Student Assistant Handbook

2010

GGC Tech Camp

Rules and Regulations

Contact Info:
Kris Nagel (404) 314-7971
Nannette Napier (678) 524-1511
Betty Wood (678) 407-5431
Expectations of Student Assistants

Overview of duties for Student Assistants and Senior Student Assistants follow:

Student Assistants ($8.25/hour, maintain 10:1 camper ratio):
- Provide hands-on assistance with lab and computing activities
- Participate in pre-camp training and post-camp wrap-up
- Check driver IDs during camp drop-off and pick-up
- Evaluate camp activities
- Make recommendations for camp improvement
- Assist Camp Session Coordinator, Course Instructor, and Activities Director as needed

Student Assistants will be expected to:
- See that participants abide by the “Student Expectations” outlined in the Parent/Student Handbook (see next page).
- Assist teachers with classroom activities.
- Monitor students at all times (including snack and lunch time).
- Chaperone students to all activities.
- Always be on time and follow the Camp schedule.
- Project a positive spirit of helpfulness

As role models for GGC Tech Camp participants and as representatives of Georgia Gwinnett College, Student Assistants will also be expected to conduct themselves professionally at all times. Student Assistants will NOT:
- Use tobacco products, drink alcohol, or use illegal drugs while participating in Tech Camp activities.
- Have visitors during Tech Camp.
- Run errands or make stops on campus while chaperoning students from activity to activity.
- Use profanity or obscene gestures.

GGC Tech Camp participants are to have the undivided attention of the Student Assistants for the duration of their time at GGC Tech Camp.

The Camp Coordinator will give Student Assistants not fulfilling the expectations of the GGC Tech Camp only one verbal warning. Serious transgressions or second violations will result in dismissal.

General Student Assistant Expectations
- Please be punctual. You will be marked late if you arrive more than 5 minutes after the scheduled time. Repeated lateness will result in dismissal.
- If you cannot be at work, or if you will be late, please telephone before 8:00 a.m.
and leave a message for: the camp coordinator, and Betty Wood at the School of Science and Technology office at 678-407-5431 OR call Dr. Nagel at 404-314-7971.

- All Student Assistants must dress **appropriately**. No short shorts, or “belly” tops or revealing clothing of any sort is allowed. Additionally, t-shirts with inappropriate or obscene messages are not allowed. Advertisements for alcoholic beverages, tobacco products, sexually oriented advertising, or illegal substances are prohibited.
- If you have to speak to a student about his or her behavior during the program, please note your action on the “Disciplinary Log”. If you have to discipline the same student a second or third time, please note those encounters in the “Disciplinary Log” and notify the Dr. Nagel so that she may call the child’s parent and/or dismiss the student from the program.

**Student Expectations**

Each student and his or her parents have already been informed that the GGC Tech Camp has the following expectations of participants. Georgia Gwinnett College has high expectations for all students. These expectations are designed to promote the well being of each student and to insure that each child is able to reach his/her fullest potential. Each student will be expected to do the following:

- Respect the property and feelings of fellow summer camp students, teachers and student assistants as well as all others not directly associated with summer camp.
- Always act in a manner that will promote a classmate’s opportunity to learn.
- Have a positive attitude about learning and involvement at summer camp.
- Politely communicate any concerns directly to summer camp teachers or student assistants.
- No “horseplay” of any kind will be tolerated. Students are representatives of Georgia Gwinnett during their involvement with the summer camp programs.
- No weapons of any kind are permitted on the Georgia Gwinnett campus. This includes guns, knives, switchblades, pocketknives, and any other instruments that could be used as weapons. Any student who brings a weapon to summer camp will be dismissed from the program immediately.

**Georgia Gwinnett College is not responsible for any items lost or stolen while participating in any camp activities.**

**Tips for Enforcing Student Expectations**

1. Keep students on task. Make sure that they are performing the activities assigned rather than chatting or doing something on their cell phone.
2. If students are struggling with a task, you may encourage them and/or suggest new ways to think about the problem in order to help them solve the problem. However, do not tell students how to do a task or perform a task for students.

3. Be aware of group dynamics, and help students learn how to work effectively in teams. Make sure that all students are participating in projects, and do not allow one student to dominate a group.

4. Remember that you are an authority and a supervisor to the students. Your goal should not be to be the students’ friend. Maintain a professional distance from them.

5. Know before coming to GGC Tech camp what is inappropriate behavior for students. Use the “Student Expectations” as a guideline. Be consistent in your expectations of your students, and correct inappropriate behavior immediately when it occurs.

6. Stay calm with students at all times. Showing them that you are angry with them will only undermine your authority and encourage them to try to rattle you.

7. Refer any serious or chronic problems with students to the the camp coordinator or Dr. Nagel.

Logistics

Assignments

Student Assistants will each be assigned a group of approximately 10 students. Those students will be the responsibility of the Student Assistant at all times during the specific activity. The Student Assistant should check each student in and “count heads” at the beginning of each activity. In addition, he or she will help the teachers with the morning instruction, chaperone the students at snacks and recreational activities, and ensure that they stay together and arrive at all scheduled activities on time.

Drop-off and Pick-up

Make sure the person authorized picks up each child. Parents are to pick up children by 4:25 pm.

Meals

Snack and lunch time will be scheduled each day for both the GGC Tech Camp participants and the Student Assistants.

- Please plan ahead and bring a snack and lunch that you can enjoy along with the students.
- Student Assistants will be responsible for accompanying their group to the designated eating area. The students will be expected to remain in the area until the entire group leaves together, accompanied by the Student Assistant.
- No students/student assistants are allowed anywhere but the eating area during eating time.
**MEDICAL EMERGENCIES**

Student Assistants should not attempt to treat injuries. Refer medical issues to the camp coordinator or one of GGC Faculty members. If they are not immediately available, contact GGC Public Safety at 678-407-5333. Students needing medical assistance for more serious injuries will be transported by ambulance to local Hospitals.

