### NDSU NORTH DAKOTA STATE UNIVERSITY

## RA Training 2018

**Exploring Identity** 

Creating Connections

Developing Communities

Making Educated Decisions

Name: \_\_\_\_\_

### **Student Staff Training Expectations**

- 1. Remember to take care of yourself during training.
  - -Get enough sleep. It can be tempting to stay up late to get things done. Be aware that we start at about 8:00 every morning. You will have plenty of time to get every thing done if you manage time appropriately.
  - -Take time if you need to process with your hall director.
  - -Drink plenty of water.
  - -Practice good self care (take a walk, listen to music, meditate, etc.)
- 2. Be on time! You are responsible for your house/floor partner, so make sure they are there.
- **3. Wear your name tag and look presentable every day of training.** You are a representation of the department and yourself as a leader.
- **4. Maintain a positive attitude.** Embrace the awkward. Sometimes training is awkward. Just go with it.
- 5. Attend all sessions.

**6. Ask questions.** If you are in doubt about anything this week, it's likely that someone else in confused about the same thing. Do not be afraid to ask if there is something you do not understand.

### 7. Be prepared.

- -Bring workbook
- -Writing supplies
- -Notebook
- -Water bottle

#### 8. Be engaged

- -Take notes/do workbook activities
- -Actively listen
- -Participate fully
- -No sleeping during sessions
- 9. No cell phones during sessions (unless instructed by presenter)
- 10. Spend quality time together as a staff and get to know other RA's.
- 11. Treat everyone with respect.

### 12. HAVE FUN!



## Tuesday, August 7th

Time	Session	Who	Location
3:00-5:00 PM	Learning Community RA Training	Learning Community Hall Directors	Sevrinson Lounge
5:00-6:00 PM	Dinner		Residence Dining Center
6:00-7:00 PM	Get to Know You Games	Autumn, Gio, and Lizz	Churchill Field
7:00-8:30 PM	Creating Connections	Mat Sanders	A. Glen Hill 112

What are you most looking forward to as a Residence Life student staff member?
What is one thing you can do to create a welcoming environment on the first day on your floo

## Wednesday, August 8th

Theme: Polo Day

Time	Session	Who	Location
8:00-8:45 AM	Breakfast		RDC
8:45-9:00 AM	Campus services-Dining: Nisk, MLLC, Churchill/Dinan, Burgum, Stockbridge Pictures start: RJ, Weible, High Rises	Mark	-RDC -West side of Breezeway
9:00-9:15 AM	Campus services-Dining: RJ, Weible, High Rises Pictures start: Nisk, MLLC, Churchill/Dinan, Burgum, Stockbridge	Mark	RDC -West side of Breezeway
9:15-11:15 AM	Pictures/In Hall Training     Get to know you/ice breaker     Training expectations     Communication Expectations     Training Duty Scheduling     Sign Waivers for Pool		Individual Hall
11:30-12:00 PM	Welcome from the department	Becky	Sudro 24
12:00-1:00 PM	Lunch		RDC
1:00-1:30 PM	Curriculum Foundation	Res Ed Committee	Hill Center 112
1:30-3:00 PM	Exploring Identity	Shwa and Derisa	Hill Center 112
3:00-4:00 PM	Developing Leaders in your Community	Shiloh and Becky	Hill Center 112
4:00-5:00 PM	Large Group/Individual Picture	Becky	Churchill Field
5:30-6:30 PM	Dinner		RDC
6:30 PM	I am From	All Hall Directors	In Hall



### **Curriculum Foundation**



### Residential Curriculum Syllabus

### **Purpose of Residential Curriculum**

### **Learning Goals and Outcomes**

### Creating

Creating connections is a foundation that will benefit students beyond their time at NDSU. These relationships will build a support system to enhance their overall experience. Students will be able to form and maintain connections for their own personal growth and for integrating into future communities.

Each student will:

-Know the names of their neighbors

Making \_\_\_\_\_

- -Engage in community activities
- -Support peers in the community (learning, caring/looking out for them, celebrating)

### Residential Curriculum Syllabus

### **Exploring**

Identity exploration is a cyclical process that occurs throughout one's life. By living on campus, students will explore facets of their identity that impact who they are and how they define and express themselves.

#### Each student will:

- -Articulate who they are
- -Explore their individuality
- -Place value in themselves
- -Exhibit confidence in their actions

### **Community**

The development of communities involves respecting others, understanding the goals of the community and taking ownership for the place in which they live. With a foundation in the established University policies and procedures, guidelines will be created to carryout successful roommate and neighbor relationships.

#### Each student will:

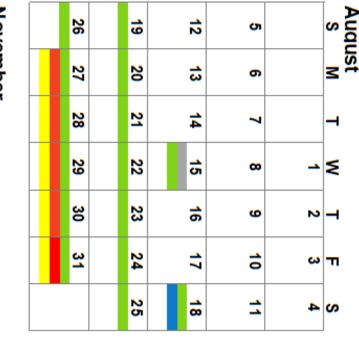
- -Assist in the implementation of the guidelines of the community
- -Learn effective ways to address community concerns
- -Respect others
- -Take action for the benefit of their community

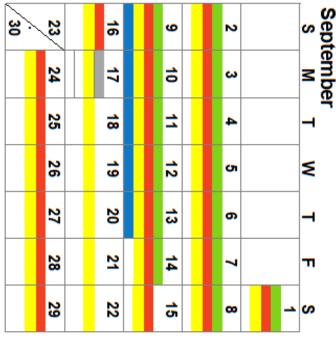
### **Making**

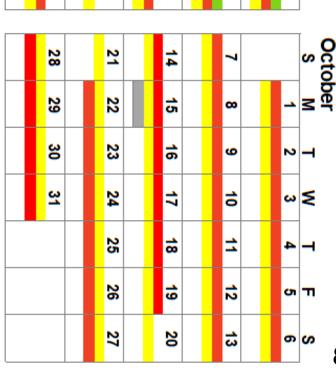
Students will develop an understanding that learning is an ongoing process toward educated decision-making. Students will have the opportunity to learn basic skills that will assist them throughout their life. Facing challenges in a safe and supportive environment will also teach students how to identify solutions to resolve these challenges.

