

Starting Strong

Bonner Orientation, Handbook, 1-on-1 Advising, and BWBRS

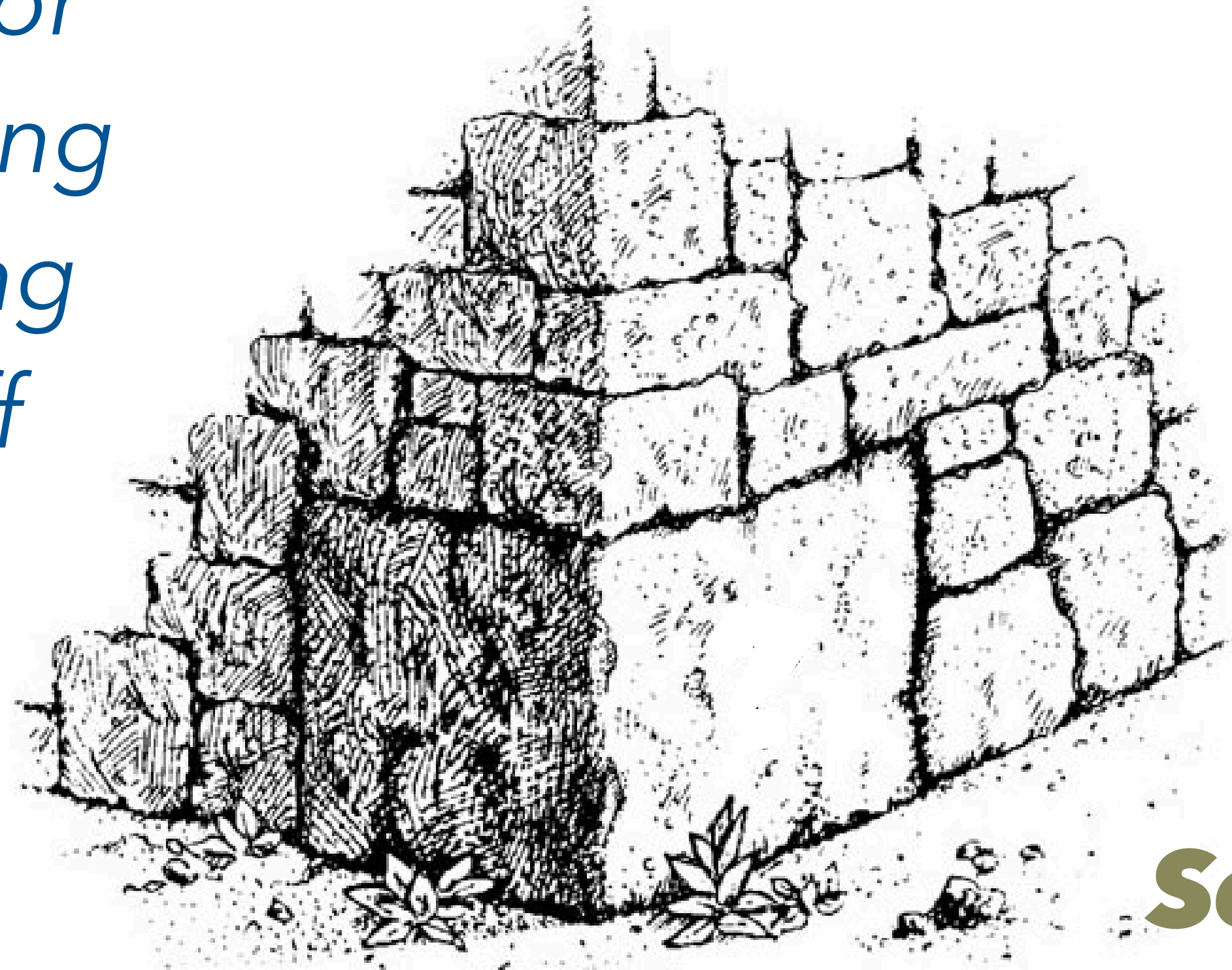
What We'll Cover

- Orientation
- Bonner Student Handbook
- One-on-One Advising

Orientation

Orientation

Sets foundation for success by building community among students and staff



***Personal
Exploration***

***Sense of
Bonner
Community***

Inspiration

***Bonner
Program
Expectations***

***Sense of place -
campus and
community***

Orientation Agenda

Welcoming and support-building

Establish the Spirit
of your Program &
the National
Network

Bonner Program:
the Big Picture

**Community
Building**

Requirements,
Processes, Rules

Bonner Program:
Goals & Expectations

Getting to Know:
the College

Getting to Know:
the Community

Getting to Know:
Yourself

Essential (Bonner)
campus knowledge

Locations, demographics,
Community Partners and
their missions

Confirm decision of being a
Bonner, set personal
aspirations and identity

Community Building

- **Maryville College** - Meal times, Bowling Night
- **Berry College** - Icebreakers, Meal Teams, Game Night, Pool Party
- **Siena College** - Icebreakers & Various Social Activities
- **University of Rutgers @ Camden** - Cards Promoting Humanity (tailored to their Bonner Program and Campus), Get-To-Know-You Welcome Activities (Find Someone and Preferences game)

Bonner Program: Big-Picture & Expectations

- **Maryville College** - Logistics, Handbook and Rules, BWBRS training
