <b>DIRECTORS &amp; DEANS ARRIVAL &amp; REGISTRATION</b> <i>*dinner provided for Directors and Deans only</i>			
What time?	What's happening?	Where?	Who should participate?
<b>9:00am-4:00pm</b>	<b>Registration Open</b>	<i>Sykes</i>	<i>All Directors and Deans must complete the registration process and pick up their materials prior to their first orientation session</i>
5:30pm	Welcome Dinner	TBD	All Directors & Deans
<b>What should Directors and Deans do all day?</b> <ul style="list-style-type: none"> <li>• Complete Director &amp; Dean registration</li> <li>• Get settled into summer housing, complete your fingerprinting if needed, start organizing your summer life</li> <li>• Complete the asynchronous orientation paperwork on Canvas</li> <li>• Continue planning.</li> </ul>			

**TUESDAY, JUNE 24:  
DIRECTORS & DEANS ORIENTATION DAY #1 &  
NEW FACULTY and RESIDENT ASSISTANT REGISTRATION**

What time?	What's happening?	Where?	Who should participate?
9:00am-4:00pm	<b>Faculty Registration Open</b> <i>Summer Faculty may arrive &amp; move in</i>	Sykes	All Faculty (i.e., new Leads, and Teaching Assistants, and Department Coordinators) and Resident Assistants must complete the registration process and pick up their materials <b>PRIOR</b> to their first orientation session
9:00am-12:00pm	<b>Directors &amp; Deans Meeting</b>	Tang Institute/OWHL	Campus Partners, Deans & Program Directors <b>REQUIRED</b>
1:30-4:30pm	<b>Directors &amp; Deans Breakout Meetings</b>	Program and Department Offices, OWHL	Deans & Program Directors <b>REQUIRED</b>
3:00pm-5:00pm	<b>Fitness Center Monitor Orientation</b>	Borden Gym	All Fitness Center Monitors <b>REQUIRED</b>
5:30pm	Welcome Dinner	Paresky Commons	All Directors, Deans, New Faculty, and RAs

**What should new faculty do all day?**

- Complete new faculty registration
- Get settled into summer housing, complete your fingerprinting if needed, start organizing your summer life
- Complete the asynchronous Faculty Orientation Canvas Course
- Continue course planning & content creation

**WEDNESDAY, JUNE 25:  
NEW FACULTY ORIENTATION (NFO) DAY #1 &  
RETURNING FACULTY REGISTRATION**  
*\*all meals provided for those on campus*

What time?	What's happening?	Where?	Who should participate?
8am	Breakfast	Paresky	All New Faculty
9:00am-4:00pm	<b>Registration Open</b> <i>Returning faculty arrival &amp; move in day</i>	Sykes	All faculty must complete the registration process and pick up their materials prior to their first orientation session
8:45am-9:15am	<b>NFO: Andover 101</b> - Mission, Vision & Values - Our programs & admins	Kemper Auditorium	All New Faculty & RAs <b>REQUIRED</b>
9:30am-10:45am	<b>NFO: Community Building</b> - Building Inclusive Communities - Building a Culture of Respect	Kemper Auditorium	All New Faculty & RAs <b>REQUIRED</b>
11:00am-12:00pm	<b>NFO: Role-Specific Workshops</b> - Residential Assistants (RAs): Residential Life 101 (Res. Dean) - Teaching Assistants (TAs): Academic Integrity at Andover (Tom Kane) - All New Instructors: Academic Integrity at Andover (Marissa & Nouredine)	Varied locations: • RA: Elson 111 • TA: Kemper • All New Instructors: TBD • Dept. Coordinators: TBD	All New Faculty & RAs <b>REQUIRED</b>
12:00pm-1:00pm	Lunch	Paresky	All New Faculty
1:15pm-2:30pm	<b>NFO: Residential Life 101</b> - Dorm life basics - Policies & Guidelines - Student safety & support - Common challenges	Kemper Auditorium	All New Faculty & RAs <b>REQUIRED</b> (Faculty not living in student dorms are <b>REQUIRED</b> to attend)
2:45pm-3:45pm	<b>NFO: Health, Safety &amp; Wellbeing</b> - Campus Safety	Kemper Auditorium	All New Faculty & RAs <b>REQUIRED</b>

