# Icon  Description automatically generated with low confidenceStudent Orientation Tip SheetIcon  Description automatically generated with low confidence

*Organized overall by the main* [Student Experience Team](https://department.flemingcollege.ca/student-experience/contact-us/) *located at Sutherland Campus at Fleming College, the objective of Academic Orientation Day is for students to meet and establish a connection their Coordinator, faculty, and new and upper level students enrolled in the same program. Program information sessions review student responsibilities and course expectations, while additional student council and on-campus service events and activities provide information about the supports, social events, and clubs available.*

*Orientation is customized to the campus and programs and therefore can occur over the first week of the Fall, Winter, and Spring semesters for students starting in semester 1 of their chosen programs.  Below are details about how Orientation is organized at each of the campuses as well as considerations for how to prepare, create meaningful participation, and meet Fleming College’s objectives for Orientation.*

## Cobourg Campus

* Because only one certificate program exists at Cobourg Campus at this time, the Program Coordinator works with the Administrative Assistant in Cobourg and the Student Experiences Team to determine the best day and time for Orientation so the information session does not interfere with student timetables (likely an open space during the first day of class).
* In addition, a representative from the Student Administrative Council from Sutherland Campus will attend during the first week to provide information about services, supports, and getting involved. Food and Fleming grab bag items may be provided depending on budget.

## Frost Campus

* There is a specific [International Orientation](https://flemingcollege.ca/international-education/orientation) (external website) for Fleming’s International students including specific and mandatory Orientation sessions prior to the semester they start their program in and there is an optional, additional in-person session specific for International Students before the first week of class. An example a current Fleming College [International Orientation Handbook](https://flemingcollege.ca/international-education/orientation) is provided for viewing.
* The Student Experience representative at Frost Campus sends emails in the preceding semester to Program Coordinators to begin organizing Orientation for Fall, Winter, and Spring semesters.
* Because all classes continue to run during the first day and week of each semester, Program Coordinators and the Frost Student Association work with the Frost Student Experience representative to organize days, times, and rooms for information sessions, the Auk’s Lodge expo which provides information about on-campus service areas, and Knights Orientation (KO) social events. The KO event may include food and music depending on budget. Of note, in the Fall semester, Orientation begins on Labour Day Monday.
* Program information sessions are organized and facilitated by individual Coordinators as well as the Common First Semester Coordinator who meets with a number of programs. Depending upon the size and availability, upper-level students, faculty from various program teams, faculty from the School of General Arts and Sciences that teach subject or discipline courses (Communications, Mathematics, Psychology, Computers, Organizational Behaviour, General Education) may attend to assist with presenting information and facilitating fun activities.
* The Student Experience representative sends an email with information and links for Orientation. [Example of an Orientation Letter to Students](../SUPPORTING%20STUDENTS%20TAB/web2019%20%281%29.docx); [Example of the Academic Orientation Timetable Information for Students](../SUPPORTING%20STUDENTS%20TAB/FrostFall2019NEWProgram%20info%20%281%29.docx)
* Frost Campus also provides an “Ask Me” desk for the first few days on campus where students can make direct, in-person inquiries.
* In addition, during the first week, some programs use the student guided learning hours in some of their courses to also do some student advising with a technologist.

## Haliburton Campus

* In the semester that precedes Orientation, the Student Support Services person from Haliburton connects with the Program Coordinators to organize the event and obtain additional information that should be included in new student information packages.
* The Student Support Services person then provides new students with an electronic welcome and information package. Included are important dates, a schedule for Orientation that does not interfere with their timetable, and considerations students need to make about exemptions, General Education courses, finances etc. Also, new students are encouraged to engage with the campus by providing email confirmation of their receipt and understanding of the information package to the Student Support Services person.
* Orientation occurs at Haliburton Campus on Labour Day Monday in the Fall semester and typically on the first day of the start of their programs in the Winter and Spring semesters. Some sessions may be spread over the first few days as the Student Support Services person, Program Coordinators, and faculty attend to help students learn about expectations, services and supports, and obtain WHMIS Training as well as specific program materials, tools, texts, and equipment.
* Typically within the first week between classes, an opportunity to meet with a representative from Frost or Sutherland Student Council is organized where food and grab bag items may be provided depending on budget.

