Restructuring the Student for a Day Program

An Honors Thesis (HONRS 499)

by

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Kellie E. Johnson and Tara M. King
Abstract

Title: Restructuring the Student for a Day Program

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The purpose of this project was to restructure the Student for a Day Program in order to provide a more meaningful campus visitation for students admitted to Ball State University. This existing admitted student program was evaluated and modified to provide students with more personal attention, a better representation of campus experiences, and more connections to Ball State University. The purpose of Kellie and Tara's involvement was to give them the opportunity to redesign, implement, and evaluate a Student Affairs program.

In the fall semester of 1999, evaluations from the previous year's Student for a Day Program were reviewed, and areas that needed improvement were identified. Changes were made to the program to address these problem areas. Five Student for a Day Programs were held during the spring semester. At the conclusion of the final program, evaluations from each program were tallied and reviewed.

Program areas that were evaluated by admitted students each received equal or higher ratings than the previous year's program. Ninety-three percent of participants indicated that they felt more comfortable with college life after attending the Student for a Day Program. Eighty-eight percent were very confident or somewhat confident that they would attend Ball State in the fall as a result of participating in the program.
Acknowledgements

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We would also like to thank Lisa Horst and Donna Perry for their help in implementing the program. We really appreciate all of the time you gave in helping to make this program successful. Another thank you goes to the members of the Marketing and Admissions Committee in Housing and Residence Life. This program would not have been possible without your efforts to recruit hosts. Finally, we would like to thank the 1999 Summer Orientation Leaders who helped tremendously in creating the fun and personal atmosphere of the program.
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Forward

The purpose of this thesis is to outline the process by which the Student for a Day Program was restructured. The paper details the planning and preparation stage, the program implementation, and the evaluation process. Chapter One describes what changes were made to the program and how these changes were implemented. Chapter Two is a program summary that was submitted for publication to *The Journal of College Orientation and Transition*. Chapter Three summarizes the results of the program evaluation.
Chapter One
Planning and Preparation

Introduction
The Student for a Day Program provides an opportunity for admitted students to experience Ball State campus life as they consider whether to enroll in the fall semester. Students arrive on Sunday evening and are paired with current Ball State students who live on campus. The admitted students participate in several social activities, spend the night in the residence halls, eat three meals in dining halls, attend two classes on Monday morning, and meet with a student panel. The program shows both the social and academic aspects of Ball State so students can make an informed decision regarding their possible attendance in the fall semester.

Kellie's Statement
During the 1999 spring semester, I realized that I wanted to pursue a career in Student Affairs after graduation. As an upcoming senior, I needed a topic for my senior honors thesis, so I began asking people at Ball State in Student Affairs for thesis project ideas. When Dr. Roger Wessel, Director of Orientation and New Student Programs, asked if I was interested in restructuring the Student for a Day Program, running the program, and evaluating the program, I was very interested. This thesis project would be an opportunity for me to learn about the Student Affairs profession and see how different aspects of the field work together. As a Resident Assistant (RA), I knew a lot about Housing and Residence Life, and as an Orientation Leader, I was familiar with new
student orientation programs. Planning the Student for a Day Program provided me with the opportunity to influence a learning environment for admitted students while developing my supervisory, project planning, and organizational skills.

I was first introduced to the Student for a Day Program during the 1999 spring semester. I was an RA and my Hall Director asked me to help with the host check-in process on Sunday night. I helped at the Housing table, registered hosts, and quickly realized how chaotic the process was. This year, my role in the Student for a Day Program not only developed my skills in program planning, but also brought the implementation of new ideas to the Office of Orientation and New Student Programs.

**Tara’s Statement**

My interest in Student Affairs began in 1998 when I was hired to be a Summer Orientation Leader. I thoroughly enjoyed the job and met so many great people within Student Affairs that I continued to work in the area throughout the school year. That fall I was hired to work at the Admissions Visitors’ Desk as both office staff and a tour guide. I joined the office staff in Orientation and New Student Programs the following spring. Through my work in these two offices I realized how much I enjoyed working in the college atmosphere and helping other students make informed college decisions. I also developed professional relationships with my supervisors, as they became personal mentors. Getting a Master’s Degree in Higher Education/Student Affairs would be my goal after undergraduate graduation.

As an Honors College student, which requires the submission of a senior thesis, I knew I wanted my project to be something challenging that would give me the opportunity to gain experience in the field that interests me. Last summer Roger
informed me that the Student for a Day Program was in need of major revisions. Because I had worked at the Student for a Day registration the previous year, I was familiar with some of the problems. Roger knew that both Kellie Johnson and I were interested in Student Affairs careers and were both searching for senior thesis topics. He offered us the opportunity to help the office restructure the program. This offer provided me with an excellent thesis topic, the chance to help the office gain fresh ideas, and the opportunity to learn about project planning, management, and implementation.

**Initial Meeting and Preparation**

The first step in revising the Student for a Day Program was meeting with Roger and Lisa Horst, Assistant Director of Orientation and New Student Programs. In this initial meeting, student and university staff evaluations of the program from the previous year were reviewed. The following were identified as needing special attention: host recruitment, Sunday evening activities, registration, host preferences, class cancellations, opportunities for a campus tour, and the inclusion of Orientation Leaders.

**Host Recruitment**

One of the primary concerns with last year's program was host recruitment. Questions were raised about how hosts were being recruited and how well these hosts represented Ball State. From the evaluations, it was apparent that while some hosts represented Ball State very well, many others did not. Evaluations from admitted students produced comments such as:

- "My host was gone from 8:30 pm-12:45 am. I watched TV alone."
- "I helped my host type a paper for a math class."
- "Make sure the hosts are friendly and positive about college."
• "I don’t smoke, drink, or use profane language, but that was all I was around in Studebaker Hall."

A priority of this year’s program was to avoid similar negative experiences for admitted students. In order to recruit hosts who would provide a more positive image of Ball State to admitted students, the following ideas were suggested: utilize hall leaders, Resident Assistants, and Hall Directors to target students who would represent Ball State with a positive attitude; make the position a privilege and a leadership opportunity; and provide a brief meeting for hosts to make them aware of the influence they have on these students and their perception of Ball State. These ideas were given to the Housing and Residence Life Marketing and Admissions Committee. They agreed with the concerns and implemented many of these new ideas in the recruitment of this year’s hosts.

**Sunday Evening Programming**

The availability of activities on Sunday evening was a second area of concern. Sunday evening activities rated lowest on the evaluations of last year’s program. When asked to describe the evening activities on Sunday, some of the written comments were:

• "We did nothing!"
• "None!"
• "No activities--we just watched TV."
• "There should be a set activity that we all do."

Instead of leaving the responsibility of planning a Sunday evening activity to each host, this year a residence hall activity was offered for admitted students, hosts, and hall residents. To make the hall program easily accessible for all involved with Student for a Day, admitted students and hosts were clustered on one side of campus for each
individual program. This clustering meant that the scheduled evening activity took place in the residence hall where the admitted student was staying or in a nearby hall.

**Registration Process**

The third area of concern was the inefficiency of the registration process. Because students and hosts arrived at the same time during the previous year's program, there was a lot of confusion. Students and hosts who registered early waited a long time for the registration process to be completed. Many hosts waited to be paired with an admitted student only to find out they were not needed. Furthermore, admitted students often waited with nothing to do while Housing and Residence Life matched them with hosts.

Comments included:

- "This is not enough time if 100 students arrive."
- "It seemed a little unorganized."
- "The registration for hosts needs to be separated and at different locations than where the students are checking into. It was too many students in one place; loud and confusing."

To alleviate these problems in this year's program, admitted students checked in several hours before hosts arrived. In order to avoid too much waiting, admitted students participated in icebreakers and had dinner with Orientation Leaders. During this time the office staff organized the admitted students into groups according to gender, smoking preference, and major. When hosts arrived, Housing was able to pair them with the admitted students more efficiently.
Host Preference

Many students who attended last year’s program voiced concerns about smoking practices of the hosts. Although Housing and Residence Life attempted to honor smoking preferences of participants, the issue had not been given proper attention. Comments from students included:

- “I sat in the dorm room while everyone around me smoked.”
- “I wish my smoking preference would have been honored.”
- “My host smoked.”

In order to honor the smoking preferences of admitted students in this year’s program, the participant cards were separated into smoking or non-smoking categories during registration. The smoking preference had a much higher priority for matching hosts and students than in previous years. Also, during the host orientation meeting, the importance of honoring the smoking preferences of the admitted students was discussed.

Class Cancellations

A problem that some admitted students encountered on Monday morning during last year’s program was that classes had been cancelled without prior notice. Furthermore, some professors failed to inform Orientation and New Student Programs if they were administering an exam during the class times when admitted students were expected to attend. When a class was cancelled or a test was being taken, program participants were left with nowhere to go, and many were unsure what to do. Whether or not a professor contacted the office prior to a test day or when a class was cancelled was uncontrollable. Therefore, during the welcome session at this year’s program, the
students were informed of optional activities they could do if they encountered one of these situations.

**Campus Tour**

Many admitted students suggested that an organized campus tour be included in the program. Some students left campus feeling as though they did not know where all of the buildings were located. However, some students participating in the program had visited campus prior to attending. This year, in order to meet the needs of those students who had never been on a guided tour, and not require students already familiar with the campus to tour campus again, an optional campus tour was offered at the end of the second day.

