

STUDENT COORDINATOR PROTOCOLS

Roles, Tools, and Process

Role

- Secure the participation of Ocean Leaders and their families.
- Ensure the overall well-being of Ocean Leader.
- Communicate with Ocean Leader families as needed.

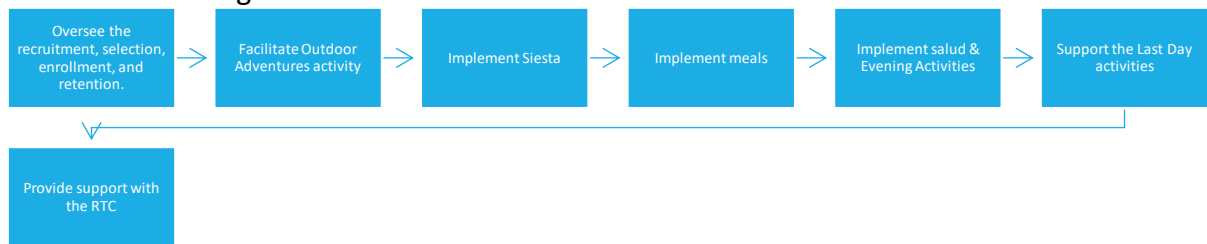
Tools

Documents & Location

Document	Location

Process

The Student Coordinator oversees the full experience of students. This begins at recruitment and extends out to oversight of the afternoon activities of the Ocean Leader Research at USD.



How to calendar your time for the program

Calendar time for the following:

- Prepare for and participate in Launch Night.
- During the Non-Residential portion of the program block time between 1-7pm. This will begin at USD.

1:00 – 2:30PM	COR
2:30 – 5:30PM	Outdoor Outreach/Self-Reflection
5:30 – 6:15PM	Drive to Living Lab

- During the Residential Portion, block 1-8:30pm, starting and ending at USD.

1:00 – 2:30PM	COR
2:30 – 6:00PM	Outdoor Outreach/Self-Reflection
6:15 – 6:45PM	Siesta
6:45 – 7:15PM	Dinner
7:15 – 8:30PM	Salud/Exercise Class

- RTC Presentation Practices.
- RTC Presentation Day.

How to oversee the recruitment, selection, enrollment, and retention.

This includes hosting launch night.

[See this section.](#)

How to facilitate Outdoor Adventures activity

The time between COR and OA is limited, and you will need to have all supplies to lead the afternoon portion when you arrive onsite.

Note that the schedule for Day 1, the block during the Non-Residential portion and the Residential are all slightly different. This section outlines that.

Day 1 only (2 hours)

3:00pm

- Prepare tools. This includes the Field Bag.
- Check in with USD staff
- Confirm transportation.
- Check in with Program Manager for any updates with students/ program.

3:30pm

- Load students into the buses. Do a head count and write this on your clipboard.
- Implement/ Support Activity

5:00

- Finalize activity.
- Load students onto the bus. Check headcount of students on the bus.

5:30pm

- Arrive at USD
- Update Program Manage as needed.

Non-Residential (3 hours)

2:00pm

- Prepare tools. This includes the Field Bag.
- Check in with USD staff
- Confirm transportation.
- Check in with Program Manager for any updates with students/ program.

2:30pm

- Load students into the buses. Do a head count and write this on your clipboard.
- Implement/ Support Activity

5:00

- Finalize activity
- Load students onto the bus. Check headcount of students on the bus.

5:30pm

- Arrive at USD

Residential (2.5 hours)

2:00pm

- Prepare tools. This includes the Field Bag.
- Check in with USD staff
- Confirm transportation.
- Check in with Program Manager for any updates with students/ program.

2:30pm

- Load students into the buses. Do a head count and write this on your clipboard.
- Implement/ Support Activity

5:30

- Finalize activity
- Load students onto the bus. Check headcount of students on the bus.

6:00pm

- Arrive at USD

How to Implement Siesta

Goal:

Students learn that self-care is a tool to support Healthy Bodies.

