

Governor's School 2008 For Scientific Models and Data Analysis

East Tennessee State University, Johnson City

Counselor Handbook



June 1 – July 3, 2008

*Funded by the Tennessee State Department of Education with additional support from
East Tennessee State University*

East Tennessee State University, Johnson City, does not discriminate on the basis of race, color, religion, national origin, age, disability, or veteran status in provision of educational opportunities or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirement of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), ETSU, Box #70734, Johnson City, TN 37614-1709, telephone (423) 439-4445. Requests for accommodations of a disability should be directed to the ADA Coordinator at the ETSU Office of Human Resources, Burgin Dossett #307, Johnson City, TN 37614-1709

Table of Contents

Counselor Handbook	1
June 1 – July 3, 2008	1
<i>Responsibilities to Students</i>	3
Take an interest in students that is positive, personal, respectful, but appropriately distanced. Learn their names.	3
Be cautious in social relations with students	3
Be committed to student growth.....	3
Respond as soon as possible to reasonable student requests	3
Demonstrate responsible behavior as an example for the students.	3
Refrain entirely from gossip.	3
Encourage interaction and group involvement among students.	3
<i>General Responsibilities</i>	3
Be responsive to the head counselor's requests.	3
Attend all staff meetings.....	4
Work cooperatively with housing staff and other staff.	4
Maintain incident logs as required.	4
Maintain confidentiality.	4
Exercise authority wisely.	4
Support other counselors in enforcing rules.	4
Enforce rules and regulations without favoritism.	4
Maintain accountability of students.....	4
Maintain order in the dormitory, adhering to the housing regulations by:.....	5
Discourage public displays of affection:	5
<i>Counselor Duties</i>	5
Opening day.....	5
Daily Routine.....	5
Breakfast.....	6
Lunch and dinner	6
Evening activities, study time, and free time	6
10:00pm Enforced quiet time.	6
10:30 Lights out and hall monitoring.....	7
<i>Signature Page</i>	8

Responsibilities to Students

Take an interest in students that is positive, personal, respectful, but appropriately distanced. Learn their names. Many of the students are away from home for the first time and will need your encouragement and support.

Be cautious in social relations with students. Identify with and be a friend to the student but know where the line is. This is a grey area that is hard to define and has to do with overall attitude and demeanor. For example, no student needs to know about your last "wild" party or your run-in with the police at Myrtle Beach during spring break. You should never have a student alone in your room FOR ANY REASON. Don't sit too close (in their/your lap). Remember the training session on sexual harassment issues. If you have doubts about any situation, discuss it with the residential staff and or the head counselor.

Be committed to student growth. The main emphasis of Governor's School is academic. However, the residential experience is an integral part of the learning process. You are in the unique position of both residential counselor and academic advisor. Take both roles seriously. The academic program requires students to do work at the university level. Many of them have never done this and will need your assistance, advice, and guidance.

Respond as soon as possible to reasonable student requests. Many of these students are members of the SGA and other student organizations and are used to dealing with administrators. Always be available for students who have questions or concerns. They need to know that you take their requests seriously.

Demonstrate responsible behavior as an example for the students. If you tell students to listen attentively to a speaker and you do not, they will not feel compelled to do so either. Though YOU may be bored or sleepy, stay alert and be an attentive, respectful participant. Take this as your personal challenge. **The cliché will hold true: The students will do as you do, not as you say.**

Refrain entirely from gossip. You are the students' direct role model, and they will see what you do as acceptable behavior. Many of the students will gossip anyway; actively discourage this. This is the first time for many of the students to live in a dormitory situation. If you see conflicts arising, try to pull the students together and work out the problems in a constructive manner. This is one of the issues that should be noted on your incident log and discussed with the head counselor.

Encourage interaction and group involvement among students. Some of the students will be naturally shy and afraid of getting involved. Homesickness is more likely to occur in students who are not actively involved in the program. It is our job to get these students more involved. Be careful how you go about this, because trying to force them into group interaction may do more harm than good. Subtle persuasion and gentle coaxing are generally more effective techniques.

General Responsibilities

Be responsive to the head counselor's requests. The head counselor is first in the chain of command. You should feel free to contact the director or the executive aide with any concerns that are not being addressed, but daily matters should be discussed with the head counselor first. We will meet on a daily basis and can address issues in a timely manner. If you find that a student is not being responsive to you, he

or she can be referred to the head counselor who will take appropriate action.

