

# Orientation 2012

July 2012

## Ideas, guidance and key contacts

This leaflet showcases the excellent practice already evident in many of LSE's academic departments and provides information about the services and events offered centrally to help welcome and settle new students into the School.

### Before the students arrive

#### Departmental handbooks

A core source of information for new students, online editions of handbooks (or equivalents) can usefully be published on departmental websites well before students arrive. Hard copies – generally liked by students – can then be distributed and expanded upon, if necessary, during Orientation.



Some departments choose to split their handbooks and hand them out in stages, with key administrative information being distributed at the start of the year, an assessment guide provided before first essays are due, and a dissertation guide handed out halfway through the first term.

#### Departmental websites and e-communications

All departments use websites and other communication channels to provide news and key information to students, and many of them provide specific Orientation information for the start of the year. A "welcome" note for new students, and a "welcome back" one for returners, on your home page, a departmental blog and/or other media you use is a good way of showing what the important channels of communication are and what sort of information students can expect to find where. Your website might also usefully include something like an FAQs page for newcomers.

#### "Your first weeks" website

Formerly the "New arrivals" website, "Your first weeks" provides links and resources that will answer many common newcomer questions at the start of term. See [lse.ac.uk/yourFirstWeeks](http://lse.ac.uk/yourFirstWeeks)



#### Calendar of Orientation events

From around mid-July, the LSE Students' Union publishes a comprehensive list of all compulsory and optional Orientation events. See [lesu.com/whatson](http://lesu.com/whatson)



#### Student Mentoring Scheme

All new undergraduate and General Course students are contacted by a second or third year student mentor in early to mid-September. All departments will receive a list of their student mentors at around the same time and are encouraged to make use of them at Orientation events. See [lse.ac.uk/studentMentoring](http://lse.ac.uk/studentMentoring); queries to [studentmentoring@lse.ac.uk](mailto:studentmentoring@lse.ac.uk)

### Key events at School Orientation 2012

#### Registration

With the exception of pre-session courses, all new students are scheduled to register during Orientation Week (1 October to 5 October 2012). Once registered, students will receive their ID card. See [lse.ac.uk/programmeRegistration](http://lse.ac.uk/programmeRegistration)

#### School Orientation presentation

This compulsory welcome presentation, given by the Director, the Dean and the Students' Union General Secretary, offers essential information about the School structure, registration and academic life. Dates vary by department. See [lse.ac.uk/orientation](http://lse.ac.uk/orientation)

#### Welcome/Orientation meeting for disabled students

Tuesday 2 October 2012, 10am – 3pm, in OLD 3.21. Students with long-term medical conditions and specific learning differences such as dyslexia and other forms of neurodiversity are encouraged to attend. See [lse.ac.uk/intranet/students/yourFirstWeeks/orientation/disabilityOrientation.aspx](http://lse.ac.uk/intranet/students/yourFirstWeeks/orientation/disabilityOrientation.aspx)

#### Houghton Street Orientation Fair

Students are invited to stop by stalls of interest to gather information or speak face-to-face with members of staff from up to 12 services across campus. The Fair runs Monday 1 October to Wednesday 3 October 2012, 11am – 2pm.

#### Help Points

Help Points will be set up on campus during Orientation Week to help answer questions and direct new students.

#### Campus tours

Tours will be conducted roughly every 15 minutes each day during Orientation Week, from 11am to 3.30pm. Tours start at the Help Point opposite the main entrance to St Clements Building in Clare Market. No need to book in advance.

#### Other central sessions

Other sessions run during Orientation include Fees Office presentations, presentations for international students on life in London, halls events, and much more. Some events require advance booking. More information at [lesu.com/whatson](http://lesu.com/whatson)

## Departmental Orientation: ideas from across the School



Most departments include a “talking heads” session in their Orientation programmes, inviting representatives from the School’s central services – Careers, Language Centre,

Library, Teaching and Learning Centre and others – to talk directly to groups of new students.



Statistics is one of several departments that invite alumni to Orientation events, giving new students the opportunity to hear from someone “more like them” and often generating encouragement and enthusiasm about where their studies might take them.



The Gender Institute (GI) has run a successful MSc induction day for several years. Developed after a month-long consultation in 2009 with existing MSc students, the day is carefully planned so that new students are both welcomed to the world of the GI, LSE and UK academia through personal accounts from current and past GI community members and given the opportunity and space to seek advice, raise questions and share expectations about the year ahead.