**Inclusion of Orientation Leaders**

One of the major changes in this year’s program was the use of 1999 Summer Orientation Leaders during the Sunday evening activities. These leaders had been a tremendous asset to the summer orientation program and were excellent at introducing students to the Ball State experience. The goal in using these leaders was to introduce admitted students to multiple Ball State students in order to make more campus connections. These leaders helped register students and interacted with students and family members upon arrival. After the opening session, groups of 10-15 participants in the program were paired with a leader. The leader led the group of students in icebreakers and activities that encouraged students to become acquainted with one another as well as with the leader. Then, the leader took the group of students to dinner in a residence hall dining facility.
After dinner, the leaders continued to become acquainted with admitted students during the bowling and billiards social. Another important role of these leaders was to introduce the Ball State hosts to the admitted students. Since the leaders had already met the students, the introduction process was smoother. After the host was introduced to the student, the Orientation Leaders continued to participate in the activities. The leaders also attended the hall program later in the evening.

The inclusion of the leaders in the program served many purposes. First, they had the skills to make students feel comfortable and have fun in the new environment. As Summer Orientation Leaders they were enthusiastic and could keep energy levels high. The leaders could get the students excited about Ball State. The introduction of the leaders also gave admitted students more than one Ball State student with whom to interact. From the previous year’s evaluations, it was apparent that if an admitted student was placed with a host they did not like, his/her view of Ball State was negative as a result of this bad host experience. The use of both a leader and a host gave the admitted student more than one opportunity to make a connection to Ball State.

**Program Coordination with Housing and Residence Life**

The success of the Student for a Day Program and the implementation of new ideas for this year’s program required a strong relationship and good communication between the Office of Housing and Residence Life and the Office of Orientation and New Student Programs. In the fall of 1999, the Office of Housing and Residence Life created the Marketing and Admissions Committee, and the Student for a Day Program was one of the responsibilities of this committee. The Marketing and Admissions Committee consists of Hall Directors and members of the Housing and Residence Life Leadership
Team. Kellie contacted Karl Aldrich, Hall Director and member of the committee, to set up a time when staff from the Office of Orientation and New Student Programs and the Office of Housing and Residence Life could meet to discuss program goals and expectations of each office. Kellie and Tara prepared an outline including the key factors on which the two offices needed to work jointly (Appendix A: Housing Meeting Outline). Information in the outline included the tentative agenda, dates and focuses for each program, host/student agreements, host recruitment, and the check-in process.

During the meeting with the Marketing and Admissions Committee, the dates of each program were discussed. Program dates were set for the months of February and March. The program on February 13-14 was for Honors College students, and the program on March 19-20 was for Communication and Science majors. These specific program areas were included in an effort to incorporate the living-learning communities that exist in the residence halls. Students in these program areas live in the same residence hall, and admitted students had the opportunity to interact with students currently in their intended program. The programs on February 6-7, February 20-21, and March 26-27 were open to all admitted students. In an effort to improve attendance at the Sunday evening program, the committee agreed to assign each program date to a certain side of campus and only recruit hosts from that particular side of campus.

Patty Martinez, Assistant Director of Housing and Residence Life, reviewed the participation agreements that each host and admitted student were required to sign. She agreed to send a copy of the student agreement to the Office of Orientation and New Student Programs so it could be included in the confirmation packets. She kept the host
agreement and made copies to give to the hosts when they arrived on Sunday night (Appendix B: Host and Student Contracts.)

Each admitted student participating in the program had an index card with his/her name on it. During registration the student checked in, the index card was pulled from the pile, and an Orientation Leader's name was placed on the index card for the future reference of the Ball State host. At the completion of registration, these index cards were organized into four categories according to gender and smoking preference. The index cards were given to Housing so they could quickly match the hosts with admitted students. Patty also asked for a finalized list of the students attending the program by the Tuesday prior to each program in order to make this matching process run smoother.

In order to show the hosts how much they were appreciated and how important their role was in this program, Patty asked that some type of refreshment be provided for the hosts while they waited to be paired with the admitted students. Both offices also wanted to meet with hosts so they could review host expectations. These hosts would then be introduced to their admitted students via the Orientation Leaders, and program participants would spend the rest of the evening with their hosts in the residence halls.

The idea of having an organized Sunday evening activity in the residence halls was discussed, and the committee agreed that this activity would be an important element in the program. The committee was concerned about where the funding would come from for these activities. They suggested using the Orientation Leaders to plan the programs. Brainstorming possible program ideas and researching fund availability needed to be explored further.
The final topic of the meeting was the recruitment of hosts. The evaluations from the previous year contained a lot of complaints related to the host relationship. Not all hosts from previous years were good representatives of Ball State. It was suggested that the committee send letters to student leaders living in the residence halls inviting them to be a host. The committee explained that they were planning on using hall directors and RAs as resources to nominate students who would be good hosts. They also planned on targeting hall leaders. The Office of Orientation and New Student Programs encouraged the exclusion of the upper-class halls on campus, as they were not representative of the freshman experience. It was also agreed that each host should be given a gift to thank them for helping with the program.

After the initial meeting with the Marketing and Admissions Committee, a second meeting took place in mid-December. Tara, Kellie, and Lisa attended this meeting. The sites for each program had been determined:

- February 6-7, west side of campus;
- February 13-14, Johnson Complex;
- February 20-21, east side of campus;
- March 19-20, Brayton/Clevenger and Knotts/Edwards Residence Halls; and
- March 26-27, east side of campus.

The committee reported that host recruitment letters would be sent in mid-January to student leaders. Table advertisements would be used in the dining areas, and the campus radio station and campus newspaper would help advertise the program.

(Appendix C: Table Advertisements, Host Recruitment Letter, and Newspaper
Advertisement). The Residence Hall Association would organize and run the Sunday evening activities during the programs.

Lisa informed the committee that snack food and beverages would be available for hosts while they waited to be paired with a participant. Hosts would also receive a Ball State T-shirt in recognition for their help with the program. The number of participants for each program was set at 80, and the number of hosts to recruit at 100. Both offices agreed to meet in January to go over last-minute details and run through the check-in process.

At the beginning of the second semester, Kellie contacted Karl to discuss the activities being planned by the Residence Hall Association. He directed her to Jennifer Bannon, the Residence Hall Association Activities Chairperson. Jennifer gave her a list of the planned activities for each program. The Sunday night activities were:

- February 6-7, euchre and game night with pizza;
- February 13-14, movie night with fresh baked food;
- February 20-21, casino night and mocktails;
- March 19-20, bingo and games; and
- March 26-27, Absolunacy Comedy Troupe

On January 27, the two offices met at the Student Center and ran through the check-in process for hosts.

**Program Responsibilities of Orientation and New Student Programs**

The Student for a Day Program has existed for four years, and for the last two years the Office of Orientation and New Student Programs has run the program. Many of the
responsibilities of this office that made the implementation of the program possible had already been established from previous years. However, it was essential that Kellie and Tara meet with the Administrative Assistant, Donna Perry, and Lisa to learn about the office details and make sure they were in accordance with the changes made to the program. The initial meeting was in October, and the follow-up meeting was in January. At these meetings Donna presented a list of office tasks from the previous year's program. The office staff determined who was responsible for completing each task (Appendix D: Timeline).

Roger prepared all promotional materials sent to admitted students and their family members (Appendix E: Promotional Materials). He was also responsible for securing the funding for these programs and purchasing Ball State T-shirts for Student for a Day leaders, participants, and hosts.

Lisa was responsible for all correspondence between the university and the admitted students registered for the program. She also prepared the agenda and wrote scripts for both the welcoming and closing sessions (Appendix F: Welcome and Closing Scripts). During the opening, Lisa gave an overview of the program. She also informed the students of their options in the event of a class cancellation. She suggested a trip to the bookstore, the Museum of Art, or the library. The family members were told that a host phone list was available at the Student Center Hotel Desk if they needed to contact their student on Sunday night. During the closing, the participants were informed that an optional campus tour was available from 2:00 pm-3:30 pm.

Donna ordered all of the materials for confirmation and registration. These materials included campus maps, hotel listings, parking passes, meal passes, index cards,
pencils, and nametags. The leaders wore lanyards, and Donna printed name badges for each leader.

Donna reserved the rooms in the Student Center that were needed to run the program and the host registration. She contacted the Provost's Office to determine a list of classes the admitted students could attend on Monday morning. She and Lisa determined which classes from the list were suitable for the program. Donna prepared two lists of the available 9:00 am and 10:00 am classes and prepared permission slips for each class. The professors for each available class were contacted to inform them of the dates on which these students would be attending their classes. Donna asked that each professor contact the office in the event that his or her class was cancelled or if a test was being held on the day of a program. This request was to ensure that participating students were able to attend two regular classes as promised.

Donna was responsible for setting up an attendance sheet to be mailed to Patty every Tuesday before a program. Sending the attendance sheet earlier in the week ensured that Patty had enough time to recruit hosts for the number of participants. The attendance sheet included the smoking preference, gender, and academic major of each participant. Donna also made index cards for each registered student that were used during the registration process by both Orientation and Housing and Residence Life.

