Chinese Academy
For
High School Students

&

Teacher Training
and Mentorship Program

Startalk Fall Conference 2014
Presented by Chih- Hsin Annie Tai
Effective Planning 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
Effective Planning for Residential Programs

• Considerations:
  – Housing Requirements
  – Hotel Orientation
  – Code of Conduct
  – Safety
  – Communication
• Requirements from hotel:
  – Safe: good neighborhood
  – Hotel Staff support: enforce our Code of Conduct, 1st Aid/CPR certified
  – Manageable: not too large so that participants were contained and easily supervised
  – Clean & roomy: designated floors
  – Economical: offered breakfast and affordable rate
  – Close by: transportation costs
  – Misc: Wifi, mini fridges, microwaves, no coffee makers, marketplace, laundry, printers
Effective Planning 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
Effective Planning 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.
Effective Planning for Residential Programs

• Safety
  – Proximity to hospital and urgent care (forms)
  – Evacuation plans for school and hotel
  – Detailed medical information with PD at all times
  – Medical information on name tags
  – 1st Aid kit
Effective Planning 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.)
Effective Planning 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.
  – Facebook pictures
  – Program Updates
Effective Planning for Residential Programs