Attend all staff meetings. Residential staff meetings are mandatory. Because the schedule requires flexibility, changes made to the program will be passed along to the residential staff through the head counselor. Your suggestions and concerns are welcome and respected, and you are invited to voice these during the staff meetings.

Work cooperatively with housing staff and other staff. We all will live and work very closely together for a month. Courtesy and patience must be exercised. The housing staff is not responsible for our students, nor are we responsible for other programs' students. However, in an emergency situation you should act like any concerned citizen (remember the first-aid/CPR training), but notify the appropriate personnel as soon as possible. In conflict situations, you should feel free to call on the housing staff to act as an unbiased observer.

Maintain incident logs as required. Counselors are responsible for filing "Incident Logs." Whenever you feel it is necessary to correct a student—either major or minor infractions—put it in writing. This will protect you, the Governor's School, and the student. It is also a way to communicate on-going problems with the whole staff. Incident logs will be kept in the office and should be turned in daily. Incident logs should be treated as confidential. No student needs to have any access to these logs. You should not discuss their contents while students are present.

These need to be reviewed on a daily basis so that any issues/problems can be discussed at the daily and weekly staff meetings, if necessary. Students can be sent home for discipline problems. Because they are also enrolled in university classes, they are bound by the university honor code and academic standards. The incident logs are vital in assuring the fair and equitable application of rules and standards.

Maintain confidentiality. Information recorded on incident logs is confidential and should not be accessible to students. Additionally, some of our students may have allergies, illnesses, or family problems that you become aware of. This information does not need to be shared with their fellow students.

Exercise authority wisely. Do not abuse your position. Students respond much better to authority when demands are reasonable and justified. The rules and regulations have been put in place to provide a safe working and learning environment. They have been developed over years of experience from both the University Housing Department and the State Department of Education, which sponsors the Governor's Schools.

Support other counselors in enforcing rules. The students must see consistent responses from the staff to any requests and/or discipline problems. Student requests and potential discipline problems should be discussed during daily staff meetings. If you have a problem with the way a fellow counselor is enforcing rules (or any other problem with a counselor), we will deal with that problem privately, away from students. You may find that simply discussing the situation can save a lot of time and bad feelings. Getting these matters settled quickly and amicably will benefit the program and, in the long run, will make your job easier and more enjoyable.

Enforce rules and regulations without favoritism. Always make clear to the students that the rules are not established as a means of oppression but rather that they are necessary for safety and for this reason must not be violated; there are no exceptions.

Maintain accountability of students. You will have sign-in/sign-out sheets in the dorm. These sheets will be in a centralized location and will be monitored by a counselor assigned to the dorm lobby. A

counselor must always sign students in and out. It is your responsibility to see to it that students are checking in and out as required and that the sheets are available for them to do so.

Maintain order in the dormitory, adhering to the housing regulations by:

- eliminating fire hazards
- restricting running, horseplay, noise, etc.
- not allowing members of the opposite sex on the halls or in the rooms
- not allowing smoking, drugs, or alcohol

The students received a handbook that listed all of the rules and regulations. They have each signed a form that says they have read and understand these rules and that they agree to abide by them. The student handbook also states that because our program is only five weeks long, we do not have time for discipline problems. Problem students will be sent home.

Discourage public displays of affection: Romantic relationships will naturally develop, but it is our responsibility to insist on appropriate behavior in public and in private. Do not allow members of the opposite sex in sleeping rooms. Monitor the laundry room (especially after hours), and be sure that when on field trips students do not wander off in pairs.

Counselor Duties

Opening day: Counselors need to be at Stone Hall for student check-in (11:00 am-1:00 pm). We will distribute books and supplies to students' rooms prior to 11 am.

Counselors need to be on hand to help students and their parents find the Multipurpose Room in Governor's Hall and must attend the opening meet and greet. They should mingle with students and parents and not sit as a group at a separate table.

After the parents leave, counselors will facilitate "get to know you" games as well as a scavenger hunt designed to familiarize students with campus.

Daily Routine: Students need to be up and out of the dorm by 8:30 am in order to have time for breakfast. You need to be up and out in the halls (probably by 7:30 am) to begin getting the students up. After the first week, you will begin to know who is motivated to get up on their own and who needs prompting.

The head counselor is essentially "on-call" everyday. This person should always be reachable by phone in case a student needs medical assistance or needs to return to the dorm for some reason. A counselor is also responsible for checking students off at meal times. This duty, which is required by ARA, will be rotated, and we are responsible for making sure that each week's meal check sheets are turned in to food service every Wednesday morning. Counselors will have blocks of unscheduled time during which they are welcome to come to the office to assist with Governor's School clerical work, review incident logs, etc., or they can do their laundry, or whatever.

