Small Group Calendar  
Spring 2015

Format:

- Small groups are designed to help students feel more comfortable and provide important student and life skills.
- Please review what is expected for each week.
- Each week tutors are to conduct an assigned discussion, icebreaker, or 1-on-1 meetings with their small group.
  - Directions and materials for all assigned activities are given (check with your site supervisor or look in your folder).
  - All tutor-led discussion topics or other activities (which can be found in activities folder) of your choice.
  - 1-on-1 questions will be provided if you are unsure what to ask student.
- You may join or collaborate with other small groups.
- BE PREPARED! Your students (and your supervisor) will notice if you aren’t. You set the tone for your small group, so be positive and creative.
- It is YOUR RESPONSIBILITY to make sure that you bring the materials you’ll need to make your small group a success; you may use UB materials, which will be available in our office and/or bring your own.
- Any borrowed materials should be returned to your supervisor or the UB office at the end of the night, so that they are available for others to use.
- Please notify us ASAP if you cannot attend a scheduled tutoring session.

Other Small Group Discussion Topics

Cheating & Plagiarism       Racism & Diversity    Problem Solving Techniques
Time Management       Nutrition & Healthy Living    Organizational Skills
Student Rights & Responsibilities       Test Taking Skills    Facebook: Securing Your Life and Safety
Stress Management       Sexuality and Identity    Environmental Issues
Current Events Analysis       Cliques    Peer Pressure: Sex, Drugs, & Alcohol
Site supervisors welcome and review expectations and schedule; introductions of new staff and students; explain study guides; break into small groups

Tutor-led ICEBREAKERS in small groups (15 min)

Students complete "SPRING 2015 GOAL SHEETS" IN PENCIL and turn them in to tutors; discuss revisions with students (30 min)

ALL STUDENTS MUST bring their PLANNERS to tutoring NEXT WEEK!

Students complete Study Guides and Goal Sheets; please give these to your supervisor

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### WEEK 1: FEB 1 - 7

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- Announcements
- Tutor-led ICEBREAKERS in small groups (15 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Tutors submit completed Study Guides to supervisors

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### WEEK 2: FEB 8 - 14

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- Announcements and re-introductions of staff
- Tutor-led discussion on LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL: WHAT TO DO AND WHERE TO GO WHEN I'M HAVING ISSUES WITH MY CLASSES in small groups (15 min)
- Finish Goal Sheets if not done
- Tutors submit completed Study Guides to supervisors

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### WEEK 3: FEB 15 - 21

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- Announcements
- Tutor-led ICEBREAKERS in small groups (15 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: Sat. Event: Skills of Success this Saturday
- Tutors submit completed Study Guides to supervisors

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### WEEK 4: FEB 22 - 28

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- Announcements
- Tutor-led discussion on LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL: CONFLICT IN THE RESIDENCE HALLS in small groups (15 min)
- Check student planners; note missing or incomplete planners on Study Guide
- State ACT testing for Juniors next week
- Tutors submit completed Study Guides to supervisors
### WEEK 5: MAR 1 - 7

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- **Announcements**
- Tutors conduct **ICEBREAKERS** with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- State ACT testing for Juniors this week
- Tutors submit completed Study Guides to supervisors

### WEEK 6: MAR 8 - 14

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- **Announcements**
- Tutor-led discussion on **LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL: MY FINANCIAL AID HAS COME IN YET!** in small groups (15 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: CV on Saturday to Viterbo
- Tutors submit completed Study Guides to supervisors

### WEEK 7: MAR 15 – 21

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- **NO TUTORING – UWL SPRING BREAK**

### WEEK 8: MAR 22 - 28

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- **Announcements**
- Tutor-led **ICEBREAKERS** in small groups (15 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Tutors submit completed Study Guides to supervisors

### WEEK 9: MAR 29 – APR 4

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- **Announcements**
- Tutors conduct **1-on-1 meetings** with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Tutors submit completed Study Guides to supervisor
WEEK 10: APR 5 - 11

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- Announcements
- Tutors conduct 1-on-1 meetings with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Tutors submit completed Study Guides to supervisor

WEEK 11: APR 12 - 18

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- Announcements
- Tutors conduct discussion on LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL: I NEED SOMEONE TO TALK TO! with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: CV on Friday to Madison and Baraboo & Sat. Event: Survive & Thrive in College this Saturday
- Tutors submit completed Study Guides to supervisor

WEEK 12: APR 19 - 25

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- Announcements
- Tutors conduct ICEBREAKERS with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: CV to UWL next Tuesday
- Tutors submit completed Study Guides to supervisor