- **Berry College** - Program Overview with Reflection and creative activity around the Common Commitments
- **Siena College** - "Program Time" Sessions for different levels
- Show the **History Video** on www.bonner.org

Get to Know: The College & Community

- **University of Rutgers - Camden** - Annual Review of Service Partners
- **Maryville College** - Bike Tour of Community, Service Projects
- **Berry College** - Town Scavenger Hunt, Campus Tour, Community Partners Tour & Brunch
- **Siena College** - Service Projects, free-time around the town
- **TCNJ** - Tour of Trenton and Service Partners, Professor McGreevey Lecture on Trenton - Changes in the Urban Centers and Effects of Suburbanization

Get to Know: Yourself & Others

- **University of Rutgers - Camden** - "What's Your Passion?," and Goal-Setting Activity
- **Maryville College** - Leadership Compass
- **Berry College** - River Stories / Identity Circles, Personal Reflection activities
- **Siena College** - Reflection Sessions, other training workshops

Training Modules

- Review Program History and Structure
- Introduce History of Town/City Serving
- Tour Town/City
- Community Asset Mapping
- River Stories
- Identity Circles
- Vulnerability and Leadership
- Leadership Compass
- Introduction to Communication & Active Listening
- Conflict Resolution
- Service Based Reflection
- Exploring Diversity - Step to the Line
- Time Management
- Project Management
- Bonner 101 and BWBRS 101
- Alumni Panel

