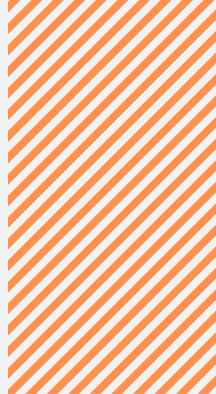




# GI Survival Guide

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JULY 2019



# Guide Details

- Need to know about the Common
- Day in the life for one week
  - What does MTW - Thurs too
- What was it life for you to be on duty?
- What's been your favorite part? And growing edge (difficult) and how you overcame it.
- The relationship between SCs and GIs
- How did you connect to campus partners?
- How has this experience/role enhanced your professional development?
- How have you been mindful of your assistantship/job/classes etc. outside of the internship?

# Student Programs, Blue Track

Hi there,

My name is Allison Ambili Kumar and I have the privilege of serving as the GI for Student Programs, Blue Track. Our Blue Track runs from Tuesday - Wednesday!

I would be happy to touch base with you about any questions you might have - you can reach me at (513) 720-3082 or [akumar24@crimson.ua.edu](mailto:akumar24@crimson.ua.edu).

Undergraduate Institution: Northern Kentucky University

Graduate School Institution: The University of Alabama



# Blue Student Track

- **A Day in the Life**

- **Mondays:** Monday morning team meeting at 7:30am, work student check-in and pass out name tags, head to OFP office to assist with late check-ins, and float around sessions / office to assist. Head to dinner then evening programs.
- **Tuesdays:** Tuesday team huddle meeting at 8:00am, work student check-in and pass out name tags, facilitate the welcome session and introduce presenters throughout the day alongside your SC. Head to dinner then evening programs.
- **Wednesdays:** Lead a course registration lab either solo or with another professional staff member all day.
- **Thursdays:** Typically prep days in the office to ensure everything is packed; there may be a transfer or veteran program on Thursdays
- **Fridays:** Each Friday, one GI and one SC is assigned to work a few hours in the office - everyone else is off! We don't work over the weekend :-)

- **Being On-Call**

- I knew I had a lot of support from my fellow GI on-call along with the professional staff member and two SCs who were on-call with us. You are only on-call Monday - Wednesday so it doesn't last too long and you can always ask for help if you need it! You will collaborate often with Housing to ensure students are taken care of. Coming from a Housing background, this was a very mild on-call experience! Each GI shadowed on-call one week and served as primary GI on-call the following week.



# Blue Student Track

- Favorite Part / Growing Edge

- My favorite part has easily been the culture of OFP, UTSA and San Antonio - OFP holds high standards and cherishes the time they spend with students. My supervisor, Beth, completely models the type of leader I want to be. UTSA is a grateful, growing community and the students I have interacted with have reminded me why I chose to go into higher education. San Antonio is gorgeous and has lots of fun things to do! (Feel free to reach out for my recommendations!) A personal growing edge for me was being introverted and spending a large amount of time with the same people for 2 months - the people are truly the best but I found myself gravitating towards the same GI's and student leaders while I could've made more of an effort at getting to know the entire team.

- Relationship between SCs and GIs

- You and your SC will facilitate the welcome and introduce presenters together for the Blue Track Student Program. The SCs have all of the UTSA and OFP knowledge you could need - don't be afraid to ask questions and get to know them! They will serve as your most valuable asset but ensure you are volunteering to help them as well. Working with Jazmin, my SC, has easily been the best part of my experience <3 You will spend a lot of time with your SC so invest in them and that relationship will extend your time at UTSA! The GIs and SCs work together in the office quite a bit so you will really get to know them the best which is so wonderful.

# Blue Student Track

- **Connection to Campus Partners**

- I reached out to a campus professional in the Violence Prevention department via email to set up a meeting as that is the functional area I am hoping to work in once I graduate. I was able to broaden my understanding of the field I want to go into and ultimately expanded my network by meeting with her so I would highly encourage you to do your research if you are interested in offices outside of Orientation while at UTSA and get a meeting set up!

