



Sophomore Exchange:
Important Considerations throughout the Planning Process
2022-2023

What: The 2022-23 Sophomore Exchange

Where: CofC? Or:

Issue Area:

Service:

You and the sophomores are representing the College of Charleston's Bonner Leader Program. Remember to take this seriously in addition to enjoying the experience, spending time together, and expanding your network!

Goals and Intentions: Define your goals - big picture for the exchange, together with X university, and for the CofC sophomores.

- What do you want to accomplish?
- What is the purpose of the exchange?
- What is the value of the exchange?
- What will the sophomores learn?
- What will the experience be like? Will you build in time to exchange ideas and experiences with the other sophomores?

Once you've set your goals,

- How will you work as a team to achieve your goals? (internally and with the other school(s))
- How will you deliver on your goals?
- How will you engage the sophomore class and connect them to the purpose of the presentations?
- What interactive exercises will you plan?
- What reflection activities are you planning? How often will you incorporate them throughout the day? How will you implement them?
- How will you make sure your goals for the CofC Bonners are in line with the goals you've set with X?
- Where are you finding your information when researching the issue area? Cite sources.

Set ground rules with X now. Make sure both the CofC and X Bonners understand and adhere to the rules you've agreed upon.

If on Zoom

- It's awkward! You need to get over this quickly. How will you do that?
- Work out the facets of the online facilitation in great detail with X. Try to make it as seamless as possible.



- Talk slowly. Timing is important. Timing with your co-leads at Morehouse is equally important.
- Will you and the Morehouse Bonner Scholars be in one place or on multiple screens? How will the Bonners appear on screen? All together in each place? If yes, how will Morehouse fit 15 people onto the screen?
 - Make sure everyone is visible and the volume is working properly

Remember, a virtual audience is a less captive one than when meeting in-person. You should be thinking about how you can include opportunities to involve the Bonners throughout the day. Some ideas to get you started:

- Speed dating
- Tell anecdotes around the issue area
- Consider surveying what the sophomores already know about the issue area and potentially include that as information sourced from the Bonners directly – then have those individuals participate and/or lead those sections

Technology:

- What technology do you need?
- Make sure to practice on the technology! Test it out and be ready to problem solve (volume, screen sharing, etc.)

General facilitation:

Again, work out the facilitation in great detail with X

- How will you share the roles and work of facilitation?
- Who is leading what? What is the timing of each section?
 - This is very important. People usually run through presentations much faster than they anticipate. Practice! You may want to give yourselves cues or intentionally add more breaks/pauses to your natural speech so you can engage with the Bonners and vice versa
 - Write questions that you want to ask the group as you are presenting to make it interactive
- Will there be breaks? When? How long? How will you make sure the CofC Bonners are back and ready to begin once the break is over?
- Will you use breakout groups/Zoom rooms?
- Are you going to incorporate virtual networking?
- Do you want Bonners to be able to speak up verbally with questions as well as type questions into a chat?
- Are you going to incorporate engagement tools, e.g., live polls or quizzes?
- How are you educating and learning about how an issue from the Charleston local context is playing out in Atlanta?
- What is unique about the issue in each city?
- What is the next developmental step? What can we learn?
- If all the CofC sophomores are on one screen, how will you keep background noise, conversations, and speaking over one another to a minimum? How will you determine who speaks?



- Keep in mind how noisy this could be on Morehouse's end and how much time you could waste

Remember, you want a range of education/learning, discussion, reflection, and connectedness activities throughout the day!

Scheduling:

- How and when are you implementing the service component of Sophomore Exchange?
 - Are students going to multiple service sites?
 - How will you evenly divide the students and include comprehensive education, orientation, training, and reflection?
 - If service is taking place at another time/date, how are you bringing it into the conversation and reflection activities during Sophomore Exchange?
- Create a draft agenda!
 - What is the comprehensive schedule of Sophomore Exchange?
 - Include who is leading what and a breakdown of timing for each activity and break

Logistics:

- Where will this take place? Do you need to reserve rooms?
- What equipment have you identified that you need?
 - Any handouts?
- If you are assigning different roles and responsibilities – not only with X but amongst CofC Bonners – you must ensure each participant understands their role, ownership, and prep work required
 - Who is crafting the content?
 - Who is identifying the objective of each session?
 - Who are the key people that will be involved in planning, facilitating/moderating, and presenting?
 - What time are they presenting?
 - How long is each presentation (this should include the time required for reflection, q&a, etc.)?
 - What activities and/or engagement with the group have they planned?
 - Who will be leading icebreakers?
 - Who will have the PowerPoints loaded and oversee PPT management throughout the exchange?
 - What supplies do you need?
- How will you communicate with the X Sophomore Leadership Team on the day/weekend of the exchange?
- Do you have your timing down for the entire day? Do you have a detailed event schedule in place that you and X put together?
 - Make sure everything fits within the allocated time frame
- Do the sophomores know what is expected/required of them?
- Have they agreed to the shared ground rules?
- What time must the Bonners arrive at the CCE / to depart?
- What time will you arrive to set everything up?



- What must happen the morning of the exchange?
- Do you need food? Do we have any Bonners with special food requirements? If so, what kind of arrangements do you need to make for them?

We will debrief after Sophomore Exchange. The sophomores will be given an anonymous feedback evaluation to provide critical assessment of the day.