#### Each student will:

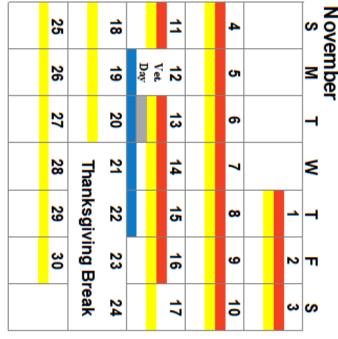
- -Understand the intent behind polices (key/ID, checking out process)
- -Learn how to take care of their personal space
- -Be able to identify multiple solutions to a problem.
- -Exhibit self-care

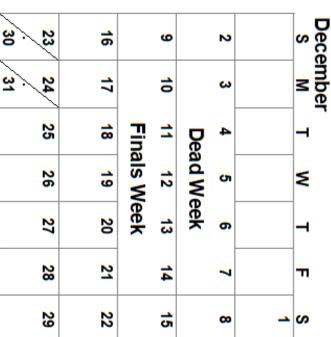






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# First Year Calendar

Fall 2018

Strategies

Intentional Conversations
Community Gathering
Presence in Community
Billboard
Take-To

# First Year Calendar - Quick View Fall 2018

### **August**

August 15 - Academic Year PinC	Community Calendar
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August 15 - September 16 BB Ways to Make Connections

August 18 PinC Move In Day

August 18 CG First Community Gathering

August 20 - September 14 PinC Open Door Challenge

August 27 - September 16 IC Roommate Success Plans

August 27 - September 30 CP Take-To Event

### September

September 17 - October 14 BB Navigating Conflict

September 24 - October 19 IC Academics and Advising

### October

October 1 - October 31 CP Take-To Ever	nt
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October 15 - November 11 BB Identities

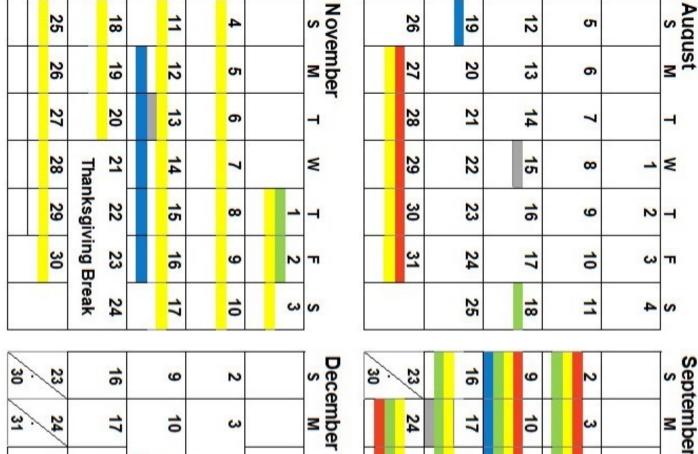
October 22 - November 16 IC Community Involvement

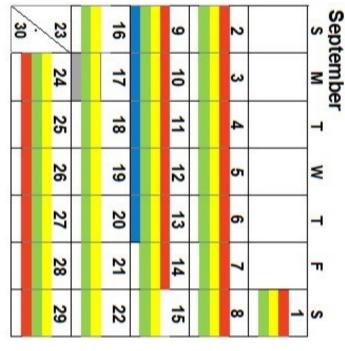
### November

November 1 - November 30	CP	Take-To Event

November 13 - December 1 BB How Have You Been Influenced at NDSU

November 12 - November 16 CG Closing





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-	2	9	16	23	30
×	ယ	10	17	24	31
-1	4	1	18	25	
П	5	12	19	26	
S	6	13	20	27	

# Upper Division Fall 2018

Community Gathering Take-To Intententional Conversation Strategies

11 12

Dead Week

Finals Week

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# Upper Division Calendar - Quick View Fall 2018

### **August**

August 15 - September 16 BB Building Basics and Campus Resources

August 18 PinC Move In Day

August 19 CG First Community Gathering

August 27 - September 14 IC Roommate Success Plans

August 27 - September 30 PinC Take-To Event

### September

September 1 - September 30 PinC Career Fairs

September 9 - September 13 CG Community Agreement

September 17 - October 13 BB Navigating Conflict

September 24 - October 19 IC Academics and Advising

### October

October 1 - October 30 PinC Take To Event

October 15 - November 11 BB Identities

October 22 - November 2 PP Identity Tree

### **November**

November 1 - November 30 PinC Prep for the January Career Center LP

November 1 - November 30 CP Take To Event

November 13 - December 1 BB Self Care

November 12 - November 20 CG Closing/Gratitude

## **Identity Development**

In your own words how do you define "Identify?"
In your own words, how do you define "Identity?"
How have you heard others describe what identity means?
If someone asked you at this moment "what's your identity?" how would you
describe that to them?



## Brainstorming

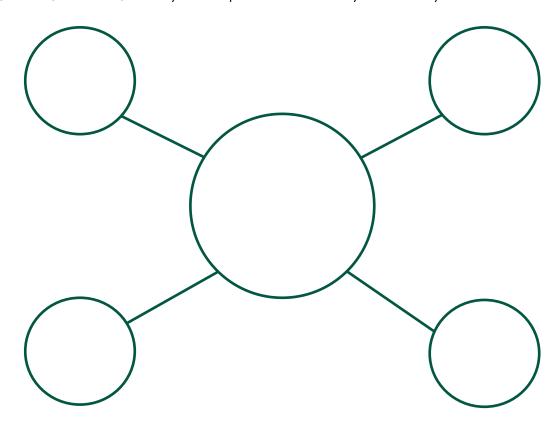


### Circles of My Multicultural Self



This activity highlights the multiple dimensions of our identities. It addresses the relationships between our desires to self-define our identities and the social constructions that label us regardless of how we define ourselves.

Place your name in the center circle of the structure below. Write an important aspect of your identity in each of the satellite circles -- an identifier or descriptor that you feel is important in defining you. This can include anything: Asian American, female, mother, athlete, educator, Taoist, scientist, or any descriptor with which you identify.



