

Objectives and Strategies for Orientation Staff Training

Objective 1

To understand the significance of Orientation and O Staff role in Orientation.

- a. O Staff will gain a general understanding of the purpose of orientation, how it relates to student development theory and fits within the Division's goals/objectives
 - **"Who are our students" (both)**
 - **"Student Development Theory" (Orientation Assistants) INTL & INTR**
- b. O Staff will understand what is expected of them
 - **On going L&CP**
- c. O Staff will understand their individual duties/role during Orientation sessions
 - **"Tasks" (both) L&CP**
- d. O Staff will be familiar with the Orientation schedule of events, locations and FAQs of attendees
 - **"Orientation Overview: Schedule of Events" (both) L&CP**
 - **"Question Review" (both) L&CP**

Objective 2

To have a solid knowledge and familiarity with CSUCI.

- e. O staff will gain a general understanding of the organizational structure and history of CSUCI
 - **"Introduction to CSUCI and Student Affairs" (both CIT & INTR**
 - **CI Jeopardy (both)**
- f. O Staff will be introduced to key CSUCI administrators/leaders
 - **"Introduction to CSUCI and Student Affairs" (both)**
 1. **Executive Cabinet**
 2. **Division of Student Affairs**
 - **"Meet and Greet Coffee Hour with CSUCI Administrators, Staff and Student Leaders" (both before 2cnd orientation) CIT & INTR**
- g. O Staff will gain a general understanding of the organizational structure, mission, goals and general philosophy of Student Affairs
 - **"Introduction to CSUCI and Student Affairs" (both) CI Jeopardy (both)**
- h. O Staff will know Academic Advisors and understand their roles
 - **"Academic Advising Session" (O Assistants completed this in June) - INTL**
 - **CI Jeopardy (both)**
- i. O Staff will be familiar with Involvement Opportunities available to CSUCI students
 - **"Ways to get involved at CI Presentation" (both) CIT & INTR**
 - **"Meet and Greet Coffee Hour with CSUCI Administrators, Staff and Student Leaders" (both before 2cnd orientation) CIT & INTR**
 - **CI Jeopardy (both)**
- j. O Staff will understand General GE requirements and pertinent information about each major
 - **"Academic Advising Session" (O Assistants completed this in June) - INTL**
 - **CI Jeopardy (both)**
- k. O Staff will be introduced to the 9 Dimensions of Wellness
 - **Let's Get Dimensional (both) HEA**
 - **CI Jeopardy (both)**

Objective 3

To understand what it means to be a leader at CI

- a. O Staff will develop an understanding what a role model is, the importance of role modeling and how to be a positive role model
 - **Leadership & Role Modeling (Orientation Assistants) CIT, EMO, INTL, INTR, V&E**
 - **Personal Goal Setting (O Assistants completed this in June) L&CP**
 - **Leadership & Role Modeling Presentation Preparation**

- **Leadership & Role Modeling Presentations**
- b. O Staff will develop a general understanding ethics, integrity, values
 - **Ethics and You (Orientation Assistants) V&E, INTL**
- c. O Staff will understand the importance of representing CSUCI positively
 - **Leadership & Role Modeling (Orientation Assistants) CIT, EMO, INTL, INTR, V&E**
 - **Leadership & Role Modeling Presentation Preparation**
 - **Leadership & Role Modeling Presentations**
- d. O Staff will review the importance of teamwork, the role they play on teams and effective ways to communicate with team members
 - **What Makes a Team? (both) INTR, EMO,**
 - **Effective Communication (both – on going) INTR & EMO**
 - **Team building (both – on going)**