Bonner Handbbook

Keys for a Successful Year

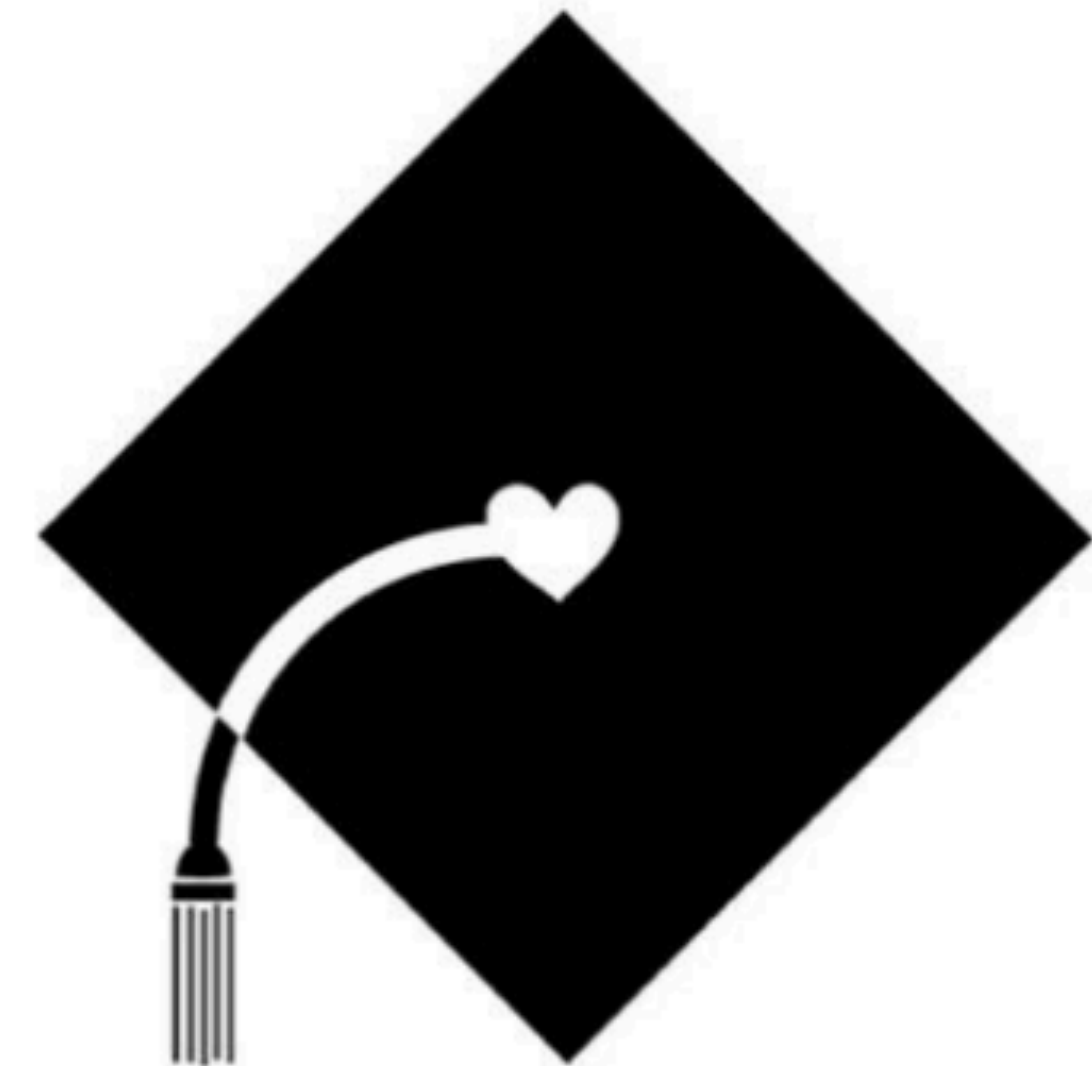
Students must understand their roles so they are better focused and empowered toward success in their projects.

- Strategy
- Enthusiasm
- Responsibility
- Vision
- Initiative
- Communication
- Empowermen

Bonner Student Handbook

- History of Bonner
- Bonner Student Development
- Bonner Expectations
- Code of Conduct
- Logging Hours on BWBRS
- Leave, Probation, Dismissal Policies
- Student Profiles
- Alumni Network

Bonner Scholar Program Handbook 2016-2017

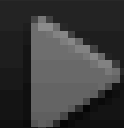


Center for Civic Engagement and Student Leadership
Lindsey Wilson College

BWBRS Best Practices

- **Community Learning Agreements**
 - ▶ Should be completed within one week of starting service site
 - ▶ Adds details to the position description that describe the measurable impact of the service
- **Hour Logs**
 - ▶ Hours should be approved every two weeks.
 - ▶ Expect an average weekly number of hours to help them meet the minimum semester hour requirement.
- **Policies for Late/Missing Hour Logs**
 - ▶ Have a written policy for handling Bonners who submit late or missing hours (e.g., withhold stipend)
 - ▶ Remind w/ iCalendar

ST*FF BONNERS SAY



1:17 / 1:18

3D



Bonner 1-on-1 Advising

- **Expectation:** 1-on-1 advising meeting 1x per semester to...
 - ▶ *Review Community Learning Agreement*
 - ▶ *Review community partner feedback*
 - ▶ *Review reflection essays*
 - ▶ *Revisit the developmental framework*
- Additional advising opportunities with faculty, and community partners

BWBRS Review

Topics

- Adding Students
- Adding Training & Enrichment
- Adding Partners & Positions
- Logging & Signing Hours

Adding Students

BWBRS is your tracking hub!