WEEK 13: APR 26 - May 2

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- Announcements
- Tutors conduct discussion on LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL: HOW DO I KNOW THIS IS THE RIGHT CAREER PATH FOR ME? with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: CV on Tuesday at UWL
- Tutors submit completed Study Guides to supervisor

WEEK 14: May 3 - 9

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- Announcements
- Tutors conduct 1-on-1 meetings with students to check in on goal progress (20 min)
- Check student planners; note missing or incomplete planners on Study Guide
- Reminder: Potluck & Graduation this Friday
- Tutors submit completed Study Guides to supervisor
WEEK 2: LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL:
WHAT TO DO AND WHERE TO GO WHEN I’M HAVING ISSUES WITH MY CLASSES

If at any point in college you have these questions don’t ignore them or brush them off. There are many places you can go to find the answers to them.

Most institutions will have a designated academic center for students to utilize if they are having trouble figuring out a major, deciding which courses to take, questions and inquiries about different careers, peer advising, and etc. These centers are typically called academic advising centers or something similar. Below are a few of the centers and their locations at their institution.

(Tutors, have you used this service? Please share your experience or share what you have done if you have encountered these conflicts while in college.)

UW-La Crosse
Academic Advising Center
608.785.6950
1140 Centennial Hall
advising@uwlax.edu

UW-Eau Claire
Academic Skills Center
715-836-2200
Centennial Hall 2104
asc@uwec.edu

UW-Madison
Cross-College Advising Service
(608) 265-5460
1155 Observatory Dr.
ccas@ccas.wisc.edu

UW-Stout
Advisement Center
(715)232-1465
11 Bowman Hall
stoneda@uwstout.edu

Winona State University
Warrior Success Center
(507)457-5878
314 Maxwell Hall
tauerbach@winona.edu
WEEK 4: LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL:
CONFLICT IN THE RESIDENCE HALLS

What do you do when there are issues or concerns that arise in the dorms/residence halls? Who do you go to for help? Your roommate? Your Resident Assistant (RA)? What if that person is (part of) the issue? Below are some scenarios which may occur and who you can go to for assistance if it should happen.

- After a few weeks of living together and getting to know my roommate I realized he/she is really messy. He/she leaves his/her clothes everywhere and leaves dirty dishes all over the room. I can’t stand it. What do I do?

  **Work it out between the two of you.** You will not be best friends with all of your roommates but you do have to learn how to live together. Communication is the key! Talk to one another and don’t let things build up. It’ll only cause tension which will make things more awkward.

- I’m noticing a lot of activity outside my door and some cases it can get quiet loud when I return after classes and continues until the late evenings. On days when I don’t have a lot of homework it’s OK but most days it can get annoying and disturbs me when you have a lot of homework to do. What do I do?

  **Tell your RA.** If it’s the same person/group of people who have been disruptive make sure to politely talk to them first. Otherwise talk to your RA and voice your concern. Sometimes, you aren’t the only one with the same concern. Your RA will help address the concern especially if they see it affecting several students. RA’s also help with any academic concerns, mediate group conflicts, encourages a community of unity, pride, and respect, informing and providing students opportunities and activities, and being a hub for informational resources.

  **TIP:** Residence halls have quiet hours during the day however, if you need to find a quiet spot there are study rooms on each floor or in the basement. You can always go to the campus library and study there as well.

- You walk pass your RA’s room and overhear him/her casually sharing personal information you shared with him/her after you were assured of confidentiality with others. You do not feel comfortable confronting him/her but how do you make sure this doesn’t happen again?

  **Tell your Hall Director (HD) or Assistant Hall Director (AHD).** You definitely want to have faith that those whom you trust will keep whatever information you share with them confidential. If he/she ended up openly sharing your story with your learning disability or how you are struggling with your parents’ divorce with others, especially strangers, you can talk to the Assistant Hall Director or Hall Director. They supervise and see over all activity in the residence hall as well as the staff and students who live there.

  **TIP:** Most HD’s and AHD’s live in an apartment in the residential hall on the first floor and their office is close to the lobby area.

- You’re doing your laundry and can’t get your ID to work or need change for the washing machines.

  **Go to the front lobby and ask the Desk Coordinator or Desk Assistant (DA).** They will be able to help give you change and possibly give you a temporary laundry card if yours is not working. They are also able to help you with your mail, you may purchase pizzas and stamps, DVD rental, and equipment check out like a vacuum. They also provide good informational resource for you and your guests if you are looking for food or fun both on and off campus.

  **TIP:** The front desk does not stay open 24/7. Make sure you know what the desk hours are so if you need change or have a pizza craving you won’t be left hanging.