Early meetings between supervisors and MSc students are another common feature of Orientation programmes. Some supervisors bring small groups of new supervisees together for an initial meeting and then follow up with one-to-one sessions.





The European Institute runs an Options Fair, modelled on the main Houghton Street Orientation Fair, where tutors set up stalls with course materials, reading lists, etc, and make themselves available for conversations with prospective students.



A few departments use a form of “diagnostic testing” early on – perhaps a mini-test or a short piece of written work – to get an indication of which students may need additional support.

The Finance Department hosted an International Marble Challenge for its new students last year.



International Relations often runs a pub quiz for new students.



Media and Communications last year trialled a “scavenger hunt”, which hooked students into thinking about theory by asking them in groups to photograph objects around LSE that related to quotes from key media and communications texts; the students’ “exhibitions” were later presented at a social event.



## Key contacts

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### Accommodation Office

TW2 V210 (changing to TW2 2.05 in September 2012)  
Tel: 020 7955 7531  
Email: [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk)  
Web: [lse.ac.uk/accommodation](http://lse.ac.uk/accommodation)

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### Careers Service

TW3 W300  
Tel: 020 7955 7135  
Email: [careers@lse.ac.uk](mailto:careers@lse.ac.uk)  
Web: [lse.ac.uk/careersService](http://lse.ac.uk/careersService)

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### Chaplaincy

Revd Dr James Walters  
KSW G.03  
Tel: 020 7955 7965  
Email: [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk)  
Web: [lse.ac.uk/chaplaincy](http://lse.ac.uk/chaplaincy)

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### Deans

#### Associate Dean of the General Course

Mr Mark Hoffman  
Email: [gc.dean@lse.ac.uk](mailto:gc.dean@lse.ac.uk)

#### Dean of Graduate Studies

Dr Sunil Kumar  
Email: [pg.dean@lse.ac.uk](mailto:pg.dean@lse.ac.uk)

#### Dean of Undergraduate Studies

Dr Peter Howlett  
Email: [ug.dean@lse.ac.uk](mailto:ug.dean@lse.ac.uk)

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### Disability and Well-being Service

OLD G.23  
Tel: 020 7955 7767  
Email: [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk)  
Web: [lse.ac.uk/disability](http://lse.ac.uk/disability)

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### Fees Office

Tel: 020 7955 7765  
Email: [fees@lse.ac.uk](mailto:fees@lse.ac.uk)  
Web: [lse.ac.uk/feesOffice](http://lse.ac.uk/feesOffice)

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### IT Services

Telephone and email details vary by department:  
see contact details at home page of website  
Web: [lse.ac.uk/ITServices](http://lse.ac.uk/ITServices)

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### Language Centre

CMK C.521  
Tel: 020 7955 6713  
Email: [languages@lse.ac.uk](mailto:languages@lse.ac.uk)  
Web: [lse.ac.uk/language](http://lse.ac.uk/language)

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### Library

Tel: 020 7955 7229  
Web: [lse.ac.uk/library](http://lse.ac.uk/library)

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### St Philips Medical Centre

2nd floor, Tower 3  
Tel: 020 7955 7016  
Web: [lse.ac.uk/medicalCentre](http://lse.ac.uk/medicalCentre)

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### Student Counselling Service

KSW 5.07  
Tel: 020 7852 3627  
Email: [studentcounselling@lse.ac.uk](mailto:studentcounselling@lse.ac.uk)  
Web: [lse.ac.uk/counselling](http://lse.ac.uk/counselling)

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### Student Services Centre

OLD G.14  
Email (for Orientation): [ssc.orientation@lse.ac.uk](mailto:ssc.orientation@lse.ac.uk)  
Web: [lse.ac.uk/studentServicesCentre](http://lse.ac.uk/studentServicesCentre)

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### Students' Union

Web: [llesu.com](http://llesu.com)

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### Students' Union Advice and Support Service

EAS E297  
Tel: 020 7955 7158  
Email: [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk)  
Web: [llesu.com/support](http://llesu.com/support)

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### Teaching and Learning Centre

KSW 5.07  
Tel: 020 7955 6624  
Email: [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk)  
Web: [lse.ac.uk/tlc](http://lse.ac.uk/tlc)

Published by LSE Teaching and Learning Centre ([lse.ac.uk/tlc](http://lse.ac.uk/tlc)) and  
LSE Student Services Centre ([lse.ac.uk/ssc](http://lse.ac.uk/ssc)), July 2012

Designed by LSE Design Unit  
([lse.ac.uk/designunit](http://lse.ac.uk/designunit))

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