Objective 4

To support students in transition and connect to CSUCI

- a. O Staff will understand unique attributes and needs of students in transition and gain tools to assist with students
 - **“Who are our students”**
 - **Characteristics of a CI Freshman (both) - INTL & INTR**
 - **Introduction to Student Development Theory**
 - **Attributes of Class of 2010 (both)**
 - **Beloit College Mindset List**
 - **Characteristics of a CI Transfer Student (Student Assistants) INTL & INTR**
 - **Unique attributes of a transfer student**
 - **“Supporting Orientation Participations”**
 - **Supporting Students in Transition (both) EMO, INTR**
- b. O Staff will be introduced to methods of sensitively interacting with a diverse group of individuals
 - **Sensitivity Training (both) CUL**
 - **Sexual Harassment Workshop (both) EMO, INTR**
- c. O Staff will discover tools for community building and inspiring CSUCI spirit
 - **Spirit & Community Brainstorming Session (both) CRE**
- d. O Staff will become familiar with effective methods for working with parents
 - **“Supporting Orientation Participants”**
 - i. **Dealing with Difficult Participants (both) INTR, EMO**
 - ii. **Tools for working with Parents (both) INTR, EMO**

Objective 5

To understand campus policies in order to role model positive behavior

- a. O Staff will understand the Orientation Policy, Alcohol Policy and other campus policies INTL, CIT, V&E
 - **Policies**
 - **CI Jeopardy (both)**

<u>VEHICCL</u>	
V&E	= Values and Ethics
EMO	= Emotional
HEA	= Health and Wellness
INTR	= Interpersonal
INTL	= Intellectual
CRE	= Creativity
CIT	= Citizenship
CUL	= Cultural
L&CP	= Life and Career Planning

O Staff Training— Sunday, July 16

	<i>Collaboratory</i>	
9am	Team Builder/Ice Breaker <small>INTR</small>	Lisa
9:30am	Effective Communication <small>INTR & EMO</small>	Kirsten
10am	Structure and Leadership of CSUCI and Student Affairs <small>CIT & INTR</small>	Dr. Sawyer
11am	What Makes A Team? <small>INTR, EMO</small>	Dean Cotton
11:45am	Policy Review <small>INTL, CIT, V&E</small>	Trae
12:30pm	Lunch	
	<i>Commons</i>	
1:30pm	Let's Get Dimensional <small>HEA</small>	Kirsten & Jaimie
1:45pm	Tasks <small>L&CP</small>	Lisa
2:30pm	Break	
2:45pm	CI Jeopardy	Jaimie & Michael
4:45pm	Last minute to-dos and announce- ments <small>L&CP</small>	Lisa

O Staff Training— Wednesday, July 26

	<i>Location</i>	
1pm	Team builder <small>INTR</small>	Jaimie
2pm	Training	Lisa & Jaimie
3pm	Meet and Greet Coffee Hour with CSUCI Administrators, Staff and Student Leaders <small>CIT & INTR</small>	



CSU Channel Islands

**ORIENTATION
STAFF TRAINING
2006**

Pre-training for Orientation Assistants

June	Review of expectations, personal and goal setting, team building <small>L&CP, INTR</small>	Lisa
June 28	<i>Conference Room</i>	
10am—12pm	Team building <small>INTR</small>	Jaimie
July 5	<i>Commons</i>	
8am	Leadership & Role Modeling I (with EOP Peer Mentors) <small>CIT, EMO, INTL, INTR, V&E</small>	Toni/ Jaimie
10am	Dining Visionary Session <small>CIT</small>	
11am	Ethics and You (with EOP Peer Mentors) <small>V&E, INTL</small>	Dr. Morten/ Jaimie
July 6	<i>Commons</i>	
9am	“Who are our students? & The Role of Orientation/EOP (with EOP Peer Mentors) <small>INTL & INTR</small>	Jaimie, Lisa and Maria
10am	Team Building—Privilege Walk (with EOP Peer Mentors) <small>INTR</small>	Silvia
10:30am—Noon	Leadership, Role Modeling & Ethics Presentation Preparation (with EOP Peer Mentors) <small>CIT, EMO, INTL, INTR, V&E</small>	Toni/ Jaimie
July 7	<i>Commons</i>	
9am	Leadership, Role Modeling & Ethics Presentations (EOP Peer Mentors and O Staff will present to each other and DSA staff) <small>INTR & INTR</small>	EOP Peer Mentors and O Staff

Leadership is lifting a person's vision to higher sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limitations.