Each counselor will be assigned to a project group and as an assistant to the instructor of the related field experience (paleontology, archaeology, historic preservation, astronomy). Always make yourself available to this instructor, ask if he or she needs help, and generally be supportive.

Counselors need to have their student IDs encoded at the ID office in the Culp Center to have access to Stone Hall, the Student Health Clinic, Center for Physical Activity (CPA), library, computer labs, etc.

Breakfast: Students and counselors must attend breakfast every morning; counselors must make sure students are at breakfast. We have a very active schedule, and the students need to eat regularly.

On Saturday and Sunday mornings we will be having breakfast (cereal, muffins, etc.) in the dorm. Counselors are required to help shop for these items on Fridays and make them available to the students on weekend mornings. During staff training, we will work out teams to be responsible for this duty.

Lunch and dinner: All counselors and students must be present for breakfast, lunch and dinner. On your days off, you can have lunch elsewhere if you choose, but the Governor's School will only pay for meals that you eat with the students. While on field trips either box lunches or per diem will be provided. On Sundays, per diem will be provided for those individuals who remain on campus.

Evening activities, study time, and free time: Because all students are enrolled for six hours of college credit, they need blocks of time for concentrated study, either in their dorm rooms or in the library. They also need time to work on their final presentations.

All counselors need to be available every weekday after classes and when scheduled activities end for the day. During this free time students might want to go to the CPA (and a counselor must go with them), play games, or need help at the library or computer lab. Students are allowed to "check-out" of the dorm in groups of three or more, but must clear it (in writing) with a counselor. Students should not be allowed to go anywhere without a counselor except in groups of three. All five counselors must spend every night in the dorm.

Students are generally restricted to campus; however, with approval and in the company of a counselor, they may be permitted to walk to the Kroger Shopping Center and environs, including Ruby Tuesday's, Wendy's, etc. Students are not permitted to go beyond University Parkway east of campus.

While students need to study, they also need planned free time; counselors may plan activities such as "random object skit night," which consists of gathering a great number of random objects, assembling the students into groups, giving the objects to the groups, and telling them that they have a half hour to prepare a skit which involves everyone in their group and every object they have been given. Then the student groups present their skits, which often times can be quite hilarious.

Another possibility is the student/counselor talent show, which should take place later in the month to give time for students (and counselors) to prepare something. Counselors are encouraged to work with students. For example, one summer a counselor played guitar for a group of students who sang. The talent can be serious or funny.

10:00pm Enforced quiet time. Do not allow excessive traffic in the halls, running, or loud music. We have a very active schedule for which sleep is required. It must be quiet enough for the students (and counselors) to get their sleep.

Help get the students to go to their respective floors and get ready for bed. This is the time when they need to leave the lobby and go to their own floors, and they are very reluctant to do so. **THIS TIME IS AN ABSOLUTE DEADLINE.** There may be other groups in the dorm as well as a few ETSU students and the housing staff. Everyone appreciates it if this time can be organized. Students need time to get ready for bed and get some sleep to be prepared for the following day's activities. It will be easier to enforce the 10:30 pm lights out rule if they get going promptly at 10:00 pm. **Laundry rooms, vending machines, common rooms, etc. are strictly off limits after 10:00 pm**

10:30 Lights out and hall monitoring

Make sure all the students have gotten into their rooms and are quiet. From 10:30 pm until 11:00 pm, you need to be monitoring the halls carefully. You will come to know which students tend to congregate in which rooms. After 11:30 pm hall monitoring becomes a rather informal matter. If you hear noise on either floor, you need to check it out. If the noise is coming from the men's floor and you are on the women's floor you need to contact a male counselor to check it out.

Signature Page

As an employee of ETSU working in the **Center of Excellence in Mathematics and Science Education**, I will respect all documents and information that are considered privileged, confidential, and protected under Family Educational Rights and Privacy Act of 1974.

I have read the Counselor's Handbook and understand what is expected of me as a residential counselor for the ***Governor's School for Scientific Models and Data Analysis***. I understand that failure to comply with any of the duties or responsibilities of the position may result in my being discharged. I understand that if violation of any of these duties and/or responsibilities results in charges to the Governor's School program I will be held responsible for those charges.

My signature below indicates that I have read the Student Handbook and the Counselor's Handbook, and that I accept the responsibilities outlined above, and understand the regulations.

Signature

Date