- 1. Share a story about a time you were especially proud to identify with one of the descriptors you used above.
- 2. Share a story about a time it was especially painful to be identified with one of your identifiers or descriptors.
- 3. Name a stereotype associated with one of the groups with which you identify that is not consistent with who you are. Fill in the following sentence:

I am (a/an		but I am NOT	$(a/an)_{}$	
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# Peaches & Pits **Notes** What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

# Thursday, August 9th

### Theme: Superperson

Time	Session	Who	Location
8:00-9:00AM	Breakfast		RDC
9:00-10:00 AM	Baseline Safety	Lois	Hill Center 112
10:00-10:20 AM	Campus Services	Becky	Hill Center 112
	• ACE		
	Student Activities		
10:20-10:35 AM	Learning Goals	Red Ed Committee	Hill Center 112
10:45-11:30 AM	Organic Intentional Conversations	Mark	Hill Center 112
11:30-12:00 PM	How to log Intentional Conversations	Shiloh and Rachel	Hill Center 112
12:00-12:30 PM	Billboards	Anne and Emma	Hill Center 112
12:30-1:30 PM	Lunch		RDC
1:30-2:30 PM	Presence and Building Community	Mark, Brinkman, Autumn	Sudro 24
2:30-3:15 PM	<ul> <li>Panel</li> <li>Availability: Ethan McCullough, Tony Albright</li> <li>CG: Isaac Sullivan</li> <li>Take to's: Belle</li> <li>Time Management: Wyatt, Cal, Hannah, Connor O'fallon</li> </ul>	Mark, Brinkman, Autumn, Shwa	Sudro 24
3:15-3:25 PM	Reflection	Autumn	Sudro 24
3:25-3:35	Break		
3:35-4:00 PM	Youthworks	Karl	
4:00-4:30 PM	Campus Services  Parking Career Center Memorial Union Gallery	Becky	Sudro 24
4:30-5:30 PM	OneNote, Camp Necessities	Mark and Shwa	Sudro 24
5:30-6:30 PM	Dinner		RDC
6:30-8:30 PM	Community, Canned Food Collecting	Shiloh and Mark	Community

# 10 Rules of Good Conversation

Taken from Ted Talk: https://www.youtube.com/watch?v=H6n3iNh4XLI

- 1. Don't multitask.
- 2. Don't pontificate.

pon tif i cate

VERB 1. To express one's opinions in a way considered annoyingly pompous and dogmatic

- 3. Use open ended questions who, what, when, how?
- 4. Go with the **flow**. Thoughts will come into your mind, let them go out of your

mind.





- 5. If you don't know, say you don't know.
- 6. Don't equate your experience with theirs.
- 7. Don't **repeat** yourself.
- 8. Share and stay out of the weeds.
- 9. LISTEN.
- 10. Be **brief**.

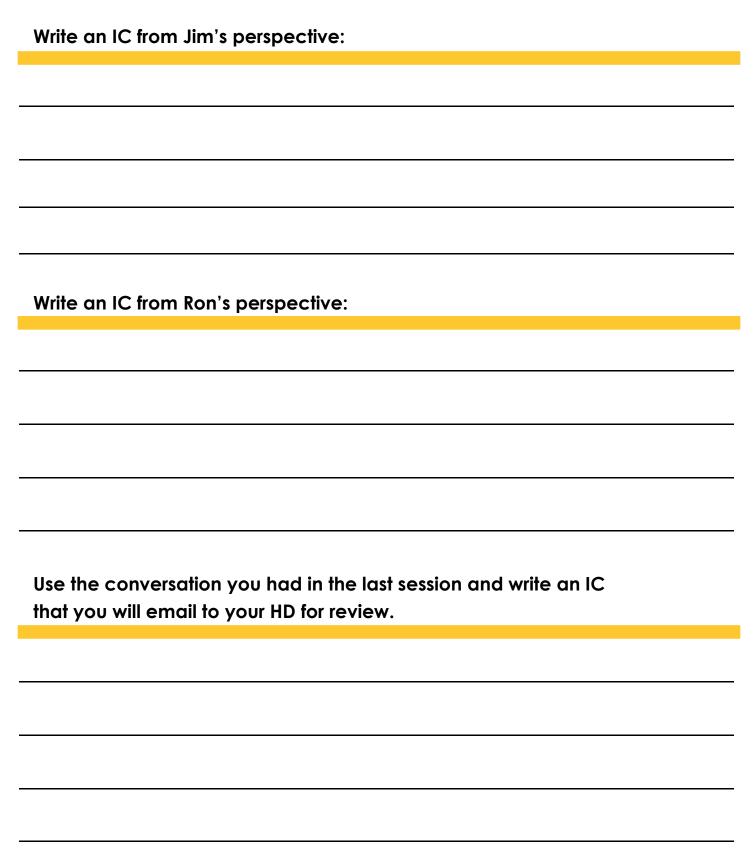
Which of these rules do you think you could improve upon?

# Intentional Conversations

What is the purpose of having intentional conversations?		
When it comes to intentional conversations, I am nervous about the following things		
Three things I am going to do to have natural intentional conversations are		
1.		
2.		
3.		



### Logging Intentional Conversations

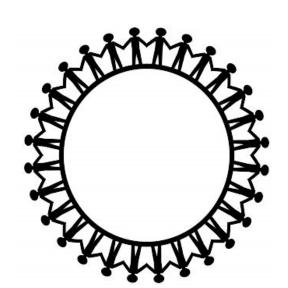


## Think about your close circle and anyone it includes.

Who is your close group?

Why are they close to you?

**What** do they do to show you that they care?



**How** does this group improve your experiences throughout life?

Write responses in the places where you see prompts (inside the person and around the person). Things you want a community to feel like

Things you're going to do to show presence

and be present

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# Community Gatherings

Follow up with your floor/house partner using these ideas to brainstorm ideas for community gatherings!

