



Orientation for new facilitators

2025



# Agenda

## 1. What's a mini-course?

- Participant Profile
- Tips for your mini-course

## 2. Roles and Responsibilities

- Classroom Management
- Student behaviors

## 3. Logistics

- Week
- Orientation on April 27
- Purchases, payments, and reimbursements



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▶▶ MiNi-COURSES





# What's a mini-course ?

- An annual event that brings together high school students from National Capital Region school boards.
- Participants spend the entire week on campus with you!

## Profile of participants:

- They are mostly in grades 8 and 9; 13 to 15 years old.
- For many, this is the first time they will be coming on campus.

# Profile of the participant

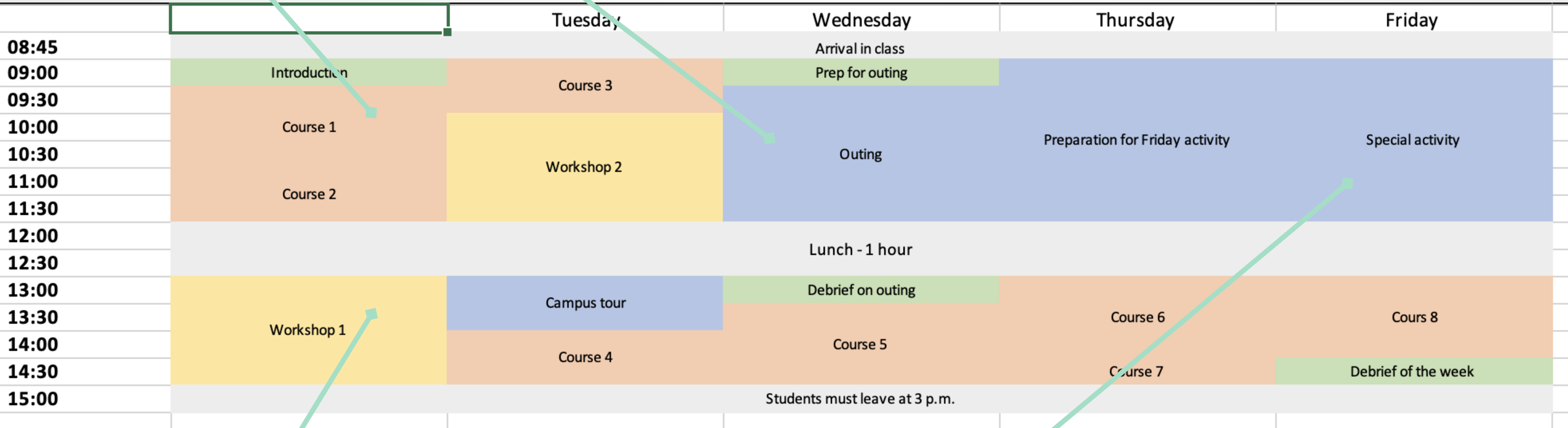
	CHARACTERISTICS OF A YOUNG PERSON AGED 13-15 YEARS
Way of thinking	Begins to experiment with ideas, hypotheses, symbols, and mental images. Able to add nuances and is less definitive in judgments.
Emotions	Sharing experiences becomes the main goal of friendship. One of the biggest challenges is finding his/her place in society. Needs to be recognized, accepted, and valued by others.
With others	In a group, proposes projects, shares ideas, and supports the projects and ideas of others. Defends opinions and supports causes. Accepts rejection. Makes proposals and invitations. Friendships are very important.
Activities	Leisure represents freedom and sociability for teenagers.



# What does a mini-course look like ?

Try and keep it to 50 minutes with breaks

Visiting the Canadian Museum Of History



Carreer Panel with students and alumni from the faculty

Case cracking competition



# Tips for your mini-cours!

## Alec Pagé : Devrions-nous supprimer la prison?

- A solid presentation on Sunday before the mini-courses: even if not everything is set in stone (you have to be adaptable), it reassures parents to see that you have a good plan in place. Give each day a theme, identify the outings, and explain how they relate to your overall theme.
- Plan outings! It prevents them from hearing the same voice for a whole week. Second, it saves you from preparing a large amount of material. But most importantly, it's an excellent way to ensure that the material stays with them. If you only talk to them about theory for five days, they'll forget everything. However, if you tie that theory to a concrete experience, they will better understand your perspective, especially if it's abstract.
- Finally, the most important thing: have fun! Show them your love for the subject. Ask them questions. Ask for their opinions. Value their thoughts. If you create a week that you will always remember fondly, they will too.