Welcome Trecia Pottinger
Tuesday, July 24, 2012

School Menu

- My Home Page
- Students
- Bonner Scholar Program
- Bonner AmeriCorps Program Reports
- Manage Staff
- Manage Settings
- Manage Site Style

Student Menu

- Student Profile
- Community Learning Agreements
- Hour Logs
- Service Accomplishments
- Evaluations

Positions & T&Es

- Service Partners & Positions
- Training & Enrichment Events

Student List

All Programs

Active

	Student Name	Ema
1.	Albrecht, Anna C.	anna
2.	Aligbe, Enimielen	enim
3.	Amaguana, Miguel	mam
4.	Arinze, Chekwube O.	chek
5.	Augustin, Ashley	ashle
6.	Bacon, Connor O.	conn
7.	Baker, Aldrumesia K.	akba
8.	Bii, Steve k.	steve
9.	Blanchard, Mark A.	mark
10.	Campbell, Amy V.	amy.
11.	Campbell, Elizabeth D.	eliza
12.	Carney, Theo L.	tcarn
13.	Cheshire, Sarah	sara
14.	Christensen, Julie A.	jach
15.	Cruz, Tessa	tessa

Your Administrator Accounts

Set log-in email

Set notification roles

Edit School Administrator

User Details

First Name

Last Name

Nickname

Email Address

Permissions

Login Password

Notification Roles

- Administrator
- Intern
- BSP - NSAL & Registrar's List
- BSP - Change of Status
- BSP - Allocation & Reimbursement Reports
- BSP - Community Fund
- AmeriCorps Administrator
- Default From

Personal Settings for All Accounts

1. Reset password

2. BWBRS notification frequency

Your User Settings

Your Information

First Name

Middle Initial

Last Name

Nickname

Email

System Access

Set New Password

Confirm New Password

Preferences

Email Frequency

Once per 24 hours

Print in New Window/Tab

Yes

Save

Student List

You'll maintain your student list here

OBERLIN

Bonner Center for Service &

Welcome Trecia Pottinger
Tuesday, July 24, 2012

Student List

All Programs ▾ Active ▾

School Menu

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Student Menu

- Student Profile
- Community Learning Agreements
- Hour Logs
- Service Accomplishments
- Evaluations

Positions & T&Es

- Service Partners & Positions

	Student Name	Email
1.	Albrecht, Anna C.	anna
2.	Aligbe, Enimielen	enim
3.	Amaguana, Miguel	man
4.	Arinze, Chekwube O.	chek
5.	Augustin, Ashley	ashl
6.	Bacon, Connor O.	conn
7.	Baker, Aldrumesia K.	akba
8.	Bii, Steve k.	stev
9.	Blanchard, Mark A.	mar
10.	Campbell, Amy V.	amy
11.	Campbell, Elizabeth D.	eliza
12.	Carney, Theo L.	tcar
13.	Cheshire, Sarah	sara
14.	Christensen, Julie A.	jack

Student Profiles

The Student Profiles have four main tabs::

- 1. General*
- 2. Contact*
- 3. Documentation*
- 4. Enrollment*

Anna Albrecht's Profile: General

Available

General | Contact | Documentation | Enrollment

Student Information

First Name

Middle Initial

Last Name

Nickname

Email Address

Login Password

Student Details

Date of Birth

Student ID Number

Gender

Race

Voter Registration

Marital Status

Disabled

Educational Information

Educational Level

Graduation Year

Major

Minor

Training, Education & Reflection

Training & Enrichment

Every workshop, meeting, and eligible opportunity can be added into BWBRS so that students log it!

