



Planning Guide



Week One Training Guide

Student Expectation
Interns should be able to recognize the signs of child abuse and understand the reporting procedures that accompany it.
Interns should be able to state the dress code that is appropriate for summer camps.
Interns should be able to explain the counselor responsibilities and expectations.
Interns should be able to demonstrate different forms of professionalism.
Interns should be able to execute affective facilitation skills in small group settings.
Interns should be able to distinguish between different types of middle schoolers.
Interns should be able to implement college and career readiness strategies in the summer camp.
Interns should be able to utilize classroom management skills throughout the summer camp.
Interns should be able to locate basic safety equipment and exits.
Interns should be able to use the procedures in the safety plan to follow safety guidelines for the summer camp.

Outline (embed materials if you have them)	
Day One	<ol style="list-style-type: none"> 1. Icebreaker/Team Building <div style="display: flex; justify-content: space-around; align-items: center; margin: 5px 0;">   </div> <p style="margin: 0;">40_icebreakers_for_True Colors Quiz.pub small_groups.pdf</p> 2. EMBHSSC Introduction/Background: Interns are told about the history of the Noyce Internship and the future opportunities that could arise from it. Additionally, interns are given a brief introduction about the history of the

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ExxonMobil Bernard Harris Summer Science Camp, it's purpose and affiliation with the teachHOUSTON program.

3. **Group Norms:** Interns separated into four groups and given a topic from the following list: **Professionalism, Accountability, Respect, and Communication**. Interns work together to create a set of **guidelines** pertaining to that topic that they believe each **intern should follow for the duration of training and the internship**. Each group will write their rules on a large post it note and share out their list. As the lists are shared out, all interns will vote and discuss on which guidelines will be permanently adopted by the group.



Group Norms.pub

4. **Safety & Child Abuse Training:** This training is done online through AccessUH. This training will inform interns about the procedures for reporting suspected child abuse. Also, interns are educated on common signs of a child abuser and how to detect a child that has been abused. Interns are walked through each question of the quiz as a large group and discussed why each answer was correct. This is the [answer key](#).
5. **Hierarchy of Discipline:** Interns are walked through the [hierarchy of discipline](#) for the ExxonMobil Bernard Harris Summer Science Camp. Interns are informed of who to contact about concerns they may have with campers or the internship.
6. **Day in the Life of Counselor:** The **team leads (former interns)** perform a skit showcasing a typical day for an AM & PM counselor.
7. **Counselor Expectations:** Interns brainstorm expectations they think the directors, team leads, campers, and fellow counselors may have for them. All interns contribute and discuss how to meet those expectations.





CAMP COUNSELOR
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8. **Brain Break & Counselor Contracts:** Interns play an icebreaker or team-building game to give their brains a break from all the information they have been given this day. Interns sign a [counselor contract](#) that details the expectations that the directors have for them.
9. **Dress Code:** Interns are broken into groups and each group reads a portion of an article on dress code. Each group shares out their information relating to their portion of the dress code. Interns are informed of what days they will be required to wear their official camp T-shirt. Interns are allowed time to ask questions about dress code during training and camp.
10. **Group Me, Contact Information, Time Clock Wizard App:** Interns are added to two different Group Me groups. One of which will be used for official communication between counselors and directors and the other for free communication between just counselors to continue bonding. Interns are given


