

Helpful Hints from Past CRCs

Presentations

- Get a list of teachers whose classes you can present to right away
- Go and introduce yourself and Cal Soap in person, it makes it easier to get help from them
- If there is an AVID at your school get to know that teacher.
- Presentations are great ways to get more students to call out.
- Try and get presentations done on minimum days, teachers are more likely to let you schedule then.
- Send reminder emails the day before and thank you emails the day after
- Have a list of dates ready for teachers to pick from
- Find substitute teachers do to impromptu presentations with
- Print PPT slides for students to follow along and take notes
- When trying to setup presentations explain how crucial just 15 minutes could be for the students!
- If time permits, give students a brief “quiz” on PPT material
- Have students take notes at key points

Lunch Activities

- Make fliers to handout advertising your workshops. These can be posted around school, given during one-on-one and given at presentations.

Data

- Digitalize your data to keep it better organized in your own fashion. Use Google Docs and ask your lead to send you an excel sheet with student names.

Working with Students

- Expect 1/2 to 1/3 of you students to come when you send passes so send a lot!
- Focus on one grade per day
- Say hi to your students outside of one-on-one meetings.
- Don't be afraid to be honest with your students, give them your experiences
- Have candy available to encourage participation

General Helpful Information

- ***You don't need to know everything off the top of your head, but you NEED to know where to find it. USE the resources in your box, handbook, and online!***
- Try to create a positive relationship with ALL counselors & staff
- Do not be afraid to communicate with admin at your school!
- Communicate with your site supervisor frequently
- Prepare a day ahead for everything! (presentations, passes)
- Do not be afraid to ask your leads questions if you are confused, they are helpful!
- Get to know the other CRCs and use their knowledge to help you
- Ask counselors if there is a list of students they would like you to meet with.
- Keep track of the date you send passes to students so when they don't come in you know!
- Keep an eye on the hall monitors and make sure your passes are actually delivered!
- Be proactive! Take initiative to talk to teachers, look for a locator book, etc.
- Get in touch with other outreach programs in the beginning of the year.
- Be professional at your site!