- track learning;
- shows the sequence and intentionality
- program oversight

All Issues

Local

National

Service Partner

Training & Enrichment Event

Academic Community Engagement

1.13.17-1.15.17 ACE Winter Retri

ACE CPI Program

1.17.17 CPI Session: Dissecting a Best Practices for Research *^

ACE Bonner Program

1.18.17 All Bonner Meeting: Cultural Differences and Values *^

ACE CPI Program

1.24.17 CPI Session: Skill Session your own Philosophy *^

ACE Bonner Program

1.25.17 Freshman Bonner Meeting Speaking & Advocacy *^

ACE Bonner

1.25.17 Junior Bonner Meeting: A year Bonner Experience when A

Sample Meeting Entry

Training & Enrichment Event Description

Open a New Case...



Available Actions...



Training & Enrichment Event

Title	1.25.17 Freshman Bonner Meeting: Public Speaking & Advocacy
Description	In this training, participants will be exposed to the art of Public Speaking through peer review. The facilitator, well versed in public speaking will guide and provide input, while allowing the participants to learn about the do's and don'ts of public speaking. This training aims to not only make people more comfortable with public speaking, but actually improve the quality and effectiveness of their verbal and physical communication through practice.
Service Partner	ACE Bonner Program
Site Supervisors	Kelly Finn
Location	Local

Bonners spend 20% time in Training, Education & Reflection



Training & Enrichment Event

4.25.12 All-Bonner Meeting:
Service Celebration

4.11.12 All-Bonner Meeting:
Spiritual Exploration *

3.28.12 All Bonner Training:
The Environment

3.7.12 All Bonner Meeting:
Health and Poverty/Health
Care

2.26.12 ACE Retreat: Being an
Ally/Leaders of Discourse and
Closing

2.25.12 ACE Retreat: Exploring
Diversity on Campus

2.24.12 ACE Retreat:
Introduction and Bonner
Bonding

2.15.2011 Junior-Senior Class
Meeting: Speed Interviewing

10.19.11 All Bonner Meeting:
Life Mapping

10.5.11 All Bonner Meeting:
PYHIT Training

9.28.11 Senior Class Meeting;
Capstone

9.21.11 All Bonner Meeting:
Movements

9.7.11 Bonner Meeting:
Welcome and Yearly
Expectations

8.9.11 Maine Trip: Professor
Discussions

4.27.11 All Bonner Meeting:

1.29.11 Saturday Service:
Mentoring Program

1.26.11 All Bonner Meeting:
Summer Leadership Institute
Conference Planning

1.19.11 All Bonner Meeting:
Spring Preview

12.7.10 Junior Class Bonner
Meeting: Stress Management

11.9.10 Junior Class Meeting:
Career Center Networking
Event

9.26.10: Service Sunday
Training: AIDS/HIV

9.24.10: All Bonner Meeting:
Handling Business

9.14.10 Junior Class Bonner
Meeting: The Leader's Policy
Handbook

Partners & Positions

Partner & Position List

You'll maintain a profile of all your service partners here

Positions		
Spring 2012		
All Issues	All Durations	
Local	National	International
Service Partner	Position	
Ama Foundation	No Value *^	
America Counts	Curriculum Coordinator	
America Counts	Math Assistant	
Apollo Outreach Initiative	Media Instructor	
Bonner Center for Service and Learning	Archive Assistant^	
Bonner Center for Service and Learning	BCSL Assistant *^	
Bonner Center for Service and Learning	BCSL Community Outreach Intern	

Partner Profiles

Each partner has its own description.

Position Details Spring 2012 +

Open a New Case... + Available

Partner **Details** Contacts

Name	America Counts
Website	http://oberlinserves.pbworks.com/CP+-
Type of Organization	Non-Profit
Level of Activity	Regular Volunteers
Mission Statement	America Counts is a federal initiative de education. Through individual attention mentors, America Counts aims to help s skills they need to succeed. This organiz
Additional Information	America Counts is an academic mentori children and youth of the Oberlin comm school math/citizenship help for Oberlin math/ computer literacy help for sixth g summer math instruction workshop for preparing to take the Ohio 9th grade Pr

Position Profiles

Each position has its own description.