	<ul style="list-style-type: none"> <li>- Sykes Wellness Center (medical services &amp; psychological counseling)</li> <li>- Proactive Prevention</li> <li>- Crisis Response</li> </ul>		
4:00pm-5:00pm	<b>NFO: Academy Policies</b> <ul style="list-style-type: none"> <li>- Key Policies for Maintaining a Safe and Respectful Community</li> </ul>	Tang Theater	All New Faculty & RAs <b>REQUIRED</b>
5:00pm-5:30pm	New Faculty Happy Hour	Paresky	All new faculty and any returning faculty who are on campus and want food/drinks/socialization <b>OPTIONAL</b>
5:30pm	Dinner	Paresky	All new faculty & TAs <b>OPTIONAL</b>

**What should I do all day?**

- Complete faculty registration
- Participate in Orientation workshops (TA, RAs, and new Lead Faculty only)
- Get settled into summer housing, complete your fingerprinting if needed, start organizing your summer life
- Complete the asynchronous Faculty Orientation Canvas Course
- Continue course planning & content creation

<b>THURSDAY, JUNE 26:</b> <b>ALL FACULTY ORIENTATION (AFO) Day #1</b> <i>*all meals provided for those on campus</i>			
What time?	What's happening?	Where?	Who should participate?
8am	Breakfast	Paresky	All new faculty & TAs/RAs
9:00am-12:00pm	<b>All faculty should have already registered before the start of today's sessions!</b> <i>Late arrivals should register at Cooley House</i>	Cooley House	Late-arriving faculty
8:45am-9:15am	<b>AFO: Summer Kickoff Opening Meeting</b> <ul style="list-style-type: none"> <li>- 8:45 – 9:00 Welcome, Mission, Vision, &amp; Values, and What's New in 2025?</li> <li>- 9-9:15a Directors, Deans, and Program Intros</li> </ul>	Kemper	All Faculty & RAs <b>REQUIRED</b>
9:25am – 10:50am	<b>AFO: Taking Care of Andover Summer Students</b> <ul style="list-style-type: none"> <li>- Rebecca M. Sykes Wellness Center Staff</li> <li>- Mental Health First Aid</li> </ul>	Kemper	All Faculty & RAs <b>REQUIRED</b>
11:00am-12:00pm	<b>AFO: Academy Policies</b> <ul style="list-style-type: none"> <li>- Putting Your Knowledge of Key Policies into Action</li> </ul>	Tang Theater	All Faculty & RAs <b>REQUIRED</b>
12:00pm-1:00pm	Lunch	Paresky Commons	All
12:00pm-1:00pm	Rally Wagon Training	TBD	Emergency Backup Drivers Only <b>REQUIRED</b>
1:00-2:00pm	<b>AFO: Community Building</b> <ul style="list-style-type: none"> <li>- Building Inclusive Communities</li> <li>- Building a Culture of Respect</li> </ul>	Varied Locations: TBD	All Faculty & RAs <b>REQUIRED</b>
2:15pm-3:00pm	<b>Lead House Counselor Workshops</b> <ul style="list-style-type: none"> <li>- Role &amp; Responsibilities</li> <li>- Common Challenges</li> <li>- Game Grab (pick your favorites)</li> <li>- Fire Panel Training (5 p.m.)</li> </ul>	OWHL 118	All Lead House Counselors <b>REQUIRED</b>
3:15pm-4:15pm	<b>AFO: Cluster Meetings &amp; Residential Life 202</b> <ul style="list-style-type: none"> <li>- Get to know dorm teams</li> <li>- Communication norms &amp; expectations</li> <li>- Common Challenges &amp; Scenarios</li> <li>- Begin Facilitated Prep: <i>Dorm team basics, Duty schedule, Dorm chores, Dorm meetings</i></li> </ul>	FLG: OWHL Tang Institute (2nd floor) PKN: Underwood Room LSI: Kemper ABB+: OWHL Freeman Room	All Faculty & RAs <b>REQUIRED</b> (Faculty not living in student dorms will be assigned a cluster meeting to attend)

4:30pm-5:30pm	<b>Lead Instructor Orientation</b> - Being a Lead 101 - Best practices	TBD	All Lead Instructors <b>REQUIRED</b>
4:30p-5:30pm	<b>TAs: Debrief</b>	Kemper	All Teaching Assistants <b>REQUIRED</b>
5:30pm	Dinner	Paresky	All new faculty & TAs
5:30pm-6:30pm	TA & Mentor Dinner	Pairs meet in Upper Right for a Lead/TA dinner/planning session	All Lead Instructors and TAs <b>REQUIRED</b>
5:30pm-6:30pm	Department Coordinators Dinner	Meet in Upper Left for dinner/planning session	All Department Coordinators & Academic Deans <b>REQUIRED</b>
7:30pm-8:30pm	<b>Dorm Team Meetings</b> - Meet as a team to continue creating summer duty schedule, making nametags, and getting to know each other - Continue planning for dorm expectations, norms, jobs, meeting agendas, activities, teambuilding, etc. - Cluster Dean Walkthroughs	Dorm Common Room	All faculty serving as House Counselors, RAs, or Complements & Cluster Deans <b>REQUIRED</b>

