Learning Objectives of this Module

By the conclusion of this training activity, student assistants will be able to:

1. Identify the department in which they work and explain the responsibilities of that department.
2. Identify their primary supervisor and secondary supervisor.
3. Reach a supervisor by phone.
4. Identify the maximum number of hours they can work per week.
5. Articulate departmental expectations for breaks, attendance, attire, and attitude.

Learning Activities

Student assistants will:

1. Read/engage with the wiki page and included links.
2. Discuss information with a mentor.

Assessment

The student assistants will verbally articulate their understanding by answering questions during a discussion with a mentor.

Training Instructions

1. Get Setup

★ 1. Review the training guide learning objectives (above) to familiarize yourself with the goals of this module. This should take 5-15 minutes.

2. Set up the student assistants:

   a. Open the wiki page on available computers
      i. The computer next to the supervision desk
      ii. The computer by the preshelving wall
      iii. A laptop/desktop behind/near the circulation desk (only if necessary)
   b. Print the wiki page for yourself, and have the student assistants read/engage with the wiki page using the computers.
      (Some wiki pages include links to audio-visual resources, so student assistants may need head phones.)
   c. While available to answer any questions at the supervision desk, read the printed wiki information as the student assistants progress through the wiki page on the computers. This will ensure that you are providing the student assistants with the most up-to-date information during the next steps of training.

2. Discuss

Host a group discussion with all training participants. This should take 5-20 minutes depending on the number of student assistants you are training.

Including student assistants who have already completed training (when available) can help to spark discussion and reinforce content for more experienced student assistants.

1. Ask: Any Questions?
2. Listen and verify understanding of information the student assistants just read on the wiki.
   a. Point out correct information.
   b. Fill in gaps
   c. Share personal experiences and insights relating to the content.
3. Verify mastery of learning objectives by asking the student assistants content-specific questions:
   a. What department will you be working in, and what are the responsibilities of that department?
      i. Access Services provides access to the Libraries’ spaces, people, collections, and services.
   b. Who are your main and secondary supervisors?
      i. Charlene is the main supervisor, and Carlos is their secondary supervisor.
   c. What are the main responsibilities of a student assistant who works in Access Services?
   d. What is the maximum number of hours per week you are allowed to work?
   e. After how long are you required to take a ½-hour unpaid break?
   f. What are the department’s expectations regarding attendance? Attire? Attitude?

3. Next Steps

★ 1. Info-Tour

Ask another staff member (if available) to give the trainee a 20 minute introductory tour of the building, sharing any interesting knowledge they have about our collections and spaces. While the other staff member does this, you can get yourself organized for the next training activity.
Steps to take for the info-tour:

1. As you go: Point out emergency exits, pull alarms, fire extinguishers, and automatic defibrillators
2. On the first floor:
   a. Explain the layout
   b. InfoCommons
   c. Explain: Collaborative Spaces
3. On the second floor:
   a. Explain the layout of the stacks
   b. Explain: Quiet Spaces
   c. Point out: librarian offices
4. On the ground floor:
   a. IMC is now "Lower Level Lab": Explain that Ryan has an office, and that the IMC is transitioning to a more flexible tech space called the LLL. Explain that there are MACs with advanced software in this space.
5. Explain the evacuation procedure: If an alarm goes off, the student should report to the circulation desk and locate a supervisor. If there is a fire, they should find the nearest exit.
6. Note: Skip the top floor for now.

2. 5 Minute Break
   While training for this module, you may grant all student trainees a paid 5-minute break when they return.