The student staff in the Office of Orientation and New Student Programs prepared all brochures for mailing. They were mailed on a weekly basis as new students were admitted to the university. The office staff also created a filing system to organize the registrations as they were mailed back to the office. As registrations arrived, the office staff prepared confirmation packets that were sent to the students. These packets
included a campus map, a hotel list for family members, the confirmation letter, and the student contract written by Housing (Appendix G: Confirmation Letter). The Friday before each program, the student staff also prepared registration packets for participants and organized all of the materials needed for registration. An agenda, a campus map, a meal pass, and a pencil were included in each registration packet.

Kellie and Tara composed a letter that was sent to all 1999 Summer Orientation Leaders. The letter asked if they would work for the Student for a Day Program (Appendix H: Orientation Leader Recruitment Letter). Because the leaders needed some training and preparation for the program, a training session was held on January 21. Each leader was asked to bring a list of the dates and times they could work. A training outline was prepared for each leader that described the registration process, the responsibilities of the leaders, and the dates, times, and locations for each activity. Each leader was paid for the training session and pizza and beverages were provided.

The training session was held from 5:00 pm to 6:00 pm in Lucina Hall room 104. Roger, Lisa, Kellie, Tara, and nine leaders attended the meeting. Lisa opened the session with a description of the program and a review of the agenda. Kellie then spoke to the leaders about the importance of their role in the program and how their involvement would be different from previous years. The leaders were led through the training packet that described their role in full detail. The leaders were informed that they would be paid to work from 4:30 pm to 11:00 pm on Sunday and from 11:00 am to 12:00 pm on Monday. The registration process was described and the leaders were given a map of Cardinal Hall so they could visualize how it would work. The leaders were told how they would be introduced to their admitted student group and what was expected of them.
Since the leaders were all former Orientation Leaders, they were already familiar with how to promote group interaction, how to do icebreakers, and how to make the students feel comfortable. The leaders were also told how the hosts would be introduced to admitted students during the bowling activity. They were asked to introduce hosts to the students and try to promote participation in the evening activities. After reviewing the training packets the leaders asked questions about the program until they felt comfortable with their role (Appendix I: Training Packet).
Chapter Two

Program Summary

Many students apply and are admitted to two or more universities during their senior year of high school. Making an informed decision about which university will best serve the students’ needs becomes essential in ensuring academic and career success beyond high school. One way students can make informed decisions is to participate in specifically designed programs for admitted students so they can have a meaningful campus visit and get answers to questions they may have about collegiate life. Ball State University offers admitted students the Student for a Day Program to help them finalize their college choice. The goal of the program is to demonstrate both the academic and social aspects of the university so that students can make an informed decision regarding their possible attendance in the fall semester.

Upon admission to the university, students are mailed a brochure detailing the Student for a Day Program. This program is offered five times during the spring semester. Three of these programs invite students considering all academic majors, one is for students admitted into the Honors College, and one is for students interested in hard sciences and communications. The program agenda is as follows:

SUNDAY

5:00-6:00 p.m. Registration, Welcome, and Orientation
6:00-7:00 p.m. Dinner
7:00-9:00 p.m. Cosmic Bowling and Billiards/ Meet Ball State host
9:00-10:00 p.m. Move into the Residence Hall with Ball State host
10:00 p.m. Residence Hall Program
MONDAY

7:00-8:30 a.m. Breakfast
9:00-9:50 a.m. University Class
10:00-10:50 a.m. University Class
11:00-12:00 p.m. Current Student Panel
12:00-12:30 p.m. Closing
12:30-1:30 p.m. Optional Lunch
2:00-3:30 p.m. Optional Campus Tour

Admitted students interested in participating in the Student for a Day Program register by phone or by returning the form included in the brochure. Registered students are sent a confirmation packet that includes directions to campus, arrival information, and a liability contract that states they will be responsible for their actions throughout the program. This contract is turned in during registration and must be signed by both the student and a legal guardian.

Pre-registered students arrive on campus Sunday evening. During registration students are given a program agenda, a campus map, a parking permit, and a meal ticket. Students also select two university core curriculum classes to attend on Monday morning. After registration and a brief introduction, the admitted students are introduced to a current student leader who facilitates small-group interaction. The leaders take the students to dinner in a campus dining hall where they participate in icebreakers and get to know one another. Family members are also given the opportunity to have dinner with a campus representative. Following dinner the student groups meet at the Student Center for cosmic bowling and billiards. A social atmosphere with music and snacks help the leaders promote group interaction and individual participation.
During bowling and billiards, the Office of Housing and Residence Life arrives to check in the Ball State students who host admitted students in their residence hall room overnight. Housing identifies and recruits on-campus hosts who would be good representatives of the university. Prior to the program, the Office of Orientation and New Student Programs sends a finalized list of registered students to Housing so they can recruit the correct number of hosts for each program. Each host is given a Ball State T-shirt in appreciation for their help with the program. Admitted students are paired with a host according to gender, smoking preference, and academic major. After a host orientation meeting that discusses the importance of their role in the program, hosts are introduced to their admitted students via the student leader. The goal in using both a leader and host is to allow admitted students to have more than one positive connection to Ball State University within the first three hours of the program.

Following the bowling and billiards social, hosts take admitted students to their respective residence halls. After an hour to become aquatinted with the residence hall, the Residence Hall Association sponsors a 10:00 p.m. activity in a residence hall lounge. This organized hall activity is included in the program to promote social interactions while providing hosts sources of entertainment for the admitted students. At the conclusion of the hall activity, admitted students spend the night with their hosts.

On Monday morning, admitted students eat breakfast in a residence hall dining facility before attending two university classes. Following the classes students meet with a student panel and have the opportunity to ask questions of current Ball State students. A closing session follows the student panel and program evaluations are completed. Students receive information regarding enrollment deadlines for fall admission and
freshman orientation. An optional campus tour is offered. Program participants are given a Ball State T-shirt to show appreciation for their attendance.

Evaluations indicated that many students enjoyed having the opportunity to experience campus life first-hand. Sixty-one percent of participants rated the program as excellent. Admitted students reported that interacting and meeting with a variety of people on campus was one of the most beneficial aspects of the program. Ninety-three percent indicated that they felt more comfortable with college life after attending the Student for a Day Program. Eighty-eight percent were very confident or somewhat confident that they would attend Ball State in the fall as a result of participating in the program.

The Student for a Day Program offers an excellent opportunity for admitted students to experience college life and become acquainted with the university. To ensure that the experience is positive for admitted students, two aspects of the program require special attention. First, there must be excellent communication between all campus offices involved in running the program as well as within the offices themselves. Miscommunication can result in disorganization that could have a negative impact on the participants. Second, the campus leaders and hosts who facilitate the program must be positive, enthusiastic, and comfortable interacting with new people. These leaders have the most contact with the admitted students and therefore strongly impact their views of the university. With communication and strong leadership, the Student for a Day Program can be an excellent addition to any college or university's admitted student programs.
Chapter Three

Evaluation

At the conclusion of each Student for a Day Program, participants evaluated the program (Appendix J: Evaluation). Participants rated the following eight aspects of the program on a 1 to 4 scale with 1 equaling a poor rating and 4 equaling an excellent rating: BSU leader, BSU host, dining halls, evening activities, overnight experience, university classes, current student panel, and the whole program. All eight aspects of the program scored at least a 3.0 rating when all five programs were averaged. The average ratings for BSU leader, BSU host, overnight experience, current student panel, and the whole program were each 3.5 or higher.

When this year’s evaluation results were compared with the 1999 Student for a Day evaluation results, all aspects of the program received the same or a higher rating. The ratings for the overnight experience, the university classes, and the whole program all increased by one-tenth of a point. The greatest improvement in this year’s program was evident in the evaluation of the evening activities. Last year’s rating of the evening activities was a 2.6, while this year’s rating was a 3.0. Some comments regarding this year’s evening activities included:

- “It was very fun. I got to interact with my host and other members of my group.”
- “Bowling—good way to get to know people.”
- “We went to Casino Night and went bowling. I really enjoyed myself.”
Evaluations also revealed areas of the program that need improvement in the future. Many students indicated that they had difficulties finding classes and buildings on Monday due to their unfamiliarity with campus. When asked what they liked least about the program comments included:

- “I didn’t like not being able to find my classes.”
- “I had no clue where any of my classes were, so it was really hard and intimidating looking and asking for directions.”

In order to help students become better acquainted with campus before they attend classes, the tentative schedule for next year includes a brief tour at the beginning of the program.

As a result of attending the Student for a Day Program, most students indicated that they felt more comfortable with the idea of college life and were confident that they would attend Ball State in the fall. Comments from students and family members regarding the entire program included:

- “This is a good program. It really gives prospective students a look at campus life.”
- “It shows you the real college experience...this program helped familiarize the campus to me and it helped me meet people.”
- “As parents we appreciated the opportunity you afforded our daughter and us to see your school and get a taste of college life first hand.”

