EVALUATION
TOOLKIT

Program Manager:
Laura Saavedra
(734) 764-6738
lsaavedr@umich.edu

inform.engage.inspire.

Campus Visit

TOOLKIT

Planning Guide

PURPOSE

The purpose of this guide is to provide a logistical toolkit for planning and executing successful campus visits.

RECEIVING REQUESTS

Requests for campus visits will come primarily through email and by phone. When receiving requests, schools will often share their desired visit date and the number of students they anticipate bringing. In order to tailor the visit to their needs, you should consider asking the following questions:

- Are there specific disciplines you want to expose students to?
- Are there specific university resources you want students to learn more about (i.e. library, video game library, etc.)?
- Are there specific aspects of campus life you want students to see or learn about (i.e. panel of current undergraduates, mini-student organizations fair, etc.)?

Sometimes schools know how they want their visit structured, other times they just want to expose students to a college campus. Either way, asking questions will (1) help clarify expectations and, to the extent possible, (2) ensure the needs or desires of the schools are met.

Note: Students often want to speak with student athletes or coaches. This is very difficult and time consuming to organize and requests are often denied for various reasons (scheduling, NCAA regulations, etc.). It is best practice to avoid promising schools the opportunity to speak with student athletes and/or coaches.

GROUP SIZES

The size of the group varies by school. As a general guideline, the largest group should not exceed 100 students. For groups K-8th grade, you may want to communicate that there should be 1 adult chaperone for every 10 students (approximately). For groups 9-12th grade, there should be 1 adult chaperone for every 15 students (approximately). This will help ensure an appropriate amount of supervision and will ultimately aid in creating a positive environment that promotes students' health, wellness, and safety.
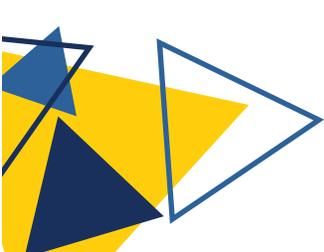
▶ UNDERGRADUATE STUDENT EMPLOYEES

You can work with undergraduate student employees to help with campus visits, especially for larger groups. Student workers can help support your visit in the following ways:

- Help with compiling promotional bags prior to the visit
- Lead campus tours, sit on a panel, and/or facilitate a brief lesson plan
- Lead the group's transitions from one activity to the next

For compensation, you may want to consider paying the student employees their usual hourly rate and also provide lunch with the visiting school and their students.

▶ COSTS

Typically, the most expensive components of a campus visit include transportation and food. Occasionally, there may be significant costs associated with room rentals, but the need for these is rare.

▷ TRANSPORTATION

Most schools you work with will be taking a bus to campus. Typically, the schools are expected to pay for their own transportation. However, you may also want to discuss with your team what the budget allows for and how expenses will be prioritized. Part of this discussion should include what your program goals/objectives are, and who your target audience is.

If there is a need for your office to pay for transportation, please reference our transportation options document for additional assistance.

▷ FOOD

The office hosting the campus visit typically provides lunch for the visiting schools. It is important to begin coordinating with dining services as early as possible to ensure that they can accommodate the group. Lunch should be scheduled between the hours of 11am and 2pm. For campus visits that are primarily on Central Campus, the students can eat at South Quad or Mosher-Jordan Dining Halls. For visits on North Campus, they should eat at Bursley Hall. You can use the following website to reserve dates and times for the dining halls. Sheila Muller, Assistant to the Senior Director of Michigan Dining, (msheila@umich.edu) oversees the email account.

Website: http://dining.umich.edu/visiting-group-reservation-form/
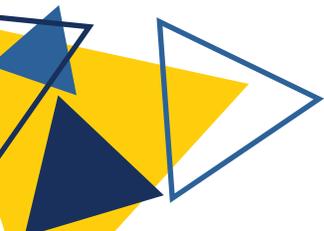
▷ FOOD (CONTINUED)

As mentioned earlier, it is best practice to provide lunch for all of the visiting students, yourself, adult chaperones, and any undergraduate student employees who helped with the visit. To pay for the lunch, you can use a U-M shortcode or a meal card with the appropriate amount of money on it. If you use a U-M shortcode, the cost of lunch in the dining hall is $12.00 per person. To get a meal card, ask the administrative assistant at least three weeks in advance. If using a meal card, it is best practice to request more than what you actually need just in case there are more people than originally anticipated. Once you arrive at the dining hall, you will give the card to the cashier to charge for each person.

