

UWL PRE-COLLEGE AND YOUTH ACTIVITIES 2021

Guidelines and Best Practices for Virtual Youth Programming

Please review the [**Guidance for Transitioning Precollege and Youth Activities to Virtual Platforms**](#) for detailed information on planning and executing virtual youth programs. Below is an overview of some of the highlights from the guidance document.

Overview of Requirements

- Programs should have at least two staff always present
 - All breakout sessions need to have a monitor
 - Consider recording sessions
- All written correspondence should be sent from official program-issued devices and accounts and include program directors and parents or guardians.
- Share the program schedule with parents or guardians and youth participants. Identify group activities, special events, and scheduled times for online tutoring or small group sessions.
 - Limit interaction with program participants through video conferencing, email, and messaging between program staff and participants to reasonable program hours
- Control access to the virtual platform
 - Use the platform's "waiting room" feature and use the registration information on the program roster to verify identities before admitting devices to the session.
 - Have students use only first name and last initial to identify themselves on platforms
- Work with Human Resources to complete criminal background checks for all hired staff (including moderators, volunteers)
- Collect Agreement for Assumption of Risk, Indemnification, Release, Precollege and Youth Virtual/Remote Programs from each participant
- Collect Program Expectations and Parental Permission from each participant
- Follow your institution's incident reporting requirements to report online behavioral issues, suspicion of child abuse or neglect, and violations of campus policies.
 - Provide contact information on who to report an incident to

Best Practices

- Schedule
 - Make sure you have a plan for the entire day (see sample schedule template below)
 - For every 60 minutes of instruction incorporate a 15 minute break (45 minutes of instruction and a 15 minute break)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ACTIVITIES					
8:00-9:00	Welcome, Introductions, Temperature Check				
9:00-11:00	Academic Course	Academic Course	Group Project Breakout Sessions	Academic Course	Group Project Breakout Sessions
11:00-1:00	SEL Activity/Lunch	Lunch, Virtual Tour Videos	SEL Activity/Lunch	Lunch Out/Virtual Panels	SEL Activity/Lunch
1:00-3:00	Academic Course	Academic Course	Group Project Breakout Sessions	Academic Course	Group Project Breakout Sessions
3:00-4:30	Activity- Altruism	Activity-Resilience	Activity-Conquering Fears	Activity-Social Reintegration	Activity-Looking to the Future

- Have mental breaks scheduled in
- Do a Welcome and an Introduction
- Read and go over Program Expectations and Parental Permission
- Monitors
 - Create a checklist for the monitors (see responsibilities below) and collect and save the checklists
 - Monitor responsibilities:
 - Make sure no one has their full name listed
 - Take attendance
 - Monitor the chat
- Content
 - Make sure content is age appropriate
 - Set up themes each day
- Student Engagement
 - If a student does not have their camera on, tell them they need to do 3 interactions per hour (basically interact every 15 minutes) on the chat feature
 - Take small breaks
 - For each break leave each student with a task. Example: Tell me three things you see out your window. When you get back from the break have each student either stay or type in the chat what they see. This will keep them engage.
 - Leave time for group work in a non-structured format
 - Your program should imbed social and emotional support for students
 - Need to build a sense of community for participants

- Student Misconduct
 - Need to determine what student misconduct looks like
 - Inappropriate language
 - Talking about other students
 - Resolution Ideas
 - Have monitor private message them about their conduct
 - Take a break and then bring the group back together. Remind the students when you come back what they agreed to in the Program Expectations and Parental Permission