~ Peter F. Drucker

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O Staff Training— Saturday, July 15

	<i>Collaboratory</i>	
10am	Welcome, Overview of Training and Icebreaker <small>INTR</small>	Lisa & Jaimie
10:45am	Sensitivity Training <small>EMO, INTR, CUL</small>	Silvia
11:45am	Sexual Harassment Training <small>EMO, INTR, CUL</small>	Toni
12pm	Lunch	
	<i>Commons</i>	
1pm	Orientation Overview: Schedule of Events <small>L&CP</small>	Lisa
1:45pm	Leadership, Role Modeling and Ethics II <small>CIT, EMO, INTL, INTR, V&E</small>	O Assistants, Toni & Jaimie
2:45pm	Break	
3pm	Ways to Get Involved at CSUCI <small>CIT & INTR</small>	Toni
3:15pm	Who are our students? -A touch of student development theory, the role of orientation, characteristics of a CI student	Jaimie
4pm	Supporting Orientation Participants Supporting students in transition, dealing with difficult participants, tips for working with parents <small>EMO, INTR</small>	Jaimie
4:45pm	Question Review <small>L&CP</small>	Lisa
5:30	Dinner	
7pm	Spirit and Community Building Brainstorming Session <small>CRE, INTR</small>	Self Lead

O Staff Training 2006

Training Evaluation Summary

The things I enjoyed most about O Staff training were:

Spending time with everyone and also interacting with university Faculty;
Jeopardy, role playing, group interaction, Silvia, Dr. Sawyer and Dean Cotton's Talk
The people. I enjoyed very much all of the other O Staff members and all of the CI staff involved
Connecting to the O Staff and forming a group bond. Jeopardy was fun!
Anything that involved movement.
The acting out plays part and scenarios.
I enjoyed spending time with everyone and also interacting with university faculty.
Being able to bond with both the voluntary/o-staff/eop mentors.
The people and bonding with them.
Jeopardy, and Sylvia, and Dr. Sawyer + Dean Cotton's talk, role playing, group interaction.
The people were very information, and o-staff were energetic and encouraging.
Getting to work with the team and getting to know each other better.
Ice-breakers, jeopardy, films, and meeting people.
Dr. Sawyer's speech

Things that I would suggest to be changed/enhanced or added for next year are:

The individual that was hired really brought down the effectiveness that was intended for training;
The Sexual Harassment video is outdated and hard to take seriously;
Maybe make the training a day or two longer. The orientation assistants know each other much better and it would be nice to have more time to get to know everyone and learn more.
Make training a few weeks before orientation and then just a recap the weekend before
Pictures of staff, add movement in between exercises, sitting made it harder to concentrate.
Getting to see President Rush.
The Sexual harassment video
sexual harassment video/session and more times for breaks.
More relaxed rules in the quiz show
Maybe make the training a day or two longer. The orientation assistants know each other much better and it would be nice to have more time to get to know everyone and learn more.
sexual harassment video
More run through the day. Get rid of the sexual harassment video.
Better sexual harassment films and less skits or scenarios.
Nothing

Which session(s) did you feel were most effective and why?

I felt Sylvia's session was very good, and also Dean Cotton, Dr. Morten, Dr. Sawyer and Jaimie & Toni's
Jeopardy was a fun way to learn school facts. I also thought Dr. Sawyer, Dean Cotton and Silvia's lectures were motivating and educational.
The Jeopardy game, Trae's talk and Doc's talk.

Liked jeopardy, Dr. Sawyer, Silvia and Jaimie. Everyone!
 Sylvia's session really made me think.
 Values & ethics= Dr. Morten; very interesting and engaging.
 Trae's (Dean Cotton) session because it showed how CI knowledge/spirit/culture is spread by word of mouth.
 The quiz show because taught me a lot about the university.
 Doc Sawyers Dean Cotton's because they were most inspirational.
 Trae Cotton's speech was awesome.
 Jeopardy and Dean Cotton's and Dr. Sawyers lecture on teams and campus policy.
 Chickering vector identifications
 Jeopardy . . .I know so much more than I did.

Which session(s) do you think could have been more effective and why?

