



WAYNE STATE
College of Education

CORNERSTONE WELCOME

July 19, 2018

Staff Handbook





9:00 AM– 9:25 AM	Check In– Room 10 (AM Interview Group)
9:30 AM– 11:00 AM	Group Interviews (AM Group)
11:00 AM– 12:00 PM	Lunch Break (Lunch on Your Own)
12:00 PM– 12:30 PM	Check In– Room 10 (PM Interview Group, Music Students, MAT[TED])
12:00 PM– 12:30 PM	Student/Faculty Meet and Greet– Cake and Ice Cream will be Served Room 10
12:30 PM– 2:00 PM	Orientation– Room 10 <ul style="list-style-type: none"> Welcome from the Assistant Dean of Academic Services Office of Clinical Experience & InTASC Standards Dispositions Criminal History Review Process Future Educators Student Organization College of Education Policies
2:00 PM– 3:00 PM	Undergraduate Students– Registration
2:00 PM– 2:45 PM	MAT Students– Open Advising (Room 200)
2:30 PM– 3:00 PM	KHS MAT Students Check In (Room 10)
3:00 PM– 4:30 PM	Group Interviews (PM Group)





Morning Session (AM Group)

9:30 AM to 11:00 AM

Room	Note Takers	Facilitator	Set Up Leader
169	Kurt Troutman, Tanesha Watkins	Elizabeth Corah-Hopkins	Tanesha Watkins
171	Chavon Jameel, Lynne Morgan-Bernard	Lori Lucas	Kurt Troutman
189	Cassie Tackett, Elsie Babcock Observer(s): Shawntae Harris	Leah van Belle	Kurt Troutman

Afternoon Session (PM Group)

3:00 AM to 4:30 PM

Room	Note Takers	Facilitator	Set Up Leader
169	Beverly Schneider, Tanesha Watkins Observer(s): Shawntae Harris	Elizabeth Corah-Hopkins	Tanesha Watkins
171	Kurt Troutman, Fawne Allossery	Leah van Belle	Kurt Troutman
189	Cassie Tackett, Linda Hicks	Lori Lucas	Kurt Troutman





Interview Room Set Up Leaders

- ◆ Water and candy will be included as a part of your room set up package delivered on Wednesday.
- ◆ There will be an extra laptop given to each of the set up leaders.
- ◆ Interview Folder of Materials for each interview team will be given out Wednesday evening. Folder will contain:
 - ◆ List of students participating in interview with their access IDs
 - ◆ Name Tents
 - ◆ 3 Copies of the Interview Questions
 - ◆ 11 Copies of the Group Activity
- ◆ Room Set Up-See Page 4.
- ◆ At the conclusion of the debriefing, please bring all paper materials to Kurt's office and place them in the box.

Note Takers

- ◆ Notes will be taken in a Qualtrics survey emailed the evening before.
 - ◆ Select your corresponding interview room in the survey.
 - ◆ Verify attendance in the survey twice (beginning and end should any student arrive late).
 - ◆ As you take notes, record your observations and candidate answers in the provided survey boxes. At the end of the interview, submit the completed survey; you will then be automatically emailed a copy of the field notes and a copy of the candidates' self-assessment responses.
- ◆ The facilitator will be sent a Qualtrics survey to use to generally rate the professional dispositions of each candidate during the debriefing session. The survey is to be completed collaboratively by the facilitator and the two note takers.
- ◆ After collaborative discussion and review across the interviewing team, if a candidate is found to have exemplary or concerning professional dispositions, the team will be prompted in the Qualtrics survey to provide specific examples from the interview notes. For candidates receiving satisfactory scores, no detailed examples are required.
- ◆ Debriefing will take place in the same rooms as the interviews. Please be sure to begin debriefing only after all candidates have left the room.