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	<p>the domain name and their personalized usernames for the app used for clocking in time. Interns are taught how to clock in their time and navigate the app.</p>
<p>Day Two</p>	<ol style="list-style-type: none"> 1. Icebreaker/Team Building 2. Opening Day Skit: Interns are given time to create a skit to introduce themselves as camp counselors to the campers and parents on Opening Day. 3. Professionalism: Interns are informed of the importance of professionalism during the camp and with their fellow interns. Interns were informed of email etiquette, cell phone etiquette, and conversational etiquette. 4. What is Facilitation?: Interns brainstorm in groups for what a good facilitator does or has done for them in the past. Interns share out their experiences. Interns watch a video of a poorly facilitated meeting and are asked what things the facilitator could have done better. Interns are introduced to the difference between facilitation and conventional teaching. The interns are split into two groups and each created a skit showcasing the attributes of facilitation and conventional teaching. After performing their skits interns are paired up to complete a Facilitation vs. Teaching Card Sort. Afterwards, interns are to create goals for themselves as facilitators this summer. <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="text-align: center;">  Facilitation Handout.docx </div> <div style="text-align: center;">  facilitation.pptx </div> </div> 5. Working with Middle School Students: Interns are broken into three groups and asked to brainstorm a list of attributes that describe each level of middle school students. They are then given a document listing the various characteristics of middle school students. Interns then get to play a game of Middle School Bingo where they are given phrases and asked to guess which grade level it relates to. 6. Technology A: Google Sketch Up and Digital Photo Story: Interns are given a brief tutorial on how to use Google Sketch Up and what role it plays the camp's curriculum. Interns are also introduced to Digital Photo Story and how it also plays a role in our camp curriculum. Interns are given time to explore and navigate the programs. 7. Lesson Overview: Interns are given a brief overview of the lessons that will be taught during the camp.
<p>Day Three</p>	<ol style="list-style-type: none"> 1. Icebreaker/ Team Building 2. Opening Day Skit: Interns are to continue working on their opening day skit. 3. College & Career Readiness: Interns given information about how they can implement college and career readiness as a camp counselor. Interns are given a list of ten different ways to implement college and career readiness. Each implementation is discussed and then interns are asked to choose 4 different ways they would like to implement college and career readiness this summer as a camp counselor. 4. Engineering Challenge: Interns are educated on the concept of backwards

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	<p>engineering and the role it can play in the classroom. Interns are led through a backwards engineering challenge with a hair dryer. The same type of challenge the campers will be given.</p> <ol style="list-style-type: none"> Special Projects/Assignments: Interns are told about the various special assignments they may have during the camp. These special assignments include but are not limited to photography, camp yearbook, NSM Orientation, Lesson Prep, etc. Scavenger Hunt Safety Tour: Interns are split into two groups to complete a scavenger hunt via Goosechase.com that will teach them more about safety gear, procedures, and emergency exits. <p><i>To participate in the upcoming EMBHSSC 2016 GooseChase scavenger hunt. To join, please follow these instructions:</i></p> <p><i>Download the GooseChase iPhone or Android app.</i></p> <p><i>Register for a team username with this email address (it will make joining the game easier).</i></p> <p><i>Join the "EMBHSSC 2016" game by selecting it from the home screen. (If "EMBHSSC 2016" doesn't show up on the home screen, you can also search for it by clicking the search button on the top right.)</i></p> <p><i>Start completing missions when the game starts!</i></p> <ol style="list-style-type: none"> Media Day Event Preparation: Interns are given a brief overview of the purpose of Media Day and the events that lead up to the actual competition. Camp Procedure:
<p>Day Four</p>	<ol style="list-style-type: none"> Icebreaker/Team building Opening Day Skit: Interns continue working on their opening day skit. Brain Building Lesson Planning: Interns are told that they must create pre and post camp activities for Cougar STEM Camp. These activities are STEM related. Interns are allowed time to begin working on those activities. Working with Middle School Students: Interns work on creating a skit that will showcase the characteristics of middle school students. This will be presented the following week of training. Classroom Management: Interns are split into groups and asked to brainstorm a list of classroom management skills they know of. Each group presents their list to each other. Interns are then given information on different classroom management skills that are utilized as a camp counselor. Interns then play a game of Are You Smarter than a 5th Grader? To recap the information they have just been given. <div style="text-align: center;">  <p>What is Classroom Management.pptx</p> </div> <ol style="list-style-type: none"> Technology B: Robotics: Interns continue to work with the robotics program that will be used during the summer camp. Interns continue to assist the robotics

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instructor with any advanced preparations for the future robotics lessons.

7. **Safety Evacuations/Medical Emergencies:** Interns are walked through the safety evacuation plan for fires in Farish Hall since that is where the majority of the classes in camp will be held. Interns are also informed of the procedures to take if any medical injuries occur during camp. In addition, interns watch the active shooter video in order to educate them on the safety measure that should be taken during that type of event. Interns are also informed of the procedures that might be taken given severe weather or flooding in the area.



Safety Plan
2016.doc