



## Freedom and Citizenship Sample Staff Training

Day 1	
10:00 - 11:30	<p><b>Welcome to F&amp;C!</b> Staff participate in class discussion about the ethos of teaching based on pre-assigned readings.</p>
11:45 - 12:30	<p><b>Day in the life of F&amp;C</b> Group activity: staff are given cards with either the title of an activity (i.e. “lunch” or “seminar”) or a description of what staff should be doing during that time (i.e. “walk around the dining hall, being available for questions from students”). Staff should work together to put the full schedule in order with the appropriate descriptions.</p>
12:30 - 1:30	<p><b>Lunch</b></p>
1:30 - 2:30	<p><b>Fire Safety + Public Safety</b> Led by campus public safety and fire departments.</p>
2:45 - 4:00	<p><b>Team Building - Role Playing (Part I)</b> Before training, staff are told to prepare a 5-minute game (and bring any required materials). Staff take turns leading their games with the group. We hand out role-playing cards at the start of each game (i.e. “on your phone,” “tired,” “chatting with friend,” “thinks this game is stupid,” “is a visual learner”). Staff are told to act as the character on the card, progressively stepping up the intensity of their acting at each turn. We use the games to practice leadership skills and talk through different scenarios.</p>
Day 2	
10:00 - 11:30	<p><b>Introduction to our Students</b> Presentation on demographics of program participants and brief overview of the New York City school system and college application process, followed by staff reading student select student applications/enrollment forms, drafting memos on each student to be shared across the staff.</p>

11:45 - 12:30	<p><b>Mentorship and Motivational Interviewing</b></p> <p>Social work fellow gives a presentation on mentorship and motivational interviewing. Staff practice motivational interviewing in pairs.</p>
12:30 - 1:30	Lunch
1:30 - 2:45	<p><b>Protection of Minors Overview</b></p> <p>Led by Columbia’s Title IX and Protection of Minors coordinator. Presentation, scenarios, and discussion.</p>
3:00 - 4:00	<b>Team Building - Role Playing (Part II)</b>
<b>Day 3</b>	
10:00 - 11:00	<p><b>Writing Philosophy</b></p> <p>Overview of writing manual and writing goals of the program. Review of three major writing skills: integrating quotations, observations vs. claims, thesis statements.</p>
11:00 - 12:30	<p><b>Writing in Practice</b></p> <p>Split up: Morning TAs review lesson plans for three major writing skills while evening TAs brainstorm strategies for helping students begin writing assignments. Staff are given former student papers to review in preparation for the afternoon session.</p>
12:30 - 1:30	Lunch
1:30 - 2:45	<p><b>Writing Role Playing</b></p> <p>In pairs, staff practice providing written or oral feedback (depending on TA role).</p>
3:00 - 4:00	<p><b>Teen Mental Health</b></p> <p>Presentation by social work fellow on common issues and strategies, discussion of scenarios. End with mindfulness practice.</p>
<b>Day 4</b>	
10:00 - 11:00	<p><b>Lesson Plans</b></p> <p>Introduction to lesson plan template, elements of effective lesson plans. Introduction to SMART goals (specific, measurable, achievable, relevant, time-bound). Group decides on “extracurricular activities” and “social programming” for afternoons/evenings, to write lesson plans today and tomorrow.</p>

11:00 - 12:30	<b>Lessons in Practice</b> Staff write lesson plans for extracurricular activities/tutorials, peer review for feedback.
12:30 - 1:30	Lunch
1:30 - 2:30	<b>Student Orientation</b> Overview of 4-day orientation plan, assigning roles for staff.
2:30 - 4:00	<b>Orientation/Lesson Prep</b> Staff work independently or in partners reviewing orientation plans, writing lessons
<b>Day 5</b>	
10:00 - 11:00	<b>Hidden Curriculum of College Students</b> Brainstorm the secrets of college success, and ways to incorporate into the summer (i.e. navigating libraries, attending office hours, writing emails, etc.)
11:00 - 12:30	<b>Split Session</b> Morning/Academic TAs have training on leading group discussions while Evening/Residential TAs have training on reading skills
12:30 - 1:30	Lunch
1:30 - 4:00 PM	<b>Summer Prep</b> Staff work on any outstanding activities from the week, including lesson plans and activities, decorating dorms, orientation prep