The sexual harassment video needs to be updated,
 They were all good. Sexual harassment was boring though.
 I thin the most of the other session were to rushed and therefore less helpful because we had to take in more info in less time.
 N/A
 None
 Sexual harassment, it was brief and confusing at times.

The Sexual harassment video was not up to date. No bad rep to Toni though, she did a good job!
 The sexual harassment discussion.
 Sexual harassment
 Sexual harassment=bad video
 Sexual harassment and acting out the scenarios.
 The sexual harassment video needs to be updated.
 The sexual harassment video because it wasn't interesting.

Things that I still have questions about are:

Multiculturalism
 Certain campus policies and speed limits.
 More about students signing up for classes.
 More about certain scheduling for orientation - where we have to be exactly...
 None really

Overall, I felt training was:

OA
4.5

OL
4.22

OA and OL average
4.36

Pre-Test OA	Post-Test OA	Difference OA	Pre-Test OL	Post-Test OL	Difference OL	
4.25	5	0.75	4.62	4.88	0.26	1. I understand the purpose of orientation
3.25	5	1.75	3.75	4.88	1.13	2. I understand the way in which Orientation fits within the Division's goals and objectives
4.5	5	0.5	3.25	4.66	1.41	3. I understand what is expected of me
4	4.5	0.5	2.75	4.44	1.69	4. I am familiar with the Orientation schedule of events
3.25	4.5	1.25	2.75	4.44	1.69	5. I am familiar with frequently asked questions of Orientation attendees
4.25	4.5	0.25	3.75	4.55	0.8	6. I have a general understanding of the organizational structure of CSUCI
4	4.75	0.75	3.62	4.33	0.71	7. I have a general understanding of the history of CSUCI
3.75	4.75	1	4.12	4.22	0.1	8. I can identify key CSUCI administrators and leaders
4	4.5	0.5	3.5	4.22	0.72	9. I have a general understanding of the organizational structure of student affairs
3	4	1	3.75	4.44	0.69	10. I have a general understanding of the mission and goals of student affairs at CSUCI
3.5	4.75	1.25	3.6	4	0.4	11. I can identify the Academic Advisors at CSUCI
4	4.75	0.75	3.87	4.44	0.57	12. I understand the role of an Academic Advisor at CSUCI
4.5	4.75	0.25	4.25	4.44	0.19	13. I can list a variety of involvement opportunities on campus
4	4.5	0.5	3.1	4.11	1.01	14. I can identify the GE requirements at CI
3	3.87	0.87	2.5	3.88	1.38	15. I know pertinent information about each major at CI
3	4.5	1.5	3.5	4.66	1.16	16. I understand the foundations of the Dimensions of Wellness
2	4.5	2.5	2.62	4.44	1.82	17. I can identify all 9 Dimensions of Wellness
4.25	5	0.75	4.62	4.66	0.04	18. I understand what a role model is
3.75	4.75	1	4.37	4.66	0.29	19. I understand the importance of role modeling

4	5	1	4.5	4.77	0.27	20. I know how to be a positive role model
4.5	5	0.5	4.5	5	0.5	21. I understand the importance of representing CSUCI positively
5	5	0	4.87	4.77	-0.1	22. I have a solid understanding of my own values, ethics and integrity
4	5	1	4.3	4.66	0.36	23. I know the role I play on teams
3.75	2.75	-1	3.75	4.33	0.58	24. My staff functions effectively as a team and is a cohesive unit
4.125	4.75	0.625	4.5	4.77	0.27	25. I possess tools to communicate effectively with team members
4.125	4.75	0.625	3.78	4.77	0.99	26. I understand the unique attributes and needs of students in transition
4.5	4.75	0.25	3.75	4.88	1.13	27. I possess tools to assist students in transition
4.5	4.5	0	3.87	4.66	0.79	28. I possess tools to sensitively interact with a diverse group of individuals
4	4.75	0.75	3.75	4.44	0.69	29. I am familiar with effective methods for working with parents
3.78	4.75	0.97	3.75	4.55	0.8	30. I can identify campus policies
4.25	4.75	0.5	3.5	4.55	1.05	31. I understand campus policies