**What should I do all day?**

- Participate in all required Orientation sessions
- Participate in the Lead House Counselor & RA Meeting (if you're a Lead HC & RA)
- Continue to settle into summer housing and organizing your summer life
- Complete the asynchronous Faculty Orientation Canvas Course
- Continue course planning & content creation
- **Final Day to turn in Syllabi!!! REQUIRED**

FRIDAY, JUNE 27: ALL FACULTY ORIENTATION Day #2 <i>*all meals provided for those on campus</i>			
What time?	What's happening?	Where?	Who should participate?
8am	Breakfast	Paresky	All summer faculty
8:45am-9:15am	<b>AFO: Academic Kickoff!</b> • Introductions • Campus Resources & Supports (ASC, Addison, OIT, ....)	Kemper	All Faculty & RAs <b>REQUIRED</b>
9:30am-10:30am	<b>AFO: Academic Deans Workshop</b>	TBD	All Faculty & RAs <b>REQUIRED</b>
10:45am-11:15am	<b>Program &amp; Department Orientations</b> - Find Department Office - Meet departmental colleagues	Program & Department Offices	All Faculty <b>REQUIRED</b>
11:15am-12:00pm	<b>Afternoon Activities: Coaches &amp; Swim Coach/Lifeguard Orientation</b> - Role & Responsibilities - Activity Planning - Emergency Procedures	Borden Gym & Pan Center	All Coaches <b>REQUIRED</b>
12:00pm-12:30pm	Chaperone Assignments	Commons Lobby	All Andover Summer Faculty <b>OPTIONAL</b>
12:00pm-1:00pm	TA & Mentor Lunch	Pairs meet in Lower Left for a Lead/TA lunch/planning session	All mentors and TAs <b>OPTIONAL</b>

12:00pm-1:00pm	<i>Rally Wagon Training</i>	TBD	<i>Emergency Backup Drivers Only</i> <b>REQUIRED</b>
1:10pm-3:00pm	<p><b>Effective Practice Workshops:</b> Learn best practices from your colleagues!</p> <p><u>Session 1 (1:10-2:00pm)</u></p> <ol style="list-style-type: none"> <li>Supporting Executive Functioning skills (Maureen Ferris, Academic Support Center; OWHL Freeman Room)</li> <li>Quality Icebreakers (Devin O' Rielly, Summer Athletics Director; TBD)</li> </ol> <p><u>Session 2 (2:10-3:00pm)</u></p> <ol style="list-style-type: none"> <li>Supporting multilingual speakers in the classroom and dorm (Logan Brennan-Sawyer, Coordinator of ELL; Underwood Room)</li> <li>Interdisciplinary Teaching with the Addison Gallery (Jamie Gibbons, Head of Education; and Angela Parker, Educator for Academy Engagement). Location: Addison's Museum Learning Center</li> </ol>	TBD	All faculty <b>REQUIRED – attend one workshop (please consider attending two!)</b>
3:15pm-5:00pm	<p><b>Faculty Work Time</b></p> <ul style="list-style-type: none"> <li>Set Goals</li> <li>Finalize Syllabi</li> </ul>	Kemper	All Faculty <b>REQUIRED</b>
4:30-5:00pm	<p><b>Emergency Backup/Day Student Advisor Meeting</b></p> <ul style="list-style-type: none"> <li>Role review</li> <li>Duty sign-up</li> </ul>	Paresky Commons Mural Room	All faculty designated as “Emergency Backup” or “Day Student Advisors” <b>REQUIRED</b>
5:30pm	<i>Dinner</i>	<i>Paresky</i>	<i>All summer faculty</i>
7:30pm-8:30pm	<p><b>Dorm Team Meetings</b></p> <ul style="list-style-type: none"> <li>Continue meeting and working on dorm plans, activities, and other prep</li> </ul>	Dorm Common Room	All faculty serving as House Counselors, RAs, or Complements <b>REQUIRED</b>
<p><b>What should I do all day?</b></p> <ul style="list-style-type: none"> <li>Participate in all required orientation sessions</li> <li><b>Complete</b> the asynchronous Faculty Orientation Canvas Course</li> <li>Continue course planning &amp; Canvas content creation</li> </ul>			

