

# Emergency Contact List

Please put all of these contacts in your phone!

## General Contact

EMERGENCY.....	<b>911</b>
Public Safety & Police Services .....	<b>906-487-2216</b>
Dean of Students.....	<b>906-487-2212</b>
Residence Education & Housing Services .....	<b>906-487-2682</b>
Counseling Services .....	<b>906-487-2568</b>

## OES Contact

Wahtera Center Main Line .....	<b>906-487-3558</b>
Alan Turnquist .....	<b>608-516-9720</b>
Ben Chizmar .....	<b>616-644-2812</b>
Jennifer Siffer.....	<b>734-755-7402</b>
Gabe Raney .....	<b>517-231-1820</b>
Scott Sviland.....	<b>906-420-3834</b>
Kayla Bates.....	<b>810-728-3557</b>
Heather Simpson .....	<b>906-370-5537</b>
Susan Liebau .....	<b>906-370-1588</b>

## In the case of a medical emergency:

1.Dial 911 and explain the situation to the dispatcher. Indicate if an ambulance or assistance to the University Center Clinic or UP Health Systems Portage is needed.

2.Stay with the student until an officer arrives. Comply with any request that police services makes of you until the person is safely transported to the hospital/ gets medical attention. Don't take students to the hospital on your own. You're not trained to do so.

3.Contact Alan and explain the situation. If you can, provide the student's name, M-number, type of injury and to where the student was transported.

*Non-emergencies and other questions throughout training and orientation week can be directed towards any member of OES.*

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Dear OTLs,

Welcome to Orientation 2019! We are very excited to have you as we are in for a very special year. However, we can't do any of this without you! As we go through training, we will give you the tools that you need in order to be an effective OTL. As we have all found, it is not about having all of the answers for Orientation; however, it is important to know where to go. This week has the opportunity to be one of the best experiences of your college career. You will meet people and build life-long relationships. With all of the fun and experiences that this jobs has to offer, it is important to realize that this position is an enormous responsibility. You will be the face of the University, and the first and primary contact for many incoming students. This will not be as daunting and it may seem, the community that will be around you all will be there for you, as we show the first-year the elements of us!

Best Regards,

Gabe Raney, Ben Chizmar, Scott Sviland and Jennifer Siffer

# Training Week Schedule

Times are subject to change—events may go shorter or longer than planned.

## Sunday

Bonnie | 9-9:30 AM  
 Handbook Training | 9:30-10 AM  
 Team Meeting Practice: *Welcome to Orientation* | 10-11 AM  
 Values Activities w/ Susan | 11 AM-Noon  
 Lunch | Noon-1 PM  
 Professionalism | 1-1:30 PM  
 MBTI Activity | 1:30-2 PM  
 Sign Making Time | 2-3 PM

## Monday

SAA Kick-Off | 9-11 AM  
 Team Meeting Practice: *Registration* | 11 AM-Noon  
 Lunch | Noon-1 PM  
 Workshop w/ Amy Climer | 1-2 PM  
 Team Meeting Practice: *Academic Success* | 2-3 PM  
 Wellness Training | 3-4 PM  
 Usher Training | 4-4:30 PM

## Tuesday

Trivia | 9-9:15 AM  
 Bonnie w/ Activity | 9:15-9:30 AM  
 Team Meeting Practice: *Online Resources* | 9:30-10:30 AM  
 Title IX | 10:30-11:30 AM  
 Activity | 11:30 AM-Noon  
 Lunch | Noon-1 PM  
 CDI Presentation | 1-3 PM  
 AToTT Training | 3-3:30 PM  
 Wrap-Up | 3:30-4 PM

Hours

S M T W Th F S

Training Week

Orientation Week




# All training days will begin in the MUB Ballroom.

## Wednesday

Activity | 10-10:30 AM

Team Meeting

Practice: *Summer Reading Discussion* | 10:30 AM-Noon

Lunch w/ Facilitators & RAs | Noon-1 PM

Residential Curriculum Training | 1-1:30 PM

Trivia | 1:30-1:45 PM

Travel to Advisor Meeting | 1:45-2 PM

Advisor Meetings | 2-3 PM

Team Meeting  
Practice: *Campus Life* | 3-4 PM

Dinner | 4-5 PM

Welcome Practice | 5-7 PM

## Thursday

Bonnie w/Activity | 9-9:30 AM

Student Activities | 9:30-10:30 AM

Activity w/ Susan | 10:30-11 AM

Lunch | 11 AM-Noon

CDI Presentation | Noon-2 PM

Campus Resource  
Tours Run-Through | 2-5 PM

## Friday

Activity | 9-9:30 AM

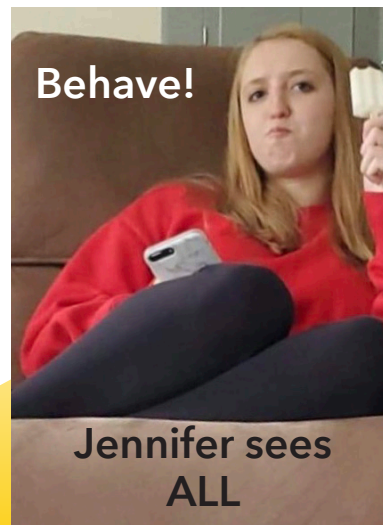
Who's, Where, When? | 9:30-10:30 AM

Move-In Training | 10:30 AM-Noon

Lunch | Noon-1 PM

Check-In Script | 1-2 PM

Final Review and Practice Time | 2-3:30 PM



# OTL Contact List

Last Name	First Name	Phone Number	Last Name	First Name	Phone Number
Andersen	Erin	810-969-2555	LaLonde	Clare	906-399-8658
Anderson	Sarah	906-241-5502	Lau	Erin	507-475-2472
Baerman	Molly	586-530-9472	Laynes	Tim	989-574-8250
Baril	Kassie	906-281-5790	Lester	Ryan	586-601-4014
Basala	Thomas	715-630-1982	Lewis	Hunter	517-375-8431
Beauchamp	Julia	906-280-4776	Li	Kevin	989-750-6785
Benkert	Mallory	989-992-8018	Mahadeshwar	Siddhesh	906-370-6484
Bethune	Abbie	989-395-5366	Mahonen	Kate	651-408-5141
Block	Jack	248-912-2679	Matson	Sarah	906-203-1000
Bucknell	Austin	248-961-0617	Melville	Courtney	517-769-4764
Carden	Romana	810-877-1586	Miller	Corey	906-369-1609
Chow	Fiona	612-518-4743	Millhausen	Kira	715-301-6175
Claiborne	Michael	734-751-2148	Mlinar	Tessa	218-481-4338
Colman	Emi	989-553-2098	Paling	Jessica	810-705-9620
Daly	Corey	616-490-8260	Palmcook	Katelynn	906-236-1184
Fichera	Mallory	814-969-6222	Peffley	Trevor	574-612-8104
Foster	Kaylynn	734-756-2753	Pippin	Nathan	616-238-9800
Francisco	Maria	231-429-0214	Pleyte	Max	517-582-8639
Freiberg	Zofia	231-679-4666	Price	Rylee	231-620-2654
Galindo	Haley	734-658-6899	Rake	Andrea	906-202-3511
Ghazal	Victoria	248-946-9251	Rauschendorfer	Denise	248-881-1395
Golinske	Joey	734-855-5587	Rogers	Caleb	808-747-0334
Grimes	Artemis	920-241-1791	Santiago	Erican	269-804-1145
Hallgren	Sam	715-965-0057	Savatsky	Lydia	734-417-3968
Hempel	Sky	269-332-4694	Schouten	Katie	231-955-0312
Hvidhyld	Ashley	651-357-7074	Schultz	Darius	906-221-4746
Jacobson	Ryan	269-635-3425	Shearer	Erin	989-424-1624
Johnson	Kach	231-246-0885	Tian	Ruoxi (Xixi)	616-460-3009
Johnston	Lyndsey	989-387-3554	Vargo	Olivia	231-622-1925
Kallioinen	Adam	231-645-2324	Walunas	JT	231-907-2088
Kamin	Derek	906-399-3123	Whitaker	Larry	616-848-0047
Krueger	Adam	608-514-2703	Zender	Kevin	810-701-6345

# Majors Teams Locations

Team #	OTL	OTL Major(s)	Team Major(S)	Meeting Location	Registration Meeting
1	Artemis Grimes	Communication, Culture, and Media	English as a Second Language	Chem Sci 211	Chem Sci 108
2	Tessa Mlinar	Biological Science - Pre-Professional	Biochemistry and Molecular Biology, Bioinformatics, Biological Sciences	Fisher 138	Dillman 101
3	Clare LaLonde	Biomedical Engineering	Medical Laboratory Science, Biological Sciences	Fisher 139	Dillman 203
4	Thomas Basala	Biological Sciences	Biological Sciences	Fisher 230	Dillman 208
5	Max Pleyte	Biomedical Engineering	Biomedical Engineering	M&M 230	EERC 330
6	Erican Santiago	Biomedical Engineering	Biomedical Engineering	Fisher 130	EERC 421
7	Olivia Vargo	Mechanical Engineering	Biomedical Engineering	Fisher 131	Fisher 330
8	Maria Francisco	Business Management	Biomedical Engineering	Fisher 132	MEEM 120
9	Jessica Paling	Biological Sciences, Pre-Professional Concentration	Chemistry, Pharmaceutical Chemistry, Biochemistry and Molecular Biology, Cheminformatics	Chem Sci 106	Noblet 146
10	Erin Lau	Civil Engineering	Civil Engineering	Dillman 202	Rekhi 112
11	Katelynn Palmcook	Civil Engineering	Civil Engineering	Dillman 214	Chem Sci 108
12	Andrea Rake	Environmental Engineering	Civil Engineering	Dow 642	Dillman 101
13	Sky Hempel	Electrical Engineering	Electrical Engineering	EERC 100	Dillman 203
14	Erin Shearer	Electrical Engineering	Electrical Engineering	EERC 103	Dillman 208
15	Hunter Lewis	Electrical Engineering	Electrical Engineering	EERC 214	Dillman 211
16	Victoria Ghazal	Computer Engineer	Computer Engineering	EERC 216	EERC 330
17	Kach Johnson	Computer Engineering	Computer Engineering	EERC 218	EERC 421
18	Ruoxi Tian	Computer Engineering	Computer Engineering	EERC 226	Fisher 330
19	Zofia Freiberg	Systems Engineering	General Engineering	Fisher 231	MEEM 120
20	Jack Block	General Engineering	General Engineering	Fisher 325	Rekhi 112