Working with minors



# Working with minors on campus

## 3 scenarios and responsibilities

- You must supervise your group at all times
  - We have a duty to report
  - No pictures are allowed
  - Take attendance twice a day
- 
- You have a participant that's not on your list –
  - You have a participant that's missing-
  - A participant comes to you with a confidence-







# Code of conduct: participant

## Code of conduct

- Interact responsibly with your classmates
- Respect your classmates and your professor
- Participate in the activities during the week
- Don't damage University property
- Go to your mini-course
- Ask questions
- Wear your lanyard on campus
- Have fun!



# Procedure for outings:

## 1:15 ratio

- For those who have indicated it in their proposal, we have groups of 15.
- If you want to add an outing, you must find a chaperone.
- You must fill out the online form; we need to know where you are!
- Does not apply to on-campus activities.
- Bus -
- Other activities:
- You can watch movies, but be careful, the program is only 25 hours.
- If you have guests, you are responsible for the group (you are not allowed to leave the group alone).





MINI-COURSES

[Home](#)[2025 Program](#)[Registration](#)[Important dates](#)[Orientation](#)[FAQ](#)[Français](#)

Login

# Login

Who are you?

A student, a parent or a guardian

An education professional

Login in here

Login in here

<https://minic.ca>

## Attendance

Date	AM	PM
2025-05-05	0/20	0/20
2025-05-06	0/20	0/20
2025-05-07	0/20	0/20
2025-05-08	0/20	0/20
2025-05-09	0/20	0/20







Logistics of the week & Orientation



# Schedule of the week

- The program begins Monday, April 28 and ends Friday, May 2, 2025.
- Orientation is on Sunday, April 27.
- In your groups, you have between 15 - 25 participants and it's mix of all registered schools.
- Your classroom will be added to the Minic.ca website

How to communicate during the week:

1. By email: [minic@uottawa.ca](mailto:minic@uottawa.ca)
2. For an emergency, protection service: 613-562-5411  
What's an emergency !!
3. My office: 30-32 Stewart, room 305 and my cellphone 613 791 2503 or you can use Teams.



# Schedule of the week

## Arrival of participants

- Between 8:30 a.m. and 9:00 a.m. at CRX
- They go directly to the classroom.
- You must be present to welcome participants to your classroom during the week.

## Facilitation, of course, from 9:00 a.m. to noon

## Lunch break

- From noon to 1:00 p.m. – participants can leave the classroom, walk around campus, etc.
- Note 1: The Dinning Hall is open to students who have pre-purchased a plan
- Note 2: Participants cannot leave the campus.

## Facilitation, of course, 1:00 p.m. to 2:55 p.m.

## Departure of participants

- At 3:00 p.m. at the CRX
- It's important to let the group leave on time and not leave campus for an outing too late.





# Orientation for participants & parents

## Objective:

- To meet the parents and participants.
- Show them where your classroom is.
- Present the content of the mini-course.
- Answer questions from parents and participants.
- Allow time for student to fill in their name tag.

## Logistics:

- Multiple sessions during the day.
- On campus, in person at the CRX and FSS
- Part 1: plenary session facilitated by my team but you're in the room.
- Part 2: you will leave with your group and animate your session. When you're finished, participants can leave the campus.

## Your role:

- Be present in the plenary session.
- Walk with your group to the classroom and give a short presentation of your course (max 30 minutes).

# Payments and reimbursements

## You have received a work agreement:

- \$1500 for leading the mini-course.
- Profile will be active on April 1<sup>st</sup>.
- Payment depends on your profil but should be received before the end of May (May 31, 2025).

- You must fill out an expense report in Workday for all expenses related to your mini-course.
- You need to submit an expense request using the form that was sent to you.
- Wait for confirmation before making any purchases.
- I plan to place an order for basic materials and "gifts" for your speakers.



# To do:

As soon as possible :

- Vulnerable sector check
- Find and visit your classroom once it's been assigned
- If necessary, book your buses and outings for the week

On Sunday April 27

- Be on time
- If you can't attend, let us know ASAP, you'll need to find a replacement
- The orientation schedule will be posted on the mini-courses website.  
Finding your classroom is important; my team cannot assist you in finding your classroom during the program week.

On Monday April 28

- Stay tuned
- Stay in your classroom until 10:00 a.m.