

NEWSSC Assistant Handbook

The assistant helps to keep things running smoothly during the workshop so that the organizer, facilitator, evaluator, and participants can direct all their attention to workshop activities.

At UMass and prior to arriving at Woods Hole

1. **Collect** the following items from Peter's office:
 - a. 3 hole punch
 - b. name labels
 - c. pens
 - d. carbon paper
 - e. overhead pens
 - f. whiteboard markers
 - g. note pads
 - h. masking tape (x2)
 - i. flip chart paper
 - j. paper clips
 - k. stapler and staples
 - l. lengths of yarn
 - m. envelope for receipts
 - n. thumb tacks
 - o. chime
 - p. cone coffee filter holders
 - q. coffee mugs
 - r. small cutting board
 - s. bread knife
 - t. plastic forks, spoons and knives
 - u. paper plates
 - v. napkins
 - w. bottle-opener
 - x. electric kettles (for boiling water)
 - y. cooler (esky)
 - z. salt, pepper, sugar and groceries that have already been purchased
2. **Pick up** video/data projector from ??
3. **Print** out a copy of each paper recommended by participants and put into a manila file; make a zip file of the papers and also copy to a cd.
4. **Print** up required numbers of reimbursement-related forms (see #10 below) from NEWSSC web site: <http://www.stv.umb.edu/newsscarrange.html>
5. **Print up** *Sign-up sheet for daily tasks* and 3 copies of *Dinner Orders* sheet.
6. **Check** that laptops have all needed adapters, plugs, & cables.



At Woods Hole

In brief, the main tasks are:

1. Set out tea and coffee-making things (including milk and sugar/honey) in the mornings and ensure that water jugs have boiled in time for first session. Fill up an extra gallon plastic container of water to have on hand for replenishing the jugs.
2. Buy ice and ingredients for lunch daily and store them in the cooler (esky) until needed.
3. Remind/assist volunteers who are making lunch that day.
4. Take orders for meals for dinner or buy a selection of dishes to be shared by all.
5. Round up the volunteer to help carry meals back to Swope each evening.
6. Organize two people to buy a selection of alcoholic and non-alcoholic drinks.
7. Keep food table clean and tidy - empty trash frequently.

8. Buy a print card in the MBL library (\$1 initially); keep it charged up with credit (c. \$10); help photocopy assistant with photocopying requests, if necessary.
9. Troubleshoot wireless access and use of wiki.
10. Keep a record of the readings that participants mention and have the list ready to go on the web site at the end of the workshop.
11. Bring copies of [W8](#), [W9](#) and [Add Vendor](#) and [FOREIGN NATIONAL INFORMATION FORM](#) and prepaid envelopes?
12. Collect contributions to the food bill (based on sliding scale) and give out receipts.
13. Take notes about what can be improved in terms of arrangements for future workshops.
14. Assist, if requested, with production and collation of new curriculum or outreach activities within six months of workshop's completion.

Day-by-day schedule in Woods Hole (times may vary)

Wednesday

Time	Activity	Purpose
5-6:30	Rendezvous at Logan Airport and/or in Campus Center, UMass-Boston	
6:30-7.00		
	<i>Assist with meeting participants at UMass, bring luggage down to loading dock, pack luggage into van.</i>	
7-8:30	Travel to Woods Hole	Time for initial conversations
~8:30 pm	Arrive at Woods Hole, Swope Hall Check in.	
8:30 -		

Thursday

Time	Activity	Purpose
	<i>Market opens at 7:30 a.m. Buy ice, lunch meat, cheese, condiments, fruit, cookies, lettuce, tomatoes, cucumber, sprouts, milk, yogurts, small salads, hard-boiled eggs, bread from Pie in the Sky. If needed, bottles of water, drip coffee and selection of teas.</i>	
	Breakfast (freelance in Woods Hole)	
9:00		Welcome people to workshop.
	Logistics - sign-up sheet for tasks <i>If vegetarians are in the group, find out what they would like to eat for lunch in lieu of lunch meat sandwiches</i>	
	Autobiographical Introductions – 15	Give participants an opportunity to: 1. introduce themselves in narrative depth, their current and emerging work, and 2. learn more about each other
	<i>Set out ingredients for lunch. Boil water for tea and coffee. Two volunteers will make sandwiches and two will clean up.</i>	
12:45	Lunch	
1:45		Sense of place: where am I? where am I coming from? Where am I going?
3:30	Break	Recover
	<i>Boil water for coffee and tea. Put out sheet for dinner orders - ask participants to initial their preferences OR pre-select certain categories (see below for form) and have participants initial</i>	

	<i>their preferences. Volunteer tidies up the table, takes out trash.</i>	
3:50	Participant-generated Activity I:	
5:30	Reflection and debrief	Taking stock of what happened today...
5:40	Break	Recover
	<i>Take orders for dinner down to chosen restaurant. Usual wait is around ½ hour for food to be prepared and boxed up. Pay with credit card; keep receipt. Put receipt in envelope in Lillie 103. With helper, carry dinners back to Swope. Help clean up after dinner.</i>	
6:30	Dinner (Brought in from restaurant)	