The following evaluation results provide detailed ratings and comments for each of the five programs.
## 2000 Student for a Day Evaluations

### 1. How would you rate your Ball State Leader(s)?

<table>
<thead>
<tr>
<th>Date</th>
<th>Excellent, 4</th>
<th>Good, 3</th>
<th>Fair, 2</th>
<th>Poor, 1</th>
<th>Average</th>
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<tbody>
<tr>
<td>February 6-7</td>
<td>80%, 12</td>
<td>20%, 3</td>
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<tr>
<td>February 13-14</td>
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<tr>
<td>February 20-21</td>
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<tr>
<td>March 19-20</td>
<td>58%, 18</td>
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</tr>
<tr>
<td>March 26-27</td>
<td>73%, 24</td>
<td>27%, 9</td>
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<tr>
<td><strong>Total</strong></td>
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### 2. How would you rate your Ball State Host?

<table>
<thead>
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<th>Date</th>
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<tbody>
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<td>73%, 11</td>
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<tr>
<td>February 13-14</td>
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<tr>
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<td>30%, 13</td>
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<td>March 19-20</td>
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<td>6%, 2</td>
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<tr>
<td>March 26-27</td>
<td>55%, 18</td>
<td>27%, 9</td>
<td>12%, 4</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>66%</strong></td>
<td><strong>24%</strong></td>
<td><strong>7%</strong></td>
<td><strong>2%</strong></td>
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### 3. How would you rate the Dining Halls?

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<td>February 13-14</td>
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<td>February 20-21</td>
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<td>3.3</td>
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<tr>
<td>March 19-20</td>
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<td>62%, 19</td>
<td>19%, 6</td>
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<tr>
<td>March 26-27</td>
<td>24%, 8</td>
<td>61%, 20</td>
<td>9%, 3</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>62%</strong></td>
<td><strong>12%</strong></td>
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</table>

### 4. How would you rate the Evening Activities on Sunday?

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<th>Fair, 2</th>
<th>Poor, 1</th>
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</thead>
<tbody>
<tr>
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<td>23%, 3</td>
<td>69%, 9</td>
<td>8%, 1</td>
<td>0</td>
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<td>37%, 11</td>
<td>3%, 1</td>
<td>2.7</td>
</tr>
<tr>
<td>March 26-27</td>
<td>39%, 12</td>
<td>48%, 16</td>
<td>10%, 3</td>
<td>3%, 1</td>
<td>3.2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27%</strong></td>
<td><strong>47%</strong></td>
<td><strong>22%</strong></td>
<td><strong>4%</strong></td>
<td><strong>3.0</strong></td>
</tr>
</tbody>
</table>
5. Please describe the Evening Activities on Sunday that you participated in.

- **February 6-7**
  Cosmic bowling and euchre in one of the residence halls
  Bowling, euchre, video games, social hour
  Bowling...facility is beautiful
  Didn’t go
  We attended a comedy show in the basement of a residence hall.
  None
  Bowling and games
  Pizza and snacks at dorm, bowling and pool
  Pool and bowling
  I played euchre, ate, and talked with people.
  Played outburst and watched a movie
  Bowling, pool, euchre, and outburst
  Bowling, pool, outburst, and twister

- **February 13-14**
  We went bowling, got a tour of our hall, watched a movie
  Bowling and movie
  Euchre games, talked about stuff, very interesting and fun
  It was very fun. I got to interact a lot with my host and other members in my group. 
  Pool and movie
  Played pool; went to intramural basketball game 
  Bowling and movie
  “Cosmic” bowling 
  Bowling, Ping-Pong in one of the lounges
  I saw a movie.
  Bowling
  Bowling and movie
  Bowled and watched the movie Ten Things I Hate About You
  I thought having structured activities with my group was a little pointless. I expected this weekend to be about meeting real BSU students and seeing real campus life, not hanging out with a bunch of high schoolers.
  Bowling, pool, x-files, movie night
  Bowling, video
  Bowling, pool, movie
  Pool, ping pong, played games in host’s room
  Pool, bowling, movie, basketball (was really fun), dinner, tour
  A small tour of campus, movie, basketball in the gym, eat dinner, bowling and pool
  Bowling – good way to get to know people, movie time – didn’t really watch movie, but learned euchre, which was swingin’

- **February 20-21**
  Casino night
  I walked around with my host and met a lot of people in her Residence Hall.
I did stuff.
Bowling/Casino Night
Casino Night/Cosmic Bowling
Dinner, icebreakers, Cosmic Bowling
Watched movies with my host. Cosmic bowling and Billiards
I enjoyed bowling and pool, but the Euchre/Poker was not interesting.
Gambling and Bowling
Cosmic Bowling, Casino Night, and Mocktails
Cosmic Bowling
Bowling
Bowling
We went to the Casino Night with mocktails, but I don’t think they had any mocktails
and I lost all my money.
I didn’t participate in the bowling (wasn’t enough room). The Casino games—bidding
were really fun.
We stayed in our dorm and played games, talked and ordered pizza
We stayed in a dorm with some girls that were a lot of fun. We talked and discussed
everything.
I played the Disney game.
I did the Cosmic Bowling.
Bowling/Casino Night
Bowling/Volleyball
Bowling
Bowling/Intramural Volleyball
Cosmic Bowling/MT Cup/Casino Night
We went to Casino Night and went bowling. I really enjoyed myself.
It was like a Campus Life (a little immature).
Bowling and just chilling in my host’s room
Casino Night was pretty boring.
Bowling
Cosmic Bowling
Cosmic Bowling
Cosmic Bowling
Games and Frames
Bowling was fun, but I skipped the other activity.
Bowling, pool
Euchre and bidding
Bowling
Bowling and hanging out
We went bowling.
Casino Night
Casino Night/Cosmic Bowling

- March 19-20
I went to a Pizza Hut and then watched a movie in my room.
Bowling, pool, bingo
Bowling, then billiards - later Bingo & billiards
Pool, bowling
Bowling, bingo, pool
Bowling, pool
Bowling, hanging out
Ate out dinner, bingo, met different people
Okay
Bowling
Bowling
Bowling and a movie
I watched She’s All That w/ Molly & Tiff & some of their friends
Bowling and pool – self explanatory
There was Bingo. I did not go; I went out to eat and hung out with people in the dorms.
Bowling, watched TV, played with shaving cream
Bowling and billiards
Bowling
Bowling/pool
Bowling, pool, bingo (bingo sucks)
Bowling and bingo
Bowling touring campus and dorms, meeting people
Okay, bingo is for old people
Bowling, pool, went to hall and talked
Olive Garden and saw a good movie
Bowling
Pool and bowling
Bowling

- **March 26-27**
  We bowled a little and went to Absolunacy.
  Pool
  Cosmic bowling, billiards, Absolunacy
  Bowling and Absolunacy
  The comedy show was very funny.
  Bowling
  Cosmic Bowling, Dinner
  Ate some pizza went to Absolunacy, it was nice
  Bowling, Absolunacy was great! They were funny and had great energy. It was fun.
  I participated in bowling and saw Absolunacy.
  Bowling
  Bowling and Absolunacy
  We went bowling and then back in the room and ordered pizza and watched the Academy Awards.
  Pool
  Absolunacy
  Watching a movie and bowling
  Bowling, comedy show
Absolunacy, bowling
Cosmic bowling, pool, and Absolunacy
We bowled and played pool.
Bowling walked around the Residence Hall and saw Absolunacy
Bowling, pool, comedy show . . . all fun
Bowling, Absolunacy
My host showed me around the campus, and I met a lot of helpful people willing to
answer my questions.
We ate dinner, then my group went back to the student center. We played pool and then
went bowling. In my host’s room, we ate pizza and talked.
Residence hall activities
Watching the Oscar’s
Cosmic bowling and pool – were going on in the room. I ate the chips.
Hung out in the dorms
Hung out with his friends and walked and talked
Games and Frames was fun and Absolunacy was a blast.

6. How would you rate your Overnight Experience in the Residence Hall?

<table>
<thead>
<tr>
<th>Date</th>
<th>Excellent, 4</th>
<th>Good, 3</th>
<th>Fair, 2</th>
<th>Poor, 1</th>
<th>Average</th>
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<tbody>
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<td>February 6-7</td>
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<td>40%, 6</td>
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<tr>
<td>February 13-14</td>
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<tr>
<td>February 20-21</td>
<td>63%, 27</td>
<td>30%, 13</td>
<td>7%, 3</td>
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<td>3.5</td>
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<tr>
<td>March 19-20</td>
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<tr>
<td>Total</td>
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<td>39%</td>
<td>7%</td>
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</table>
### 7. How would you rate the University Classes?

<table>
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<tr>
<th>Date</th>
<th>Excellent, 4</th>
<th>Good, 3</th>
<th>Fair, 2</th>
<th>Poor, 1</th>
<th>Average</th>
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<tbody>
<tr>
<td>February 6-7</td>
<td>23%, 3</td>
<td>69%, 9</td>
<td>8%, 1</td>
<td>0</td>
<td>3.2</td>
</tr>
<tr>
<td>February 13-14</td>
<td>62%, 16</td>
<td>31%, 8</td>
<td>8%, 2</td>
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<td>3.5</td>
</tr>
<tr>
<td>February 20-21</td>
<td>63%, 27</td>
<td>30%, 13</td>
<td>7%, 3</td>
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<td><strong>6%</strong></td>
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### 8. How would you rate the Current Student Panel?