21	Michael Claiborne	Materials Science	General Engineering, Engineering	Fisher 326	Chem Sci 108
22	Kaylynn Foster	Electrical Engineering	General Engineering	Fisher 327B	Dillman 101
23	Mallory Fichera	Environmental Engineering	General Engineering	EERC 330	Dillman 203
24	Haley Galindo	Communication, Culture, & Media	Geological Engineering), Geology, Mining Engineering, Applied Geophysics	Chem Sci 108	Dillman 208
25	Corey Daly	Scientific and Technical Communication	Humanities; English; Scientific & Technical Communication; General Sciences and Arts; Communication, Culture, and Media	Walker 109	Dillman 211
26	Corey Miller	Exercise Science	Exercise Science, Sports and Fitness Management	Rekhi 112	EERC 330
27	Darius Schultz	Mechanical Engineering Technology	Mechanical Engineering Technology	EERC 229	EERC 421
28	Lydia Savatsky	Mathematical Sciences	Mathematics, Statistics	Fisher 328	Fisher 330
29	Adam Krueger	Physics	Physics, Applied Physics, Physics	Fisher 101	MEEM 120
30	Julia Beauchamp	Psychology	Sustainability Science and Society, History, Anthropology, Psychology, Social Sciences	Walker 134	Noblet 146
31	Kassie Baril	Theatre Entertainment and Technology	Audio Production & Technology, Theatre & Entertainment Technology, Theatre & Electronic Media Performance, Sound Design	EERC 723	Rekhi 112
32	Erin Andersen	Chemical Engineer	Chemical Engineering	Chem Sci 101	Chem Sci 108
33	Kira Millhausen	Chemical Engineering	Chemical Engineering	Chem Sci 102	Dillman 101
34	Larry Whitaker	Chemical Engineering	Chemical Engineering	Chem Sci 104A	Dillman 203
35	Mallory Benkert	Chemical Engineering	Chemical Engineering	Chem Sci 104B	Dillman 208
36	Kate Mahonen	Environmental Engineering	Environmental Engineering	Dow 641	Dillman 211
37	Abbie Bethune	Environmental Engineering	Environmental Engineering	Dillman 320	EERC 330
38	Fiona Chow	Software Engineering	Computer Science	ROTC 201	EERC 421
39	Siddhesh Mahadeshwar	Computer Science	Computer Science	Rekhi G09	Fisher 330
40	Tim Laynes	Computer Science	Computer Science	EERC 227	MEEM 120
41	Sarah Matson	Computer Science	Computer Science	MEEM 120	Noblet 146
42	Derek Kamin	Computer Science	Computer Science	EERC 313	Rekhi 112



43	Rylee Price	Mathematics and Psychology	Computer Science	EERC 314	Chem Sci 108
44	Kevin Zender	Electrical Engineering Technology	Computer Science, Software Engineering	EERC 315	Dillman 101
45	Caleb Rogers	Electrical Engineering Technology	Software Engineering	EERC 316	Dillman 203
46	Ryan Lester	Materials Science and Engineering	Materials Science and Engineering	M&M U115	Dillman 208
47	Molly Baerman	Electrical Engineering	Mechanical Engineering	MEEM 111	Dillman 211
48	Emi Colman	Mechanical Engineering	Mechanical Engineering	MEEM 112	EERC 330
49	Joey Golinske	Mechanical Engineering	Mechanical Engineering	MEEM 302	EERC 421
50	Sam Hallgren	Mechanical Engineering	Mechanical Engineering	MEEM 303	Fisher 330
51	JT Walunas	Mechanical Engineering	Mechanical Engineering	MEEM 402	MEEM 120
52	Ashley Hvidhyld	Mechanical Engineering	Mechanical Engineering	MEEM 403	Noblet 146
53	Adam Kallioinen	Mechanical Engineering	Mechanical Engineering	MEEM 405	Rekhi 112
54	Courtney Melville	Mechanical Engineering	Mechanical Engineering	MEEM 406	Chem Sci 108
55	Nathaniel Pippin	Mechanical Engineering	Mechanical Engineering	Fisher 125	Dillman 101
56	Kevin Li	Mechanical Engineering, Electrical Engineering	Mechanical Engineering	Fisher 126	Dillman 203
57	Trevor Peffley	Electrical Engineering	Mechanical Engineering	Fisher 127	Dillman 208
58	Austin Bucknell	Electrical Engineering	Mechanical Engineering	Fisher 129	Dillman 211
59	Katie Schouten	Accounting	General Business, Management Information Systems	Dillman 203	EERC 330
60	Romana Carden	Engineering Management	Engineering Management, Management, Economics, Construction Management	Dillman 208	EERC 421
61	Sarah Anderson	Accounting and Finance	Accounting, Marketing, Finance	Fisher 133	Fisher 330
62	Lyndsey Johnston	Forestry, Wildlife Ecology and Management	Wildlife Ecology & Conservation, Natural Resources Management, Forestry	Noblet 143	MEEM 120
63	Denise Rauschendorfer	Applied Ecology and Environmental Sciences	Applied Ecology & Environmental Sciences, Forestry	Noblet G002	Noblet 146
64	Ryan Jacobson	Computer Network and System Administration	Computer Network & System Administration, Electrical Engineering Technology, Cybersecurity	Chem Sci 215	Rekhi 112

# Academic Advisors

Majors	Advisors	Office
Accounting	Jodie Filpus-Paakola	AOB 108
Anthropology	Carl Blair	AOB 222
Applied Ecology and Environmental Sciences	Stacy Cotey	Noblet 120
Applied Geophysics	Jeremy Shannon	Dow 605
Applied Physics	Katrina Black; Ravi Pandey	Fisher 121   108
Audio Production and Technology	Christopher Plummer; Josh Loar	Rosza 212   Walker 112
Biochemistry and Molecular Biology - Biology	Travis Wakeham	Dow 733
Biochemistry and Molecular Biology - Chemistry	Jeremy Brown	Chem Sci 206A
Bioinformatics	Travis Wakeham	Dow 733
Biological Sciences	Travis Wakeham	Dow 733
Biomedical Engineering	Michael LaBeau	M&M 343
Chemical Engineering	Katie Torrey	Chem Sci 202M
Cheminformatics	Jeremy Brown	Chem Sci 206A
Chemistry	Jeremy Brown	Chem Sci 206A
Civil Engineering	Julie Ross	Dillman 103
Communication, Culture, and Media	Maria Bergstrom	Walker 316
Computer Engineering	Judy Burl	EERC 131
Computer Network and System Administration	Denise Landsberg-Motowski	Rehki 227
Computer Science	Denise Landsberg-Motowski	Rehki 227
Construction Management	Jodie Filpus-Paakola	AOB 108
Cybersecurity	Denise Landsberg-Motowski	Rehki 227
Economics	Jodie Filpus-Paakola	AOB 108
Electrical Engineering	Judy Burl	EERC 131
Electrical Engineering Technology	Denise Landsberg-Motowski	Rehki 227
Engineering	Amy Monte	Dillman 112
Engineering Management	Jodie Filpus-Paakola	AOB 108
English	Maria Bergstrom	Walker 316
Environmental Engineering	Julie Ross	Dillman 103
ESL	Heather Deering	
Exercise Science	Kathy Carter	SDC 232A
Finance	Jodie Filpus-Paakola	AOB 108



Forestry	Stacy Cotey	Noblet 120
General Business and Economics	Jodie Filpus-Paakola	AOB 108
General Engineering	Amy Monte	Dillman 112
General Sciences and Arts	Sylvia Matthews	Admin 160
Geological Engineering	John Gierke; Kelly McLean	Dow 631   627
Geology	Jeremy Shannon	Dow 605
History	Carl Blair	AOB 222
Humanities	Maria Bergstrom	Walker 316
Management	Jodie Filpus-Paakola	AOB 108
Management Information Systems	Jodie Filpus-Paakola	AOB 108
Marketing	Jodie Filpus-Paakola	AOB 108
Materials Science and Engineering	Dan Seguin	M&M U101
Mathematics	Mark Gockenbach; Melissa Keranen	Fisher 302   233B
Mechanical Engineering	Ryan Towles; Tricia Stein	MEEM 204A   204
Mechanical Engineering Technology	Danise Jarvey	EERC 423
Medical Laboratory Science	Karyn Fay	Dow 734
Mining Engineering	Nathan Manser	Dow 602
Natural Resource Management	Stacy Cotey	Noblet 120
Pharmaceutical Chemistry	Jeremy Brown	Chem Sci 206A
Physics	Katrina Black; Ravi Pandey	Fisher 121   108
Psychology	Susan Amato-Henderson	Meese 107
Scientific and Technical Communication	Maria Bergstrom	Walker 316
Social Sciences	Susanna Peters	AOB 219
Software Engineering	Denise Landsberg-Motowski	Rehki 227
Sound Design	Christopher Plummer; Josh Loar	Rosza 212   Walker 112
Sports and Fitness Management	Kathy Carter	SDC 232A
Statistics	Qiuying Sha	Fisher 307
Surveying Engineering	Julie Ross	Dilliman 103
Sustainability, Science and Society	Kari Henquinet	M&M 722A
Theatre and Electronic Media Performance	Patricia Helsel	Walker 209A
Theatre and Entertainment Technology	Mary Carol Friedrich; Kent Cyr	Walker 204A   Rozsa 114
Wildlife Ecology and Conservation	Stacy Cotey	Noblet 120

# Lunch Discussions

"What's your favorite color?"

