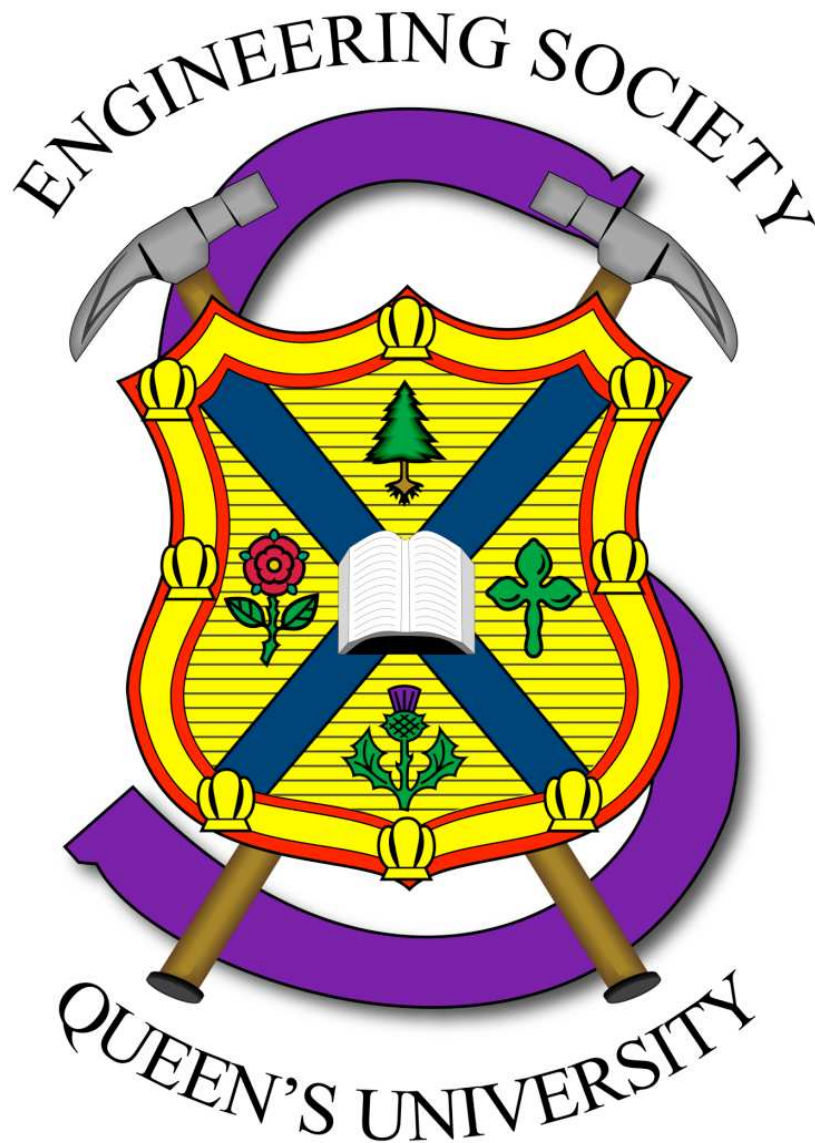


The Engineering Society of Queen's University Presents:

A Summer Plan for the Orientation Chair



Prepared by:

Robert Lee

Orientation Chair 2009

Last Updated:

March 23, 2009

Table of Contents

1. Introduction	4
2. Daily Tasks	4
2.1. Communication.....	4
2.2. Advisory.....	4
2.3. Assistance.....	4
3. Projects.....	4
3.1. Required Projects.....	2
3.1.1. FREC Committee Bible – <i>Priority 1</i> – 6 days (ongoing)	2
3.1.2. Registration – <i>Priority 1</i> – 4 days (ongoing)	2
3.1.3. Bursaries – <i>Priority 1</i> – 1 day.....	2
3.1.4. Transition Report – <i>Priority 1</i> – 2 days (ongoing)	2
3.1.5. Frosh Week Video – <i>Priority 2</i> – 2 days (ongoing)	2
3.1.6. Develop Training Material – <i>Priority 1</i> – 2 days	3
3.1.7. Manage and Train FREC Committee – <i>Priority 1</i> – 10 days (ongoing)	3
3.1.8. Review, Stuff and Ship Primer – <i>Priority 1</i> – 4 days	3
3.1.9. Plant Hiring – <i>Priority 1</i> – 2 days	3
3.2. Sustainable Projects.....	3
3.2.1. Operations Manual – <i>Priority 2</i> – 3 days.....	3
3.2.2. Sponsorship – <i>Priority 1</i> – 5 days (ongoing).....	4
3.2.3. Develop Post Frosh Week Activities – <i>Priority 2</i> – 2 days.....	4
3.2.4. Update Frosh Week Part of the Website – <i>Priority 3</i> – 3 days	4
3.3. Term Specific Projects.....	4
3.3.1. Revamp Pre-Week – <i>Priority 1</i> – 5 days.....	4
3.3.2. Develop New Roles of Action and Tech – <i>Priority 2</i> – 2 days.....	4
3.3.3. Orientation Round Table (ORT) Revamp – <i>Priority 3</i> – 3 days.....	5
3.3.4. Update of Spirit with Responsibility (SWR) – <i>Priority 3</i> – 2 days	5
4. Timeline.....	5
4.1. Goals for May – <i>Sponsorship and Image</i> – 13 days	5
4.2. Goals for June – <i>Training and Revamping</i> – 11 days	5

- 4.3. Goals for July – *Brainstorming and Development* – 12 days..... 5
- 4.4. Goals for August – *Final Touches* – 16 days..... 6
- 4.5. Goals for September – *“We runnin’ this, let’s go”* - ??? days..... 6
- 5. Accountability..... 6
- 6. Summary 6
 - 6.1. Master List of Projects 6
 - 6.2. List of Projects by Category..... 7
 - 6.3. List of Projects by Priority 7
- 7. Conclusion 7

1. Introduction

In the past many Orientation Chairs have spent the summer in Kingston. Although not a requirement of the position, it usually becomes clear to the Orientation Chair (OC) that it will make their position much easier. Dealing with the huge amount of logistics, planning, management and registration is something that not only takes large amounts of time, but is helped by residing in Kingston. This year I plan to make the summer aspect of the Orientation Chair position more official so that we may explore the level of work associated with the job, as well as explore levels of compensation for the position.

2. Daily Tasks

A certain amount of my week or day will be spent just getting things going. I have broken these tasks down into three categories and kept the associated time commitment in mind when assigning estimated days for other projects.

2.1. Communication

There will be a certain amount of work that will need to be covered every day. To begin I will need to deal with any e-mails, phone-messages and other communication. This can actually be quite time consuming considering the number of e-mails that I have and will continue receive. Making sure that any questions asked by incoming first years are answered in a timely manner is important. On that note I will also monitor the Queen's Engineering 2013 group to make sure all questions are answered.

2.2. Advisory

I plan to check in with the President every few days to make sure he knows where Orientation Week stands, and so he can give his opinions on my progress. In addition I hope to frequently consult and discuss issues with the General Manager. Not only will he be able to provide guidance on some of my projects, but having him informed on the details of the week will make him a much bigger resource to next year's OC. I plan to continue meeting with all available Faculty Societies (FSOCs) in the summer in addition to the Dean and the Orientation Round Table (ORT). Maintaining communication with these major stakeholders is something I feel would be beneficial to the operations of the week. Hopefully these tasks won't take away too much from my other work.

2.3. Assistance

The President and Vice Presidents will have many projects this summer ranging from cleaning the lounge to hosting summer barbeques. As part of the summer office I will be required to assist with these tasks. These jobs will most likely take a few hours of certain days sporadically throughout the summer.

3. Projects

The rest of my day will be devoted to necessary and standard OC tasks and projects, as well as new initiatives I have put forward for the year. Some of these tasks are sustainable (can be done by next

year's OC) and some are specific to my year as OC. These tasks are ranked out of three: 1 being absolutely necessary and 3 being optional but still a good idea.