Growth Mindset & Siesta

This is presented on the first day by the Activity Lead.

- Growth Mindset Tools:
 - We have learned about what it means to have a growth mindset and the tools you need to support a growth mindset.
 - One tool that can help us have a growth mindset is: Self-care.
- Self-care
 - Self-care is a tool to support Healthy Bodies.
 - Self-care is about focusing on what you need in the moment.
 - Science of self-care.
 - The science behind self-care is neuroscience.
 - Neuroscience is how the brain and body work together.
 - When you are dealing with stress, it impacts your brain, and then you feel it in our body.
 - Rapid heart rate or breathing
 - Trouble sleeping
 - Upset stomach
 - Inability to focus
 - Fatigue, etc.
 - Stress is a natural part of life. We will have stress from time to time wherever we are: school, home, or here in Baja.
 - You can't avoid stress so it is really important that we learn ways to deal with it.
 - Dealing with stress through self-care.
 - Self-care can take many forms – but at its heart it is time for you to focus on YOU.
 - Self-care can be having a spa weekend, taking an exercise class, or as simple as taking a nap, reading, or sitting with a pet for a few minutes.
 - Self-care is a timeout from everyone else while you take time to do what makes you feel good.
 - Benefits of self-care:
 - Restores energy
 - Makes you more patient and efficient
 - Helps you be kinder to yourself and others
 - Allows you to respond better to difficult situations
- Overview:

- Siesta is a time to connect with yourself and recharge for the rest of the day.
 - It is important to rest due to the stresses from heat and physical activity of the morning.
 - It is a time to yourself. A break from the community you are a part of all day.
- Siesta happens every day for 30 minutes after self-reflection.
- Options for Siesta
 - Resting, taking a nap, reading, or writing.
- Expectations of Siesta
 - Students are in their rooms and are focused on recharging.
 - Be your best self. You know yourself. If you need to separate yourself from your friends because you will be tempted to chat, go ahead, and do that.
 - If you decide to rest, ask another student to wake you up for Salud.

Process

Prep

Activity Lead:

- Staff can identify creative ways to reinforce protocol for siesta. These include:
 - Referee giving out cards to reinforce sleeping, reading, and writing.
 - Wear apparel that reinforces sleeping, reading, and writing.
 - Take pictures of students who are sleeping, reading, and writing.
 - Peer reinforcement (teamwork) activity.

Activity

- Activity Lead
 - Once Reflection is over, announce that siesta has begun.
- Activity Lead and Activity Support
 - **Actively** walk around to make sure that students are only reading, writing, and sleeping, and are in the shade.

End

- Activity Lead
 - Notify students when siesta ends and salud begins.
 - Final walk through to double check that all supplies (cots, books, journals) are put away.

How to implement salud & evening activities

- Introduce students to the options.
 - Free choice
 - A field trip to the coffee shop/ get a treat.

- Sunset walk
 - Bookstore
 - Special spot-on campus
 - Game night
 - Meet up with other on-campus programs.
- Define boundaries.
- Must stay on campus.
 - Must return at the designated time

How to support with the last day.

- Prepare the “Believe, Achieve, Lead” bracelets.
- Order the letter beads, order the colored beads and elastics
 - Arrange a team to assemble enough bracelets for each Ocean Leader. Note that this could be done prior to the program.
- Prepare the wishes (~ Day 9/10)
- Compile the list of students.
 - Gather a team if you need to gather more information about students.
 - Draft the wish for each student. There are usually 2 parts to this:
 - You have... (acknowledge growth and transformation)
 - Our wish for you is to.. (provide personal and motivational words for the future, emphasize our belief in them)
 - See an example of this here: smb://192.168.1.8/Master Files/LI/zLeaders Initiative Archive/*BAHIA Archive/Wishes/Wishes 2012/Wishes For Students 2012.docx
 - Have the Program Manager review.
 - Print out and include with bracelets.