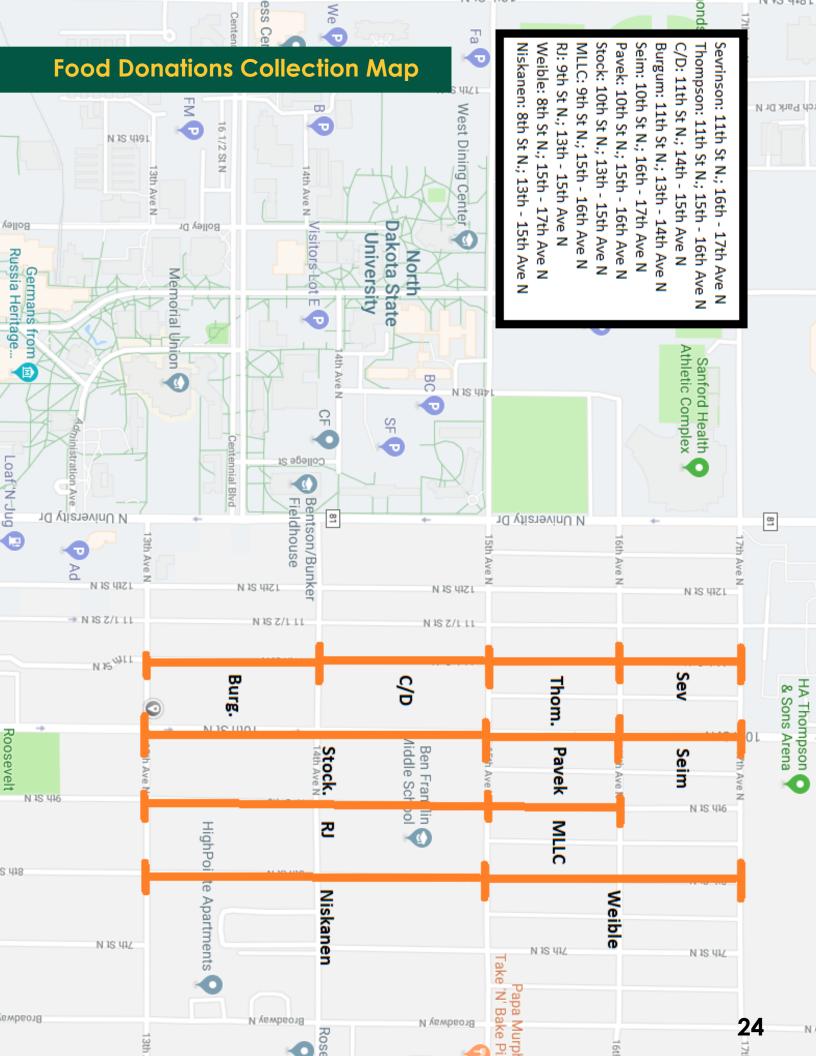
What are **3** creative ways that you could relay important information?

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## **Important Camp Information**

- Closed toed shoes and a water bottle are required to get on the bus (we will have a water jug to refill).
- Be prepared to be in nature for a full day.
  - -Helpful items to use or bring would be: sunscreen, bug spray, sweatshirt, sunglasses





# Peaches & Pits **Notes** What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

## Friday, August 10th

### **Theme: Camp**

Time	Session	Who	Location
8:00 AM	Meet at Central and Grab & Go Breakfast		Central
8:30 AM	Leave for Camp		
10:00-12:00 PM	Walk and Talks	Rachel, Lizz, and Gio	
12:00-1:00 PM	Lunch	Camp	
1:00-5:00 PM	Team Building Activities	Shwa and Tyler	
5:00-5:45 PM	Dinner	Camp	
6:00-7:30	Skit Development	Mark	
7:30-9:00 PM	Campfire	Derisa, Brinkman, Mark	
9:00 PM	Leave for home	Becky	

# **Notes** Peaches & Pits What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

## Saturday, August 11th

Time	Session	Who	Location
8:00-9:00 AM	Breakfast on own		
9:00-3:00 PM	Working Day		Central Office will be
	<ul> <li>Billboards</li> </ul>		open
	<ul> <li>Door Decs</li> </ul>		
	CSA Training (online)		
	State Fleet Training		
12:00-1:00 PM	Lunch		Pizza in Central
3:00-5:00 PM	In hall training		Individual Halls
	<ul> <li>Rounds</li> </ul>		
	• Mail		
	• Forms		
	• Office		
5:00-6:00 PM	Dinner		RDC
6:00-9:00 PM	Office Hours and Connect with		
	Early Ins		

### Office Expectations

- 1. Open hall office door at or before 6pm.
- **2.** No homework at the desk use this time to interact with residents and complete any other tasks that may need to be done for the RA job. Say hello to all residents that walk by.
- 3. Always answer the phone "[Hall Name] Office, this is [your name]".
- **4.** Personal calls (on both the office phone and your cell phone) are not permitted. Texting is fine.
- **5.** Flowers and Perishable items
  - A. Log packages and place slips in the mailboxes.
  - **B.** Packages can be given to addressee only (ID required). The resident MUST sign for the package in the package log.
- 6. No mail should remain un-sorted at the end of any night duty shift.
- 7. Equipment Check-out/Check-in
  - **A.** Check that all equipment has been returned. Call residents to get equipment back. No equipment should be checked out more than **48 hours** without rechecking it out.
  - **B.** Staff must also sign out equipment.
- **8.** Remain in the hall office for the whole shift. If you must leave, put a Back in 5 Minutes sign on the door.
- **9.** Always wear your name tag and staff polo/NDSU clothing when working in the office and on duty.
- 10. Dress appropriately for work. You should be wearing your staff polo or NDSU clothing.
- **11.** The hall office is a professional area be aware of behaviors while in the office. Keep music at a reasonable volume.
- **12.** Residents are allowed to stay by the desk and chat with you or even pull up a chair to the side of the window, but no residents or parents are allowed behind the desk. Staff from other buildings are not permitted behind the desk when not working.
- 13. Additional programs/software is/are not to be installed on the computer.
- 14. Leave the office cleaner than it was when you came in.

### **In Hall Training Resources**

### Addendum II: Duty Expectations (from RA Contract) SECTION I: GENERAL DUTY EXPECTATIONS AND INFORMATION

- 1. Cover the hall desk from 6:00 pm to 9:00 pm.
- 2. Respond to situations immediately and effectively.
- **3.**Address and document all policy violations.
- 4. Conduct three rounds a night during weekdays, and four during weekends.
- **5.** RAs are responsible for a cellphone through the entire duty timeframe and must return phone to hall office at the end of their duty shift. End of duty shifts are specified below depending on the day.

#### SECTION II: WEEKDAY DUTY

- 1. Weekday nights are defined as evenings that are followed by a day with classes in session.
- 2. At least one RA must be staffing the hall each weekday night.
- 3. Duty will occur nightly from 5:30 PM 7:30 AM on weekdays.
- **4.** Conduct 3 rounds a night starting at approximately the following times:
  - **A.** 5:30 PM
  - **B.** 9:00 PM
  - **C.** 11:00 PM
- 5. RAs on duty must remain in the hall from the time of their first round until 7:30AM the following day.