(Tutors: Share any other tips or interesting and helpful (and appropriate) information you see fit. You’re experience here is greatly beneficial!)
Every year students must complete their financial aid paperwork. To do that, students need to fill out their Free Application for Federal Student Aid (FAFSA) online (www.fafsa.ed.gov) and include tax information from both parent(s) and student. At the end of the process you will receive an Estimated Family Contribution (EFC) number which estimates how much your parents/family will be able to help you pay for college. Thus, the lower your number the more aid you will need. This number may change every year depending on employment status of you and/or your parent(s) and other factors. Once your FAFSA is completed and submitted and received by the Financial Aid (FA) office at your college institution you may be directed to provide other verification documents. However, if everything is done properly and efficiently you will have no problems getting your financial aid award when school starts.

However, if it’s been over 3 weeks to a month and there’s nothing coming through your school account. You know you don’t have the financial means to pay your bill for the semester.

- Are you sure you submitted your FAFSA? Log back in and double check.
- Were there additional forms you were supposed to complete? Check your email, To-Do List on your student account, or call the FA office.
- Did you accept your award? Go into your school account and accept or decline what you need.
- Are you a first-time borrower? Did you complete the Entrance Loan Counseling (ELC) if you are taking a subsidized/unsubsidized loan?
- How about completing the Direct Loan Master Promissory Note (Direct Loan MPN)?
- Did you have any scholarships?
  - Did you report what scholarships you were awarded to FA?
  - Do your scholarships need proof of enrollment?
  - Are your scholarships to be awarded after your first semester with proof of enrollment and obtaining a minimum GPA?

(Tutors, please share your experience with financial aid. How are you with managing your money? What are some ways you have saved money for college?)
WEEK 11: LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL:
I NEED SOMEONE TO TALK TO!

Are you having a difficult semester? Are you feeling overwhelmed, frustrated, stressed, and/or depressed? Are your parents going through a divorce? Did you have a close friend/family that just passed away? Are you battling with a drug addiction and/or eating disorder?

These are things several students have encountered while in college complicating their academics. If you feel you cannot or do not want to discuss private matters with your academic advisor(s) and Resident Assistant (RA) there definitely are other people on campus who are trained to not only offer you resources to assist you but also listen to your concerns. Sometimes, all we need is a safe place where we can process things and know we will have a voice and be heard.

The Counseling and Testing Center at UWL is staffed with amazing people who are more than willing to meet with you and listen to your concerns. It is a safe environment for students. Students who suffer from anxiety, have identity issues, multicultural/racial issues, stress, depression, suicide, sexual orientation issues, substance abuse, domestic violence, PSTD, body image, time management, and many other conflicts may seek help from them.

Other Resources available to you:

**Violence Prevention:** At UW-L we recognize that violence in any form can interfere with the work and learning taking place in our community. Often, someone who experiences a sexual assault, stalking, or violence or abuse in a relationship, may find that they have difficulty focusing on work or on their studies. The Student Life Violence Prevention Specialist is available to assist you with advocacy, information, and support, so that you can make informed choices about the options available to you in these situations. Services are free, confidential, and available to all UW-L students, faculty, and/or staff members.

**CARE (Campus Assessment Response and Evaluation) Team:** CARE was created to meet regularly to review critical incidents and students in crisis.

**Diversity & Inclusion Office:** This office aims to incorporate diversity and inclusion to enhance the university’s ability to accomplish its academic mission. Through the implementation of Inclusive Excellence, UW-La Crosse commits human and financial resources that support an inclusive campus that attracts and retains diverse students, faculty and staff and promotes a dynamic learning environment vital for academic excellence and global citizenship. Through this office you may find resources and assistance from the following as well:

- Office of Multicultural Student Services (OMSS)
- Disability Resource Services (DRS)
- Pride Center
- Veteran Services
WEEK 13: LEARNING TO ADVOCATE FOR YOURSELF AND BE RESOURCEFUL:
HOW DO I KNOW THIS IS THE RIGHT CAREER PATH FOR ME?

It is typical for students to question their area of interest and even change their major in the beginning of college. However, sometimes there are still questions and doubts towards the end of college as well. What do you do and who do you go to when you are not sure what you are going to do after graduation?

Many campuses have a resource where students can go to seek assistance and guidance in regards to career exploration. At UW-L they have the Career Services Office (1140 Centennial Hall) which provides services to students addressing these concerns.

Services available but not limited to:

- Job board
- Major & career exploration
- Health profession exploration
- Job shadows
- Advising and guidance with graduate school (choosing the right program and college and help with the process)
- Internship Search
- Writing resumes, cover letters, essays, etc. for career and/or graduate school
- Mock interviews for career and/or graduate school
- Job fairs

(Tutors, have you utilized Career Services, if so, what for? If not, what would you go there for?)