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<tr>
<th>Date</th>
<th>Excellent, 4</th>
<th>Good, 3</th>
<th>Fair, 2</th>
<th>Poor, 1</th>
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<tr>
<td>February 6-7</td>
<td>80%, 12</td>
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<tr>
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<td>March 19-20</td>
<td>41%, 11</td>
<td>52%, 14</td>
<td>7%, 2</td>
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<tr>
<td>March 26-27</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>58%</strong></td>
<td><strong>39%</strong></td>
<td><strong>4%</strong></td>
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9. Overall, how would you rate the “Student for a Day” program?

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<th>Average</th>
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<tr>
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<td>65%, 28</td>
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<tr>
<td>March 26-27</td>
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<td>37%, 12</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>61%</strong></td>
<td><strong>38%</strong></td>
<td><strong>1%</strong></td>
<td><strong>0</strong></td>
<td><strong>3.6</strong></td>
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</table>

10. What did you like most about the program?

- **February 6-7**
  The classes or the activities
  Being able to participate in actual classes and being adopted by my dorm floor
  Seeing what it’s like to be an actual student - this was much more personal than preview days and stuff. Plus, the BSU students are great.
  Allowed me to get an “uncensored” version of BSU
  I liked being able to walk around with my host and doing the things she does every day.
  Got to see how it is to live here
  What I like most is getting to stay with a host in which I meet new people and get shown around campus.
  Monday going to classes and visiting the campus. - Also the dorms and meeting students
  Gets you comfortable with the idea of college
  Conversing with my host
  Staying overnight, going to class on your own
  The freedom of discovery - Ball State was nice.
  The chance to see the college
  I liked having the chance to see what it was really like.
  Seeing how the students spent their time when they weren’t studying

- **February 13-14**
  Staying in the dorms and getting a feel for dorm life
  Being able to stay with someone on campus so that I could see what college life is sort of like and ask questions about the things I didn’t see
  Just hanging out with the students - Disco bowling.
  My host was very nice and helpful. She answered all the questions I had and showed me around.
  Getting to experience college before hand so I knew what to expect
Host was really nice - People on residence floors were friendly. Food was surprisingly good (However, beware of cheese bread).
The chance to interact with students in their own environment
I had good hosts and had fun with them.
I liked the opportunity to ask specific questions about the Honors College of people
actually involved in it and to experience part of Honors College life.

Going to the classes
The opportunity to see what living on campus and going to classes is like
Getting to meet new people
Being able to go into the classes and see what they’re like was a good experience

Going to the classes
Getting to stay overnight in the residence hall and see first hand what college life is like
Spending time with current students
The openness of all students and faculty involved - They all wanted to help.
The time I spent with my hosts away from the group
The classes and the panel
Visiting the classes
The personal attention of the BSU students and faculty members
Getting to visit classes of areas I was interested in (but not enough Honors classes as
options, only two and it was full - I also liked the dorm experience.

People can get a real good feel of college life and the opportunities that are available.
Interacting with my host and staying in her room
You and your host get to go basically anywhere on campus that’s open and participate in
events. Professors and students are very helpful.
Friendly hosts, leaders, and misc. students; information abounded; two thumbs up

- **February 20-21**

Staying in the dorm
The freedom to choose our classes and be on our own—no set schedule Sunday night
Talking to people
I was able to get a picture in my mind of what my life might be like next year.
Meeting new people and learning more about BSU
Getting to know people
Being independent, really absorbed into the university like a student
I really enjoyed my classes.
Getting to know the campus and learning to find my way around
The dorms

Staying in the dorm
Getting to see what it’s like on campus and the independence factor
Meeting all the new people and seeing what it is like at BSU
Activities and meeting others
Getting to look at everything at the university
Walking around campus and seeing the college life
I liked walking around the campus and getting to know a little about it.
Meeting people

Staying in the dorm with the girls
It shows you the real college experience. With an ordinary visit, you don’t get to see the student life and this program helped familiarize the campus to me, and it helped me meet people.

I loved being on my own having “hands-on,” walking to class by myself, and staying in the residence halls. Angela gave us a lot of information and she was really helpful. Got to visit the residence hall and meet tons of people Seeing first-hand the residence hall living The volleyball

Got to know a lot about the school and actually experience what it’s like to be a student Meeting new people that are already students - I got a chance to ask them questions I learned a lot about college life. Being able to do stuff with a host I liked sitting in on classes and I liked the bowling. The people I roomed with Getting to know students and learning how campus life will be Spending time with students Getting a feel for what college life is really like - staying overnight was a good experience

Staying in the residence halls I liked the honest opinion of the students I talked to. Everyone was funny and truthful. Hands on experience I got a feel for the campus. The experience of getting into a classroom and having the full college experience Freedom The encouragement and enthusiasm of the students I liked getting to stay in the hall and ask my host questions. Going to classes

• March 20
The host and staying in residence halls Staying with a host Being with the host Staying in the hall Being a part of everything, the hosts made everyone feel really welcome Sitting in the class rooms Spending the night in the dorm The classes Spending the night It gave a good idea of the social life on campus Staying in the dorms and actually getting up and going to real classes You saw how college life is really like. Stay in residence hall Staying in the dorm I liked staying with someone. Everyone was nice and was willing to answer any questions I had.
That you really get a feel for college
It showed me what I can expect next year at college.
There was always something set up for us to participate in.
That you get to experience an actual day as a student on your own
Free time with host so I could learn about life at Ball State
Actually got to experience dorm life
That it was all no cost and the people were really nice
Staying in the dorms and meeting all the people
Spending the night in the residence hall
Meeting new people
Getting to choose classes and staying in the dorm
Choosing your own classes to go to and actually being in a college class
Living in the dorm

• March 26
Bowling at night and Absolunacy
All
Friendly People
Attending the classes
Being able to attend classes and stay the nights in the halls.
Choosing the classes
Going to classes on my own
The nice people
Being able to see what college life is really like
It was great the program gave meal cards. I loved bowling and taking the dance class option.
Sunday night was great. My host was really nice, and it’s too bad he’s a senior and I can’t see him next year. I also liked the free cosmic bowl.
Staying in the dorms
Being able to experience college life
Being able to see the campus
Freedom
Getting the feel of college life
Being able to attend classes
Got to see all parts of the school
Actually getting to know what college life is like, and meeting new people
Meeting people
Getting to view a college class
You treated us like college students, not high school students.
I loved my hosts.
Activities
Getting to know how things will be working for a person there next year
I like meeting all the people. Everyone here is very nice and informative. I also liked having the college experience.
Overnight experience
Answered lots of questions
I enjoyed who I stayed with although I know it was luck. There were many opportunities. I think there should be a more descriptive list of who we would like to stay with.
It was fun meeting people.
More of a college experience so I know what to expect
Fun and good idea of BSU life

11. What did you like least about the program?

- **February 6-7**
  I didn’t like no being able to find my classes because no one I was staying with were taking my classes.
  I had a hard time finding a building, but then I did. I really did enjoy the program.
  I had no clue where any of my classes were, so it was really hard and intimidating looking and asking for directions.
  Too many classes were cancelled.
  Finding rooms and buildings
  What I like least is having to walk around by myself.
  Food
  Going to two classes
  Having to get up so early
  More activities outside of the dorm (football game, etc.)

- **February 13-14**
  My architectural class got cancelled.
  Having to find my classrooms without a tour of the campus - I really think that if we were given a tour on the first day, it would make people feel more comfortable.
  Snow
  I really enjoyed the whole program and didn’t really have problems with anything.
  Worrying before I got here
  Many questions I asked went unanswered for quite some time. One class that I went to was deathly boring.
  Early classes
  Needs to be more to do on Sunday
  It was on a Sunday night.
  It snowed so the roads were sloppy.
  That we had to find our way to class by ourselves on Monday
  Walking all over
  Not making my second class because of walking distance and the first class being longer than it said it was on the sheet
  Not enough time to get to classes and wasn’t really sure how to get around campus since we didn’t have a pre-tour
  Being kept in a room and “told” about what college life will be like rather than going out and really seeing it firsthand - Also, “getting to know you” games are pretty dumb as well.
  Short time span
The closing (no offense)
The limited classes - there should be more in other areas (i.e. music)
Not enough time between classes - making it an entire weekend thing
I went to philosophy class and they were taking a test. I would have liked to have seen
him lecture.
Needs to be made into a full weekend program - not enough time to make it to classes
that are at opposite end of the campus

- **February 20-21**
  Weren’t even here for 24 hours - hard to get a real sense for the school
  There’s no tour of the campus.
  Didn’t get to experience the whole university, but that cannot be accomplished in just two
days
  That I had to park at the stadium
  Coming on a Sunday
  The classes offered didn’t pertain to my major.
  I had a student teacher for one of my classes.
  It’s all good.
  How quiet everyone was
  Sleeping on the floor
  Nothing really, just a little scary not knowing anyone
  The fact that it is on a Sunday night because there is nothing to do on Sundays
  Coming on a Sunday
  I had to sleep on the floor.
  I lost my meal card after dinner.
  Starting so late - It should start earlier on Sunday.
  Getting up at 7:30
  Everything was great.
  It doesn’t answer the formal questions that an ordinary visit would answer. You don’t get
to talk to professors or advisors about classes and curriculum.
Nothing
Sleeping on the floor
Nothing
Small selection of classes to observe
Nothing I didn’t really like
Filling out questionnaires and evaluations
These questionnaires
Classes were very boring.
Didn’t like Casino Night
The early classes
Small selection of classes to choose from
The amount of classes available for us to pick from - There weren’t enough
Didn’t stay long enough
At times it dragged.
Just being tired and lagged out
It dragged on toward the end.
I think it was too short. I feel like I need more time on campus.