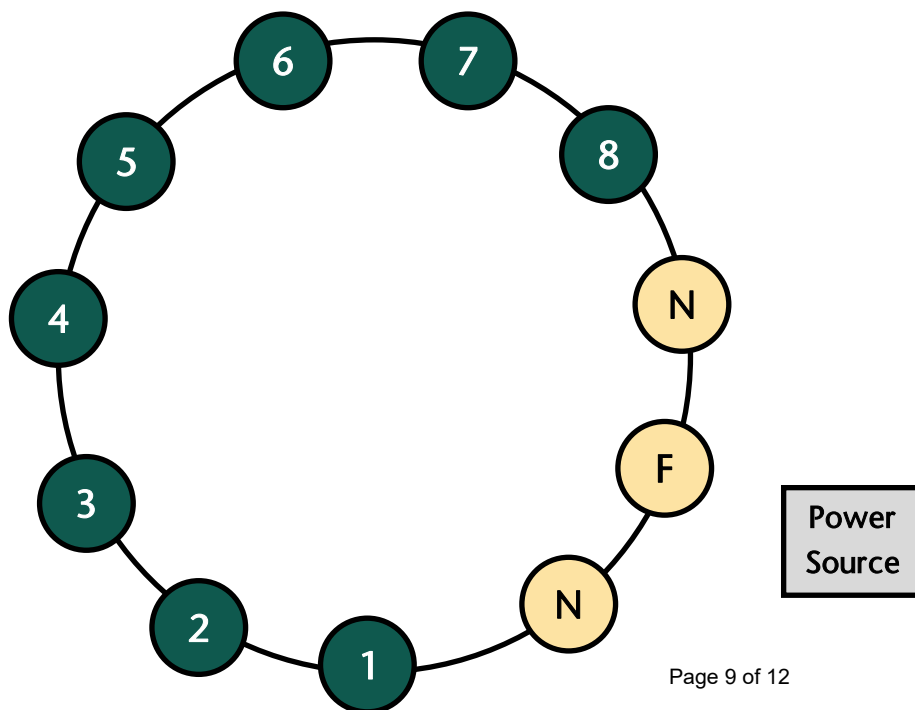
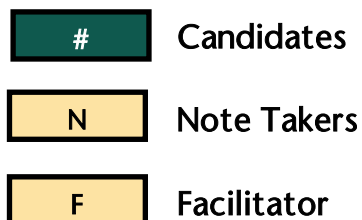


Facilitators

- ◆ The questions and group activity will be in the folder on your chair; please do not share the questions with the candidates and do not share out the group activity information until it is time to do so during the interview. As you facilitate the interview, please provide everyone with opportunities to speak and participate. While the provided time allotments per question are suggestions, please be mindful of the 90 minutes set aside for the entire interview process. If any candidate arrives late to the interview, please welcome him/her and continue with the interview.
- ◆ You will receive an emailed Qualtrics survey the evening before to be used during the debriefing session
- ◆ Debriefing will take place in the same rooms as the interviews. Please be sure to begin debriefing only after all candidates have left the room. Please be sure to collect all interview related documents from all candidates before they leave the room.

Room Set Up

- ✓ Put out Water and Candy.
- ✓ Arrange the interview area in a circle and place the name tents on the desks according to the information provided in your packet.
- ✓ Put the note takers on either side of the facilitator in the circle.
- ✓ Make sure the facilitator and note takers are placed near a power source.
- ✓ Place the folder with remaining documents at the seat of the facilitator.
- ✓ Make sure at the end of the interview all materials are gathered and returned to Academic Services for shredding (Kurt's Office).
- ✓ Plug in extra laptop.