Friday

Time	Activity	Purpose
	<i>Buy ice and put in orders for packed lunches. Boil water in kettles and set out tea, coffee, cookies, and fruit. Help with photocopying and any other requests.</i>	
	Breakfast (freelance in Woods Hole)	
9:00	Check –in	
9:15		
10:45	Break	
11:15	Continued discussion	
	<i>Pick up lunches</i>	
~1:00	Picnic Lunch and Excursion: a walk on the beach	Conversation among participants, reflecting on emerging ideas, enjoy the day
3.30	Return	
4:15		Move to participants taking initiative to make things happen, including planning activities for day three and morning of day four
	<i>Boil water for coffee and tea. Put out sheet for dinner orders - ask participants to initial their preferences OR pre-select certain categories and have participants initial their preferences. Tidy up the table, take out trash.</i>	
5:00	Preparation for Participant-generated Activities	
5:30	Debrief on the day	
	<i>Take orders for dinner down to chosen restaurant. Usual wait is around ½ hour for food to be prepared and boxed up. Pay with credit card; keep receipt. Put receipt in envelope in Lillie 103. With helper, carry dinners back to Swope. Help clean up after dinner.</i>	
7:00	Dinner (brought in from restaurant)	
~8:00		

Saturday

Time	Activity	Purpose
	<i>Buy ice and lunch fixings as on Thursday, above. Bring back to Lillie 103 by 8:00 a.m. Boil water in kettles and set out tea, coffee, cookies, and fruit. Help with photocopying and any other requests.</i>	
	Breakfast (freelance in Woods Hole)	
9:00	Check-in: I didn't expect to be thinking about...	
9:15	Preparation for Participant-generated Activities	
10:15	Break	
10:30	Participant-generated Activity II –	

	<i>Set out ingredients for lunch. Two volunteers will make sandwiches and two will clean up. Boil water for tea and coffee.</i>	
12:30	Lunch and Break	Long break for conversation, catching up, walking, reflecting
2:30	Office hours	
3:40	Break	
	<i>Boil water for coffee and tea. Put out sheet for dinner orders - ask participants to initial their preferences OR pre-select certain categories and have participants initial their preferences. Tidy up the table, take out trash.</i>	
4:00	Participant-generated Activity III –	
6:00	End	
	<i>Take orders for dinner down to chosen restaurant. Usual wait is around ½ hour for food to be prepared and boxed up. Pay with credit card; keep receipt. Put receipt in envelope in Lillie 103. With helper, carry dinners back to Swope. Help clean up after dinner.</i>	
6:30	Dinner (brought in from restaurant)	
8:00	Dialogue Process	Exploring other ways of knowing and/or working together, experience understandings emerging in a group listening/speaking process

Sunday

Time	Activity	Purpose
	Breakfast (freelance in Woods Hole) Check out of room and bring bags to Lillie 103	
9:00	Check in	
9:15	Activity IV	
10:45	Break	
	<i>Boil water for coffee and tea.</i>	
11:00	Activity V:	
12:00	Written evaluation	Articulate and review what people found innovative, important, helpful; what they would like to change
12:30	Closing circle: What we are taking away to chew on & Appreciation & Something to be developed	
	<i>Set out ingredients for lunch. Two volunteers will make sandwiches and two will clean up.. Boil water for tea and coffee.</i>	
1:00	Lunch & clean up & farewells	
	<i>Pack up remaining groceries; empty ice out of cooler; clean and wipe down table. Help with paperwork: get forms from everyone; get fractions from everyone; collect money for meals from participants and give out receipts. Pack up readings, books, other paperwork.</i>	
2:00	Departure	

Helpful links:

<http://www.woodshole.com/restaurants.htm>

<http://www.nefsc.noaa.gov/woodshole.html>

<http://www.mblwhoilibrary.org/>

http://www.mbl.edu/housing/housing_options.html#

Dinner orders

Please place your initials under your preference for dinner:

Salads -- Mixed greens Caesar Greek

Pizzas -- Tomato & basil Greek Hawaiian Pesto

 Mexican BBQ Chicken Chicken/broccoli

 Shrimp & scallops The Works (1 pizza serves 2 persons)

Individual orders -- (select from Captain Kidd's* sandwiches or dinners menu)

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* or other restaurant menu on the particular night

Sign-up sheet for daily tasks

	Sign up for 2-3 tasks over the 4 days	
Thursday	Photocopying assistant	
	Lunch making	
	Lunch making	
	Lunch cleanup	
	Lunch cleanup	
	Tidy up (esp. at end of day)	
	** Dinner – collect w/	
	* Drinks – collect w/ PT	
Friday	Photocopying assistant	
(Picnic lunches ordered from local store)	Tidy up (esp. at end of day)	
	** Dinner – collect w/	
	* Drinks – collect w/ PT	
Saturday	Photocopying assistant	
	Lunch making	
	Lunch making	
	Lunch cleanup	
	Lunch cleanup	
	Tidy up (esp. at end of day)	
	** Dinner – collect w/	
	* Drinks – collect w/ PT	
Sunday	Photocopying assistant	
	Lunch making	
	Lunch making	
	Lunch cleanup	
	Lunch cleanup	
	Tidy up	everyone

* Remember to bring corkscrew & bottle opener

** Remember to bring paper plates & napkins from meeting room