

Handbook Orientation

Handbook Orientation – Lesson 1

Learning Resources: DCC Student Handbook

Instructor Course Level Preparation:

1. Create a class schedule in Teams for the current week
2. Make sure that you have a Teams class and that you are in it.
3. Check that all your technology is in good working condition.
4. Review your class list.
5. Ensure the Student Handbook has been uploaded into the correct channel in Teams
6. Ensure the Program Schedule has been uploaded into the correct channel in Teams

Course-Level LOs

- Become acquainted with navigating the Discovery Community College Handbook.
- Put the principles outlined in the student handbook into practice.

Time	Activity	Notes
15 Min	Ensure students are in attendance (check that all cameras and mics are working)	
15 Min	Staff Introductions – Staff to introduce themselves to students with past education and current positions etc.	
30 Min	Student Introductions – 3 things about you. Name. City you are joining us from & 1 fun fact.	
15 Min	<p>Who is Who? – Director of Education, Program Manager, Instructor, Student Services. Copy info into chat.</p> <p><i>Director of Education</i> – insert name here. <i>Business and Technology Program Manager</i> – insert name here. <i>CSW Program Manager</i> – insert name here. <i>HCA Program Manager</i> – insert name here. <i>Instructor</i> – insert name here.</p> <p><i>Student Services:</i> Lower Mainland – Chris Watters & Piyush Yadav North Vancouver Island & Northern BC – Kosta Kokinis Central Island – Jon Moreton</p>	
20 Min	<p>Quick Introduction to Teams:</p> <ul style="list-style-type: none"> • How to raise hands • How to turn Camera/Mic on and off • How to find class meeting 	
20 Min	<p>Program Details: Schedule, course outline & guideline – go over and where to find</p>	

	<p>Student Discussion: Ask students what they are most looking forward to and why?</p>	
15 Min	<u>BREAK</u>	
20 Min	<p><u>Breakout Room Icebreaker Activity</u> – Introduce students to breakout rooms. Students talk amongst themselves about 4 things they all have in common and 1 thing that is unique. Discuss with class once complete.</p>	
30 Mins	<u>Student Handbook</u> – Read first half of student handbook	
15 Min	<u>Icebreaker Activity</u> – Bucket List – 3 things you want to do in your life	
30 Min	<u>Student Handbook</u> – Read second half of Student Handbook	
15 Min	<u>Wrap Up</u> – Student questions. Go over what tomorrow will look like.	