3.1. Required Projects

These are mandatory projects that would be done regardless of whether or not this position was compensated for. These tasks are essential to the survival and existence of next year's frosh week.

3.1.1. FREC Committee Bible – Priority 1 – 6 days (ongoing)

I hope to continue the initiative of building a master document of all required information for the week. This document would essentially give the Engineering Society (EngSoc), ORT and members of FREC Committee (FC) a complete understanding of the events. This would mean that everyone would have all necessary information and any questions to a member of EngSoc or FC would yield the same answer. This document would act as a reference for everyone, including myself. Unfortunately the timelines and details of the week may change so although an initial draft could be created at the beginning of the summer; it would need to be continually updated.

3.1.2. Registration – Priority 1 – 4 days (ongoing)

This is a major aspect of a FSOC Orientation Chair. Managing all the questions from incoming frosh and making sure that they are able to register is very important. Getting the online registration (QFROSH) up and running and managing it throughout the summer will be a frequent task, especially come August. Making sure this runs smoothly early on prevents headaches during the week. Right now it is uncertain how QFROSH will operate due to the shutting down of Queen's' Central Authentication System (CAS). It may be necessary to develop a custom plug-in or addition to the engineering or Queen's portal.

3.1.3. Bursaries – Priority 1 – 1 day

There are usually a certain number of frosh bursaries given out to those in financial need. I will need to go over those submissions before the beginning of Frosh Week and choose the appropriate number of bursaries. Another important aspect of this project is advertising the bursaries so that those in need can be aware and apply.

3.1.4. Transition Report – Priority 1 – 2 days (ongoing)

This document will be separate from the operations manual completely. It will consist of potential carry-over projects, recommendations and tips for the position. This document would be a helpful reference for the new OC when I was unavailable to have a transition meeting. A transition report is required by the OC as per EngSoc policy.

3.1.5. Frosh Week Video – Priority 2 – 2 days (ongoing)

Making the executive decision on how to get the video made is something that needs to be done early. In previous years it has been made by members of the society but last year it was outsourced to Queen's TV's (QTV) Video Factory. Making a decision on that, coordinating the filming and giving overall direction of the video is something I am very passionate about. Generating an overall storyboard would be a great way to ensure a high-quality video. Investigating providing hard copies of the video to first years that could be sponsored is another idea of mine.

3.1.6. Develop Training Material – Priority 1 – 2 days

I will be working with my sub-committee¹ on developing training. In addition to this I will be getting feedback through meetings with the Human Rights Office (HRO), Positive Alliance for Queer Engineers (PAQE), Social Issues Commission (SIC) and the Vice President (Academic). Training is a major priority of mine and I hope that I can continue to improve things. In addition I will be adding material for Plants, Nurses and Actions/Techs (A/T).

3.1.7. Manage and Train FREC Committee – Priority 1 – 10 days (ongoing)

This is probably the most important aspect of my summer. Many of my committee members will be unavailable to manage their portfolios due to summer jobs or other commitments. Making sure that all of their events and projects get finished is very important. This is especially true for the treasurer, as regardless of his status during the summer; the budget must be updated before purchasing and collection of Frosh Week fees. This time also includes preparing material for Pre-Pre-Week, when FC is updated on all of my work and training.

3.1.8. Review, Stuff and Ship Primer – Priority 1 – 4 days

Although I am sure that Dorothy (this year's Primer Editor) will do a great job with the Primer, I want to read it over before it gets submitted to the President and the Dean. In addition we need to stuff and ship them all! The majority of this time will be working to accommodate and compromise with the Dean and Dorothy on proposed changes.

3.1.9. Plant Hiring – Priority 1 – 2 days

Like last year, plant hiring will be done based on written applications. This process will be done in conjunction with the Chief FREC, in order to ensure the best possible plants. As with last year, there will be a fee and training associated with their hiring.

3.2. Sustainable Projects

Below are projects that aren't necessarily required, but can be continued year to year. In many cases more time is allotted for my summer, but in future years only an update would be required reducing the burden significantly.