## Sutherland Campus

* There is a specific [International Orientation](https://flemingcollege.ca/international-education/orientation) (external website) for Fleming’s International students including specific and mandatory prior to the semester they start their program in and there is an optional, additional in-person session specific for International Students before the first week of class. An example a current Fleming College [International Orientation Handbook](https://flemingcollege.ca/international-education/orientation) is provided for viewing.
* Orientation occurs on the first day of classes at Sutherland Campus for the Fall, Winter, and Spring semesters. In the Fall, all classes for all semesters are cancelled on the first day, while in the Winter and Spring semesters, only classes that interfere with the information session for the program are cancelled on that first day. Students in all semesters are expected to attend all additional classes scheduled for that first day in the Winter and Spring semesters.
* A schedule with assigned rooms for all program information sessions is provided electronically to Coordinators in the preceding semester. At the beginning of the sessions, it is recommended Coordinators provide a traditional land acknowledgement and share the pronouns they use.
* For students, they receive the information about Orientation through Fleming’s external website [Example of the Orientation Information provided to Students](https://flemingcollege.ca/student-experience/orientation) (external website)
* Program information sessions are assigned specific times and spaces to meet but are organized and facilitated by individual Coordinators. Depending upon the size and availability, upper-level students, faculty from the program team, faculty from the School of General Arts and Sciences that teach subject or discipline courses (Communications, Mathematics, Psychology, Computers, Organizational Behaviour, General Education) may attend to assist with presenting information and facilitating fun activities.
* Fleming grab bag items may also be dropped off during these sessions by the Student Experiences Team in conjunction with **Marketing and Student Recruitment**.
* In each semester, students are invited visit the Service Fair tables in the front foyer, take a campus tour facilitated by the Student Recruitment Office, and attend a meet and greet event Knights Orientation (KO) hosted by the Student Administrative Council that commonly includes food, Fleming grad bag items, and music depending on budget.

## Preparing for Orientation

[ ] Confirm with the Orientation representative (see above contact for each campus and if uncertain, connect with the Student Experience Team) about:

* Date, time, and space assigned for program information sessions as well as events related to on-campus services and social functions.
* Accessibility, health and safety, and appropriateness of rooms/tables/lab space/outdoor space potentially assigned for your program.
* Information about food and swag bag provisions.

[ ] Solicit volunteers. Program and GAS faculty and student representatives are an important part of this event since they can talk enthusiastically and honestly about what the program has to offer as well as services available. Consider the following for recruiting volunteers:

* Send an email to your program team through your Fleming email account and/or make it an agenda item for discussion at a team meeting prior to Orientation to generate faculty volunteers. This gives faculty time to consider participating and an opportunity to be a part of the planning. In order to generate faculty interest, information and discussion points in your message and/or meeting that may be helpful to include are:
	+ Date, time, space assigned, and purpose of Orientation including the information sessions and associated events.
	+ Date, arrival time, and room/table/lab/outdoor location for any set-up if different from above.
	+ Additional materials to be used and considerations about purpose, accessibility, clarity, etc. given the diversity of the new students.
	+ Time for take down of materials if different from above.
	+ Possible program goals for Orientation ie. informational, student engagement, fun, etc.
	+ Possible roles for faculty and students before, during (experiential exercises, greeters, etc.), and after Orientation information sessions and events.
	+ How many and the manner in which students will be approached to volunteer ie. program message to all students or specific students selected and contacted. Also, consider obtaining student volunteers from different semesters in order to provide a broad range of experience and knowledge to new students.
	+ Provisions for lunch and swag bags if they are being provided.
	+ Deadline for communicating in writing their interest in participating.
* Send an electronic message to all students or a select group (recruitment and selection process should ideally be decided by the team) through your Fleming email account, D2L program or course pages, and/or through social media (ie. program Facebook page, Instagram, and/or Twitter account) requesting volunteers after the faculty are organized and prior to the Orientation. This gives students notice especially if they have competing responsibilities. In order to obtain your determined student volunteer numbers, be mindful to include clear information and some of the perks in your request like:
	+ Date, time, and purpose of Orientation including the information sessions and associated events.
	+ Date, arrival time, and room/table/lab/outdoor location for any set-up if different from above.
	+ Time for take down of materials if different from above.
	+ Possible program goals for Orientation ie. informational, student engagement, fun, etc.
	+ Roles available for faculty and students before, during (experiential exercises, greeters etc.), and after Orientation information sessions and events.
	+ Students can have their time recognized on their Co-Curricular Record (CCR) [Co-Curricular Record (Staff Only Resources)](https://mycampus.flemingcollege.ca/group/portal/student-life-staff-only-resources), resumes, portfolios, and/or volunteer hour program requirements.
	+ Provisions for lunch and swag bags if they are being provided.
	+ Any expectations about professional and/or uniform dress.
	+ Deadline for communicating in writing their interest in volunteering.

[ ] Once the volunteer list is organized, confirm and thank in writing the list of Orientation faculty and student volunteers while reiterating pertinent information about the date, time, purpose, dress code, and roles and responsibilities. While some Coordinators meet with their volunteers to organize these items, this can also be done electronically.

