

Invitation to Participate - Academic Open House Week February 17-21, 2020

Dear Chair or Director,

All departments and academic programs at UW Oshkosh are invited to participate in Academic Open House Week in the third week of the Spring semester. The Open House Week is an opportunity for departments and programs to showcase themselves for current and prospective students in a day, time, and place of the department's choosing. A typical Open House would be a three-hour window in one afternoon of that week.

All Quest II students will be required to attend at least three Open Houses. All current students will be invited. Feel free to invite your own constituencies as well. This should be a celebration of our academic offerings, as well as an opportunity for lots of students to get to know what different departments and programs do.

Registration:

Registration is strongly encouraged for all academic departments, so that we can advertise your Open House as widely as possible. To register, fill out [THIS FORM](https://goo.gl/forms/3xtuNsXrAqp9920K3) (<https://goo.gl/forms/3xtuNsXrAqp9920K3>).

1. You have the option of keeping the same day of the week and time as last year, please mark that preference on the registration form. Otherwise, select a new date and time preference.
2. Last year's schedule can be found on the USP website: <https://uwosh.edu/usp/students-get-involved/academic-open-house-week>
3. You will be asked what space you will use. If your department does not have a good space to gather in, there are other options (at no cost to your department). Here are some ideas:
 - a) Pollock House
 - b) Clow Commons
 - c) Sage Lobby
 - d) Polk 101
 - e) Polk Educ. Materials Center
4. You may join with other programs or departments in one Open House.
5. So that the USP office can effectively schedule and market the Open Houses, no changes will be allowed to the schedule once it is set in December. Please fill out the form by: 12/6/19.
6. The USP office will build the final schedule based on department availability.
7. If you have questions, please contact Mike Lueder, luederm@uwosh.edu.

Suggestions, Ideas, Creativity, and a Little Madness for Planning Purposes:

Please be creative as you develop your Open House. This is an opportunity to highlight the very best pieces of your discipline.

1. Think about who will represent your area. We recommend a combination of dynamic faculty and lecturers, upper level students, student clubs/organizations, and perhaps Alumni.
2. What's your hook? What are the instantly intriguing things about your field of study? Prominently display those and use them to grab attention. Then draw people into the lesser known areas of the discipline.
3. What are some amazing things faculty, lecturers, students, and alumni have done? Did you know Political Science has interns in Speaker Paul Ryan's Office? Or that Anthropology's Stephanie Spehar discovered a new primate? Use these achievements to draw people in.

4. What can I do with a ____ Major? Tell them! History has a large wall chart showing career paths for history majors. Make it easy for students to see a future after college doing something they enjoy. Make it easy for students to explain their choice to their parents.
5. Food! Did you know that Don Hones (Teaching & Learning) makes a delicious Gallo Pinto? Consider sharing some of your favorite treats. Be sure to follow campus food policies, found here (<https://uwosh.edu/reeve/policies/off-campus-food-providers/>).
6. Practice your elevator pitch. With many students stopping by in a short period of time, how can you quickly and efficiently get them interested in your field of study?
7. Think about the myths of your area and how you can debunk them. For example, “*Myth*: There are no jobs for people who get a degree in Squirrel Studies. *Truth*: Squirrel Studies Majors are gainfully employed at most college campuses across the country, especially at UW Oshkosh in Pollock House.”

Take-aways:

Remember our institutional commitment to Sustainability. Please think creatively about what students take with them from your Open House.

1. Instead of a full-page department print out, hand out business cards with your website URL.
2. Have a LinkedIn or Facebook Page that students can immediately connect with (and a laptop there where they can do it).
3. Collect their information so you can add them to an e-mail distribution list.
4. Provide opportunities for selfies.

Remember who your audience will be. Quest II students will be required to attend at least three Open Houses. All current, prospective, and CAPP students will also be invited.

One goal of the Academic Open House Week is to help retain more students from our first-year class. For students who have not yet seen a program they really like, or a future for themselves at UW Oshkosh, this is an opportunity to see more of the academic riches we have to offer.

Last year’s schedule can be found on the USP website: <https://uwosh.edu/usp/students-get-involved/academic-open-house-week>. Please contact us with any questions at usp@uwosh.edu.

Ken Price
Director, University Studies Program