3.2.1. Operations Manual – Priority 2 – 3 days

The Orientation Week operations manual is currently 5 years old. It has gotten to the point that this document is tedious to read, cumbersome to use and incorrect in many situations. Based on the fact that EngSoc's Orientation allows for any upper year student to apply leaves room for major gaps in corporate memory. As a FREC last year, not a member of FC, I have had to learn a great deal as it happened and from last year's OC. I should hope that in future years there will be a guide to follow that will only need to be updated every year as opposed to re-written. This document will also lend itself to the creation of the FC bible. This is different than the FC bible as it would not contain information on

¹ This year I have created 4 sub-committees or "Task-Forces" within FC to tackle various tasks. This is similar to the Arts and Science Undergraduate Society (ASUS) Orientation program which has 5 committees. The sub-committees within FC this year are: the Orientation Chair Action Team (OCAT), Group Logistics and Operations Committee (GLOC), Sponsorship Progress and Advertising Methods (SPAM) and Training and Responsibility Initiative Group (TRIG).

frosh groups, FRECs or week specific issues. Instead it would be a concise guide to the operations of the week from Chief FREC hiring (October) to OC hiring (next October).

3.2.2. Sponsorship – Priority 1 – 5 days (ongoing)

This is something that I really hope improves this year. Although technically it is an expendable project, it serves to really improve the state of Orientation Week for years to come. This project would consist of working with my existing sponsorship subcommittee in addition to consulting with the General Manager and the Commerce Executive on Orientation (CEO). Pursuing new sponsors via marketing, cold calls and e-mail communication would be a major aspect of the project.

3.2.3. Develop Post Frosh Week Activities – Priority 2 – 2 days

In order to cope with the post frosh week issues that have been happening this year and to improve the overall FREC-frosh relationship, it is important to change the post frosh week experience. This means developing a strategy for the managing and organization of FRECs and events after the week is over. Creating opportunities for academic seminars between FRECs and frosh, developing more fun post-frosh week events and facilitating opportunities for communication and interaction within frosh groups is something that will drastically improve the first year experience. Examples of interaction could include the movie premiere, BBQ, textbook exchange or tutorial information.

3.2.4. Update Frosh Week Part of the Website – Priority 3 – 3 days

The Frosh Week part of the website is severely out of date since the sever crash. Adding all of that information about the week in addition to the primer will be a great resource for the incoming first years. In addition I hope to work with the Vice President (Society Affairs) and Director of Information Technology (DOIT) to update QFROSH, the current online registration system (as mentioned before under “Registration”). In future years this project would be much shorter as only an update would be required.

3.3. Term Specific Projects

Below are projects based on issues that hopefully will only face me this year. These issues should not face OCs in the future if dealt with properly.

3.3.1. Revamp Pre-Week – Priority 1 – 5 days

The only major issue right now is the liability, accountability and safety issues associated with the parties for FRECs during pre-week. These events are often alcohol based, and after other serious events this year, it is something that needs to be addressed. This project would consist of working with the Pre-Week Coordinator to come up ways to modify existing events in addition to new, innovative and fun events. This change has potential to face severe resistance from FRECs old and new, if not handled properly, which is why this would be treated as a renovation, not a replacement.

3.3.2. Develop New Roles of Action and Tech – Priority 2 – 2 days

With the major issues with post frosh week events between former leaders and frosh, it is important that I establish their new role. Making this paradigm shift is something that will include developing memorandums of understanding (MOUs), updating the contracts and improving training for them.

Making a paradigm shift from A/T being “just another bar” to being “a major responsibility” is something I feel very passionate about as a former Tech.

3.3.3. Orientation Round Table (ORT) Revamp – Priority 3 – 3 days

This year, as in past years, there has been some discrepancy in the role of the Alma Mater Society (AMS) logistical group called ORT. It is unclear whether they are a logistical group now or a moderator of content. I hope to work with the current members of ORT, the Campus Activities Commission (CAC) and the Vice President (Undergraduate Affairs) of the AMS to develop a resource based ORT. The reason this is relevant to EngSoc is that the actions and demeanor of ORT directly affect the outcome of the week and the operations of FC. In addition they are in charge of things like Tams, wristbands and T-shirts, which directly affect the frosh.