- **Professional Development**

- I have gotten to work firsthand with an amazing professional staff. Beth, my supervisor, truly embodies the kind of leader I want to be. It has been invaluable to see an office culture that values students but also holds them accountable in a loving, growth-encouraging way. My supervisor allowed me to step up and facilitate a difficult conversation with a student, but asked my opinion and what I would most like to do - OFP will give you opportunities to develop, but will never pressure you to do anything you don't feel comfortable doing.

- **Managing Additional Responsibilities**

- Mapping out all of my assignments along with due dates prior to getting started with my internship has been helpful. I utilize Google Calendar and Trello, a free website that allows you to make lists with due dates, attached files, etc. I got assignments done over the weekends because the last thing I wanted to do after long program days was more work. I ensured I was keeping up with my work emails while here at UTSA but that being said, I think it is important to be present while you are present here at UTSA :- ) so try not to get too focused on your graduate school / work while at your summer internship.

# Student Programs, Orange Track

Hello!,

My name is Ansley Jenkins and I had the honor of serving as the GI for Student Programs, Orange Track during the summer of 2019. The Orange track runs from Monday-Wednesday!

If you have any questions, feel free to reach out. I am always willing to help! You can reach me at : (512) 760-8000 or [ansleyjenkins10@gmail.com](mailto:ansleyjenkins10@gmail.com).

Undergraduate Institution: Tarleton State University! Go Texans!!

Graduate School Institution: The University of Texas at San Antonio! Go Runners!!

# Orange Student Track

- **A Day in the Life**

- **Mondays:** Monday morning team meeting at 7:30am, work student check-in, facilitate the welcome session and introduce presenters throughout the day alongside your SC, dinner, evening programs.
- **Tuesdays:** Tuesday team huddle at 8:00am, work student check-in, course registration lab or office duty, dinner, evening programs.
- **Wednesdays:** Lead a course registration lab either solo or with another professional staff member or work in the office, or both.
- **Thursdays:** Typically prep days in the office to ensure everything is packed; there may be a transfer or veteran program on Thursdays.
- **Fridays:** Each Friday, one GI and one SC is assigned to work a few hours in the office - everyone else is off! You will probably work 2-3 Fridays

- **Being On-Call**

- If you have never been on call before, do not fret. It is not too hard. You have a lot of support. There will be another GI on call with you, an assigned professional staff member to contact if anything happens, and two SCs to help out as well! If you have been on call, you GOT THIS! You are only on-call Monday - Wednesday so it does not take too much time out of your experience. Each GI shadowed on-call one week and served as primary GI on-call the following week. You will be on call 2-3 times throughout the summer. Remember, if you need anything, just ask!





# Orange Student Track

- Favorite Part / Growing Edge

- My favorite part of the summer was meeting new people and building relationships with everyone in the OFP office! Every one of the professional staff, Student Coordinators, Graduate Interns, Team Leaders, and Orientation Leaders taught me something and made me feel so loved! I made friendships that will last a lifetime (Please Please fully commit yourself to this experience. Take the time to get to know all of the people you work with. You will not regret it!). I was also able to network with a lot of different people on the UTSA campus. It was truly amazing! A growing edge for me would definitely be finding the line between being the students supervisor but also their friend. It is a thin line to walk, but you can do it! If you have this problem, please just reach out and I can expand on how I overcame this growing edge.
- Side note: If you are from out of town, explore San Antonio, it is amazing.
- Relationship between SCs and GIs
- You and your SC will be together 90% of the time and it is awesome! You will build a very unique relationship with them and you will get a lot closer than you thought. You are both there for the same reasons, so it will be a breeze learning how to work with them. All of the SCs are amazing student leaders who can teach you so much! Just ask. They have a lot of knowledge about UTSA and are always very helpful.

# Orange Student Track

- **Connection to Campus Partners**

- Throughout the orange program you will meet several campus partners. That was one of my favorite parts about working the student program because you are building your network while learning so much about UTSA and higher education. Make sure to get to know all of the presenters, it will help you be more comfortable when you present and it may open up an opportunity in the future.

