

## **Lab Expectations/Guidance**

Your Lab: 50 points possible

Helping with each lab: 10 points possible/lab

### **Step One – The Planning and Creativity**

Students will be assigned to one of six groups to create and facilitate a recreational program. The six groups will be assigned.

Discuss possible activities (crafts, games, educational) which could be done...remember that you will have approximately 24 classmates helping you with the event and about an hour for the lab. Remember, a recreational program has a variety of activities to do and choose from.

Discuss a theme to center the activity around (near a holiday, associated with learning, PSU, fitness, etc ???) Remember to stage the experience and to have a combination of activities for participants to participate in.

### **Step Two – Communication and Implementation**

Make contact and arrange date with agency.

Explain to the cooperating agency the activities you plan to do.

Follow up prior to the event to remind the agency.

Secure items from cooperating agency....such as crayons, glue, etc....

Secure donations as needed.

Develop a risk management plan. Consider all angles of what could go wrong and be prepared. If the event is to be held outside, secure a backup plan for inclement weather.

Discuss the activities and assign your classmates to a job. Make sure everyone is informed. Prepare all activities (get craft projects ready, secure equipment, promote the event, prepare your classmates by practicing the activity, visit the site, etc....).

Discuss the evaluation of the event with your classmates. How will your classmates be graded? What is important at the event? What are your expectations?

### **Step Three – Evaluation and Wrap-up**

After the event, discuss with your classmates what you would have done differently.... the positives and the negatives of the event.

Send a thank you note to the cooperating agency.

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Provide feedback to all students on their involvement and grade them. Dr. Covert Miller will grade individuals in their group for the activity in which they are responsible and will also consider outside of class contributions. All students should make their contributions known to Dr. Covert Miller.

Students in leading their designated lab can earn a maximum of 50 points for the lab and their contributions to its success. All other classmates can earn a maximum of 10 points for each lab they “volunteer/work” for.

**For Maximum Points the lab should demonstrate:**

- 1) Creativity and a theme
- 2) Involvement of all students in our class
- 3) Fairness/feedback in grading fellow students within one class period of the lab
- 4) Careful, well thought-out planning
- 5) Good organization: equipment and supplies adequate and secured prior to the program; job assignments distributed, use of everyone in the lab group and class, follow-up of all jobs assigned, backup plan and flexibility in program design and implementation
- 6) All participants busy....no waiting in long lines.
- 7) Communication: to agency director and representatives, to the class (before lab, during lab and after lab), to children or clients we are serving
- 8) Good Introduction to activity as well as closure
- 9) Enough staff/best staff (meaning your classmates) matched to participants
- 10) Facility that enhances program goals
- 11) Begin and end on time
- 12) Risk Management: before, during and, if necessary, after event
- 13) Prepared to subgroup or restructure during event
- 14) Know the participants and their needs
- 15) Anticipate needs, problems and situations
- 16) Trouble shooting before, during and after program
- 17) Submission of Program Proposal one-week prior to program date
- 18) QUALITY LAB