Getting up
The Current Student Panel
I didn’t know the campus very well and my host didn’t show me where my classes were, so I was a little lost.

- **March 20**

  The lack of help when going to classes
  The required stuff (bowling, pool, bingo) Having to sleep on a hard floor
  Lack of money for a big meal, hard floor to sleep on
  Bowling and pool
  The transportation of luggage
  Walking in the rain
  The food
  Attending a class full time, maybe attending several classes for ten minutes each would give a better idea of the classes
  Lack of anything to do after hours
  We didn’t spend a lot of time with the leaders.
  Lack of activities Sunday night
  Sleeping on the floor
  The rain
  The host
  There wasn’t a lot to do and got boring at night
  You don’t get a chance to meet other students for a day. Sunday nights aren’t exactly fun. They seem rushed.
  That the activities planned were not that fun
  All of the talking done at 5pm Sunday and 11 – 12:30 on Monday
  Lack of active activities
  It may be more beneficial if students came from Friday to Saturday and were able to see the downtown area to get a better feel for the community.

The rain
Early classes
My second class was cancelled.
We didn’t stay long enough.

- **March 26**

Sleeping arrangement
I needed my flips.
Nothing
The behavior of the people in the hall I was with
Not getting a chance to interact more with girls and guys
Not getting a campus tour and walk around
Not getting tours – ex. library
The classes I went to I had no lecture, we watched movies. I didn’t get a very good feel for the classes.
Sleeping on a hard floor surface and a cold shower
Having to walk so far to my first class
Sitting through classes even though it was a good experience
Nothing
Too much time to do nothing
Directions to proper classes or on Monday weren’t clear. It is inferred you know all
names and terms.
The carelessness of the hosts
There was a lot of “down time.”
Too many planned activities
Being in a hall where there was no smoking
Nothing
The catsup at lunch
Classes
I liked everything.
I liked everything.
Classes that weren’t there
Nothing
N/A
Going to class
The drive down here
Choice of host, hospitable, but not an impressive example of BSU quality

Additional Comments

- **February 6-7**
  Good job. I enjoyed visiting.
  My hosts were awesome! Angie Williams and her roommate, Amy. They told me about
everything. I loved my stay.
  Maybe having the program on Friday and Saturday instead might be easier

- **February 13-14**
  I hope to someday get involved with this program. I think it is a wonderful way to get to
  know about student life.
  Overnight accommodations were a little uncomfortable.
  Need to figure out better ways to transport and pick up luggage afterwards
  Thanks for the parking pass. There were no spaces available and I was 20 minutes late
  for closing because I had to drive the streets to find a place to park.
  Perhaps matching hosts with students better by using a small form, etc.
  Thank you for everything.
  Information about tour times during Sunday before Student for a Day would have been
  nice, this being my first trip to the campus.

- **February 20-21**
  Should have a tour of campus
  Good program
  Great program
Alisha was really sweet. I had a great experience.
Great program
BSU has everything I need.
I was “pissed off” last night because I couldn’t watch Battle Dome. Ha.
Thanks. I can’t wait to be here next year.
I think it would be nice to go to a class with a student from Ball State—so we would
know where to go. Also a tour of the campus would be nice—make it optional
though.

- **March 20**
  I had a great time, I enjoyed visiting the campus.

- **March 26**
  Beth and Megan were really great to stay with overnight.

**Parent Comments**

- **February 6-7**
  Very nice idea! It might have been helpful to let parents know ahead of time (in letter)
  what parents’ schedule of activities is—such as campus tour and meal at dining hall.
  Thanks very much for this experience. I especially appreciated Dr. Wessel spending
dinner and time with the parent group.

- **February 13-14**
  I thought the program was a great way to experience college life. Parking on Monday
  was very difficult to find a free space.
  People were very friendly and welcoming.
  This is a good program. It really gives prospective students a look at campus life.

- **February 20-21**
  I didn’t like how the students were taken downstairs to put in holding area (to take
  belongings there) without saying goodbye. The people doing the Student For A Day
  next time need to be clearer by making it clear that the parents and student wouldn’t
  be seeing each other the rest of the evening—we weren’t too happy about that this
  situation was handled this way. I think all the dorms should be air conditioned and not
  just for the athletes.

  The Student Panel at 11:00 was excellent. I’d appreciate more written materials being
  available during registration, so that as I looked at them I’d have more intelligent
  questions. (Catalogue, info on specific colleges at BSU, etc.) I really appreciated the
  opportunity to visit your campus and the meal pass last night. Thanks!! You have a
  tour this afternoon at 2:00, I understand. I’ve heard it’s very good, but I don’t know if
  my young person will be willing to wait that long. Maybe another time you could try
  offering it earlier. A map of campus/booklet/pamphlet that had more details for those
  who don’t make the tour would be nice. A list of convocations, artists, main sports,
  fine arts, etc., for the spring would be kind of neat – 1) to be able to know what BSU
  has to offer; 2) to consider attending when visiting, if possible
- **March 20**
  Tiffany was our “tour” and dining leader. She did a very good job and was very informative and attentive. I stayed at the Student Center Hotel and it was quite nice and reasonable.

- **March 26**
  As parents we appreciated the opportunity you afforded our daughter and us to see your school and get a taste of college life have first hand.

### 12. As a result of attending the Student for a Day Program I Feel _______ with college life (circle one).

<table>
<thead>
<tr>
<th>Date</th>
<th>a. very comfortable</th>
<th>b. more comfortable</th>
<th>c. somewhat comfortable</th>
<th>d. not comfortable</th>
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<td>32%, 9</td>
<td>61%, 17</td>
<td>7%, 2</td>
<td>0</td>
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<tr>
<td>March 26</td>
<td>26%, 8</td>
<td>68%, 21</td>
<td>6%, 2</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>29%</td>
<td>64%</td>
<td>7%</td>
<td>0</td>
</tr>
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</table>

### 13. As a result of the Student for a Day Program

<table>
<thead>
<tr>
<th>Date</th>
<th>a. I am confident that I will attend BSU.</th>
<th>b. I am some-what confident that I will attend BSU.</th>
<th>c. I will not attend BSU.</th>
<th>d. the program had no affect on my college choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20</td>
<td>57%, 16</td>
<td>25%, 7</td>
<td>0</td>
<td>18%, 5</td>
</tr>
<tr>
<td>March 22</td>
<td>77%, 24</td>
<td>16%, 5</td>
<td>0</td>
<td>7%, 2</td>
</tr>
<tr>
<td>Total</td>
<td>68%</td>
<td>20%</td>
<td>0</td>
<td>12%</td>
</tr>
</tbody>
</table>
Appendix A

Housing Meeting Outline
Housing committee meeting

I. Introductions
   A. Who we are
   B. Why we are doing this program
   C. Changes we have made
      1. Residence hall program
      2. Check-in different for students and hosts
   D. Want to work closer with housing to choose hosts

II. Give them a brief agenda for the evening
   A. When students arrive
   B. When housing needs to arrive 7:30pm
   C. What does housing need from us??
      1. M/F
      2. Smoke/No Smoke
      3. Major
      4. Should Donna email you the database?
   D. Hosts need to arrive at 8pm
   E. You will need to be there from 7:30-9pm

III. The Dates for Student for a Day
   A. Feb. 6-7
   B. Feb. 13-14
   C. Feb. 20-21
   D. March 19-20
   E. March 26-27

IV. Host/Student Agreements
   A. Are we going to use the same ones?
   B. Can we include a part in the host agreement that lets them know how much they will have an impact on the student’s opinion of Ball State?

V. Host Recruitment
   A. Make it a privilege
   B. Recruit people that we know will project a positive image.
   C. Keep hosts for specific sessions on same side of campus
      1. i.e. 1st session all on west side, 2nd session on east side
   D. They will be given a brief expectation session on the Sunday night

VI. Check-in
   A. What do you need?
   B. Database from Donna?
   C. Will you be using a laptop?
   D. Will you be using labels with host information on them to place on the back of the index cards
   E. How will the individual halls know which students are staying there? Will you take care of getting them that information?
Appendix B

Host and Student Contracts
HOST AGREEMENT

I realize that I am responsible for aiding in the prospective students positive experience at Ball State University.

1. I agree to answer any questions for the prospective student.

2. I will eat dinner with the prospective student I am hosting and spend Sunday evening with them attending the prospective student/host program.

3. I will show my guest around the hall and describe hall life.

4. I will make arrangements for getting the prospective students possessions out of my room on Monday.

5. It is my responsibility to explain basic hall rules/policies and possible consequences (i.e. alcohol/drugs, smoking, quiet hours, visitation etc.) if violated.

6. I am responsible for confronting the prospective student for any inappropriate behavior or policy violations and/or reporting this to my R.A.

