

Roles & Tools

Field Research Team Leads Roles

- Prep and lead Field research
- Support Know it! Own it! Alternate days (as a support & connection to research)

Field Trip Field Research Team Leads

One of the Field Research Team Lead will be charged as the Field Trip Field Research Team Leads for all Field Trips and will do the following:

- Collect, hold, and return the Epi-Pen and student medication.
- Lead [“Field Safety”](#) for all trips.

How to calendar for the role of the Field Research Team Leads

BLA Schedule

See, [“How to prepare your calendar for your role in BLA.”](#)

Daily

Block the following times.

Note that the Field Research Team Leads will alternate days that they are on “Know it! Own it!” with the Field Research Manager. If they are not on “Know it! Own it!” they are charged with prepping for the next day.

- 7-12:30pm to lead Field Research.
- 1:05 to 1:45pm to participate in “Field Research Team Leads Check-in and Prep.”
 - If time, the Team Lead not on “Know it! Own it!” will pack for the next day.
- 3 to 6pm Pack Gear and Prep for Know it! Own it! Team Lead on ““Know it! Own it!” and the Field Research Manager.
- 4:00 – 6:00 Know it! Own it! (Field Research Team Lead that is on and the Field Research Manager)

How to prepare for the role as Field Research Team Leads (in San Diego)

- Know how to change a tire. This will be on the portal, but with the nature of vehicles and roads in Bahía de los Ángeles a flat tire is inevitable. See the portal for a video, but it is critical that you practice this on your own.
- Be familiar with how to use the radios in Bahía de los Ángeles. This can be found on the portal under the, “Mexico – Specific Safety Equipment and Information.”

How to orient the Field Research Team Leads to the field station (in Bahía de los Ángeles)

Field Research Manager meets with Field Research Team Lead the night of student arrival to review critical items and location of materials that will be needed the next day.

Usually done during History of Program Inspirational Talk (~20 minutes)

- Show Field Research Team Lead:
 - Supply area
 - Classroom and where to find supplies in classroom
 - Box of printed materials for Research, Know it! Own it! and curriculum.
 - Prepped supplies for next day (Day 1)

- iPod and playlist for musical cues
- Where extra copies of protocols live
- Share Field Research Team Lead “Know it! Own it! Schedule”
- Review with Field Research Team Lead
 - Field Research Team Leads clipboard (pre-prepped)
 - Day 1 Implementation Agenda.
 - Confirm who will lead each piece of curriculum for Day 1 and note that.
 - For any activity you are the Lead for you will play the musical cue.
 - Review snorkel buddy assignments for 1st snorkel.
- Review Medication Check-in/Check Out policy
 - Field Research Team Leads is responsible - packs them in the morning and returns them to first aid station immediately upon return to field station each day.
- Review Daily Curriculum Meeting each day @ 1:05pm (after lunch)
 - You will need to prep some things before this meeting so be sure to review your “Field Research Team Leads Instructional Prep Protocol” before the meeting.
- Questions or concerns throughout the two weeks come and see me.

How to prepare for Field Research (In Bahía de los Ángeles)

Prepare for “Field Research Team Leads Check-in and Prep” (~20 min)

Program Leads assemble their clipboard, prepare their supplies, and review next day’s curriculum.

Prior to Meeting

- Prep next day’s clipboard using Field Research Team Leads Binder. Include the below documents:
 - Implementation Agenda
 - Field Research Protocol
 - Know it! Own it! Curriculum
 - If applicable, Curriculum for Day 0, 1, 8, 11, or 12.
- Read over next day’s Field Research Protocol and/or Curriculum.
 - Note any questions for meeting with Field Research Manager.
- Read over next day’s Know it! Own it! lesson.
 - Note any questions for meeting with Field Research Manager.

Pack gear and prep for Know it! Own it! (~20 minutes)

- Pack Gear. Prep Supplies:
 - See General Field Research Supplies Check List – Boat Based or Land Based
 - See Field Research Protocol for supplies specific to research.
 - If applicable, see curriculum supply list for Day 0, 1, 8, 11, or 12.
 - EpiPen and Medications. Field Trip Field Research Team Leads is responsible - packs them in the morning and the Field Research Team Leads is responsible for it.
- Set up for today’s Know it! Own it! lesson.
 - See curriculum for supplies and set-up.