#### SECTION III: WEEKEND DUTY

- 1. Weekend nights are defined as evenings that are not followed by a day with classes in session.
- **2.** Weekend duty will be 24 hours, starting at 5:30 PM on Friday evening until 5:30 PM on Sunday evening or in the case of holidays when the weekday schedule begins.
  - 3. Conduct 4 rounds a night starting at approximately the following times:
    - **A.** 5:30 PM
    - **B.** 9:00 PM
    - **C.** 11:00 PM
    - **D.** 1:00 AM

#### 4. PRIMARY DUTY

- **A.** RAs must return to their buildings at least thirty minutes before desk hours in order to complete their first set of rounds and remain in the hall until 7:30AM the following day.
- **B.** RAs may carry the duty phone on the main campus between 7:30 am and their first round of the night, provided they keep the phone charged and within service areas at all times.
  - C. RAs must be able to return to their hall within 10 minutes.
- **D.** For the purposes of carrying the duty phone, the main campus includes the area confined by 12<sup>th</sup> Ave N, 18<sup>th</sup> St N, 17<sup>th</sup> Ave N, and University Drive and the block of University-owned apartments specifically Niskanen, Niskanen Expansion, and University Village (see map on following page).
- **E.** RAs are not permitted to be in the FargoDome or the Research and Technology Park. For duty phone purposes, these areas are not part of the main campus.
- **F.** The RA on Primary Duty must be the person responding to calls. RAs on Primary Duty should not be calling the Secondary to respond to an issue if the Primary is on the main campus.
- **G.** RAs should only be travelling to NDSU-owned buildings, regardless of how close a non-university building is to their hall.
  - **H.** Food is not an excuse for traveling off-campus.

#### 5. SECONDARY DUTY

- **A.** Must be within a 10-minute radius of campus, including travel time in inclement weather from 7:30AM to 9:00 PM.
  - B. Must be within the hall from 9:00 PM to 7:30 AM the next day to respond to any incident.
  - C. Required to go on all rounds with Primary RA starting at 9:00 pm.

3)

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### **Mail Forwarding Procedures**

### What we have to forward:

- → Anything sent first class
- → Magazines/Periodicals: Return to Sender/Forwarding Time Expired if past 60 days of move

Pre-Sorted Standard Mail that has one of these four endorsements:

Address Service Requested

Return Service Requested

Forwarding Service Requested

Change Service Requested

### \*\*If we do not have an address the following should be done:

Stamp with "No Forwarding Address" and then "Return To Sender"

### What we don't have to forward:

- → Any Pre-Sorted Standard that does not have one of the four endorsements listed above
- ♦ Non-Profit mail sender

Current Resident Mail

\*\*When you are done with the mail, all off campus mail goes in the bag bundled; any oncampus mail should be placed in the outgoing Campus Mail Box in each hall.\*\*

## **Rounds Activity**

Information, Interactions, and Incidents:				
Incident Report Filed?	Yes	No		
Information, Interactions, and Incidents:				

Incident Report Filed?

Yes

No

# **Notes** Peaches & Pits What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

## Sunday, August 12th

### Theme: Pajamas

Time	Session	Who	Location
11:00-12:00 PM	Brunch		RDC
12:00-12:30 PM	How to build inclusive communities	Shwa and Derisa	Union-Plains Room
1:30-1:45 PM	Break		
1:45-2:30 PM	Roommate Success Plans	Red Ed Committee	Union– Great Room
2:30-3:30 PM	Roommate Mediations	Res Ed Committee	Union– Great Room
3:30-3:45 PM	Break		
3:45-5:00 PM	Whose line is it anyway?	Becky	Century Theater
5:00-6:00 PM	Dinner		RDC
6:00-8:00 PM	Movie Night: Jumanji II: Wel- come to the Jungle		Stockbridge
6:00-9:00 PM	Office Hours Connect w/ Early Ins		In Hall/Wellness Center

### Roommate Success Plans



Which sections are important? Which sections are not important?

What did you see that went well? That didn't go well?

Which sections are you uncomfortable with?

How do you put your personal beliefs aside when facilitation a roommate success plan discussion?

### Roommate Mediation

How do I acknowledge my boundaries to know when I don't need to mediate or when I need help?

To mediate or not to mediate...that is the question.

Analyze the following scenarios and identify which solution is required:

### don't mediate, mediate, mediate with help

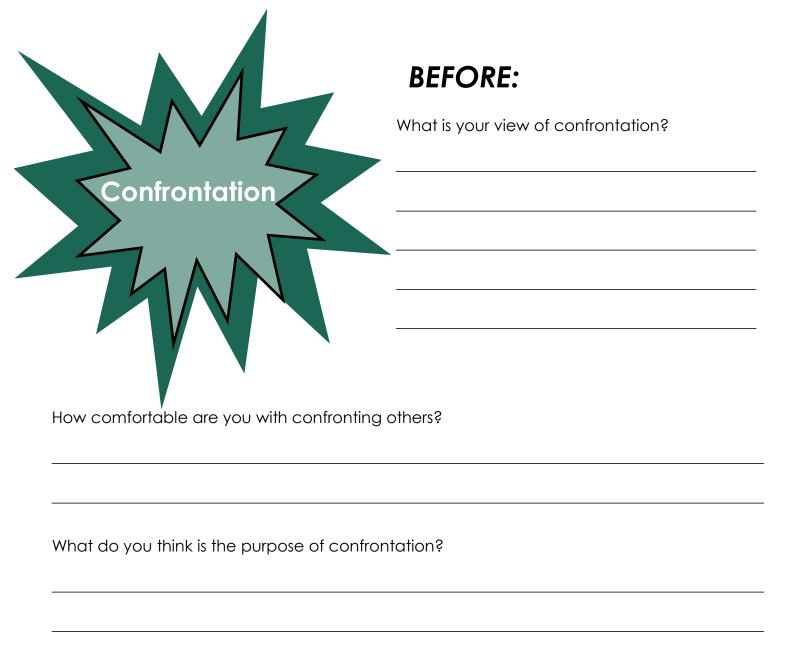
Α.	Whose Cheetos are whose?
В.	Use of light while sleeping
C.	My roommate and I agreed that she wouldn't lock me out of the room for her personal
	pleasure but she keeps doing it, even after I addressed it
D.	My roommate is wearing my clothes without my permission.
	, , , , , , , , , , , , , , , , , , , ,
E.	I feel uncomfortable in my room because I try to keep my religion and beliefs to myself
	to make my roommate comfortable, but they let me know everyday that they are LGBT
	so it doesn't seem fair.