Student Assistants should be aware of GGC Tech Camp students requiring special medical attention for asthma, diabetes, etc. This medication must be kept in the GGC Tech Camp office and given to the students at the prescribed time. Student Assistants should not administer the medication themselves, but should allow the students to do it themselves.
Student Assistant Application

The School of Science and Technology will host a summer camp for rising 7th - 10th grade students. **GGC Tech Camp** is a hands-on, experience-based week of exposure to the computing future and how it makes a difference in our lives. Creative thinking and problem solving will be a major focus. Students experience a five-day schedule full of demonstrations, laboratory exercises, discussion groups, and presentations on the Georgia Gwinnett College campus.

Session I: June 7- June 11, 2010 (middle school girls only)
Session II: June 14 - June 18, 2010 (middle school boys only)
Session III: June 21 - June 25, 2010 (high school coed)

Student Assistants will be integral to the success of this camp. They will be expected to attend training on the technologies being used, help campers work through issues with their projects, ensure safety of campers, and contribute to a positive and fun learning environment.

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To apply for a Student Assistant or Senior Student Assistant position:

1) Carefully review camp information: [http://hercules.ggc.usg.edu/ggctechcamp](http://hercules.ggc.usg.edu/ggctechcamp).
   Questions can be addressed to one of the Camp Directors: Dr. Kris Nagel or Dr. Nannette Napier.

2) Complete the application available on the GGC HR site by 5 pm, Friday, April 2nd. All applicants will be able to track their status through the account created on this web site.

3) Competitive applicants will be contacted for an interview.

4) We expect to make final decisions by May 1st. Candidates must submit to and pass a background screening prior to being offered employment.
Basics:
1. Name:
2. GGC email:
3. Best Contact Phone Number:

Experience:
4. What experience do you have with children, tutoring, and/or training others?
5. List classes you anticipate taking this summer (if any). Note: According to school policy, students taking a full load during the summer can only work up to 20 hours/week.
6. List all ITEC courses you have taken at GGC. Specify the course name and instructor
7. Please check if you have experience with any of the following. Note: Experience is not required to be considered for this position.

- JavaWIDE and FANG Engine
- Alice
- PicoCrickets
- Java
- Scratch
- Lego Mind Storm

Availability:
I am interested in working: □ Part-time only □ Full-time only □ Either Part-time or Full-time

Please indicate when you could work at the camp, list the days of the week you are available in the time block.

<table>
<thead>
<tr>
<th>Time Block</th>
<th>Session I: June 7- June 11, 2010 (campers are middle school girls only, Scratch &amp; LEGO Mindstorms)</th>
<th>Session II: June 14 - June 18, 2010 (campers are middle school boys only, Scratch &amp; LEGO Mindstorms)</th>
<th>Session III: June 21 - June 25, 2010 (campers are high school boys and girls, Java, FANG engine, &amp; Alice)</th>
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<tr>
<td>8:30 – 12:30 pm, M-F</td>
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<td>12:30 – 4:30 pm, M-F</td>
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<td>Other options</td>
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Student Assistant Assessment
Pre-camp Attitude questions
(1: Strongly Disagree; 2: Disagree; 3: In between; 4: Agree; 5: Strongly Agree)
1. Computers are fun.
2. Programming is hard.
3. Girls can have jobs in computing.
4. Boys can have jobs in computing.
5. Computer jobs are boring.
6. I am good at computing.
7. I like computing.
8. I know more than my friends about computing.
9. I can become good at computing.
10. I like the challenge of computing.
11. I think computing is useful.
12. I want to find out more about computing.
13. I liked this camp.
14. I had fun at this camp.
15. This camp made me want to know more about computing.
16. This camp made me interested in computing.
17. I learned about computing at this camp.
18. I now know more about computing as a job because of this camp.
19. I would recommend this camp to my friends.

Demographic questions
1. Please select your gender: Female or Male
2. Please select your ethnicity/race: Asian, Black, Hispanic, Native American/Alaskan Native, White, Multiracial
3. What is your major at GGC?
4. Please select your classification: Freshman, Sophomore, Junior, Senior
Student Assistant Assessment
Post-camp Attitude questions
Open-ended questions

1. **Overall Impression of Camp**
   - What did you like best about this camp?
   - What did you like least about this camp?
   - What changes would you make to make this camp better?

2. **Pre-camp Training**
   - What was good and effective about the training?
   - What did you encounter that we didn’t prepare you for?
   - What are some suggested ways that we could better prepare you?

3. **Role during Camp**
   - What was your role during the instructional time?
   - What was your role during the recreational time?

4. **Impact of this experience**
   - What impact (if any) will this experience have on your program of study as an IT major?
   - What impact (if any) will this experience have on your career plans?
   - How do you think this experience will change your experience in the classroom as a GGC student?
   - Do you now see IT as working with others instead of just technology?

5. **Building community with other students**
   - Which of the other counselors did you know before this experience?
   - Did you make any new connections with any of the counselors?
   - Do you feel like you will continue the relationship with other counselors now?

6. **Building community with GGC Faculty**
   - Which of the other faculty did you know before this experience?
   - Did you make any new connections with any of the faculty?
   - Do you feel like you will continue the relationship with faculty now?

7. **Comparing camp sessions**
   - **For Session 1:** How would you characterize the campers? What did you learn about dealing with the campers in this session?
   - **For Session 2:** How would you characterize the campers? What did you learn about dealing with the campers in this session?
   - **Compare:** Were there any differences in the sessions from your perspective? How did you have to adjust your interactions with campers for each of the sessions?