SATURDAY, JUNE 28: ALL FACULTY ORIENTATION Day #3 <i>*all meals provided for those on campus</i>			
What time?	What's happening?	Where?	Who should participate?
9:00am-12:00pm	<p><i>All faculty should have already registered before the start of today's sessions!</i></p> <p><i>Late arrivals should register at Cooley House</i></p>	Cooley House	Late-arriving faculty
8:00am	<i>Breakfast</i>	<i>Paresky</i>	<i>All summer faculty</i>
9:00am-11:00pm	<p><b>ACE Orientation</b></p> <ul style="list-style-type: none"> <li>Intros</li> <li>Program Specifics</li> </ul>	TBD	All ACE Leads & TAs (incl (MS)2 crossovers) <b>REQUIRED</b>
9:00am-11:00pm	<p><b>LSI Orientation</b></p> <ul style="list-style-type: none"> <li>Intros</li> <li>Program Specifics</li> </ul>	TBD	All LSI faculty <b>REQUIRED</b>
9:00am-11:00pm	<p><b>9GA, ELL &amp; Upper School Department Orientation</b></p> <ul style="list-style-type: none"> <li>Resource Review</li> </ul>	Department Offices (Science – Gelb Rm 120??)	All 9GA, ELL & Upper School Leads & TAs (except (MS)2 crossovers) <b>REQUIRED</b>

	- Summer Goals		
9:00am-11:00am	<b>(MS)2 Orientation</b> - Admin Team Intros - (MS)2 Schedule - Workshops	Gelb Faculty Room	All (MS)2 Leads & TAs (except ACE crossovers) <b>REQUIRED</b>
11:15am – 12:00pm	<b>AFO: Student Life @ Andover Summer</b> - Roleplays & Scenarios - Q & A	Kemper	All Faculty & RAs <b>REQUIRED</b>
12:00pm-1:00pm	Lunch	Departments and/or Teaching Teams are encouraged to find seats together in Commons for an informal lunch session	All Andover Summer Faculty <b>OPTIONAL</b>
1:00pm-4:00pm	<b>(MS)2 Orientation</b> - Math Placement Test Discussion (Math & Science Faculty) - Review of Writing Samples (CC & Eng Faculty) - Faculty Planning Time	Gelb Faculty Room	All (MS)2 Leads & TAs <b>REQUIRED</b>
1:00pm-4:00pm	<b>Program Meetings</b> - 9GA, ELL: Marissa Schwalm & Nouredine El Alam - ACE: Latasha Boyd - LSI: Emily Bedell - Upper School: Anny Candelario	Kemper Auditorium	All Faculty (except (MS)2 crossovers) <b>REQUIRED</b>
5-7pm	<b>Opening Dinner!</b>	Paresky Commons	All faculty who want food/drinks/socialization; families welcome <b>OPTIONAL</b>

**What should I do all day?**

- Participate in all required Orientation sessions
- Get to know your colleagues
- Ask lots of questions
- Continue course planning & content creation

**SUNDAY, JUNE 29:**  
**ALL FACULTY ORIENTATION Day #4**  
*\*all meals provided for those on campus*

What time?	What's happening?	Where?	Who should participate?
8:00am	Breakfast	Paresky	All summer faculty
9:00am-11:00pm	<b>Orientation Closeout:</b> - Student Arrival, Registration, & Orientation - 1 <sup>st</sup> Week Expectations	Kemper	All Faculty & RAs <b>REQUIRED</b>
12:00pm	Lunch	Paresky	All Summer faculty
1:30pm-4:30pm	<b>Faculty Prep/Work Time</b>	Kemper, Gelb, OWHL	All Faculty <b>OPTIONAL</b>
5:30pm	Dinner	Paresky	All Summer faculty
7:30p-8:30pm	<b>Dorm Team Meetings</b> - Continue meeting and working on dorm plans, activities, and other prep - Cluster Dean Walkthroughs	Dorm Common Room	All faculty serving as House Counselors, RAs, or Complements & Cluster Deans <b>REQUIRED</b>

**What should I do all day?**

- Participate in all required Orientation sessions
- Prepare your dorm for student arrival