# **Notes** Peaches & Pits What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

# Monday, August 13th

### **Theme: Decades**

Time	Session	Who	Location
8:00-9:30 AM	Breakfast and facilities training with custodial staff		In Hall
9:30-12:00 PM	Confrontation: Rachel and Brinkman	RJ/Weible	Minard
(40 min.	Crisis: Shiloh and Lizz	High Rises	
presentations,	Policies: Shwa and Emma	Low Rises	
10 min. rotations)	Incident reports: Parshley and Tyler	Nisk/MLLC/CMs	
12:00-1:00 PM	Lunch		RDC
1:00-2:00 PM	Police	Lieutenant Walter	Sudro 24
2:00-2:20 PM	Campus Services		Sudro 24
	International Student and Study     Abroad		
	One Stop		
2:20-4:35 PM	Substance Use Education	RJ/Weible/Nisk	Sudro 21
40 min.	Sexual Assault Prevention and	Low Rises/MLLC	Sudro 22
presentations,	Advocacy	High Rise/CMs	Sudro 24
5 min. rotations)	Student Health Services	Rotate Through	
4:35-5:30 PM	Walk and Talk	Rachel, Gio, Lizz	Around Campus
5:30-6:30 PM	Dinner		RDC
6:30-9:00 PM	Office Hours and Connect with Early Ins		



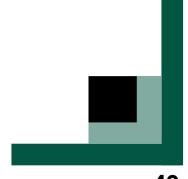
### **AFTER:**

Write 3 questions you have about confrontation that can be addressed with your staff during in-hall time.

1.

2.

3.



### **Incident Reports**

**Example 1:** I saw my resident Tom stumble as he got out of the elevator. I could also smell alcohol and I thought they were drunk, so I stopped Tom and his friends to ask if he was okay. Ken said they were fine, but his speech was slurred. I could see vomit in the elevator and Tom had some wet spots on his shirt. I asked if he and his friends had been drinking. Tom said that he and his friends had went to a party. They got there around a couple hours ago. They all drank and when they got back to the hall, he got sick in the elevator. Tom said he was going to get sick again. I called for help. PD and the hall director on duty responded. After arriving, they called for a medical transport. Tom was taken to the hospital.

	Example 1:	Example 2:		Example 1:	Example 2:
5 W's			Where:		
Who:			When:		
What:			Why:		

**Example 2:** Resident Assistant Pete Mitchell was conducting a round on the 4th floor in Thompson Hall when he noticed Resident Tom Kazansky, Resident Ron Kerner, and Resident Mike Metcalf at approximately 12:15AM. RA Mitchell noticed Resident Kazansky stumble as he exited the elevator and could detect an odor of alcohol and vomit coming from the residents. RA Mitchell stopped the group to ask if everyone was okay. Resident Kerner stated that they were fine and were returning to their residence hall room after hanging out off-campus. RA Mitchell heard a slight slur in Resident Kerner's speech. Additionally, RA Mitchell saw vomit in the elevator and noted some wet staining to Resident Kazansky's shirt, near the neck collar. RA Mitchell asked Resident Kazansky if he had been drinking alcohol. Resident Kazansky stated that he and the other two residents attended a party at an unknown off-campus location. Resident Kazansky stated that he drank alcohol at the party. Resident Kerner stated that he consumed 2 beers. Resident Metcalf stated that he consumed alcohol at the party but didn't know how much exactly. Resident Kazansky stated that he felt as though he was going to be sick/vomit again. RA Mitchell contacted the Hall Director on Duty and NDSU PD at approximately 12:25PM. Hall Director Charlotte Blackwood and NDSU Officer Tom Jardian arrived on scene at approximately 12:35AM. Officer Jardian called for a medical transport and Resident Kazansky was taken to the hospital at approximately 12:45AM. HD Blackwood spoke with Residents Kerner and Metcalf to discuss their drinking. HD Blackwood informed the Residents Kerner and Metcalf of the conduct process. Officer Jardian, HD Blackwood, and RA Mitchell left the scene at approximately 1:00AM.

### **Incident Reports**

### ● Don't forget the 5 Ws! ●

Who was involved in the incident?

What happened?

Where did it occur?

When did it happen?

Why did it occur? Was it the result of a separate violation, conflict, or situation?

# **Notes** Peaches & Pits What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

# Tuesday, August 14th

### Theme: Crazy Hair/Socks

Time	Session	Who	Location
8:00-12:00 PM	<ul> <li>Breakfast and In Hall Training</li> <li>First community gathering</li> <li>Emergency procedures</li> <li>Yearly expectations</li> <li>Duty scheduling</li> </ul>		In Hall
12:00-1:00 PM	Lunch		RDC
1:00-1:15 PM	Counseling Center Overview		Minard 116
1:15-2:45 PM 40 min. each	Coping Mechanisms Eating Disorders	High Rises/MLLC/ Nisk/CMs Low Rises/RJ/ Weible	Minard 112 Minard 116
2:45-3:00 PM	Break/Setup		
3:00-4:30 PM	NDSU Cares	Couneling Center	Minard 116
4:30-5:00 PM	Debrief		By Staff
5:00-5:30 PM	Welcome Week Leader Training/Guide App	Jen, Tara, and Casey	Minard 116
5:30-6:30 PM	Dinner		RDC
6:30-9:00 PM	Office Hours and Connect with Early Ins		

# **Notes** Peaches & Pits What went well today? better? I still have questions about... 1. 2. 3. To Do



What do you think could have gone



# Wednesday, August 15th

Time	Session	Who	Location
8:00-9:00 AM	Breakfast		RDC
9:00-10:30 AM	Only new (did not go through Fall 2017 training) RA and HD staff Title IX/Sexual Harassment Training Returners take online training.	Heather Higgins- Dochtermann Angela Bachman	Minard 116
10:30-10:45 AM	Break		
10:45-11:45PM	Safe Zone Level 1 Safe Zone Level 2	Tyler	Minard 112 Minard 116
12:00-1:00 PM	Lunch		RDC
1:30-6:00 PM	Behind Closed Doors	Josh, Derisa, Gio	Niskanen
6:00-7:00 PM	Dinner		RDC
7:00-9:00 PM	Office Hours and Connect with Early Ins		

Abigail

Benz

Skrypek

Dinan

Weible

Sydney James

4loH Thomson

Pavek Burgum

Niskanen Weible RM 316

Pavek

Burgum

Strong Paulus

Bawek Stay

Emily Ellie Eve Brody



Kaija

Rizzo

Group 7

Rac hel

RM 314

Strand

Z

Emma Daniel Lucas

Clark

Group 8

Lizz

Elizabeth a S Nassra

Jansen

Mills

Abdalla Gawreluk Thomas

Melody Joseph

Group 4

Tyler

# 2018 Closed Doors New RA Assignments

FIRST	LAST	HALL
Group 1	Ryan	RM 297
Desiree	Ramirez	Weible
Brandon	Baatz	Stockbridge
Andrew	Kolling	R
Bailey	Offerdahl	Thompson
Dakota	Schaefer	MLLC
Katherine	Best	Weible