- **Professional Development**

- Working with OFP is a great way to develop professionally. The staff members taught me so much in my short time that I will be able to use in my future career. I learned new ways to manage conflict, how to be an effective supervisor, and how to balance work and school life. I also learned new leadership skills from all the staff in OFP. Specifically, my supervisor Beth taught me so much about leadership. Beth never micromanged me, always made me feel comfortable asking for help, and encouraged me to participate in activities that would help me grow (sit in interviews, meet new staff members, etc.). I hope to be as good of a leader as she is one day.

- **Managing Additional Responsibilities**

- During my time as a GI with OFP, I was taking two classes, working at another job, planning a wedding, and finding time to be there for my family and friends. It was a lot, but I figured it out! I did so by keeping a VERY detailed planner and making sure my priorities were in order. There were times I had to choose one thing over another, but because I knew what my priorities were, it worked.
- Piece of advice: You can manage all your responsibilities, do not worry! It is all about being intentional with your time. When you are with OFP, be fully engaged with the program and the students.

# **Administrative and Resource Fair Track!**

## **ABOUT ME!**

My name is Ishbel J. Correa-Narvaez

If you have any questions, the best mode of contact is by number at (321) 402-7926. But also feel free to email me at [ijcorrea3057@eagle.fgcu.edu](mailto:ijcorrea3057@eagle.fgcu.edu) .

Undergraduate Institution: Florida Gulf Coast University | B.S. Community Health

Graduate School Institution: Penn State University | Pursuing M.Ed. Higher Education - Areas of emphasis: Student Affairs, Administration, and Advising | Graduate Assistantship: Program Coordinator at the Paul Robeson Cultural Center

# Administrative and Resource Fair Track

- A Day in the Life

- Mondays: Family Check-In Assistance | Set up Family Lounge Signs | Nametag and Admin Lab with Admin OL's of the day | Dinner | Evening Program Set-Up | Evening Program Lead: Spirit and Traditions, Athletics, and Introduce & dismiss for the RoadRunner Walk
- Tuesdays (The Doozy! #BE READY): Family Check-In Assistance | Pick-Up Family Lounge Signs | Resource Fair Signs Set-Up with SC | Resource Fair | MOCAS Room Checks | CRL Checks | Dinner | Blue Program Closing Ceremony | Evening Program Set-Up | Evening Program Lead: Spirit and Traditions, Athletics, and Introduce & dismiss for the RoadRunner Walk
- Wednesday: CRL Lead - Float throughout all Labs all day. Only exceptions are when you go Downtown or when your SC goes Downtown (which will be most likely the last week of programming) then you will become Admin Lead.

- Being On Call

- Being on call was personally very intimidating for me since I have never had that experience before. However, you are not alone and have support from another GI, two SC's, and an Executive Team Member is there for you as needed. It does make the day longer, but it wasn't bad since program days are one from Mon-Wed. This summer, I was on-call 3/6 weeks.



# Administrative and Resource Fair Track

- Favorite Part | Growing Edge

- Favorite Part | The students. Hands Down. I love the group of students that were chosen as Orientation Leaders this year. Their energy and love for the institution was out of this world. Their energy level going to each and every aspect of orientation made it physically impossible for me to have a bad day. Coming from a younger undergraduate institution, interning at UTSA has helped me realize how much I value a younger institution and having the flexibility to set new traditions.
- Growing Edge | My growing edge was balancing everything I wanted to do while being realistic. I had extended family that lived in San Antonio so making sure that I let my love for Quality Time between my students, other interns, and my family be fostered - while still leaving enough time for my introverted self to recharge and get ready for the next week ahead.

- GI & SC Relationship

- Coming from a totally biased opinion, I believe that through the Admin Track, the GI/SC relationship bond grows a lot fonder. We are together 2 out of the 3 program days all day long. There is plenty of time to get to know one another, learn about the institution, and overall grow and challenge one another. Do not be afraid to ask any questions to truly get to understand the institution and how Admin works. While technically on paper we supervise the Student Coordinators, it truly is a partnership within one another. I would say our relationship is one of my favorite parts of Orientation as well - but this could be because we are literally the same person.