"What was your biggest challenge the first couple of weeks of your first year?"

"Did you ever consider leaving Michigan Tech and why? What stopped you?"

"What was your old High School like? What did you do there?"

**WHEN EVERYONE IN YOUR GROUP KEEPS GETTING LOST**

"What is the most valuable thing you took away from Orientation?"

"If you had intro music, what song would it be? Why?"

"What were you most afraid of during O-week and your first semester?"

"What are your high and low points of today, the past week, month, and year?"

"What excites you?"

"How were you feeling when your parents left?"

"What was transitioning to the residence halls and a roommate like for you? What challenges?"

"Was there something during Orientation that really sealed the deal for you?"

"What were you most afraid of during O-week and your first semester?"

# Facilitation Tips

The main function of facilitation is to keep Team Meetings focused and moving, and to provide all students with an equal opportunity to participate and get involved. Facilitators set the expectations for the group and help reach them by monitoring and intervening as needed.

## DO

- Exude confidence. Be clear and enthusiastic, **breathe!**
- Call people by name.
- Be prepared for your meeting.
- Encourage the team to speak to each other, not to you.
- Use humor, stories, or examples to relate to students.
- Evaluate team personality and act accordingly.
- Encourage everyone to participate.

## DON'T

- Downplay people's ideas.
- Dominate the group.
- Read straight from the handbook.
- Tell inappropriate or offensive stories.
- Make up an answer.
- Allow people to bully others in the group.
- Take a stance with one section of the group.
- Over-share about your personal life.
- Use acronyms.



# Common Challenges

Even when you follow the tips on the previous page, you'll still almost certainly have challenging conversations. Setting a few discussion expectations early in the week such as "be respectful of each other", "no texting", or "no interrupting", will allow you to refer back to these guidelines in difficult situations.

## What should you do in the case of...

### Goup Silence

- Be patient, count to 10.
- Re-word the last question.
- Paraphrase the last person's response.
- Ask a related leading question.
- Ask if there is any confusion.

### Finished Early

- Ask if team members have questions about anything relating to Orientation.
- Run through the schedule for the rest of the day.
- Have a back-up activity to lead with the group.

### Off-Topic Discussion

- Try to re-direct conversation by posing a question to the group.
- Let them know there may be time to talk about it more at the end of the meeting.
- Politely remind the group that we need to stay on topic.

## How to interact with various types of people:

### Negative

- Stay positive and try to talk to the student one-on-one and explain that the negativity is affecting the entire team.

### Timid & Shy

- Don't single them out, but ask for their opinion. Introduce them to other team members who may share interests.

### Too Cool for School

- Ask if they would like to help you plan activities, or explain the significance of what you are doing.

### International Student

- Be your normal self. If they seem confused, talk to them personally and ask if they need any clarification. Don't use slang.

### Overly Talkative

- Emphasize the importance of everyone's participation.

### Student with Disabilities

- Choose activities that everyone can be a part in.

### Texters

- Move around the room and place yourself close to them.

### Challenging Comments

- Diffuse the conversation and talk afterwards.



# Shift Descriptions

Event/Shift Name	Description
Student Services Open Office Hours	Mingle in the lobby of Admin and answer questions.
New Student Check-In	Meet new students, give them their New Student Schedule Book, room key, parking pass, and HuskyCard and direct them to where they need to move in.
Unloading Permit Controller	Hand out "Unloading Permit" and direct cars toward designed parking. Watch for vehicles that significantly exceed the 30-minute time limit.
Traffic Director	Control traffic in and out of confined spaces. Know exactly where to go before Move-In Weekend begins.
Move-In Floater	Answer questions and assist with parking, traffic direction, and moving, as needed.
Move-In Weekend Campus Tours	Lead a tour around campus with families of students during move-in weekend. Follow a general tour route provided to you.
University Welcome & Welcome Social	Participate in the OTL entrance and engage and pump up the crowd when you find your seat. Afterward, stay in the Ice Arena and mingle with parents and families. Encourage them to attend the Dessert Social in the multipurpose room.
First-Year Photo	Walk with your O-group to the Husky Statue after you meet them on Walker Lawn. Help arrange them as to make the photo process as easy as possible.
A Taste of Tech Traditions Setup	Assist clubs/groups on Walker Lawn, at various events and activities.
A Taste of Tech Traditions Activity Station	Help students with activities, run races, and be enthusiastic about the Traditions that make Tech special.
A Taste of Tech Traditions Cleanup	Collapse tables, assist clubs/groups take down their equipment, make sure Walker Lawn is clear for SLS to set up for the next day's events.
Day Zero Counter	Count the number of students in attendance of Day Zero Sessions.
Floater	Attend event, answer questions, and check-in for the organization/people in charge to see if they need anything. Assist as needed.
Usher	Attend and assist students in finding their seats. Make sure that they are sitting as close to the front and center as possible. You may need to make and announcemet asking them to move to the center, especially in the Rozsa.
Event Sign-Up	Help students sign up for events at a table in the entrance of the assigned dining hall. Sign-in sheets should be picked up from and returned to Jennifer or the OES Office (Admin 159).

# Team Meeting 1

## Welcome to Orientation

Sunday, August 25 | 2 PM  
Your Location:

### Objectives:

- Set the tone for the rest of O-Week
- Get students to feel comfortable with each other

### Rationale:

*This is the first time that the first-year students meet with their OTLs, so it needs to be energetic and set the tone for the rest of the week. We need icebreakers so everyone gets comfortable with each other, setting ground rules (pronouns, inclusion, no phones, etc.), and also preparing for the rest of the week.*

### Supplies:

Computer w/ Canvas | Possibly candy |  
Team Sign | Team Roster | White-board Marker

### Misconceptions or Common Concerns and addressing them

*"I don't need Orientation."*

- We have around 70 student staff who dedicated two weeks of their personal time for this, so it must be pretty helpful...
- Great time to make new friends
- There must be more reasons than this?

*"Is this required?"*

- Yes. You're paying the Orientation fee to be here. We teach you important things that will affect the rest of your time here at Tech.

### Timeline:

#### Opening

##### Introductions 15 Minutes

- Go over safety procedures, bathrooms, and gender-inclusive bathrooms
- Opener/Energizer (Name Alliterations, Candy Pass)
- Establish rules and give safety overview
  - Phones away
  - Respecting one another
  - "What is said here stays here"

##### Group contacts 5 Minutes

- Discuss with your O-Group if they want to make a group chat or other messaging service to keep up with everything.
  - GroupMe tends to work the best. You can message as well as set reminders for people to attend events. Be mindful of students who do not have smartphones, don't want to participate, or use alternative technology.

## Instructions

### Go over the purpose of Orientation Week 5 Minutes

- Give a personal testimony as to why Orientation Week is important to you. Share how your O-Week shaped the rest of your time here at Tech and why you find it useful.
- Explain what good habits are to students and share your own personal experiences.
- Ask the new students what they would like to get out of Orientation

### To-Do List Activity 5 Minutes

*The OTLs will ask what the first-years want to get out of Orientation Week. When the students share a response (and it is reasonable), the OTL will write them down on a whiteboard, notepad, etc., and address them throughout the week.*

### Run through the Orientation Student Schedule Book 15 Minutes

- Orientation Checklist
  - State that these are probably done already, but should be completed as soon as possible.
- OES Letter
  - Explain we had four students along with professional staff spend their whole summer planning this week for the incoming students.
- Student Service Hours
  - Hours for resources on campus to assist students with whatever they need
- State that events that are in gold are required
  - Team Meetings
  - Advising Hours
  - Author presentation
  - CommUNITY
  - Academic Success Presentation
  - Sex Signals
  - Technology and the Law
  - Day Zero
- State that events in silver are highly recommended
  - A Taste of Tech Traditions
  - Vegas Night
  - Light Up Dance Party
  - McNair Dance
  - Craig Karges
  - Movie
  - Afternoon on the Town
  - Welcome Week
  - Career Services Events
- Academic Advising Information
  - This is where students can see where their meeting with their department is on Monday along with their advisor's office location
- Placement Exams and Ensemble Information
  - Spatial Visualization
    - Explain what the test is on
    - State that they need to bring a laptop, M-number, and Michigan Tech email address.
    - (They may not use cell phones!)
    - Make sure that they try to connect to the universities Wifi with their credentials.
  - Modern Language Placement
    - French, German, and Spanish
    - State where it can be taken and cost (if any)