7. I agree to have visitors leave the room by 12 midnight on Sunday evening to have privacy in the room for sleep.

8. I will uphold all policies of Ball State University and the Student Conduct Code.

Date____________________ Student signature____________________

You will receive a copy of the prospective student agreement.
1. I am responsible for my own actions and behavior.
2. I understand that I am responsible for following all university and hall policies. If I break or violate a policy, my parent/guardian will be contacted and I will be asked to leave the hall. It is my responsibility to ask questions if I don't know, or I am unsure, of a policy.
3. I am responsible for making arrangements with my host to get my belongings out of his/her room on Monday.
4. I will spend the night in the room of my designated host.
5. I will be respectful of my host's room and property.
6. There are designated visitation hours in all halls. After visitation hours, residents cannot visit floors housing members of the opposite sex. Guests of the opposite sex are not permitted to use community restrooms, and are expected to follow all policies established for guests.
7. Alcohol is not permitted in any undergraduate hall. Evidence of possession or consumption of alcohol (including empty bottles) is a violation of hall policy and will result in disciplinary action.
8. Quiet hours ensure that there is an environment conducive to studying and privacy in the halls. Loud televisions and stereos, yelling, slamming doors, running and any other activity which creates a disturbance is prohibited in the residence halls.
9. The university does not tolerate the possession, use, or distribution of marijuana, LSD or other hallucinogens, or narcotics by any person on campus. Residents and guests are not permitted to possess drug paraphernalia, including, but not limited to, bongs, rolling papers, deseeding trays, and roach clips.
10. Smoking is permitted only in designated student rooms with the door closed. No smoking is permitted in any common area, hallway, restroom, or lounge. Smoking is not permitted in any wellness residence hall.
11. **I and my Parent/Guardian have read, signed, and will bring this contract to registration. Without this document, I will be excused from the program.**

I understand that the university is not responsible for any lost or stolen items.

________________________________________  __________________________________________
Student Signature                                      Parent/Guardian Signature

________________________________________
Date

Parent/Guardian emergency contact phone number
Appendix C

Table Advertisements, Host Recruitment Letter, and

Newspaper Advertisement
What does a Host do for the prospective student?

* Answer questions about Ball State University.
* Eat meals in Dining Services with Prospective Student.
* Give hall tour and describe hall life.
  Attend prospective student/host program.

Want to host a prospective student?

Student for A Day Volunteers Needed

February 6-7
(West Side of Campus)

February 13-14
(Honors Only)

February 21-22
(East Side of Campus)

March 19-20
(Brayton/Clevenger & Knotts/Edwards)

March 26-27
(East Side of Campus)
January 26, 2000

Dear,

Congratulations! You have been identified as a student who has shown positive leadership as a representative of Ball State University. Therefore, we would like to invite you to be involved in the excellent opportunity of being a host for the Student For A Day program.

Having dedicated students like you living on campus can help show potential students what college life can be. Each spring, Housing and Residence Life, along with New Student Programs, hosts Student For A Day events for those people interested in having the first hand experience of college life. Knowing the representation of our halls that you currently provide, we would love to have your participation in this event as well. The goal of this program is to allow students a real feel of what it is like to attend college, including attending classes and living in the residence halls.

As a host, you would have the opportunity to have a prospective student stay overnight in your room and introduce them to the fun of living on campus. You would pick up the student staying with you on Sunday evening. That night, there would be a program sponsored by RHA on your side of campus to provide a social opportunity for the student you are hosting as well as yourself. The student would then spend the night in your room, and would leave for pre-arranged classes by 9am Monday morning.

We are looking for students who are able to present a real, fun, and positive view of living in the residence halls and of Ball State University. We feel you would be a great person to provide prospective students with a fun and positive experience. We ask that you return the bottom form to your hall directors by Friday, January 28th with the dates you are interested in hosting. Thanks again for all of your hard work!

*************************************************************************
RETURN THIS SECTION TO YOUR HALL DIRECTOR

Name: ___________________________ Room#/Hall: _______________________

Major: _________________________ Do you smoke? _____

Feb 6 – 7 (West side of campus only) _____  Feb 13 – 14 (honors only) _____

Mar 20 – 21 (East side of campus only) _____  Feb 19 – 20 (B/C & K/E only) _____

Mar 26 – 27 (East side of campus only) _____  RETURN TO YOUR HALL DIRECTOR

BY Friday, January 28th, 2000
WANTED: STUDENT VOLUNTEERS—Are you currently living in the residence hall? Would you be interested in sharing your exciting experience at Ball State with admitted students? Here's your opportunity to assist us in welcoming admitted students to Ball State University! During the spring semester, the Office of Orientation and the Office of Housing and Residence Life will sponsor several "Student for a Day" overnight programs. Admitted students will attend a social event and spend the night with YOU (their host BSU student). This is a great way to introduce students to the college experience at Ball State University!! If you are interested, please contact your residence hall director or resident assistant (RA) for further information regarding this exciting event.
Appendix D

Timeline
<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Person</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepare timeline</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reserve space for programs</td>
<td>Lisa/Roger</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Promotional Materials – Brochure</td>
<td>Roger</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mail Promotional Materials</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine Sunday Evening Activities</td>
<td>Tara/Kellie</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create List of Activities for Family Members</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set Up Folders for Registration Forms</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update Confirmation Letter</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Index Cards for Registration</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order BSU Pencils</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order BSU Nametags</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Campus Maps – Kristi Brenock</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy Hotel Listing for Conf. Letters</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy Housing Contract for Conf. Letters</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Parking Passes for Visitors Lot &amp; Stadium Lot</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Meal Passes – Karen Adkins (Students – 3 Meals; Family – Sunday Evening Meal)</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase Snack Food for Evening Activities</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruit Hosts</td>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post Job for Student Leaders</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruit Students to Help with Registration</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work on List of Courses Provided by Provost to Determine all 9:00 and 10:00 Classes</td>
<td>Lisa/Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make a listing of all 9:00 and 10:00 classes available</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Class Participation Slips for Each Class Available for Students to Visit</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notify Faculty Regarding Student Visitation to their classes</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send Conf. Letters on a Weekly Basis</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Agenda (Student) and Have Copies Made</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Evaluation (Student) and Have Copies Made</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Opening Script</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Closing Script</td>
<td>Lisa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set up an Attendance Sheet – Indicate Room Preference (Smoking/Non-Smoking), Major and Indicate Gender – <strong>Housing Wants List by the Tuesday Before the Event</strong></td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Index Cards for Each Student Attending – Front Side Only</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stuff Envelopes for Registration – Agenda, Meal Passes, Pencils and Campus Map</td>
<td>Donna</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organize Supplies (Pens, Index Cards, Envelopes for Students, Agenda, Parking Passes, Meal Passes, Attendance Sheet, Housing Guest Contracts, Evaluations, Class Participation Slips, List of Courses offered)</td>
<td>Donna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Staff Assignments</td>
<td>Lisa</td>
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</tr>
</tbody>
</table>

Meal passes for LaFollette, Noyer, Elliott, Woodworth and Student Center
Appendix E

Promotional Materials
Appendix F

Welcome and Closing Scripts
**Welcome**

Good afternoon. I hope you all had a safe trip to Ball State today. My name is Lisa Horst, Assistant Director of Orientation and New Student Programs. Before we get started, I would like all of the students to introduce yourself to two other people who are here today. I would like you to tell your name, hometown, and what you are looking forward to by participating in this program. I would like the family members to also introduce themselves to other family members who are with us today. Let me give you a couple of minutes to get to know one another.

**Go over packet of materials**
- Envelope
- Agenda -- blue/student
- Map
- Meal passes
- Pencil
- Class permissions slips for both a 9:00 and a 10:00 class (Explain why those are the only classes available)
- If your class is cancelled or a test is being given, I would encourage you to go to the Ball State Bookstore (SC), Museum of Art, or the library.
- Parking pass at the stadium if a student brought his/her own car (Your Ball State Host will help you move your car to the Stadium lot this evening)
- Parking pass at the Commuter lots near the Student Center (green lots) for family members on Monday and Parking Structure
- Index Card with the name of your student leader

**Go over the student agenda**
- Ball State Student Leader
- Luggage downstairs (leader will help you)
- Dinner
- Evening Activities/Meet your Ball State Host - Student Center Games & Frames (lower level). Free Billiards and Bowling from 7:00 – 9:00 p.m.
- Pick-up luggage, move your car, move into Residence Hall
- Evening Residence Hall Activity
University Classes (I will collect the permission slips tomorrow at closing – be sure to have the professors sign the slips)

Current Student Panel and Closing will be in the Student Center Multipurpose Room (lower level) – please be on time

Closing will be done around 12:30 p.m.

Please note the time for the optional lunch on Monday. I will be eating at Woodworth Hall. I will try to sit in an area right in front of the cash register. You are more than welcome to eat with me if you would like to. You can also eat with your Ball State Host or other students who are participating in this program – it is up to you. If family members want to join you, they will have to pay for their lunch.

I will sign any permission slips from your school at the Closing on Monday

Go over Family member information

If you would like to stay for dinner, you should have received meal passes. You will be eating in Elliott Dining – see map.