▷ PROMOTIONAL ITEMS

When students visit campus, make sure they leave with some U-M promotional items (apparel, supplies, etc.). This includes, but is not limited to, t-shirts, water bottles, lanyards, notepads, folders, pens, and pencils. If possible, it is best if the promotional item(s) are given to students as they are boarding the busses to depart campus so they do not have to carry it all day.

▶ CREATION OF AGENDA

Visits are typically from 10am until 2 or 3pm. When planning the agenda, you should expect busses to be about 15-20 minutes late in the morning and in the afternoon, so build in some buffer time. The key components for every visit typically include a welcome presentation, a campus tour, and lunch. Other aspects of the visit are dependent upon what the schools have requested and the primary purpose of the visit. The visit can start and end at a location that is most logistically convenient for the rest of the schedule.

Once you have gained a sense of the primary purpose of the visit, you can begin contacting the appropriate people to build an agenda that meets the needs and requests of the visiting school. A sample agenda is attached for your reference as "Appendix A".

Once you have created the agenda, be sure to share it with the visiting school at least two weeks prior to the visit. You will also need to attach the participant agreement and waiver form, along with a media release form for students and families to complete. It is best practice to ask the school to scan and email the completed and signed forms to you 24 hours prior to the visit. However, the teacher can bring the forms and give them to you on the day of the visit if they are unable to email them ahead of time.

The participant agreement and waiver form can be found at the following website: https://childrenoncampus.umich.edu/wp-content/uploads/2018/04/Participation-Agreement-042618.pdf

The media release form can be found at the following website: http://childrenoncampus.umich.edu/Media-Release.pdf
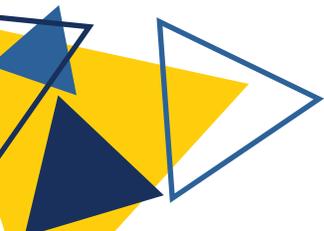
▶ CONTACTS

Knowing who to contact to build a meaningful campus visit is one of the most important parts of planning. It can also be one of the more difficult aspects. A list of contacts who already engage in outreach (primarily through summer programs) is attached as "Appendix B". These individuals may be helpful in facilitating a session or helping you connect with others to build a good agenda for the campus visit.

▶ DAY-OF ROLE & RESPONSIBILITY

On the day of the campus visit, it may not always be necessary for you to be with the school for the entirety of the visit. It is, however, best practice to greet them and be present for the welcome presentation, meet them for lunch, and be present for the departure. During the visit, you may want to take photos during the campus tour or during an interactive activity to capture the students' experience while on campus. These photos can be used for your office, but may also be shared with the visiting school.

On days where there are campus visits, you should consider yourself "on call". Though you don't have to be present for all of the activities students will be engaged in, it is important to be present in the office and available in case you are needed or something unexpected occurs.

▶ AFTER THE VISIT

At the conclusion of the visit, you will want to have students and teachers complete a brief survey about their visit before they leave campus. Some topics to consider for feedback include:

- Communication (during the planning of the visit, details for the day-of, etc.)
- Expectations (meaningful agenda, appropriate sessions, age-appropriate material, etc.)
- Logistics (transitions, flow of events, timing of lunch, etc.)

A sample feedback form is attached as "Appendix C".

You should also send a thank you email to campus partners who helped put the visit together and to the visiting school hoping that the visit met or exceeded their expectations. In this email to teachers, you may also want to share photos from their visit as well as information/flyers about CEO's Watson A. Young Scholarship for summer programs if they are within the criteria requested.