# Administrative and Resource Fair Track

- Connection to Campus Partners

- I was able to create connections with both Student Activities and Athletics by being Lead GI of the Late Night Programming. I took the time to get to know the other presenters and so by the end of the summer for our last presentation, it was definitely bittersweet how they all waited to be able to say goodbye.
- Being the Point of Contact for all the Resource Fair Partners also gave me a unique opportunity to learn more about the different resources the campus has to offer, as well as building my professional network. It was amazing seeing how the other offices recognized I was the Point of Contact and felt comfortable enough coming to me with questions or clarification that they may have.
- Since recognizing that UTSA may be a place in which I see my professional growth taking me, I did make it a point to set up meetings with different areas of campus that I was further interested in. These meetings helped me not only learn more about other office environments within UTSA, but also build my professional network once I graduate in May. Take this time to learn about this institution and explore what it is that you are searching for in future employment.



# Administrative and Resource Fair Track

- Professional Development
  - I found myself grow so much during my short time at UTSA.
  - My first big stepping stone was the overwhelming feeling of empowerment that working at OFP brought. Being able to see strong women within the office and being able to learn from their leadership style is something that I will always take with me. Due to short staffing, I was entrusted from the get-go to take charge of Labs and Resource Fairs and run with it. Normally, so much responsibility so quickly would have made me so nervous, but knowing that they entrusted me and supported me gave me the confidence enough to be able to soar within my internship. When it came to having difficult conversation with some Orientation Leaders, they allowed me to sit into the meetings and manage the conversations and then provided me with feedback on how I can continue to manage difficult conversations with students once I leave.
- Balancing Graduate Internship at UTSA and Graduate Assistantship at PSU
  - While I was not as busy as the other interns since I did not have to focus on a course through the summer, I did have to balance the internship with creating and implementing a program through my assistantship at Penn State. It was difficult trying to find time to Facetime my supervisor at Penn State taking account into the time difference. Most of my planning came on Friday and Weekends. I believe it is totally manageable, just ensuring you manage your time and take into account everything that needs to be accomplished professionally and personally.

# Family Orientation Track!

Hello,

My name is Jose David Melendez. Feel free to contact me through my email at [josemele@iu.edu](mailto:josemele@iu.edu) if you have any questions about the experience, or myself..



Salient Identities: First-Gen, Latino, Low-Income

Undergrad Institution: Florida International University  
Graduate Institution: Indiana University



# Family Orientation Track

- A Day in the Life

- **Mondays and Tuesdays** are the same for my role. I am leading the Family Orientation program with my team on both days, and I am assisting in the last two events of the student program (Spirit & Traditions & Roadrunner Walk) at night. I chose my level of engagement with evening programs based on where help was needed, which led me to helping out with the Audio/Visual (A/V) side of things.
- **Wednesday's** work was mostly centered on assisting in course registration labs, with my first Wednesday being that day that I worked on the Downtown Campus.
- **Thursdays** were mostly for office work, but there were three days where we had a one-day program where I got to assist during the check-in process. My office work was ensuring that all supplies for family orientation were ready, and finalizing the Family Alpha Rosters for each week. *I recommend working on the Alpha Rosters any time you get a chance Monday - Thursday.*

- Being On Call

- With my graduate assistantship being in housing, I felt confident in my abilities to serve on the on-call rotation. I was on night-time duty during 3 of my weeks (1 as a shadow, 1 as a lead, 1 as a co-lead with my fellow GIs) with leadership team. I only received spam calls through the day, and my duty nights were mild in terms of action.

# Family Orientation Track

## ● Favorite Part

- My favorite part about the experience will always be the students; there are specifics that can be divided into some categories.
  - OFP: Energetic staff that brought joy to work, and the ability to learn from a new system
  - Family Orientation: Receiving praise & “Thank You’s” from family members, and recognizing all the specific details that go in to the program.
  - San Antonio: The heat and culture! I feel energized with the sun so the natural energy in the air was relaxing for me. It was also nice to be back around Latino culture after a while
  - Supervisor: I was finally able to have a thriving relationship with a direct supervisor, and I was able to receive beneficial feedback moving forward.

