Best Practices for Residential Programs

• Quick Background:
  – USF Startalk started as non-residential in 2011
  – Combined Student and Teacher Program
  – 2013 started 2 week residential program: off campus at local hotel
  – Credit bearing program (3 credits undergraduate or graduate level)
  – Demographics of participants: mostly in-state
  – Increase of out-of-state participants after implementing residential program
  – No travel stipend for TTs
Best Practices for Residential Programs

• Considerations:
  – Code of Conduct
  – Safety
  – Housing
  – Scheduling
  – Communication
Best Practices for Residential Programs

- **HOTEL section from Program Code of Conduct**
  - The use of alcohol, illegal drugs, smoking, candles, cooking appliances, incense, or aerosols is not permitted (triggering false fire alarms could result in severe consequences for both students and the program).
  - Participants are not permitted to have visitors unless authorized by Program Director.
  - Participants are not permitted to use hotel pool or gym unless as part of the Program activities.
  - Floors will be designated female or male floors with resident advisors including program staff and USF Startalk Teacher Trainees.
  - Participants are only permitted on their designated floor.
  - Nightly room checks (10:30 pm) will be conducted by program staff.
  - Mandatory lights out by 11 pm daily.
Best Practices for Residential Programs

- **DRESS CODE / BEHAVIOR section from Code of Conduct:**
  - Clothing should be respectful to self, program, teachers, peers, and university personnel at all times:
  - Hair must be neatly groomed at all times. • Hats cannot be worn inside any building. • No tank tops or strapless shirts.
  - Shirts/blouses: stomachs must be covered and excessive cleavage is not permitted.
  - Skirts/shorts: no shorter than mid-thigh and in good repair.
  - Pants must be secured on the waist and no undergarments exposed (belt required).
  - Students may be asked to refrain from certain attire at any time by the Program Director.
  - USF Startalk Program Shirt must be worn on field trip.
Best Practices for Residential Programs

• PACKING LIST section from Program Code of Conduct

Students should bring:

– Comfortable clothes (see Dress Code) beverages/Cigarettes/illegal
– Comfortable shoes (athletic shoes)
– Notebooks, pencils, pens, paper
– Personal items (laptop, pictures, etc.)
– Personal toiletry kit (toothbrush, toothpaste,
  soap, deodorant, shampoo, comb, brush
  shaving needs, etc.)
– Any medications you might need, both prescription
  and over the counter.
– Raincoat and umbrella (students will be walking from classroom to dining hall)
– Money for incidental charges at hotel or snacks & drinks

Students should NOT bring:

• Alcoholic substances
• Excessive jewelry
• Pets
• Candles /incenses
Effective Planning for Residential Programs

• Safety
  – Proximity to hospital and urgent care facilities (forms)
  – Detailed medical information with PD at all times
  – Medical information on name tags
  – 1st Aid kit
  – Evacuation plans for school and hotel
Best Practices for Residential Programs

- Housing (hotel):
  - Create immersion environment: “Chinese Bubble”
  - Manageable size
  - Designated floors
  - Open area for activities
  - Hotel Staff support: enforce our Code of Conduct, 1st Aid/CPR certified
  - Close by: transportation costs & safety
  - Misc: Wifi, mini fridges, microwaves, no coffee makers, marketplace, laundry, printers
Best Practices for Residential Programs

• Hotel Orientation (mandatory)
  – Scheduled in block times
  – Introduce Hotel Staff
  – Tour of hotel and room
    • Evacuation route & meeting point
    • Roommate criteria
    • Room placement
    • Incidental charges
    • Code of Conduct highlights
Best Practices for Residential Programs

• Communication with all Staff (Startalk & Hotel) and Teacher Trainees:
  – Code of Conduct
  – Expectations of students behavior
  – Updates (rumors, illness, conduct, performance, etc.)
Best Practices for Residential Programs

• Communication with Parents:
  – Response time
  – Consistent and clear communication leading up to program (Code of Conduct, Media & Medical Release forms, Orientation information, etc.)
  – Preparation: Information, following up with deadlines, requests, etc.
  – Hotel and Program Orientations
  – Facebook pictures
  – Program Updates
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