



# **University of Belize**

## **Student Orientation Manual**

**UB-STA-ML-001/0**

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### 1. Background and Purpose

The University of Belize (UB) recognizes the importance of providing students with a structured and supportive introduction to university life. To ensure consistency and quality across all campuses, this manual provides a comprehensive guide for the preparation, execution, and evaluation of the University of Belize's student orientation sessions. It outlines roles, timelines, and training for Orientation Group Leaders (OGLs), as well as the delivery of orientation content to students across all campuses. This manual supports meaningful collaboration with all relevant university units to ensure a thorough and welcoming orientation experience for every student entering the University.

### 2. Scope

This manual applies to all persons involved in planning, coordinating, delivering, and evaluating UB's student orientation sessions across UB Central Campus and all instructional sites in Belize City, Central Farm, and Punta Gorda, including virtual or hybrid orientation formats.

This includes:

- The Department of Student Affairs
- Academic Deans, Department Chairs, Coordinators, and Academic Advisors
- Campus Administrators and Academic Directors
- Orientation Group Leaders (OGLs)
- Physical Plant, Chief of Security, Finance, Marketing and Communications, Information, Communication and Technology departments
- Senior university administration is responsible for funding or institutional oversight of orientation activities

### 3. Responsibilities

#### 3.1 Dean of Student Affairs

- Oversees overall orientation planning and execution across all campuses
- Conducts all training sessions for OGLs and coordinates special role assignments
- Liaises with the Admissions Coordinator to ensure orientation information about time, place, venue, and nature of sessions is included in the student acceptance packages
- Leads post-orientation evaluation and incorporates findings into subsequent planning cycles
- Coordinates with Records, Accounts Receivable, Information, Communication and Technology, and Wellness units to ensure orientation content remains the same

### **3.2 Student Affairs Coordinators - Orientation Coordinators on Distance Campuses**

- Coordinate local logistics for orientation sessions at the respective campus
- Develop and manage local campus tours
- Brief and orient OGLs on conducting campus tours
- Manage local vendor contracting, scheduling, and campus marketing

### **3.3 Academic Advisor**

- Provides academic advising to new students based on the most current curricular information available in the respective faculty
- Supports students with accurate guidance on program requirements, course selection, and academic progression

### **3.4 Faculty Deans**

- Provide updated academic and curricular information to the Dean of Student Affairs for orientation sessions
- Coordinate training for faculty members to ensure accurate and effective advising is delivered to students entering the university

### **3.5 Orientation Group Leaders (OGLs)**

- Facilitate small group orientation sessions with incoming students
- Conduct campus tours for incoming students
- Serve as peer mentors and positive role models for incoming students

### **3.6 Student Affairs Secretary**

- Manage logistics, including meals, travel reimbursements, venue setup for training, material preparation, and registration support.
- Assist with coordinating vendor access for food and wares at orientation sessions

## 4. Terms and Definitions

| Terms                    | Definitions                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------|
| E-JAGS                   | The character traits of the Model UB Graduate: Ethical, Judicious, Analytical, Global, Socially Responsible |
| Orientation Group Leader | A trained UB student tasked with leading orientation groups                                                 |
| Student Portal           | UB's online platform for students to access academic, financial, and communication services                 |

## 5. Procedural Steps

### 5.1 Pre-Orientation Planning

- 5.1.1. The Dean of Student Affairs finalizes the orientation dates and venues on each campus, working in collaboration with the Registrar, Campus Administrators, Academic Directors, and Vice President, Academics.
- 5.1.2. The Dean of Student Affairs confirms the dates and venues with the Admissions Coordinator to ensure timely inclusion in the acceptance packages
- 5.1.3. Before conducting any training, the Dean of Student Affairs coordinates with Records, Accounts Receivable, ICT, and Wellness Units to obtain updated information and incorporate updated content into the training guide.
- 5.1.4. The Dean of Student Affairs and designated student affairs staff recruit OGLs. The Dean of Student Affairs conducts training for all OGLs.
- 5.1.5. The Dean of Student Affairs updates the orientation documents: Academic Guide, Registration Guide, Student Handbook, and Student Development Opportunities, in digital and/or printed formats as needed.
- 5.1.6. The Dean of Student Affairs and designated student affairs staff prepare and submit an orientation budget, secure approvals, and acquire purchase orders for vendors and supplies
- 5.1.7. The designated Student Affairs staff will coordinate vendors' access for selling food/wares to students
- 5.1.8. The Dean of Student Affairs will plan for evaluating the success and impact of each orientation session across the university.