You will also want to follow up with the student employees who helped with the visit to thank them for their assistance and remind them of the appropriate way to document their work to receive payment.

Then, congratulate yourself on a meaningful, well-planned and executed campus visit!

Campus Visit

TOOLKIT

Transportation Options

If you are interested in learning more about local motorcoach-bus service options for your campus visit, please see the various options listed below. Please note, the university has strategic contracts with Indian Trails and Trinity Transportation.

▷ CHARTER A U-M BLUE BUS

Departments and authorized student organizations may charter University buses with drivers. The rate is $90.00 per hour per bus, or $270.00 per bus minimum charge, whichever is greater. Charters are limited to a 50-mile radius from Ann Arbor, MI.

▷ TRINITY TRANSPORTATION

Trinity Transportation offers mini coaches for up to 35 passengers, school buses (48 passengers), and coach buses that can accommodate up to 56 passengers. Throughout the academic year, school buses are only available between the hours of 10:00 a.m. until 2:00 p.m. Handicap accessible coaches are available upon request.

Contact Name: Natalie Lozon
Contact Email: nataliel@trinitytransportation.com

▷ INDIAN TRAILS

Indian Trails operates a large fleet of luxury motorcoaches to accommodate 34, 52, or 56 passengers. Most of the buses come equipped with wheelchair lifts; buses with hearing loops are also available upon request.

Contact Name: Donna Collard
Contact Email: dcollard@indiantrails.com

▷ BLUE LAKES CHARTERS & TOURS

Blue Lakes offers a modern fleet of luxury motor coaches that can accommodate 34,40, or 56 passengers. Handicap accessible coaches are available upon request.

Contact Name: Jose Orlandi
Contact Email: jose.orlandi@bluelakes.com

▷ LAKEFRONT LINES TOLEDO

Lakefront Lines Toledo offers a modern, clean, and meticulously maintained state-of-the-fleet that can accommodate 25, 44, 48, or 56 passengers. They comply with all ADA regulations and a 48-hour notice is required for wheelchair accessible vehicles.

Contact Name: Carolyn Garza
Contact Email: cgarza@lakefrontlines.com
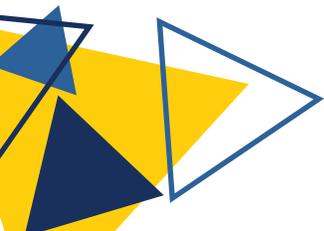
Campus Visit

TOOLKIT

Appendix

APPENDIX A: SAMPLE AGENDA

2017 Campus Visit Agenda Friday, April 21st, 2017 | 9:45am-1:30pm			
Time	**Minutes**	**Event Topic**	**Location**
9:45am			Shapiro Undergraduate Library 919 S University Ave Ann Arbor, MI 48109
10:00-11:00am	60	Session 1: Basics of Research and Using Databases	Group 1: 4059 Group 2: 4041 Group 3: Gallery Lab
11:30-12:15pm	45	Lunch	Hill Dining Center
12:30-1:30pm	60	Session 2: Using Resources to Find Sources for Research Papers	Group 1 AND 3: 4059 Group 2: 4041
1:30pm		Busses Depart	Shapiro Undergraduate Library 919 S University Ave Ann Arbor, MI 48109

Notes:
- Your unit will provide lunch
- Your unit will provide flash drives and folders
- Group 1 = 22 students
- Group 2 = 35 students
- Group 3 = 20 students

APPENDIX B: CONTACT SHEETS

Exposure to Campus, Higher Education, and Financial Aid	
Program	**Contact**
Telluride Association Sophomore Seminar, Telluride Association Summer Programs	Michele Wogaman, Telluride Association michigan@tellurideassociation.org
Chicago One Goal Shiawassee Scholars	Frances Acevedo-Mariani, College of LSA facevedo@umich.edu
Campus Tours	Dustin Castro, Undergraduate Admissions dcastro@umich.edu Danielle Santos, Enrollment Management dmsantos@umich.edu
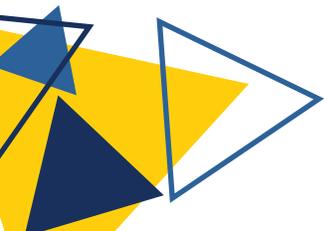
APPENDIX B: CONTACT SHEETS, CONT.

