University Housing – University of South Carolina Lesson Plan

Strategy 1: Passive Education – Closing Information

Facilitator(s): Resident Mentors

Date (When Lesson Takes Place): April – Week 4

Target Audience(s): Floor communities

Community Involved: All

Rationale/Purpose
This bulletin board serves as a resource for residents to obtain information about Hall Closing and how to properly check out of their building.

University Housing Learning Outcomes

Materials/Preparation
- **Pre-Prep:** Prepare the bulletin board by removing old staples/items
- Butcher block paper
- Die cuts
- Resource Room supplies
- Information on Hall Closing (provided by supervisor)
- Door Reminders (provided by supervisor)
- Inspiration Websites:
  - [http://www.pinterest.com/search/pins/?q=bulletin%20board](http://www.pinterest.com/search/pins/?q=bulletin%20board)

Facilitator Guide
1. Coordinate with the building supervisor and co-RM(s) to determine the appropriate bulletin boards for each floor.
   a. *Example:* Some communities do not have bulletin boards. The supervisor will need to work with the RMs to create a floor visual to put up on the wall (can be laminated in the Resource Room), a newsletter, digital signage, etc.
   b. *Example:* Some communities have multiple RMs and bulletin boards per floor. The supervisor will need to ensure that each RM has the opportunity to introduce themselves and that each board on a given floor has different content.
   c. *Example:* Some communities have multiple RMs but only one bulletin board per floor. The supervisor will need to ensure that the co-RMs split the bulletin board.
2. Gather materials for the bulletin board.
   a. *Note:* Please do not print off general resources/information and directly staple it to a bulletin board. It is important that bulletin boards are visually appealing/engaging and specific to your Living-Learning Community and the Carolinian community.
   b. Die-cuts, butcher paper, construction paper, etc. are available in the University Housing Resource Room located on the Garden Level of Patterson Hall.
   c. The building supervisor will provide information on closing (in 1-1s or a staff meeting) and any door reminders for residents.
3. Create an interactive bulletin board for residents to obtain information about what they need to know regarding their residence halls’ check out and closing policies/procedures.
University Housing – University of South Carolina Lesson Plan

a. Create an area on the bulletin board that asks a question for residents to respond to. Resident Mentors can provide a reward (candy or swag) for residents who read/interact with the bulletin board.
b. 24 Hour Quiet Hours are in effect beginning on Reading Day (Date & Time TBD) through the last day of finals
c. All Residence Halls will be closing on: Date & Time TBD
   i. Students must leave 24 hours after their last exam
d. Closing Checklist
   i. Sign up for a check out day/time with your RM
   ii. Remove all belongings and have them packed in your vehicle
   iii. Remove any trash or extra belongings that you do not want
      1. Donate items in your building common area
   iv. Be in your room at your appointment time – Your RM will meet you there
   v. Information on how residents should clean their room up prior to move-out. For example, residents should sweep/vacuum and remove all garbage prior to move-out.
   vi. Instruct residents to leave command strips on the wall so that they do not damage the walls in the building.
   vii. Damages
      1. Any damages will be assessed by your RM during Check-Out
      2. The Area Office will bill your student account over summer
e. Residents with lofts in their rooms – please take down and remove your lofts prior to: Date & Time TBD
f. Important Reminders
   i. Return Rental Books to the Bookstore/Library before you leave!
g. End of the Year is a High Theft Time!
   i. Take extra care of your valuables
   ii. Lock your room every time you leave
   iii. Report any suspicious activity or persons to USCPD (803-777-4215) or Hall Staff immediately.
h. Enjoy Your Summer!

Assessment

- We will be using the RLC/ARLC to review.
  - Option: The building supervisor may walk through the building with Resident Mentors to provide feedback.
  - Option: Resident Mentors can take pictures of their bulletin board and email/post them to a staff page. This can be helpful to keep track of bulletin boards (for future reference and example) and to provide feedback.
- Gather opinions and feedback in casual conversations from residents.
Example Bulletin Boards:

1. **Before You Leave...**
   - Monster-themed bulletin board with items like suitcases and a globe.

2. **WE MOVE OUT IN SUMMER**
   - An Olaf-themed bulletin board with sun, beach, and summer-related items.

3. **CLOSING TIME**
   - Bulletin board with various documents and notices, possibly related to moving or end-of-semester tasks.