- Point out any events you find interesting

## Canvas Tutorial **10 Minutes**

- <https://mtu.instructure.com>
- Explain that this is what most instructors will use for their grading and distributing assignments
  - Bookmark this page!
  - Show how to log in to Canvas (ISO login)
  - Dashboard navigation (changing colors, names, favoriting)
  - Course navigation (assignments, modules, grades, etc.)
- Go over the Orientation 2019 course
  - Reviewing modules
  - Submitting assignments
  - Discussion posts
  - Learning to check everyday
  - NameCoach
- Submitting files
- Customization
- Notifications (email and app)
- Sometimes assignments are put on Canvas and not mentioned in class

## Closing

### Today's Remiders

- Neighborhood Meeting  
Location: Rozsa Center, Theater | (Wads Residents at 4pm) and (McNair & DHH at 3pm)
- Community Hangout  
Location: Their Residence Halls | (Wads Residents at 3pm) and (McNair & DHH at 4pm)
- Commuter Student Meeting (Only if you have commuters in the group)  
Location: MUB Ballroom | 3-5 PM
- A Taste of Tech Traditions - Rain Date: August 27 at 6 PM  
Location: Walker Lawn | 6-8 PM
- Roommate Agreements  
Location: Their Residence Hall | 8-9 PM

### Tomorrow's Reminders

- Academic Department Introductions  
Location: Make sure to tell them where they are going. Info on page 18 & 19 | 9-10AM
- Team Meeting 2  
Location: Your Meeting Spot (Remind them) | (Groups 32-64 at 10 AM) (Groups 1-31 at 1 PM)
- Advising Meeting  
Location: Make sure to tell them where they are going. Info on page 18 & 19 |  
(Groups 32-64 at 1 PM) (Groups 1-31 at 10 AM)



# Team Meeting 2

## Resource Tour

Monday, August 26  
Teams 32-64: 10 AM  
Teams 1-31: 1 PM

### Objectives:

*The students will become aware of the resources available to them by going on a campus tour.*

### Supplies:

*Script for tour.*

### Rationale:

*Since these students will be here for a while (4 years), they should get to know all the resources available to them. We have a lot of places on campus that students will end up using at some point, so showing them where these resources are on campus first will take away some of the awkward first steps that they would have to take.*

### Timeline:

#### Opening 5 Minutes

##### Light and quick activity

- The tour will already be 2.5 hours, so we want to get started as soon as possible and we also don't wear them out with the activity (two truths and a lie)
- Take attendance during this

#### Instruction

##### Campus Tour 140 Minutes

- Follow the path given by Gabe! We have mapped and timed this so there is no congestion and everything flows smoothly. If we deviate from this plan, then we will get congested. No additions or subtractions to your route!

#### Closing

#### Today's Reminders

- Advising Open Hours: 3:30-5 PM | Locations Vary
- Spatial Visualization Test: (For Engineers and Engineering Management) 3:30-4:30 & 4:30-5:30 PM  
Different Times and Locations
- CommUNITY: (Teams 1-31 at 6:30 PM) (Teams 32-64 at 8 PM) | Rozsa Theatre

#### Tomorrow's Reminders

- Team Meeting 3: (Teams 1-31 at 9 AM) (Teams 32-64 at 1 PM) | Team Meeting Locations
- Author Presentation: (Teams 1-31 at 1 PM) (Teams 32-64 at 9 AM) | Rozsa Theatre

# Team Meeting 3

## Online Resources

Tuesday, August 27  
Teams 1-31: 9 AM  
Teams 32-64: 1 PM

### Objectives:

Get the students comfortable using all the resources we use online (Banweb, MyMichiganTech, Google Suite, Involvement Link, Software Distribution, Duo)

### Supplies:

Computer for OTL | Encourage students to bring a laptop if they have one

### Rationale:

Since we live in a digital age, a lot of what we do on campus is completed online now (submitting assignments, checking grades, etc.). Because of this, we need to make sure students know how to use all of the resources provided to them effectively and efficiently.

### Misconceptions or Common Concerns and addressing them

*Not checking Gmail*

- This is the primary way of how members of the university get ahold of each other. Students need to be checking this at least once a day in order to keep up with everything. Be sure to clean out your inbox too!

### Timeline:

#### Opening 5 Minutes

*Start out with a quick energizer! (ex: Countdown)*

*Instead of opening all the links beforehand, show them how you open these links so they have an idea. This gives it a more approachable feeling.*

### Instruction

#### MyMichiganTech 5 Minutes

- Use the presentation available to you! That way you don't have to share your personal information with your students
- Current Students Tab
  - This is where you can check your status as a student
  - You can also view your classes for the semester here
    - Have them keep this up for GCal
  - If anything needs to be completed on your end, there is a checklist for you to complete
    - EverFi
- Financial Aid Tab:
  - Checklist for using Financial aid
  - Award Snapshot
- Housing Tab:
  - Where you can renew your housing contract
  - Other information for living on campus (Zipcar, shuttle, etc.)

- Payments Tab:
  - Viewing and paying your student bill
  - Registering for Broomball
  - Confirm Enrollment

## **Banweb 10 Minutes**

- Show the basics of Banweb to your students. Explain that this is a valuable tool that will be used for the rest of their time here at Michigan Tech, especially when registering for classes.
- Personal Info Tab
  - Where you keep your address updated, Safety First Alert contact info, Emergency Contacts, Weapons Registration
- Students
  - Registration
    - Registration Time
    - Add/Drop Classes
    - Look-up Classes to Add
    - Final Exam Schedule
    - Class Schedule
  - Student Records
    - Transcripts
    - Taxes
    - Degree Audit
    - Apply to Graduate
  - Grade Release for Greek Life
  - Study Abroad Application Status
- Financial Aid
  - View and Accept Awards
- Guest Tab
  - Lets others view your Banweb account
- Payments/Confirm Enrollment
  - Confirm your enrollment by going to MyMichiganTech and clicking "Confirm Enrollment".

## **Google Suite 15 Minutes**

- Google Calendar
  - Google Calendar is the official scheduling system at Michigan Tech
  - Demonstrate how to create an event
    - Include reminders, invites, and recurring events
    - Creating additional calendars
    - Importing Canvas calendar
    - Put course and work schedule in GCal so people can schedule meetings with you
  - Have students put their schedules into their calendar
- Google Drive
  - This is where students can store files and collaborate with others
  - Explain My Drive, Shared Drive, and Shared with Me
  - Demonstrate how to share a file and a folder
  - Demonstrate how to create a Shared Drive
    - Explain the benefits of this
- Gmail/HuskyMail
  - Explain that this is the official method of communication for the University.
  - Explain that it's important to check this at least once a day in order to stay on top of things
    - Clean it out everyday as well!
  - Demonstrate how to add this to their phone so students have easier access
    - If the room has a document camera, you can use this to share your mobile screen with them

- Easiest is downloading app
- iPhones can also use native Mail app as well
- Demonstrate how to make folders/labels to organize emails

## **Software Distribution** 5 Minutes

- Show all the software that is available to students, and explain which ones they may want to install (based on their major)
  - Mathematica, MATLAB, NX, Microsoft Office, Microsoft Azure (downloading OS, servers, and more)

## **Printing** 5 Minutes

- Files to print are held in a queue and released when you scan your HuskyID at the printer
- Explain that if students wish to print to a campus printer from their personal computer, they need to download Papercut, or have a script do it for them.
  - If they bring their computers, have them do this now so it's set up for classes

## **Other useful things** 5 Minutes

- Duo
  - <http://www.mtu.edu/two-step>
  - We will set this up during the Registration meeting
- Finding computer availability
  - <https://mtu.edu/it/services/computer-labs>
- Involvement Link
  - Show how you can find student organizations on this website
- Corq
  - Smartphone app that involvement link uses to display events on campus
- Reserving study rooms
  - [http://mtu.libcal.com/booking/study\\_rooms?s=study\\_rooms](http://mtu.libcal.com/booking/study_rooms?s=study_rooms)
  - You cannot reserve study rooms on the first floor
- SDC Schedule:
  - [https://www.michigantechrecreation.com/operations/building\\_hours/Index](https://www.michigantechrecreation.com/operations/building_hours/Index)

## **Closing**

### **Today's Reminders**

- Team Meeting 4  
3-4 PM | Team Meeting Locations

# Team Meeting 4

## Discuss "Reading As Inquiry"

Tuesday, August 27  
3-4 PM  
w/ Faculty Advisor

### Objectives:

- Discuss thoughts on the book
- Answer the reading questions

### Supplies:

Book | Discussion questions

### Rationale:

*The reading book is a common talking point for first-year students and staff to talk. It allows students to learn how to have a proper discussion with each other and maybe learning to disagree with each other.*

### Misconceptions or Common Concerns and addressing them

*Didn't read the book*

- They can use the points from the author presentation
- Can think about the questions from a general standpoint rather than from the book
- You can give your opinion even if you didn't read the book

### Timeline:

#### Opening

##### More introductions 5 Minutes

- Because there are new faces (community member and RA), we will want to run through names and short introductions (major, hometown). Have the facilitator share their name and job title.

#### Instruction

##### Book discussion 50 Minutes

- Go through the list of discussion questions given. Keep the conversation going. Try to get everyone to contribute something!
- Some things to also discuss are favorite and least favorite parts of the book, deeper meanings of the book, and its relevance to college.