Exposure to Campus, Higher Education, and Financial Aid, Cont.	
Program	**Contact**
Financial Aid Literacy Programs	Stephen Nabors, Office of Financial Aid snabors@umich.edu
Center for Educational Outreach (CEO)	Laura Saavedra, Center for Educational Outreach lsaavedr@umich.edu

Exposure to Health Sciences	
Program	**Contact**
Michigan Health Sciences Summer Institute	Brandon Lucas, Office for Health Equity & Inclusion bdlucas@umich.edu
Doctors of Tomorrow Internships	Elizabeth Yates, School of Medicine
Profile for Success	Dinella Crosby, School of Dentistry dinellac@umich.edu

Exposure to Humanities	
Program	**Contact**
Michigan Debate Camps	Aaron Kall, Michigan Debate akall@umich.edu

Exposure to Arts, Architecture, and Design	
Program	**Contact**
ArcStart	Diana Friend, Taubman College of Architecture & Urban Planning difriend@umich.edu
Pre-College Portfolio Prep Programs	Michael Neville, Stamps School of Art & Design nevimich@umich.edu

APPENDIX B: CONTACT SHEETS, CONT.

Exposure to STEM Fields		
Program	**Dates**	**Contact**
Earth Camp		Jenna Munson, LSA Earth Sciences jennamun@umich.edu
Camp Explorations	Mid-June to Mid-Aug.	Brittany Burgess, Museum of Natural History brchunn@umich.edu
Electrify Summer Camp	Depends on specific program	Brittany Burgess, Museum of Natural History brchunn@umich.edu
Research Experience for Master's Students	May 30 - Aug. 18	Laura Elgas, School of Information lauramb@umich.edu
Girls in Science & Engineering Camp Python Bootcamp Girl in Music & Technology	June 17-June 21 June 14-June 28 June 24-July 5	Jamie Saville, Women in Science & Engineering jsaville@umich.edu SEE Camp
Engineering OnRamp	Summer camp, year-round activities	Kharena Coleman, Center for Engineering Diversity & Outreach kharena@umich.edu
TBD	TBD	Devon Keen, School of Information devaca@umich.edu
Data Science Summer Camp	June 24-June 28	Kristin Burgard, Michigan Institute for Data Science kristinburgard@umich.edu
Various Programs	Throughout Summer	Liz Glynn, Mathei Botanical Gardens & Nichols Arboretum lizglynn@umich.edu
Elementary Mathematics Lab	July 11-July 22	Kyana Taylor, Teaching Works kyanat@umich.edu
D-Rise	June 26-Aug.11	Nicholai Lehnert, Chemistry & Biophysics
REU and Research Programs C-PHOM Labs	June 4-Aug. 11 June 18-Aug. 11	Center for Photonic and Multiscale Nanomaterials
SEE Camp	July 14-July 20	Shwetha Rajaram, Society of Women Engineers shwethar@umich.edu

APPENDIX C: SAMPLE EVALUATION FORM

Campus Visits Survey - TEACHERS

School: _____

We hope you enjoyed your visit to the University of Michigan! Now that you have participated in the event, please complete the following survey. Your responses will remain anonymous and is in NO WAY related to the University of Michigan application process. Please answer all questions honestly and thoughtfully.

Please place an X in the box that indicates your level of agreement with the following statements:

	Strongly Disagree	Disagree	Uncertain	Agree	Srongly Agree
The communication leading up to this visit was excellent					
The events for the visit were appropriate for this age group					
The events for the day flowed smoothly and made logical sense					
The timing for lunch was appropriate					
The transition between events was smooth					
The agenda for this campus visit perfectly matched the purpose of our visit					
The events for this visit were engaging for my students					
The events for this visit were inspiring to my students					