[ ] Organize, book, and confirm space, materials, and equipment for your program in advance. Considerations include:

* Visit the space you’ve been assigned ahead of the event. Make sure it meets health and safety standards, is accessible, is large enough, and has the equipment you need (ie. Audio-visual, seating areas, tables/desks, writing supplies, equipment/supplies, experiential activities/simulations, space for signage, etc.)
* Connect with your Orientation representative (see above for each campus) if you require any changes to the space you’ve been assigned.
* Book any additional Audio-visual (AV) requirements minimally one week in advance using the Fleming College Information Technology Services email itsupport@flemingcollege.ca
* Acquire any equipment and supplies for experiential activities and demonstrations/simulations using the appropriate School and campus booking and purchasing processes.

## Just Before an Orientation Information Session or Program Specific Event

[ ] Be at the designated location early in order to do any setting up and also to catch any early arrivals.

[ ] Make sure to have name tags, any materials needed for activities, and any items like business cards or information packages for distribution to the new students.

[ ] Using your energy, thank your faculty and students for volunteering, remind them of the purpose for Orientation and any associated program goals, and encourage them to check-in with you and each other as needed.

[ ] Share some practical strategies about how to greet, engage, and provide information about the program and services to people who attend, particularly towards those students that demonstrate their interest through non-verbal versus verbal means. Assigning of duties could also be done in a separate email communication prior to the event.

## During an Orientation Information Session or Program Specific Event

[ ] Alongside faculty and student volunteers, circulate the space to greet people informally as they are arriving and distribute any materials as well as your business card with your contact information.

[ ] Play music and/or have slides and pictures of students from the program engaged in activities unique to the program during arrivals. Included could be your program vision, mission, values, and teaching philosophy as well as information or sites and links that the students would benefit from following.

[ ] Welcome the new students with warmth and enthusiasm and as suggested by the Student Experience Team, make a traditional land acknowledgement. This acknowledgement is a step in decolonizing campus culture. Example provided from the Student Experience Team (2019):

“*I would like to acknowledge on behalf of all of us here today, the Mississauga and the Aanishnaabe peoples of this territory, acknowledge that the land we stand on is that of the Williams Treaty and to say thank-you (chi miigwech) to the Mississauga peoples for allowing us to continue our work in their territory.*

(Second paragraph can be adapted) *I would like to say that I come here today, as I’m sure all of you have, with a good heart and good mind; and to celebrate the beginning of your student journey at the college. So, congratulations/welcome to all of you!*

*Thank-you (Miigwech, Nia:wen).”*

[ ] Introduce yourself including the pronoun you wish to be called and details about your teaching and field experience. Keep it the details very brief so as to not risk losing your audience. Have the faculty and student volunteers do likewise (you can prepare them by explaining that everyone will have opportunities to connect with each other throughout the semester). Example provided by the Student Experience Team (2019):

*“My name is… and my pronouns are she/her (or him/her; or they/them). I am the Coordinator for the … program at Fleming College.”*

[ ] Facilitate some small activities to engage and increase comfort level between students. They can be purely fun and/or they can also include program information you think may be helpful for students to know. If possible, take photos (with each student’s permission)

[ ] Make any adjustments to roles and responsibilities of the volunteers as they come up.

[ ] Provide some time for students to ask questions. This can be done verbally, however, you can also provide materials so students as they arrive write down any questions. These can then be collected or submitted into a box and then chosen randomly to read and answered before the end of the information session.

[ ] At the end of the program session or activities, make sure to provide information about and encourage the students to attend any Knights Orientation social events and service information fairs/expos.

## Just After an Orientation Session or Program Specific Event

[ ] Check-in with your volunteers about their success and level of fun.

[ ] Remove the equipment, materials, supplies, garbage, etc. from the program space. If this was in a room or lab, ensure that the desks, tables, chairs and other items are returned to their original places.

[ ] Consider storing the additional materials developed and supplies used by your program so that they can be accessed and/or updated for the next Orientation, especially for the new incoming Coordinator when your role ends.

##

## Following an Orientation Session or Program Specific Event

[ ] Send a thank-you in writing (using your Fleming email account) to all of the faculty and student volunteers and also ask for feedback about what worked well and what requires improvement.

[ ] Send an email using your Fleming account to the program team about the feedback received – a team meeting could be organized if how the program presented itself worked well and/or requires some revision prior to the next Orientation.

[ ] Update student Co-Curricular Records (CCRs) using [Co-Curricular Record (Staff Only Resources)](https://mycampus.flemingcollege.ca/group/portal/student-life-staff-only-resources) – make sure to have their full name, student number, and name of the event when you complete electronic forms.

[ ] Develop, display (with permission), and/or store photos captured of your program from Orientation.