Position Details Spring 2012 Open a New Case... Available Ac

Partner	Details	Contacts
Name	America Counts	
Address	285 South Professor St. Oberlin, Ohio 44074	
Phone Number	(440) 774-6579	
Fax Number	(440) 776-0505	
Positions	Curriculum Coordinator Math Assistant	

Title	Curriculum Coordinator
Description	America Counts is an academic mentoring children and youth of the Oberlin community. The program provides school math/citizenship help for Oberlin families. The program will work at Prospect Elementary - organizing and preparing curriculum from previous years and preparing curriculum for the following semester. Grant possibilities will

Advancing Positions in BWBRS

- Do this prior to start of each semester
- Eliminates re-entry of positions each semester
- Positions can then be edited to reflect any changes

Advance Positions

Spring 2016



Instructions

This summary form shows all Positions, grouped by Semester through **Fall 2016**. Using this form you can activate ex

Bonner Foundation

Position	Summer 2015	Fall 2015
Bonner Office Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonner VISTA Fellows Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
National Bonner AmeriCorps Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Jersey Bonner AmeriCorps Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Logging & Signing Hours

Student Community Learning Agreement

*Each semester
students create a CLA
for their primary
service site.*

Community Learning Agreements for

Title	Service Partner
America Reads Elementary School Literacy Tutor	Oberlin College
BCSL Community Outreach Intern	Bonner Center for Learning
Assistant Farmer	Meadow Rock Farm
BCSL Community Outreach Intern	Bonner Center for Learning

Student Hour Logs

Students record all their service and training hours in BWBRS.

Hours for Spring 2012

Log Entry | **Report** | **Analysis**

Add Log Entry

Start : **End** : **On**

At (select only one)

Primary Position (CLA)

Other Position (non-CLA)

Training & Enrichment Event

This time was spent fundraising

Calendar View

<< Previous Month Next Month >>

June 2012							July 2012							August 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

Complete Hours Log

Date (Edit)	Type	Title	Hours
1. 06/02/12	Service (CLA)	Community Outreach Representative	5.00

Entering Hour Logs in BWBRS

- *Weekly*
- *Enter all service and training/meeting hours*
- *eSignatures by Student*
- *eSignatures by Site Supervisor*

Log Entry | **Report** | **Analysis**

Add Log Entry

Hours **Minutes** **On**

At (select only one)

Primary Position (CLA)

Other Position

Training & Enrichment Event

This time was spent fundraising

Calendar View

[<< Previous Month](#) July 2016

Service Accomplishments

Students record what they got done through their service.

Spring 2009 Service Accomplishment Details for [redacted] it

Available Actions...

Service Accomplishment 1

Status	Approved
General Issue Area	Education
Issue Area	Literacy Skills
Population Served	Elementary School Children
Objective	Enhance literacy and reading-related skills
Served	15 Children
Measured By	Students' Observations
Describe Results	My experience at Prospect elementary has been amazing. I have achieved my goal of enhancing skills in several students, at least by my observations. I plan to continue this work by tutoring 5th grade next year.

Volunteer Generation

Number of Volunteers Recruited

Number of Hours Served

eSignature Access for Site Coordinators

Site coordinators can be assigned to positions with login access to approve hour logs...

The screenshot shows a web application interface. At the top, there is a header with "Position Details" and a dropdown menu set to "Spring 2012". Below this is another dropdown menu set to "Open a New Case...". A navigation bar contains three tabs: "Partner", "Details", and "Contacts". The "Details" tab is active, displaying a table with columns for "Name", "Title", and "Email". The table lists three individuals: Zac Hoyer-Leitzel, Elizabeth Myers, and Sydney Olson. A context menu is open over the table, listing several actions: "Available Actions..." (checked), "Edit Position: Curriculum Coordinator", "Edit Position: Math Assistant", "Edit Service Partner", "Add Contact" (highlighted by the mouse), "Print (HTML)", and "Print (PDF)".

Position Details Spring 2012

Open a New Case...

Partner Details Contacts

Name	Title	Email
Zac Hoyer-Leitzel		AmericaCou
Elizabeth Myers		4433867491
Sydney Olson		americacounts@oberlin.net 4407746579

- ✓ Available Actions...
- Edit Position: Curriculum Coordinator
- Edit Position: Math Assistant
- Edit Service Partner
- Add Contact**
- Print (HTML)
- Print (PDF)