### 5.2 OGL Recruitment and Training

- 5.2.1 The Dean of Student Affairs conducts an open call for high-achieving, articulate, socially conscious, friendly, and responsible student volunteers on each campus
- 5.2.2 The Dean of Student Affairs conducts multiple training sessions covering the following topics:
- UB brand and student expectations
  - Student conduct code, student responsibilities, and sanctions
  - Support Services available and how to access
  - Safety and security
  - Inclusivity and zero tolerance for discrimination
  - Disability services and rights
  - Student life and becoming involved
  - The model UB graduate
  - Transition into university from high school or the world of work
  - Financial responsibilities
  - How to register
  - How to open a UB student email account and communicate at UB

### 5.3 Code of Conduct Training

OGLs will familiarize UB's students with the Code of Conduct as detailed in the Student Handbook

- 5.3.1 Respectful communication with faculty, staff, and peers
- 5.3.2 Prohibited conduct such as harassment, disruptive behavior, and endangerment
- 5.3.3 Disciplinary processes and potential sanctions, including probation and suspension
- 5.3.4 The importance of adhering to UB's values in both online and face-to-face interactions

### 5.4 Sexual Harassment Awareness

The Dean of Student Affairs shares the Anti-Sexual Harassment Bill with students with the aim of ensuring that students are informed of their rights and responsibilities and understand the importance of maintaining a safe, respectful, and inclusive learning environment.

- 5.4.1 Recognize the forms and signs of sexual harassment
- 5.4.2 Understand the boundaries of appropriate behavior and communication
- 5.4.3 Facilitate student discussions on the serious harm of inappropriate jokes or actions
- 5.4.4 Guide peers to proper reporting channels and support resources

## **5.5 Handling Diverse Behaviors in Groups**

- 5.5.1 OGLs will be prepared to disarm disruptive behavior and make students from different demographics feel included and valued
- 5.5.2 OGLs will practice how to respond to rude, disruptive, or disengaged behavior among their assigned groups

## **5.6 Delivery Techniques and Lesson Plan Development**

- 5.6.1 OGLs will learn how to impart knowledge and information while keeping the engagement interactive, and interesting
- 5.6.2 Each OGL prepares a detailed lesson plan for their orientation small group sessions and will have their plans vetted by the Dean of Student Affairs.
- 5.6.3 The Dean of Student Affairs coordinates final rehearsals and facilitates peer feedback on delivery quality.

## **5.7 Practicing Energizers, Q&As, and Stage presence**

- 5.7.1 Each OGL will gain practice speaking in front of peers, introducing themselves, conducting energizer exercises, and answering questions about the university

## **5.8 Logistics and Materials Management**

- 5.8.1 Student Affairs Department will reimburse OGLs for approved travel to and from orientation activities
- 5.8.2 Student Affairs Department will provide OGLs with meals during the training sessions
- 5.8.3 Student Affairs Department will provide OGLs with the materials and equipment they need to facilitate engaging interactive activities (badges, gifts, chocolates, forms, folders, etc.)
- 5.8.4 The Deans of Student Affairs will communicate the appropriate dress code for OGLs and will issue a uniform shirt to each OGL for the orientation session
- 5.8.5 The Dean of Student Affairs distributes special functions among OGLs. These include: Emcees, DJs, registration desk support, gift bag distribution, back stage coordination, power point officer, welcome crew, parking lot crew, registration crew
- 5.8.6 The Dean of Student Affairs coordinates final rehearsals and peer feedback on session delivery