#### Closing

##### Today's Reminders

- Vegas Night: 9-11PM | Wadsworth Hall

##### Tomorrow's Reminders

- Team Meeting 5: Remind them of their meeting location and time.
- Academic Success Presentation: (Teams 32-64 at 8:45 AM ) (Teams 1-31 at 10 AM) | Rozsa Theatre
- Technology and the Law: (Teams 32-64 at 11:15 AM ) (Teams 1-31 at 1:15 PM) | Rozsa Theatre



# Team Meeting 5

## Registration

Wednesday, August 28  
My Team's Location and  
Time \_\_\_\_\_

### Objectives:

- Prepare students for registering for classes
- Show them how to add and drop classes
- Show them how to find classes to add

### Supplies:

*Computer lab so every student has access to a computer*

### Rationale:

*Registering for classes is something that every student will have to do. This is often the information that is lost between O-Week and actual registration because it happens three months after they learn it. If we can practice this and share a copy of instructions and an example with them, this will ease the process.*

### Misconceptions or Common Concerns and addressing them

*Switching Majors*

*If students want to do this during O-Week, they need to talk to their current advisor, prospective advisor, and the Registrar's office.*

### Timeline:

#### Opening

Energizer (ex: 1, 2, 3, Look) **5 Minutes**

#### Instruction

**Set Up Duo 5 Minutes**

- Explain that this is a two-step verification process that all students, faculty, and staff are required to use. This needs to be set up before classes start in order to use online resources.
- Go to <http://www.mtu.edu/two-step> and click on the Two-Step Registration Page link. Download the Duo Mobile app to your smartphone. Follow the step-by-step instructions on the site.

**Explain what registering for classes is and why it's important. 5 Minutes**

- When you start at tech, your first semester of classes are picked for you. After this, you have to pick your classes for the rest of your time here. This can be a difficult process, so we're going to demonstrate how to do so.
- The first stop for figuring out classes to add is your academic advisor
- Use a degree audit or flowchart if your major has one. Show where to find your flow chart or audit. This serves as a guide for classes to take, but your advisor can tell you what classes you need to take next semester. In fact, you're usually better off if you ask your advisor.
- Mention that everyone has a different time that they sign up for classes. It goes by the number of credits you have. A list of these times can be viewed at: <https://www.mtu.edu/registrar/pdfs/>

registration-priority-schedule.pdf. It can also be viewed on your Banweb account under the Registration Tab. Students -> Registration -> Check Your Registration Status.

- Explain the use of a degree audit.
  - Checks classes that you've taken and ones you still need to take. Also your cumulative and departmental GPAs.

### **Demonstrate how to set up a schedule and find classes to take** 5 Minutes

- Once you know the classes that you need to take next semester, you can start searching for them and get ready for your registration time.
- First thing to do is make a spreadsheet of times in half hour blocks on the left column and days across the first row. You could also use Google Calendar, but it's harder to copy and paste the CRN.
- Next, go to Students -> Registration -> Look Up Classes to Add. Start with classes that you absolutely need to take that semester. This would be classes that are offered once a school-year or any prerequisites for any classes needed later. Copy their CRNs down.
- You may have to move some classes around in order for your schedule to work, so be patient but also get a head start on this.
- These are things you should feel comfortable asking as a student:
  - What classes should I take?
  - How do I make a class schedule?
  - Where do I go if I need help making a schedule?
  - How do I actually register for classes?

### **Go over co-curricular credits.** 5 Minutes

- Explain that three of these are required in order to graduate. If any are open, tell them that they are welcome to enroll in the class. Walk them through the process of copying the CRN and adding the class.

### **Finding Day-Zero classes** 25 Minutes

- Have students pull up their class schedule on Banweb or MyMichiganTech. Show students how to match their course and section with the Day Zero Schedule. Encourage students to go to one day zero session besides their classes.

*Let students explore classes offered. Be sure to mention that they cannot drop any courses they are taking already, but they can switch them around and add them.*

## **Closing**

### **Today's Reminders**

- Remind them about Technology and the Law if you already haven't.
- Sex Signals: Tell them when and where you all are meeting.
- Light Up Dance Party  
9 PM-Midnight | Walker Lawn

### **Tomorrow's Reminders**

- DAY ZERO  
Remind them about the schedule that you gave them and encourage them to ask questions. Page 10 has optional explorations that they can go to.
- Team Meeting 6  
(Teams 1-31 at 4 PM) (Teams 32-64 at 5 PM) | Team Meeting Locations

# Team Meeting 6

## Campus Life

Thursday, August 29  
Teams 1-31: 4-5 PM  
Teams 32-64: 5-6 PM

### Objectives:

*The first-year students will feel accustomed to living here on campus as well as in Houghton.*

### Rationale:

*The majority of our students are a day's-drive-away from home, so this is a new feeling for them. Because they can't just go home for a weekend, we want the first-years to become accustomed to living here. This includes anything (getting groceries, making friends, adjusting to an academic life, handling stress, etc.)*

## Misconceptions or Common Concerns and addressing them

### Drinking

- Explain that there can be serious repercussions for drinking underage (fines, jail time, and being placed on probation). Drinking can have some benefits ("social lubricant") but it does more harm than good.

### Supplies:

Solo Cup | Candy  
Container for the "drink"  
<https://youtu.be/fGoWLS4-kU> (Tea Consent Video Clean)

## Timeline:

### Opening 5 Minutes

- Do a quick energizer (ex: bring to me)
- Introduction to maintaining a balanced life on campus
  - Staying on top of your schoolwork while having a social life

### Instruction

#### Experience Tech Initiative 5 Minutes

- The Experience Tech Fee gets you into many events on campus
  - Varsity games (hockey, football, basketball, everything!)
  - Access to the ski hill
  - Golf course
  - Rozsa
  - VPA events
  - Tech Trails
  - Many more
  - <https://www.mtu.edu/student-affairs/interests/experience-tech/>

#### Stress management 5 Minutes

- Give tips on how to manage stress
- First is staying on top of your assignments and finishing them
  - Yes finishing your assignments reduces stress

- Maintaining a healthy diet
  - Staying hydrated
- Get enough sleep but not too much
  - Ideal is 7 or 8 hours, but it depends on the person
  - Sleeping too much can be a sign of depression
- Working out
  - Endorphins as well as getting your body in shape
- Going to counselor (Counseling Services)
- Sticking to a schedule (Google Calendar)

### **Drinking and choices 15 Minutes**

- Do the sandwich method- talk about repercussions, slightly talk about positive, then talk more about negatives
- First talk about how drinking underage is illegal
  - First offense is a civil infraction and \$250 fine
  - Second is a misdemeanor
  - There will also be consequences with the school
    - Probation
    - Alcohol class
    - Losing scholarships
    - Trouble with the law
- Discuss positives and negatives
  - Positive is you feel looser and more social
    - Mention that you don't need alcohol in order to feel this way. You can hike, go to the movies, etc.
- Negatives
  - Hangovers
  - Consequences previously mentioned
- What to do if someone's had too much to drink
  - Good Samaritan Provision
    - This is a Michigan Tech Policy and does not cover you with the law. It allows students to seek medical help for underage drinking if someone's life is at stake. It applies if the students request assistance first, not if they are caught
  - Know the symptoms of alcohol poisoning
    - Unresponsive
    - Pale
    - Cold, clammy skin
  - Bacchus maneuver (lay on side)
    - Use a backpack filled with books
  - Do not leave the person unattended
- Taking care of yourself and others
  - Watch how much you've had to drink
  - Watch how much your friends are drinking
  - Never leave your drink unattended
  - Keep your drink covered
  - Have a plan to get home safely
- Know your limits, have a plan, and bring friends

### **What's in my cup activity 10 Minutes**

- We'll have different colored candy
  - Ex: Red is liquor, blue is mixer, etc)
- Have students decide how much mixer and liquor to put in
- Once the mix is ready, scoop the candy into the solo cup at 12oz line

- Have students count the number of candy
- Divide number of alcohol candy by total candy, multiply by 11 and that is the number of drinks you actually had.

### **Relationships 10 Minutes**

- Consent is ALWAYS needed
  - Can be taken back at any time
  - Can't be given if one or both or multiple persons are drunk
  - Assume it's taken back if asleep
  - Show the tea video
- Learn the signs of an unhealthy relationship (both romantic and friendly relationships)
  - Yelling or fighting
  - Lack of trust
  - Controlling

### **Health 5 Minutes**

- Counseling Services
  - Depression, anxiety, test anxiety, managing medicine
- UP Health System
  - University Center (SDC): Rehab, Imaging/X-Rays, Pharmacy
  - Houghton Location (Sharon Ave): Express Care, Fitness Center
  - Main Campus (Hancock): ER, Pharmacy, OB/GYN, Surgeries
- Public safety
  - Contact 911 for any concerns
  - Available 24/7
  - Teaches RAD class

## **Closing**

### **Today's Reminder**

- McNair Hall Dance  
9 PM | West McNair Courtyard

### **Tomorrow's Reminders**

- DAY ZERO  
Remind them about the schedule that you gave them and encourage them to ask questions.  
Page 12 has optional explorations that they can go to.
- Team Meeting 7  
4-5 PM | Team Meeting Locations



# Team Meeting 7

## Academic Success

Friday, August 30  
4-5 PM

### Objectives:

*The first-year students will be presented w/ ideas to benefit their academic success here at Michigan Tech*

### Supplies:

*Paper | Writing Utensils (ask students to bring their own, but have backups) | Index cards and signs for activity*

### Rationale:

*The goal of going to this university is to get your degree so you can go further in life, whether it's a job immediately after graduation, or going further into education. In order to complete this step, you need to have proper strategies in order to do so. This is where OTLs can share their own experience in their academic success, and maybe even failures. Being successful goes outside of the classroom, too. It includes focusing on your mental health and well-being.*

### Misconceptions or Common Concerns and addressing them

*"I got perfect grades in high school, so I don't need any help."*

- Many students struggle with the transition from high school to college, and grades tend to drop lower than you expect. Take it from us who have been here for \_ years and have the experience.