Folders (Daphne)

- ◆ Candidate folders will contain the following materials (will be provided)
 - ◆ Itinerary for the day
 - ◆ Letter of acceptance
 - ◆ Dispositions Document
 - ◆ Criminal History Document
 - ◆ InTASC Standards Document
 - ◆ OCE Literature
- ◆ Label on the folder will have student name and interview room
- ◆ Music Students Folder will not have an interview room on their label





Staff	Time	Location	Duty
Daphne Cochran	8:30 AM to 9:00 AM	Outside of Room 10	Set up check-in station
	9:00 AM to 9:30 AM	Outside of Room 10	Check In AM Group Students
	11:30 AM to 12:00 PM	Room 10	Set up cake and ice cream
	12:00 PM to 1:00 PM	Outside of Room 10	Check-in Music, PM Group students, MAT (TED)
	1:00 PM to 1:30 PM	Room 10	Take Down Cake and Ice Cream
	2:30 PM to 3:00 PM	Room 10	Check In KHS MAT Students
	3:00 PM to 3:30 PM	Room 10	Close down Room 10 and check-in station
Kurt Troutman Room 171 & 189 Set Up Leader	8:30 AM to 9:00 AM	Room 10	Assist with room set up
	9:00 AM to 9:30 AM	Room 171 & 189	Set up interview rooms
	9:30 AM to 11:00 AM	Room 169	Take field notes for interview
	11:00 AM to 11:30 PM	Room 169	Interview De-Brief
	11:30 AM to 12:00 PM	Room 171 & 189	Clean Up Interview Rooms
	12:50 PM to 1:50 PM	Room 171 & 189	Set Up Interview Rooms
	1:50 PM to 2:00 PM	Room 112	Set up secondary presentation
	2:00 PM to 3:00 PM	Room 112	Give secondary presentation
	3:00 PM to 4:30 PM	Room 171	Take field notes for interview
	4:30 PM to 5:00 PM	Room 171, 189, 169	Interview De-Brief/Room Cleanup
Cassie Tackett	8:30 AM to 9:30 AM	Room 10	Assist with room set up
	9:30 AM to 11:00 AM	Room 189	Take field notes for interview
	11:00 AM to 11:30 AM	Room 189	Interview De-Brief
	12:00 AM to 12:30 PM	Room 10	Set up orientation presentation
	12:30 PM to 2:00 PM	Room 10	MC Orientation
	2:00 PM to 3:00 PM	Room 114.6	Give Elementary presentation
	3:00 PM to 4:30 PM	Room 189	Take field notes for interview
	4:30 PM to 5:00 PM	Room 189	Interview De-Brief
Jeff Lisiecki	9:30 AM to 11:00 AM	1st Floor	Troubleshoot Interview Rooms if Needed
	3:00 PM to 4:30 PM	1st Floor	Troubleshoot Interview Rooms if Needed
Fawne Allossery	2:00 PM to 3:00 PM	Room 112	Assist with student registration
	3:00 PM to 4:30 PM	Room 171	Take field notes for interview
	4:30 PM to 5:00 PM	Room 171	Interview De-Brief





Staff	Time	Location	Duty
Tanesha Watkins Room 169 Set Up Leader	8:30 AM to 9:00 AM	Room 10	Assist with Check In Setup
	9:00 AM to 9:30 AM	Room 169	Set up interview room
	9:30 AM to 11:00 AM	Room 169	Take field notes for interview
	11:00 AM to 11:30 AM	Room 169	Interview De-Brief
	11:30 AM to 12:00 PM	Room 169	Clean Up Interview Room
	12:50 PM to 1:50 PM	Room 169	Set up interview room
	1:50 PM to 2:00 PM	Room 114.6	Set up Elementary presentation
	2:00 PM to 3:00 PM	Room 114.6/112	Assist with student registration
	3:00 PM to 4:30 PM	Room 169	Take field notes for interview
	4:30 PM to 5:00 PM	Room 169	Interview De-Brief
Shawntae Harris	8:30 AM to 9:30 AM	Outside Room 10	Assist with Check In/Room 10 Setup
	9:30 AM to 11:30 AM	Room 189	Observe Interview/De-Brief
	12:00 PM to 12:30 PM	Room 10	Set out name tags, welcome students
	2:00 PM to 3:00 PM	Room 114.6	Assist with student registration
	3:00 PM to 5:00 PM	Room 169	Observe Interview/De-Brief
Student Assistant TBD	1:45 PM to 3:00 PM	1st Floor	Monitor Interview Rooms