Group 1	Ryan	RM 297
Desiree	Ramirez	Weible
Brandon	Baatz	Stockbridge
Andrew	Kolling	R.
Bailey	Offerdahl	Thompson
Dakota	Schaefer	MLLC
Katherine	Best	Weible

- INGI		
Group 2	Derisa	RM 304
Abdalla	Elbassiouny	Stockbridge
Alysse	Ogaard	Thompson
Tate	Stanton	RJ
Kristen	Patnode	Dinan
Tressa	Johnson	Sev
Kendra	Evans	Weible

Logan

Barnes Abouelazm

> Z Dinan Thompson Weible RM 307 HALL

Zeina

Megan Zachary Emma

jax

Erickson Navratil Shiloh LAST

Group 3 FIRST

Marvellous

Ngongang

Burgum Weible

	RM 308	Weible Sandip	Stockbridge Rosa	Burgum Jarec	Mei Lin		Syrine
	Group 5	1	Sa			660	5
	Shwa	Mazumder	Sarmiento Diaz	Kaesmeyer	Batten	Saada	
1	_	MI	Bun	RJ	Pa	We	

	Stanton	20
י	Patnode	Dinan
	Johnson	Sev
ũ	Evans	Weible
oup 5	Shwa	RM 309
ס	Mazumder	MILC
	Sarmiento Diaz	Burgum
	Kaesmeyer	RJ
ח	Batten	Pavek
	Saada	Weible
		9

roup 5	Shwa	RM 309
β	Mazumder	MLC
	Sarmiento Diaz	Burgum
۵	Kaesmeyer	RJ
in	Batten	Pavek
Ф	Saada	Weible
		*

Group 9	Gio	RM 318
Joseph	Schneider	Churchill
Elizabeth	Otunuga	Niskanen
David	Hainlen	RJ.
Emma	Velde	Seim
Gunnar	Cowing	Thompson
	2002	100
	7	
		•

Group 11	Parshley	RM 321
Joseph	Liane	Churchill
Rachel	Ecklund	Niskanen
Noah	Orham	Seim
Jack	Radtke	Stockbridge
Megan	Girard	Sev

### Behind Closed Doors...



Use these questions to reflect on your experience with BCDs.

What did I do <b>well</b> ?
What made me <b>nervous</b> ?
What <b>questions</b> do I still have?
Use the space below to decompress with doodling or writing.

# **Notes** Peaches & Pits What went well today? What do you think could have gone better? I still have questions about... 1. 2. 3. To Do

# Thursday, August 16th

### Theme: Dress like your HD

Time	Session	Who	Location
8:00-9:00 AM	Breakfast		RDC
9:00-10:30 AM	Computer Time      eRezLife     CoCo     OneNote      Survey	Nisk/MLLC(15): Shwa RJ/Weible (36): Mark Low Rises (26): Brinkman High Rises (32): Shiloh	QBB 114 Library 14 FLC 120 QBB 116
10:30-12:00 PM	In Hall	ormer r	Individual Halls
12:00-1:00 PM	Lunch		RDC
1:00-1:30 PM	<ul> <li>Campus Services</li> <li>Office of Multi-Cultural Programs (OMP)</li> <li>Information Technology Services (ITS)</li> <li>Advising Resource Center (ARC)</li> </ul>		Individual Halls
1:30-2:15 PM	Fire extinguisher training	Monty	RJ/Weible Volleyball Courts
2:30-5:00 PM	Staff bonding, Fun time	You decide!	
5:00-6:00 PM	Dinner		
5:30 PM	Volunteer-Youth Works	Becky	
6:00-7:00 PM	Meet with Launch-Sev, Seim, Thompson Don't schedule learning community RAs for the office.		
6:00-9:00 PM	Office hours and Connect with Early Ins		50

### eRezLife - step by step









### 1. Pull up Intentional Conversation form online

- A. Select your hall
- B. Select today's date (when entering an IC always put the date that you talked to the resident at the top of the form)
- C. Select the name of the student (enter a returning RA name here. New RAs may not be in the system during training)
- D. Summary of conversation
  - i. This is where you enter responses for the questions provided in the lesson plans
- E. Note IC# in the "Other" section. Type IC and the number of the plan you are submitting
- F. You will also enter intentional conversations when significant events happen for residents.
  - I. These can be positive or negative events
  - II. Select a specific category or type a specific purpose in the "Other" category
  - III. You will document specific interactions for situations that may need to be addressed by your HD or that your HD should be aware of
- G. Note yes or no if there are major concerns your HD should be aware of
- H. If any follow-up is needed, enter what and when in the follow-up section
- I. Work with your HD to determine the most appropriate method for submission
  - I. Click "Submit to HD," make sure your HD is marked on the next page and send
  - II. Click "Save" then click "Close" (always save!)
- J. Practice time
  - I. You were given a topic to talk about with another RA during training. Now is the time for you to write an intentional conversation on that topic.
  - II. Make sure to write Practice in the "Other" section and to send it to your HD.
  - III. If you do not have access to eRezLife yet write a three sentence summary about that conversation on a notecard or paper, put your name at the top, and give to your HD as you leave.

### 2. Duty Log

- A. Click Duty Log on the left side
- B. Enter the date that you started duty (even if you have to do midnight or 2am rounds it should always be the day you are assigned duty)
- C. Select your hall
- D. If there is someone on secondary select their name in the "Additional Staff Member(s)" box
- E. You will fill out one Round Details box for each set of rounds you go on
  - I. Write the time you start your round and the time you end it
    - 1. Should take no less than 20-30 minutes
    - 2. Don't forget to write AM or PM
  - II. Check the boxes for all of the areas that you verified on that round DO NOT just go through and check them all, pay attention!
  - III. In the text box fill out what happened on that set of rounds.
    - 1. For example, was there an issue in a bathroom, did you come across a situation that didn't warrant an incident report but the HD should know about, was a floor loud.
    - 2. Write what you did to fix whatever the issue was.
    - 3. DO NOT just write "Safe and Secure," that tells HDs absolutely nothing about the state or feel of the building.
  - IV. Mark if any other parties were involved and if an incident report was filed
- F. Save the form
- G. After your next set of rounds go back into the same Duty Log and click the green plus button at the top of the Round Details box, this is where you will log the next set of rounds.
- H. Repeat for every set of rounds
- I. You should only be sending one duty log to the HD each night because each set of rounds will be notated in that one form.