*"This is a waste of my time."*

- If it was a waste of time, we wouldn't have hired 65 student staff members to help with your transition from high school to college, and they wouldn't give up two weeks of their summer to be here if it didn't have value.

### Timeline:

#### Opening 5 Minutes

##### Quick Energizer (ex: Elbow Tag)

#### Instruction

##### Tech Values 5 Minutes

- This is the time to go over the value that we have at Michigan Tech. Don't just run through them because we ask you to; give a genuine speech on how they have impacted your time here, and what they mean to you.
  - Don't say "These are the values and this is what it means."
  - Say, "At Tech, we have five values that make us a better community and shape our lives," or "These are meant to shape us as people, not just students." Something genuine.
- Speak for a total of five minutes, with around one minute on each value, about how these have shaped you.
  - Example: The community at Michigan Tech has shaped me into the person that I am. I've

been exposed to a lot of different people, and we've shared our experiences in life. Learning to work with a diverse group of people makes you a more universal person and gives you a better understanding of how people are shaped and why they believe certain things.

### **Success Strategies 10 Minutes**

- Talk about how high school classes are different than college classes
  - 2-3 hours outside of class for every credit
- Offer your own personal tips that help you study, as well as other options (not everyone studies the same way)
  - Blocking your studying
    - Study each subject for an hour at a time, then switch
  - Treating school as a full time (8-5) job
  - Finding your personal favorite spot to study on campus, or maybe it's not campus
    - Coffee shops
    - Outside
  - Mention that study habits from high school tend to change
- Using the resources available to you
  - Learning centers
    - Let the first-years know that even students with 4.0 GPAs use the learning centers!
    - It's one of the things that you don't think you need until it's too late...sign up now and if you don't need it then drop it
  - Academic Advisors
    - They are here to help you succeed. They want you to have the best experience possible at Tech, and they know which classes you can take and not take, as well as should and should not take
  - Instructors
    - Make sure you're talking to your instructors for your class! It shows them that you truly care about the class, even if it's a simple question. State that instructors want students to come to their office hours with questions, so make use of them!
  - Academic Success Coaches
    - These are learning center coaches that help students who need help with their general academics. They give tips on studying, time management, and utilizing resources on campus.

### **Changing Majors 5 Minutes**

- Students often contemplate changing majors while attending Michigan Tech. Roughly a third of students change majors within their first three years nationwide. State that it is totally normal to feel like your major does not align with what you want to do in life. The first thing to do is determine if you want to change majors because of what you want to do in life or if it's because you are simply stressed with your classes. If you truly want to change your major, the next thing to do is to meet with your potential new advisor. This is when you can discuss what you want to do with your degree, as well as your life, and then see if that aligns with your degree.
- If the student is unsure of whether they want to change majors, mention that there is a class called Exploring Majors (SA1000) that they can enroll in to explore the majors we have on campus.

### **Academic Life Activity 35 Minutes**

**Ask Me Anything**

**Closing**

## Today's Reminders

- Illusionist - Craig Karges  
8 PM | Rozsa Theatre
- Movie on the Lawn - Back to the Future  
10 PM | Walker Lawn - Rain Location: Fisher 135

## Tomorrow's Reminders

- An Afternoon on the Town  
11:30 AM-3 PM | Tell them how it works.
- Comedian - Myq Kaplan  
10 PM | Rozsa Theatre

## Future Reminders

- First Day of Class: Tuesday, September 3
- Welcome Week and K-Day: First week of class  
Explain what these are and how they work
- Team Meeting 8: September 15  
Tell them of meeting time and location if you have it.
- Team Meeting 9: October 6  
Tell them of meeting time and location if you have it.

# Extra Notes




When you plan for everything and it still falls apart...

# Activities List

We aim to refrain from using the word 'Icebreaker' as it may carry a negative connotation. Alternate terms include: Activity, Team-Builder, Game, Energizer, etc.

There are three different levels that determine which activities should be used at what times. They are represented by the following symbols:

 **Stanger** - For the first day or two of O-Week. Nothing touchy, physical, or uncomfortable.

 **Friends** - Usually appropriate. When your students start to become friends.

 **Best Friends** - Your group is pretty comfortable with each other and down to act silly.

**\*\* Keep in mind, the above rankings are general tips and hints for what to do when. By no means do you have to follow these guidelines strictly. Use your better judgment and determine activities that you think would work best in a particular time and place. \*\***

## Name Games

 **Name Alliterations**

Everyone sits in a circle. One person begins by sharing their name and an adjective that begins with the first letter of their name (example: Rowdy Rachel, Handsome Henry, Awesome Anna, etc.). The next person repeats that person's name and adjective, then adds their own. Continue around the circle. The last person will have to repeat the names and adjectives of everyone in the circle.

 **Dance Moves**

Everyone stands up. Tell the group that they are going to create their own group dance. Start off by saying your name then doing a dance move. The next person says their name and adds their step, then does all of the names and dance steps that have been done so far to create one large dance. At the end of the game, have your whole group dance together.

 **Blanket Drop**

Every student has to say his/her name. Then you form two teams. Two people have to help each other hold up a blanket. The two teams stand on opposite sides of the blanket. Each team has to pick one person at a time to stand directly in front of the blanket. Then when the blanket drops the two chosen students have to guess the other person's name as fast as possible. The person who says the correct name gets to sit OUT of the game. Both teams repeat this over and over again. The winning group is the team that got completely OUT of the game because they guessed all of the opposing teammates' names correctly.

## **Toss A Name**

Standing in a circle, the person with the ball calls someone by name and tosses the ball to them. When the other person catches it, they say, "Thank you, .", and then call upon another person to whom they toss the ball. After the balls have been tossed around for a couple of minutes, start a second ball going at the same time, then a third, and finally a fourth.

## **"Get to Know You" Activities**

### **Candy Pass**

Pass around a bag of candy and ask the group members to take a handful. Then go around the group and for every piece of candy that each person has, they need to share something about themselves.

### **Scar Story**

Go around the circle and ask every member to share how they acquired a scar.

### **Two Truths and a Lie**

Everyone shares three statements about themselves, two of which are true, and one which is a lie. The group must guess which statement is the lie.

### **Uniquely You**

Everyone stands in a circle. Someone says something that they think is unique about them. If the statement is true for others as well, they raise their hand. The point is to share something that really makes you unique. Once you say something and nobody raises their hand, you can sit down. Continue until everyone is sitting.

### **Speed Interviews**

Divide the group into pairs. Ask them to take three minutes to interview each other. Each interviewer has to find 3 interesting facts about their partner. Bring everyone back together and ask everyone to present the 3 facts about their partner to the rest of the group. Watch the time on this one, keep it moving along.

### **Birthday Line**

Explain to the group that this is a nonverbal activity. The group is to form a single straight line according to their birthdays. No lip reading or spelling in the air or on the ground is allowed. When the line is completed, each person will shout out his or her birthday, beginning in January.

## **Sound Ball**

Have the group stand in a circle so that everyone can see each other. The activity begins by someone making a sound - any sound -while also throwing a ball to another person in the circle. The person that receives the sound will repeat the sound that was thrown to them. Then, without hesitation, the receiver sends a new sound to another person in the group, and the process continues to repeat itself. Keep the sound moving quickly and randomly to get everyone involved.

# Quick Energizers



## 1,2,3 Look

Have a group stand in a circle with their heads down. One person says, "1, 2, 3, Look!") and everyone raises their heads and looks directly at another person's eyes. If the person at whom they look is looking at someone else, nothing happens. If two people are looking at each other, they are both out. Play until there are two people left.



## Back to Back

Each group member must find a partner of similar height. With arms remaining locked at all times, the partners will sit down on the ground, kick their legs out straight, and try to stand back up. You can expand this to groups of 4, 8, 16, etc.



## Countdown

There are no assigned numbers and the countdown cannot go around the circle. When the leader says, "Countdown!" someone must start at the top (example "ten" if there are ten people in the group) and then someone else not sitting next to that person must say the next number. If two people call out the same number at the same time, start over.



## Hand Squeeze Race

Have the group form two teams in parallel lines, facing each other. Each person must close their eyes and hold hands with the person on the side of them. The leader holds hands with the person at the start of each line and squeezes their hands to start the race. The hand squeeze travels down the line, person to-person, until it reaches the last person. This person can then open their eyes and try to pick up an object on the ground, such as a ball or a shoe, before the last person on the other team gets it.



## Shake it Out

Everyone should stand up. The leader should quickly count from 1 to 8. On each count, everyone should shake out their right arm. Repeat the counting and shaking with the left arm, right foot, and left foot. The leader then counts from 1 to 7, gaining speed. Shake out in the same pattern. Repeat with counting up to 6, then 5, 4, 3, 2, and 1, gaining speed each time.



## Ha Ha!

Have the group divide into two teams and stand in two lines. Have the students lie on the ground, resting their head on the previous person's stomach. Starting at the end of the line where the students' head is on no one's stomach, they will say "HA!" so their stomach pushes out. Then, the person whose head is on their stomach will say "HA!" and so on until the "HA!" reaches the end of the line. If someone along the way starts laughing for real, the line must start from the beginning again. The game is over when one line completes the chain without actually laughing. Variations may include: extra deep "HA!", high-pitched "HA!", "HA!" twice, etc.