## ● GI & SC Relationship

- I was supposed to work directly with one SC throughout my time with Family Orientation, but that person was let go before the summer started. I worked with each SC in some capacity throughout the experience with the aim of building a connection with all of them. I saw our relationship as a partnership, and I thought of them as friends & co-workers at the same time.
- *Note: I roomed with the 3 male SCs for the summer since I was the only male GI*

# Family Orientation Track

- Connection to Campus Partners

- Family Orientation has a lot of moving parts which requires helps from various offices, so I aimed to build friendly relationships with the different people I interacted with. The relationships that I built were mostly with student workers, not administration. I got to share a lot of laughs and smiles with lots of the workers that I met, and I built a strong connection with a graduate student that works with the Family Association. They are our partners in our programs, they deserve some appreciation too!

- Professional Development

- As the different sessions of Family Orientation progressed, I was able to be the main-lead for the majority of the program while my supervisor took a step back. That autonomy boosted my confidence and opened my eyes to all the moving parts that it takes to get a program to function.

- Managing Additional Responsibilities

- Along with the internship, I balanced 1 online class, a couple of professional development applications, and my well-being. I used this summer not just as an opportunity to grow as a professional, but also as a time to heal before my return to my graduate program. My healing included a lot decluttering from social media, reconnecting with friends, and watching some anime on down time. I made sure to take a step back when needed, and give myself the holistic recovery time needed.

# Family Orientation Track

- Final Thoughts

- Know why you are here, and own it
- Feel confident in the work that you are doing
- Be clear about what you want out of your experience
- Look ahead, while also looking at what's in front of you
- Be fully engaged, but also make sure to have time for yourself

- Area of Improvement

- I take pride in my work, and I sometimes tend to not ask for help because of my desire not to bother others. This experience helped me see a new side to working in teams, and it also showed me that I still have ways to grow. I will be sure to find new ways in spreading learning opportunities along to the students that I work with

# One-Day Programs

Hey there! My name is Kalyn Johnson.

I was the GI for One Day Programs which included Transfer and Veteran orientation and happened on Thursdays. If you have any questions about anything provided here or my experience, don't hesitate to reach out! My email is [kalyncjohnson22@gmail.com](mailto:kalyncjohnson22@gmail.com) and phone number is (502) 203 - 7221

I am a graduate student at Eastern Michigan University, and received my B.A. from Western Kentucky University.

# One-Day Track

- **A Day in the Life**

- **Mondays:** Monday morning team meeting at 7:30am, work the Help Table (it can be tricky at first but you'll get it!), head to OFP office to for cross check students who are checked in, email housing for exemptions and advising centers to request appointment schedule, prepare for closing by editing the closing powerpoint, facilitate closing with SC, Team Time check, Head to dinner then evening programs.
- **Tuesdays:** Tuesday team huddle meeting at 8:00am, work the Help Table (it can be tricky at first but you'll get it!), head to OFP office to for cross check students who are checked in, email housing for exemptions and advising centers to request appointment schedule, CRL (if you have time), head to dinner then evening programs.
- **Normal Wednesdays:** Lead a course registration lab either solo or with another professional staff member till around lunch. For the remainder of the day create Team Rosters for the following program, repacking the Help Table and Laptop Check-In materials. Basically going through the master task list that is located on the wall outside of Cassie's office. Once completed, assisting fellow GIs and SCs on their projects.
- **One-Day Wednesdays:** Prep for Thursday program by accessing the Transfer/Veteran checklist on the Common. Ask your SC or Exec member for assistance! Walk through of the SU that afternoon.
- **Thursdays:** Packing for next week of program. Uploading all Team Pic of The Week photos to the Common, going through the master task list.
- **Fridays:** Each Friday, one GI and one SC is assigned to work a few hours in the office - everyone else is off! We don't work over the weekend :-)

# One-Day Track

- **Being On-Call**

- Having a Housing background really helped me when being on call. Your on call will begin Monday morning at about 7:15 am don't forget to grab the phone. This is because during check-in we will be passing out Director On Duty (DOD) cards to students who have housing exemptions. Duty will end on Wednesday at 5pm as that is the last day we have orientation students on campus. You will have the opportunity to work with housing to ensure students are in their space by 10:30pm, and assist in troubleshooting with students who have forgotten their bedding, which was often.
- You will shadow a fellow GI the week before you go on-call, and then when you go on call the next GI will shadow you. Your role that week is to show the GI how to do rounds and, if they are new to housing and being on-call, give them some tips.
- Overall, this on-call experience was not stressful, as the issues that these students face are different than the students who have already been acclimated to campus.