# Conduct Coordinator

### Step 1

- A. The Role should always be Accused when searching for students
  - I. The best way to search a student is with their Student ID in the EMPLID section, names can be used, but there could be multiple people with the same name
  - II. Click Find/Add Student
  - III. NEVER CLICK ADD UNKNOWN STUDENT there will be a spot later on for you to add witnesses and all NDSU students should be known
  - IV. The name and ID number will come up, choose the student that best matches and then click Continue
- B. Repeat step a for all NDSU accused students witnesses will be added later
- C. Make sure all necessary students have been added to the Individuals Involved section and then click Save

### Step 2

- A. Change the time and date to the time the incident happened NOTE: it will always populate with the time you are writing the report, which is incorrect
- B. Reported By should always be NDSU Residence Life
- C. Write your name in the Person Completing Report
- D. Incident Type should always be NDSU Disciplinary
- E. Write a BRIEF description, that means no more than 2-3 words. If the incident involves multiple policy violations, write the most severe one.
- F. Your building should always populate
- G. Write the room number or place the incident happened
- H. Location Category should always be NDSU Campus Residence
- I. Short Description of Location
- J. Were arrests made
- K. Click Save Data and Continue

#### Step 3

- A. This is where you will add witnesses! You can enter up to 5.
- B. The person who brought the situation to your attention would go here.
- C. If you're not sure if someone is a Witness or Accused, always put them as accused, it's easy for us to change.
- D. Police Officers and any other RAs would go here too
- E. Click Save Data and Continue

### Step 4

- A. Mark if an NDSU Student was sent to detox/hospital
- B. Enter the Incident Narrative
  - I. It is a good idea to write this in Word and then copy and paste it into here in case the system goes down halfway through submitting it. You want to write the report as few times as possible.
  - II. BE DETAILED!!!
  - III. Use paragraphs! A big chunk of text is harder to read than something broken up by paragraphs.
- C. Click Save Data and Continue

### Step 5

- A. Review the information
- B. Your narrative will not show up here, so don't freak out when you don't see it
- C. You can click any step on the left to go back and fix/change something
- D. Click Submit This Incident Report
- I. You should get a screen that says "This incident has been saved under the Report Number 2018-xxxxx for the specified student." If you do not get this screen then your report has not been submitted.

Notes	Peaches & Pits
	What went well today?
	What do you think could have gone better?
	I still have questions about  1.
	2.
	3.
	To Do
	•
	•
	•

# Friday, August 17th

### **Theme: Bison Pride**

Time	Session	Who	Location
7:30-8:30 AM	Breakfast		
	To Do Lists		
	<ul> <li>Visit book store</li> </ul>		
	• Setup		
12:00-1:00 PM	Lunch		RDC
1:00-2:00 PM	Blake Fly		Century Theater/ Askanase
2:15-3:15 PM	We are From		Century Theater
	Training Celebrations		
3:30-5:00 PM	Set up for move in		
5:00-6:00 PM	Dinner		RDC
6:00-9:00	Office Hours and Connect with Early Ins		

Notes	Peaches & Pits
	What went well today?
	What do you think could have gone better?
	I still have questions about 1.
	2.
	3.
	To Do
	•
	•
	•
	•

## Welcome Week

Saturday, August 18th

Time	Session	Who	Location
7:15	At office, ready to assist as needed.		Hall Office
	This means the following should already be completed:		
	• Showered		
	Eaten Breakfast		
	Dressed with Polo and Name Tag		
	Move in starts when instructed		Hall
1:00-1:30 PM	Lunch		
1:00 PM	Consolidate to Desk		
2:00-5:00 PM	Build community, walk the floor, introductions		Respective Areas
5:00 or 6:30 PM	Dinner or First Year Areas First Community Gathering		
7:30 PM	Walk floors to Green and Yellow Rally		SHAC
8:00 PM	Green and Yellow Rally		SHAC

### **Dinner Assignments:**

5:00 PM

RDC: Reed/Johnson, Sevrinson Floors 6-9

WDC: Seim, Sevrinson Floors 2-5

UDC: Churchill, Dinan

RDC: Weible, Thompson Floors 2-5

WDC: Pavek, Thompson Floors 6-9

UDC: Burgum, Stockbridge

6:30 PM

# Welcome Week

### Sunday, August 19th

Time	Session	Who	Location
8:00 AM-9:00 PM	Desk Staffed		Hall Office
8:00 AM-9:00 PM	Connect with residents when not working the desk		Respective Hall
7:00 PM	MLLC/Nisk Community Gatherings		Respective Hall
7:00 or 9:00 PM	Hypnotist	7:00: Weible, Burgum, Pavek, Thompson, Churchill, Dinan, Off-Campus Students	
		9:00: Reed/Johnson, Seim, Sevrinson, Stockbridge, MLLC, Niskanen	

### **Group Meetings & ActivateU Times**

Group Numbers	Group Meeting Time	ActivateU Time
Groups 1-7	12:15	1:00
Groups 8-14	12:30	1:15
Groups 15-21	12:45	1:30
Groups 22-28	1:00	1:45
Groups 29-35	1:15	2:00
Groups 36-42	1:30	2:15
Groups 43-49	1:45	2:30
Groups 50-56	2:00	2:45
Groups 57-63	2:15	3:00
Groups 64-71	2:30	3:15
Groups 72-79	2:45	3:30
Groups 80-86	3:00	3:45
Groups 87-93	3:15	4:00
Groups 94-100	3:30	4:15

# Welcome Week

### Monday, August 20th

Time	Session	Location
All day	Hold Duty Phone	Hall Office
	Have presence in your community!	
	Walk your floor	
	Knock on doors	
	Get to know other people	
	Offer classroom tours	
	Encourage residents to go to welcome week activities	
9:30-10:00 AM	President's Welcome	Churchill Field

### Tuesday, August 21st

Time	Session	Who	Location
7:00-8:30 PM	YOGOWYPI Factor	Bill Cordes	Festival Concert Hall

### Wednesday, August 22nd

Time	Session	Who	Location
6:30 PM	Hall Government Social		Respective Halls

### Thursday, August 23rd

Time	Session	Who	Location
7:00-10:00 PM	RHA Block Party		Pavek-Thompson Loop



What went well during training?

What could have gone better?

What are some ways we can create more peaches and learn from the pits?



### **Final Notes**