# Active Games

## Triple Tag

Have your students team up as partners. This is a special game of tag. Students can only “run” by walking heel to toe. In round one, the students must tag their partners “running” in this fashion. When one partner is tagged, they trade roles, and continue until the end of the round. When tagged, the new tagger spins 5 times before pursuing the new tag-ee. In round two, the students must still move around like before, but have to hold a hand over one eye. In round three, the students must move around the same, still holding a hand over one eye, but must form a circle with the other hand and hold it up to their eye like a telescope.

## Bring it to Me

The leader breaks the group into smaller groups and everyone in the group is assigned a number. The leader then calls out a number and the students who were assigned that number run to the leader in the center and huddle up. The leader then tells the runners what to bring back to them, for example, “bring me a left shoe”, and then when the leader says “Break”, they all run back to their groups, retrieve the item, and bring it back to the leader. In case the runner is the only one with the object, they still have to run back to the group and back before giving the leader the item.

## Clump

Group members mingle in an area. The leader calls out a number, and group members must quickly stand in a group with that number of people. Anyone who does not make the group is out.

## Elbow Tag

Have everyone pair up and link arms. Each pair should stand far apart in a large space. One pair gets singled out and each individual goes to opposite sides of the room. One of them is designated as “it”. “It” begins chasing the other single, who runs around and eventually stands next to an existing pair, hooking their arm with one person of the pair. The person in the pair who did not get hooked now becomes the runner and is chased by “it”. If “it” tags the runner, the runner becomes “it”, and the roles are reversed.

## Human Knot

The group starts in one or two tight circles. Everyone in the circle reaches in with their right hand to grab another group member’s right hand. They should also join left hands with a different person. Untangle the group without letting go of hands.

## Rock Paper Scissors, Cheers!

Have a rock, paper, scissors tournament with your group. The winner of each pair finds another person to challenge and the loser begins following the person and cheering them on. Anyone cheering for the loser begins cheering for the winner until there are two people left with a large group of followers cheering for each side.

## Swab the Deck

All stand in the middle of a large space, the “boat”. Follow directions when called out! Players are “out” if they are the odd-man-out when a group of a specific number is needed to do the action, or if they perform the wrong action (as in Simon Says).

Actions:

### **1 Person:**

- Bow = Front
- Stern = Back of the “boat”
- Starboard = Move right
- Port = Move to left
- Hole in the Boat = Everyone move to the middle and kneel down, scooping water out of the boat
- Land, Ho! = Run to either side and look for land!
- Swab the Deck = Down on hands and knees and scrub
- Beached Whale = Lay on the ground and flop arms/legs up and down
- Pirate = Cover one eye and yell “ARRGGGHHH”
- Captain’s Coming! = Salute until they are told “at ease” (if player does an action, or even moves while still saluting, they are out)

### **2 People**

- Lifeboat = kneel with a partner and row while singing, “Row, Row, Row Your Boat”

### **3 People**

- Man Over Board! = one person lies on the floor, one person grabs their legs, and the other grabs their arms as if you were going to throw him or her overboard

### **4 People**

- Octopus = 4 people stand back-to-back and wiggle their arms like an octopus

### **5 People**

- Starfish = 5 people hold hands and make a star

## Zip Zap Zop

Everyone gets into a circle. One person says, “zip” and points directly at someone else in the circle. That person then points at someone else and says “zap”. That person then points at a third person and says “zop”. That person then says “zip” to someone else and so on. If a person says one of the words out of order, or says the next words back to the same person who just sent it to them, or takes too long to send the word to someone else, then they are out.

## Last Word

Standing in a circle, have one person approach another and state a random sentence (example: “I love going to the zoo”). That person goes up to another person in the group and states a sentence that starts with the last word from the previous sentence (example: “Zoo life is wild and crazy”).

## Getting Creative

Start with a word, and throw it out to the group. Have the first person say the first thing that comes to his/ her mind. Then have the next person say the first thing that comes to mind about the previous person’s answer. Go all around the room.

# Time Killers



## Wink Murder

All of the players but the selector sit in a circle and close their eyes. The selector picks the detective and the murderer by tapping them on the head once and twice, respectively. Then the selector tells everyone to open their eyes. The detective's goal is to determine who the murderer is as quickly as possible. Meanwhile, the murderer kills people by winking at them. When a player is killed, he should "die" dramatically and lay down. The detective has three chances to guess who the murderer is. If the detective does not guess correctly, he remains the detective for the next round. If the detective does guess right, the murderer becomes the detective for the next round.



## Ninja

Players will stand in a circle, and place their hands together. The game begins with players jumping out from the circle and striking a pose. Players then go around the circle and take turns attacking their opponents by swiping at their hands, and must freeze in place once their attack is finished. Defending players may dodge if they think they will be hit, and must also freeze once the attack is finished. If a player is hit, the hand that was hit is out, but the other hand is still in. When both hands have been hit, the player is out and must stand back until there is one player left. The only player remaining is the winner.



## Alphabet Actors

Divide players into groups of three or four. The leader then calls out a letter, and the groups must then form that letter using their bodies. The groups can decide if they want to build the letters standing or laying on the ground.



## Solemn and Silent

Two students stand back to back. On the count of three, everyone must face their partner, look them in the eye, and try to remain solemn and serious, without speaking. The first to smile or laugh must sit down. All who remain standing then take a new partner and the activity continues until there is only one person left. If you get a pair at the end who are both keeping a straight face, the rest of the group can act as hecklers to disrupt them.

# OTL Agreement

## 2019 ORIENTATION TEAM LEADER AGREEMENT

In accepting the role of an Orientation Team Leader (OTL), I understand this position requires that I meet a specific set of standards. These standards have been established to ensure the best possible experience for new students and to promote the feelings of camaraderie and support, which are essential to a successful orientation program and team.

As an Orientation Team Leader, I agree:

### I. Behavior and Attitude

- A. To provide a welcoming environment for all new students and guests. I will remember my role as a leader and be patient and understanding with all orientation attendees.
- B. To remember that as a representative of the University, I need to make every effort to present both Michigan Tech University and myself in the best possible way. I need to be aware that my actions have the ability to influence people's opinion and expectations of the University.
- C. To recognize myself as a role model. I will set a positive example for all new students by showing respect and consideration for all members of the faculty, staff, administration, students, guests, and their property.
- D. I must be sensitive to the uniqueness of each situation and the individuals involved, thus promoting an understanding and respect for various opinions, values, and cultural backgrounds. I will not encourage or tolerate any incidents of prejudice or bias related to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, marital status, disabled veteran status, veteran status, or disability.
- E. Even though at times this job may be stressful, I will make every effort not to get discouraged. I will execute my duties as an OTL with a high level of excitement and enthusiasm during each orientation day.
- F. To rely on fellow OTLs, OES, and Wahtera staff as my support and resource network. I will ask for assistance and will be ready to assist any member of the team.

### II. Job Performance

- A. I recognize that Orientation Team Leader appointments are made on a yearly basis and are subject to review at any time. I understand that I must reapply for employment as an OTL in future years, and that evaluations by my team, fellow staff members, OES, and Wahtera staff will be used to inform hiring decisions.
- B. I recognize my job performance is in examination regularly and will be documented.
- C. I understand that the compensation for my position will be minimum wage, currently, \$9.45/hour.
- D. I will limit the use of my cell phone while I am working to calls/texts relevant to my job as an OTL or emergencies. This applies to phone apps, and personal texts and calls.
- E. I will dress appropriately for each day of Orientation. This means wearing a watch, no open-toed shoes, and clean, wrinkle-free clothing. I will wear my OTL Shirt, and will not wear athletic bottoms (athletic shorts, pajamas, etc.).
- F. I will check my email regularly throughout the entire term of employment and respond to requests promptly, within 1 week or less over the summer and within the day during the week leading up to training through the duration of Orientation.
- G. I will attend and actively participate in all training sessions and scheduled shifts. I understand this may require long days and varied hours.

### III. Personal and Professional Responsibility

- A. I understand that if I am dating a staff member during training and/or Orientation week, I will behave in a professional manner while attending position-related functions.
- B. I understand that in order to preserve the integrity of the role, as an OTL I am not permitted to date or become involved with any of the new students for the duration of OTL Training and Orientation. If I am dating a first-year student prior to Orientation week, I will follow the above guidelines for staff members who are dating, and will disclose this to the Assistant Director of Orientation Programs.
- C. It is my responsibility to interpret, explain, enforce, and abide by all University policies and procedures during Orientation. I will report any violations to the Assistant Director of Orientation Programs.
- D. I will maintain the highest level of professionalism. This includes, but is not limited to: not using profanity or inappropriate language, not making tasteless jokes, or gossiping.
- E. I will monitor the information posted in any of the online communities I choose to participate (Facebook, Twitter, etc.) this includes written information, pictures, groups I belong to, etc. that I post on my site or that other people post on my site. If this information is public, it will be in compliance with Orientation standards and expectations.
- F. I will not accept or maintain other employment during OTL Training or Orientation week.

