



Student **Transition**; Expectations; Engagement; Retention

The Steer Induction Checklist

Have you?

- Set up your induction timetable online with the Registrations team
- Organised a 'Welcome Desk' at the main entrance on your building
- Ensured your College/Programme Handbook is ready to hand out on the first day of Induction!
- A draft class timetable and contact details for the students' tutor ready to hand out on the first day of induction!
- College maps to hand (for Dublin maps refer students to <https://tudublin.ie/for-students/starting-at-tu-dublin/>)

Make sure to include these 'critical ingredients'

- 'Meet and greet' with the academics/programme team
- Consider bringing in 2nd, 3rd or Alumni students' to share their experience and advice
- Provide a 'meet your tutor' opportunity
- Provide specific information required for the programme appropriately ie booklists, materials or equipment
- Student Life/TU Dublin Students' Union Presentations
- Health and Safety Information
- Campus Tour

Bear in mind the following when planning your induction event?

- Tell students about the importance of attending induction
- Have a timetable/schedule ready to give students
- Keep sessions short (half hour recommended) and resist unnecessary breaks in the schedule
- Have a class activity to enable students to get to know each other (Be aware of those who may feel isolated)
- Include ice breakers while considering issues of diversity, respect, dignity and personal sensitivities.
- Consider the amount of information students are being given and try not to overload them.
- Front load the important information
- Include a variety of communication media and methods — talking heads, video, workshops, group work etc.
- Structure opportunities early on for students to mingle
- Provide tea, coffee and lunch for students. (Why not try providing pizza!)
- Talk to Registration staff/Student Services Centre about Student ID card pickup
- Keep both academic and administrative colleagues informed of your induction plans, eg college managers
- Be aware of other school inductions which are taking place on the same site/at the same time.
Can you complement each other/work together?

After Induction

As we are all well aware transition to 3rd Level Induction is not just about Induction week. Consider the first seven weeks as the key period to retain students.

- Actively schedule presentations and workshops and team activities for the first weeks of semester.
- Contact Campus Life who can provide transition sessions on career linking, presentation, anxiety etc.
- See also '10 steps to engage your first year students'