## 6. Key Related Documents

Student Handbook

## 7. Amendment History

| Revision # | Description of changes | Reason(s) for the change | Date of revisions            |
|------------|------------------------|--------------------------|------------------------------|
| 0          | Initial release        | Not applicable           | Same as initial release date |
|            |                        |                          |                              |
|            |                        |                          |                              |

## APPENDICES

### Appendix 1: OGL Training Agenda (Sample)

Date:

Location:

| Time  | Session Title                | Description                                               |
|-------|------------------------------|-----------------------------------------------------------|
| 8:15  | Breakfast                    | Informal start to build rapport                           |
| 8:30  | Icebreaker & Welcome         | Hula Hoop Game, OGL intros, expectations                  |
| 9:00  | Qualities of a UB OGL        | Reflect on flexibility, dependability, sacrifices, E-JAGS |
| 9:10  | Handling Difficult Behaviors | Managing various student types                            |
| 9:25  | How to be Engaging           | Speaking and interaction tips                             |
| 9:40  | Practice Session             | Role-playing, scenarios                                   |
| 10:00 | Lesson Plan Walkthrough      | Reviewing scripts                                         |
| 11:50 | Reimbursement Logistics      | How reimbursements work                                   |
| 12:05 | Lunch                        | Social lunch                                              |
| 1:00  | Tour Training                | Strategy and structure                                    |
| 1:30  | Campus Tour Walkthrough      | Practice tour                                             |
| 2:00  | Logistics Review             | Dress code, evaluation, support materials                 |
| 2:30  | Homework Assignments         | Final script, portal practice                             |
| 3:00  | Special Roles Assignment     | Assign DJs, Emcees, logistics                             |
| 3:15  | Q&A                          | Open forum                                                |
| 3:30  | Final Practice               | Run-through of delivery                                   |

**Appendix 2: Master Orientation Schedule (Sample)**

**Applicable Campuses:** Belmopan, Belize City, Central Farm, Punta Gorda

**Welcome and Academic Integration**

Musical Opening / DJ Segment

Opening Ceremony with President or Campus Administrators

Door Prizes

Ice Breaker Activities

OGL-led Sessions on:

Academic Guide Presentation

How to Register

Live Portal Demo and ICT Access (ensure everyone has a UB email)

Safety and Security Procedures

Tour of the Campus (library, admin, labs, wellness services, hub)

Lunch with interactive activities

Welcome from the local Student Government

Door Prizes

Guidance for Transition into UB (Jr. College, High School and Employed)

Financial Responsibilities

Afternoon Orientation Session with OGLs

Student Services (Health, Counseling, Advising, Support Offices)

UB Culture: Clubs, Sports, Student Government, Communication

Rights and Services for Students with Disabilities

UB's Anti-Discrimination and Inclusion Policy

Student Code of Conduct and Respectful Communication

University Traditions to inspire participation

Closing with Q&A, Final Prizes, and Motivational Remarks

## Appendix 3: Orientation Planning Log Frame

| Objective           | Activity                                       | Responsible           | Deadline        | Output                          |
|---------------------|------------------------------------------------|-----------------------|-----------------|---------------------------------|
| Plan event scope    | Confirm dates, themes, and materials           | Dean of SA            | May 15          | Final calendar and draft agenda |
| Budgeting           | Draft cost estimate and submit for approval    | Dean of SA            | June 15         | Approved budget and POs         |
| Procurement         | Secure items and vendor agreements             | Dean of SA            | June 30         | Purchase orders, logistics      |
| Infrastructure      | Reserve spaces, prep signage, tech setup       | Facilities, IT        | June 15         | Ready event spaces              |
| Vendor Coordination | Notify, assign space, and confirm compliance   | Dean of SA            | June 15         | Vendor layout and support       |
| OGL Training        | Host training, assign roles, prep materials    | Dean of SA            | All of June     | Trained and briefed OGLs        |
| Execution           | Deliver the program according to the schedule  | Orientation Team      | Orientation Day | Completed event                 |
| Evaluation          | Surveys, reports, debrief, and recommendations | DOSA and Coordinators | +1 Week         | Evaluation summary              |