**IV. Alcohol and Substance Use Standards**

- A. If I am under the age of 21, I will not use alcohol during Training or Orientation week. If I am over the age of 21 and choose to drink, I will do so responsibly, will not be in my OTL shirt, and will not drink on the same day as any Orientation event during which I have a shift.
- B. I will not use illegal drugs during Training or Orientation week.
- C. I will not be present where underage students are consuming alcohol.
- D. I will not sponsor any activities with alcohol involving my team or fellow staff members.
- E. I will not drink with new students, on or off campus.
- F. I will not attend any function where there are people I know to be drinking underage or using illegal drugs. If this situation occurs, I will remove myself immediately.
- G. I will not brag or boast about any drinking or drug experience.
- H. I will act as a role model. I will uphold both state law and University policy on and off campus. I understand that my decisions will affect not only me, but also my community and staff.

**V. Non-Compliance**

- A. I understand that non-compliance to any of the above responsibilities or policies may jeopardize my employment as an Orientation Team Leader at Michigan Tech.
- B. I understand that my continued employment with the Wahtera Center throughout Orientation and Fall 2018 will be contingent upon my overall performance during Training and Orientation Week. If I fail to perform my duties or responsibilities as described above or fail to meet the expectations set by the Wahtera Center and the Orientation Executive Staff, my position as an OTL will be subject to review by the Assistant Director of Orientation Programs.
- C. I accept the terms of this agreement as reasonable and recognize my full opportunity to discuss what I feel are serious deviations of this agreement with the Assistant Director of Orientation Programs. I have read the description of the position, accept the expectations listed, and agree to the stipulations outlined above.
- D. I recognize that the Wahtera Center for Student Success at Michigan Tech, as my employer, reserves the right to terminate my position based on the policies that govern the University. I understand that it is my responsibility to uphold such policies. I agree to the outlined standards of employment, recognizing that this list is not all-inclusive.

**I understand that any violation of this contract is serious and will be addressed on a case-by-case basis. Violations may result in warning, probation, or termination. I also understand that this job agreement is subject to change.** I acknowledge that this agreement is effective the date this document is signed and ends with the completion of my responsibilities, as confirmed by my supervisor.

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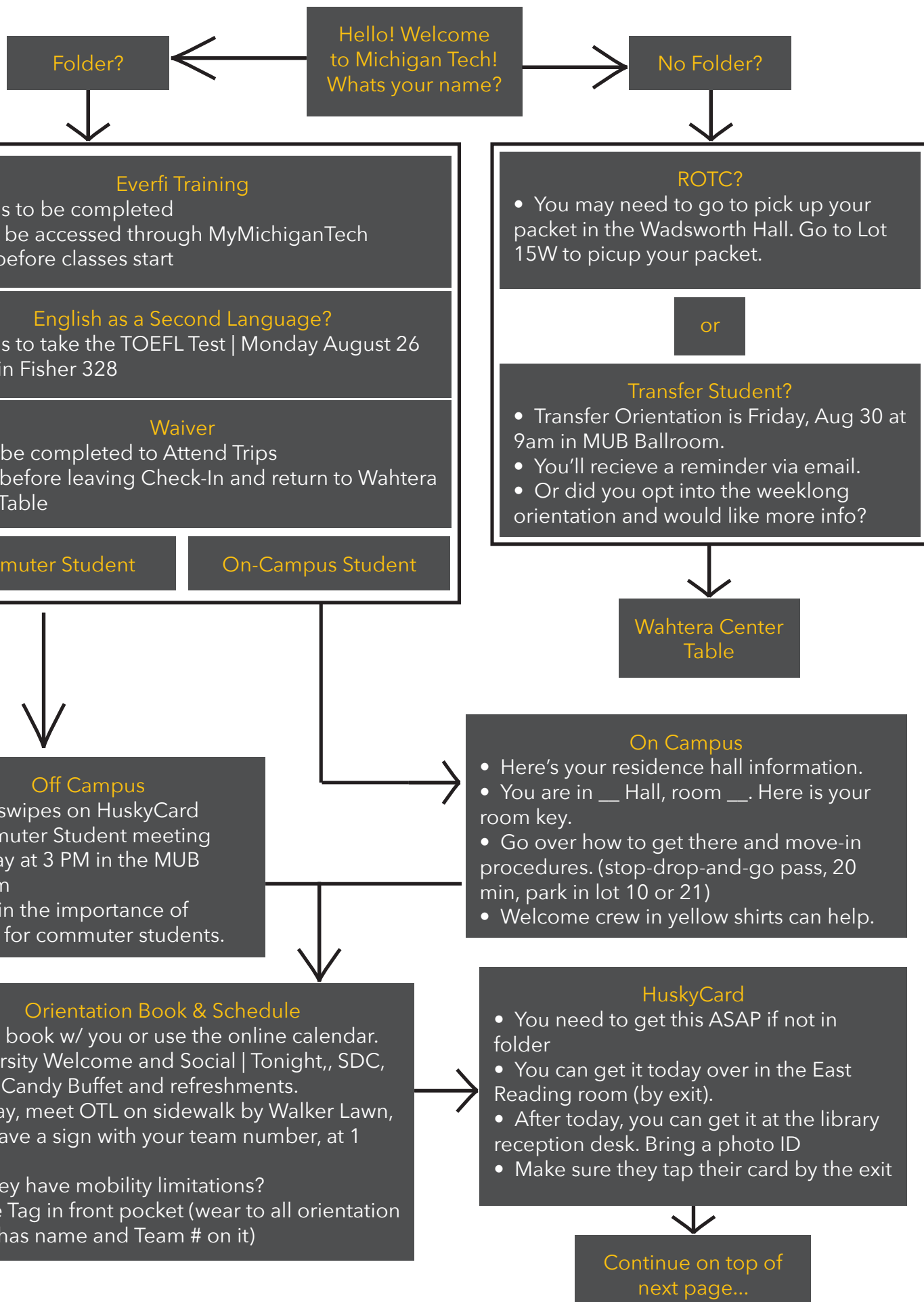
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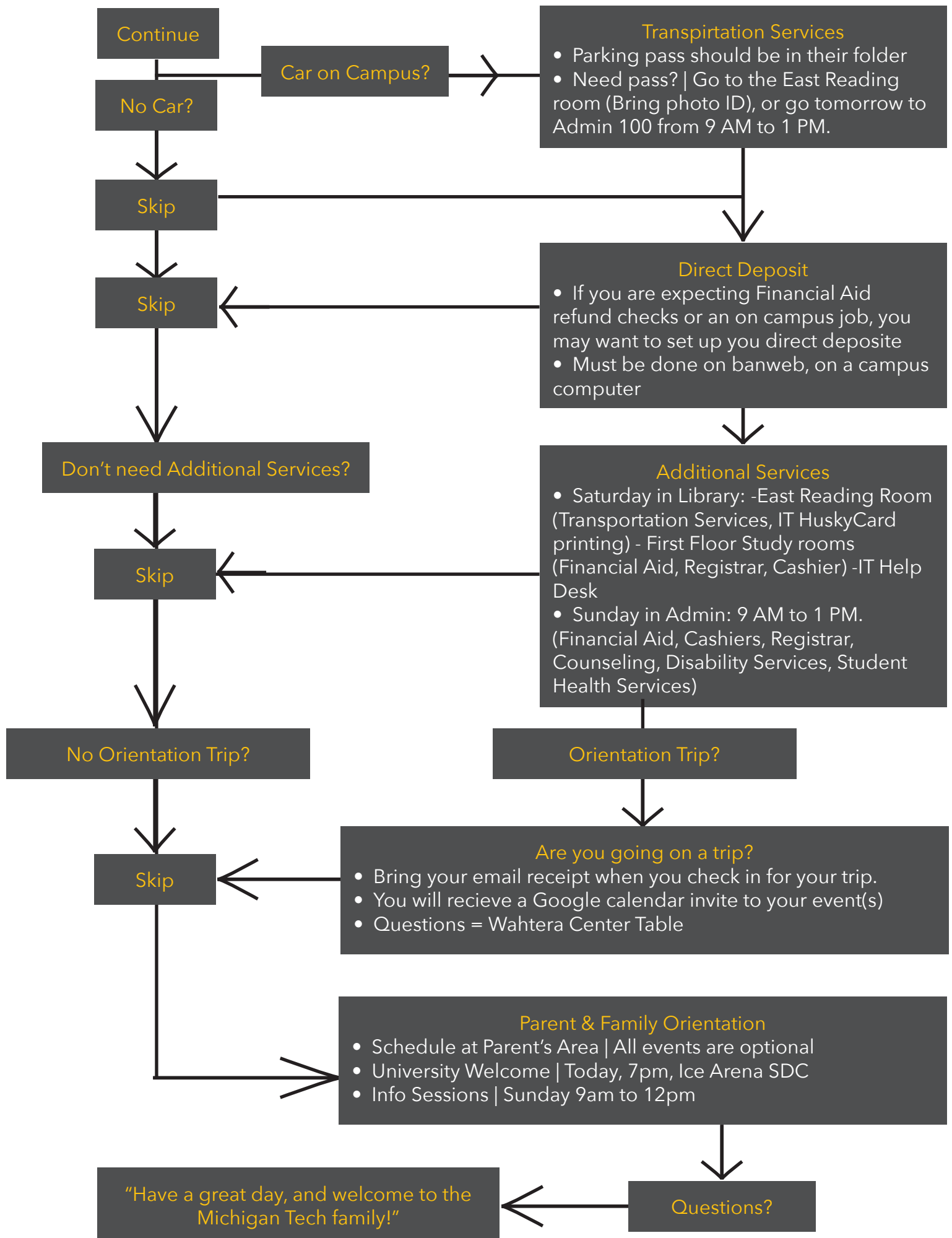
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**DATE**







# Attendance

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