3.3.4. Update of Spirit with Responsibility (SWR) – Priority 3 – 2 days

Spirit with Responsibility (SWR) is a Senate document that outlines the history and operations of Orientation Week. It is meant to act as a resource to Faculty Orientation Committees in addition to providing long term memory on Orientation. It was described to me that if a committee breaking an aspect of SWR, then they are most likely breaking Senate policy. Unfortunately this document is out of date, cumbersome and essentially useless for FSOs. It also makes references to ORT that make them sound like the overall planners and approvers of Frosh Week, when in fact it is the respective Deans that often have the final say. This document needs to be updated, and ties very closely to the one above.

4. Timeline

4.1. Goals for May – Sponsorship and Image – 15 days

- Sponsorship
- Update Frosh Week Part of the Website
- Revamp Pre-Week
- Plant Hiring

4.2. Goals for June – Training and Revamping – 15 days

- FREC Committee Bible
- Develop Training
- Review, Stuff and Ship Primer
- ORT Revamp

4.3. Goals for July – Brainstorming and Development – 14 days

- Bursaries
- Transition Report
- Frosh Week Video
- Operations Manual
- Develop Post Frosh Week Activities
- Develop New Roles for Actions and Techs

- Update Spirit with Responsibility

4.4. Goals for August – *Final Touches* – 14 days

- Registration
- Manage FREC Committee

4.5. Goals for September – *“We runnin’ this, let’s go”* - ??? days

- Pre-Pre-Week
- Pre-Week
- Frosh Week
- Debrief

5. Accountability

With the likelihood of the Orientation Chair being compensated for the summer this or next year, it is important that I maintain detailed logs of my hours and my progress. I will complete:

- Weekly reports
- Monthly reports to council

From everyone else in the society (specifically the old members FREC Committee), I need feedback. It would be great if I received:

- Feedback from the reports above
- New projects or criticism on progress

I really hope that I hear back from members of the society in regards to my progress. I am considering creating a blog or Twitter account so that my committee can stay up to date on my actions, but I see no reason why this could not be opened to any member of the society.

Orientation Week is something that touches every engineer at Queen’s at least once, so most people have some opinion on it and what can be improved. Balancing tradition and innovation is a constant struggle, and is something that should not be simply my decision.

6. Summary

Below are some tables that help to summarize the time estimates and such.

6.1. Master List of Projects

Type	Task	Priority	Days	Month
Required	FREC Committee Bible	1	6	June
Required	Registration	1	4	August
Required	Bursaries	1	1	July

Required	Transition Report	1	2	July
Required	Frosh Week Video	2	2	July
Required	Develop Training	1	2	June
Required	Manage FREC Committee	1	10	August
Required	Review, Stuff and Ship Primer	1	4	June
Required	Plant Hiring	1	2	May
Sustainable	Operations Manual	2	3	July
Sustainable	Sponsorship	1	5	May
Sustainable	Develop Post Frosh Week Activities	2	2	July
Sustainable	Update Frosh Week Part of the Website	3	3	May
Term	Revamp Pre-Week	1	5	May
Term	Develop New Roles of Action and Tech	2	2	July
Term	Orientation Roundtable Revamp	3	3	June
Term	Update of Spirit With Responsibility	3	2	July

6.2. List of Projects by Category

Category	Sum
Required	33
Sustainable	13
Term	12
<i>Total</i>	<i>58</i>
<i>Summer Total</i>	<i>40</i>
<i>Remaining</i>	<i>-18</i>

6.3. List of Projects by Priority

Priority	Sum
1	41
2	9
3	8
<i>Total</i>	<i>58</i>
<i>Summer Total</i>	<i>40</i>
<i>Remaining</i>	<i>-18</i>

7. Conclusion

That concludes this trial summer plan. I'm very excited to be here for the summer and to hopefully make this an official lasting practice. The position of Orientation Chair has so much to offer to the Society and I hope that I am able to contribute.