- **Troubleshooting issues include**

- Students forgot bedding
- Advising appointment
- How to get to Chap or Chisholm
- Sick student

**Remember, if you need help contact your fellow GIs and executive team!**

# One-Day Track

- **Connection to Campus Partners**

- I reached out to the Chirlin in Student Activities and the Housing Offices through Lisa Alonzo. Meeting with Chirlin has helped me figure out how she got to her position, and resources she can provide to up and coming professionals. I also have meets set up with the Housing to talk about how they work with the Chisholm staff, get a tour of housing, and a better understanding of how they serve students. Take advantage of the resources offered here! You can make many connections and learn a lot about different offices.

- **Professional Development**

- Professional Development in this office is not formal. It is not a sit down and have a discussion of resume and office culture, but instead is a discover as you go kind of professional development. My supervisor was Beth, and she was an absolute asset to my success in the internship. She and I were able to discuss my next steps in Student Affairs, how to navigate office culture, how to build a professional relationship, and really modeled what it means to be a leader with compassion. Beth and Lisa allowed me the opportunity to improve my growing edges, and allowed me to contribute to hard conversations about discipline, and be a part of interviews and evaluations (which you will facilitate interviews and evaluations). OFP will give you the opportunity to advance in any area you are curious about (admin, family, supervising, advising, leadership etc.) as long as you seek out the opportunities and ask questions.

- **Managing Additional Responsibilities**

- While at UTSA I took two summer classes and had a few responsibilities to take care of in the GAship. I let Beth know that I was taking two classes and was able to leave early a few days out of the week to get to class on-time. I also mapped out when I was going to work on class assignments, which was usually on a weekend.



# One-Day Track

- **Favorite Part / Growing Edge**

- My favorite part of this experience has been the culture of OFP. OFP fosters an office where it is okay to make mistakes and puts an emphasis on independent learning. The office culture is one that is light, fun, authentic, and great for those who are extraverted or who are Greens and Golds. San Antonio is also a beautiful city! I came without a car, but housing has ZipCar available so you can get around. Don't let transportation stop you from experiencing the Riverwalk or the Japanese Tea Garden.
- As a Blue and an introvert some days were really hard for me to stay energetic. I found my time by taking advantage of the Team Times or time in the office and being alone to get work done, or by taking a walk to recharge when I had some time. Remember that this experience and educational opportunity is yours, this will help you figure out what you need from a work environment and also how you function under pressure and changing situations.

- **Relationship between SCs and GIs**

- You and your SC will work in Team Rosters, Alpha Rosters, prepare for Orange Track Closing, Orange Track Team Time. Blue Track Tours and more. Trust your SC with the knowledge that they have about UTSA and the culture of the institution, and don't be afraid to ask for help! The SCs are always willing help you navigate the Common, office closets and campus.
- My SC experience was a little different than most, Nehemiah had prior engagement the first two weeks, so instead of relying on my SC I relied on all of the SCs and all of the Exec team and front staff to help me pack and figure out my footing. But when he came back he was just as valuable as the rest of the office!

# One-Day Track

- **Finals Thoughts**

- Breathe. You were chosen for a reason.
- Front staff will be your saving grace when everyone else is busy. Ask for help and they will gladly be there to assist.
- Ask questions and you will get answers. Accept the process and challenge ideas.
- **CONNECT WITH CAMPUS RESOURCES**
- Explore SA/Texas when you have the opportunity. The summer will be over before you know it!



**NOW AND  
FOREVER  
I AM A  
ROADRUNNER**