If you are staying overnight in Muncie, here are some optional things to do: movie, museum, bookstore, Minnetrista, Children’s Museum, Mall

If you would like to know where your student will be spending the night, you should have received one or both of the following: phone numbers of local hotels for the student to call you, Student Center Hotel Desk number to call – please do not call this number before 9:00 p.m.

If you will be returning tomorrow Monday, you should have received a parking pass for the Commuter Lots near the Student Center (green lots)

You are invited to the closing tomorrow. It will be in the Student Center Multipurpose Room (lower level).
BALL STATE UNIVERSITY
“STUDENT FOR A DAY”

Closing

I hope all of you have enjoyed your experience on our campus.

- Collect permissions slips for both the 9:00 and 10:00 class

- Collect any meal cards for those students not going to lunch. Explain the lunch option, including Student Center

- Pass out evaluations (explain the difference between #1 and #2) and then collect them – Family members can write their comments on the back

- Shuttle bus will take you to the stadium

- Cardinal Success Seminars this semester

- Cardinal Tracks Newsletter

- Candidate Reply Form and $50 Enrollment Deposit by May 1

- Orientation Information

- If anyone is interested in taking a tour of campus, please come and see me up front after the closing and I will direct you to the location. The tour is from 2:00 – 3:30 p.m.

- Pass out shirts

- Sign forms for you to take back to your high school
Appendix G

Confirmation Letter
October 28, 1999

«F_Name» «MI» «L_Name»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «F_Name»,

I am pleased that you will be a participant in Ball State University’s “Student for a Day” program on «RegDate». This experience will give you a preview of college life at Ball State.

Registration will be held in the Student Center (#63 on the enclosed map). Please arrive between 4:00 - 4:30 p.m. (Eastern Standard Time) at Cardinal Hall, located on the second floor of the Student Center. If you are unable to arrive at the designated time, you will need to make special arrangements prior to the program. You will meet your Ball State Host at 4:45 p.m.; therefore, if you arrive after 4:30 p.m. you cannot be guaranteed overnight accommodations. Family members are invited to the registration and welcome on Sunday, and the closing on Monday at 1:00 p.m. A list of local hotels is enclosed for your family members who need overnight accommodations.

You and your family may park in lots G-8 and G-23 -- located near the Student Center -- during registration. If you drove yourself, you may move your car to overnight parking at the Football Stadium (#31 on the enclosed map) after the welcome. You will receive a parking permit during registration which will allow you to park overnight at the stadium.

Please read the enclosed Prospective Student Contract carefully and sign it; all participants must follow the rules listed in this document. You must bring the contract with you to the program. Without a signed copy of the Prospective Student Contract, you will not be allowed to participate in any portion of the program. If you would prefer a smoking room, please let us know in advance.

You will need to bring a sleeping bag and pillow, sleep wear and a robe, other appropriate clothes, toiletries, and a towel and a wash cloth. Since you will have access to our work-out facilities, you may also want to bring a notebook, pen/pencil, and gym clothes. We will provide meal passes for your dinner on Sunday, and breakfast and lunch on Monday. You may also want to bring a small amount of spending money for a late night snack or a trip to the Ball State Bookstore.

If you have any questions, please call the Office of Orientation and New Student Programs at (800) 482-4BSU, (765) 285-8290, or TDD users only (765) 285-2205. If you or a family member will require accommodations for a disability, please call us at the number above immediately. I look forward to hosting you as a Ball State “Student for a Day.”

Sincerely,

Lisa Horst
Assistant Director of Admissions
Appendix H

Orientation Leader Recruitment Letter
November 22, 1999

Dear Orientation Leaders,

The office of Orientation and New Student Programs is currently working on its Spring 2000 programs. The year, the Student for a Day Program is being coordinated by Tara King and Kellie Johnson as part of their senior thesis project, and they would love your help.

The Student for a Day program brings admitted students to campus, giving them an opportunity to spend the night in a residence hall and experience college life. These students arrive on Sunday night between 5-6pm and participate in activities in both the Student Center and the Residence Halls with their Ball State host. On Monday, they attend two classes, attend a student panel, and have the opportunity to take a campus tour.

WE NEED YOUR HELP! On Sunday night from 4:45pm to 11:00pm, we need leaders to help with registration, lead icebreakers, orient hosts, and participate in activities at the Student Center and in the residence halls. On Monday, we need leaders to sit on a student panel from 11am-12pm, and if possible, to eat lunch with the admitted students until 1:30pm. Your help at any time during this program is greatly appreciated. The Student for a Day Program dates are as follows:

- February 6-7
- February 13-14
- February 20-21
- March 19-20
- March 26-27

You will be paid $5.15 per hour of work. You will also receive meals on Sunday night and for Monday lunch, if you are able to eat with the students. Arrangements have been made with Housing and Residence Life for current Resident Assistants to be compensated for their work as well.

A new job has been posted at the Career Center for this position. Only 1999 Orientation Leaders are eligible for this position. The job referral number is 33720. Please obtain your job referral and turn it in to Donna in the Orientation office by Friday, December 10. Applying for this position does not commit you to help with the program.

There will be a paid two-hour training session at the end of January for all leaders helping with the program. Pizza will be served.

Thanks for your help with these admitted students. Without your help, the program would not be possible. If you have any questions, please call the Orientation office at 285-8290.

Sincerely,

Roger Wessel
Director of Orientation and New Student Programs
Appendix I

Training Packet
Student For A Day
Orientation Leader Training
Friday, January 21

Introduction:

Lisa, Kellie, and Tara

Program Dates:

February 6-7: West side of campus
February 13-14: Honors College, Johnson Complex
February 20-21: East side of campus
March 19-20: Sciences and Communications, Brayton/Clevenger and Knotts/Edwards
March 26-27: East side of campus

Sunday Night Schedule:

4:30-5:00   Leaders and staff arrive to prepare for registration
5:00-6:00   Registration begins
5:30-7:00   Icebreakers and dinner
7:00-9:00   Evening activities at Student Center
            Hosts arrive and register; leaders introduce students to hosts
9:00-10:00  Break; travel time to residence hall
10:00-11:00 Participate in hall program

Monday Morning Schedule:

11:00-12:00  Student Panel in Multipurpose Room

The Registration Process

The registration process will take place in Cardinal Hall. Some leaders will only work at the registration tables and will not be paired with a group of students. The leaders who will have a group of students will be given a number and, much like orientation, will be introduced to their group in numerical order. The first leader will not be placed at a registration table, but the other leaders will help register until their group has arrived.
Registration begins in Cardinal Hall B (see map). There will be three tables set up at the far end of the room. Here is what takes place at each table:

**Table 1** (2 or 3 stations divided by participants last name)
- Greet, check off registration list, record number of family members present
- Collect student contract (students will not be permitted to participate without signed contract)
- Give appropriate parking permit
- Pull participant’s card from pile, write leader’s name on bottom of card and set aside
- Pick up leader name card from top of pile, place in student folder, tell the participant the name of their leader and the contents of the folder as you hand it to them
- Direct student to table 2

**Table 2** (2 stations)
- Allow student to review 9:00 class list
- Give student permission slip for class that they choose
- Keep track of seat availability in each class as students sign up, cross off classes from class list once all the extra seats in that class are taken
- Direct student to table 3

**Table 3** (2 stations)
- Allow student to review 10:00 class list
- Give student permission slip for class that they choose
- Keep track of classes as described above
- Direct student to luggage room

Once a student has registered and chosen their Monday morning classes, the staff at table three will direct the student and their family members to the “luggage room” (Cardinal Hall D). If the student has luggage, this is where it will be held until the student leaves the student center in the evening with his/her host (between 8:00-9:00pm).

Students and family members will then be directed to the “holding room” (Cardinal Hall C). This is a waiting area for participants until a full group has registered. At that point Lisa will ask all participants in the holding room who have a particular leader to come with her. The leader and Lisa will then walk the group to the “welcome room” (Cardinal Hall A).
Lisa will do a brief introduction to the program in the welcome room. Once she is finished, the leader is in charge. Leaders will do icebreakers with students to get them acquainted before heading to dinner at Woodworth. Since the first leader will probably have their group by 5:15, they will have the most time for icebreakers. Since the last leader will not meet their group until 6:15, they may have to “break the ice” on the way to the dining hall and during dinner. A few suggested icebreakers are Action/Name Game, Name/Word Association, and the Skittles/Toilet Paper Icebreaker.

Leaders should bring their groups back to the Student Center around 7:00. Leaders will bowl, play pool, or simply get acquainted with their group. During this time, Housing will begin to register hosts in the Multipurpose Room. Around 8:00, hosts will be told to enter the bowling area and find the leader who has their student. The hosts for every student in your group should come to you all at once. When a host approaches you and gives you the name of their student, introduce them to each other. The hosts and students should stay in the bowling area until 9:00. During this time, have fun and keep it social!!

Each evening there will be a social program in one of the hosting residence halls. Leaders are encouraged to attend and participate. You will be paid for your participation until 11:00pm. If you plan to be at the evening program, tell your group of students that you hope to see them there. Hopefully, this will encourage them to attend and participation numbers will be greater. The following is the list of tentatively scheduled evening programs:

February 6-7: Absolunacy at Woody/Shales
February 13-14: Movie Night with Fresh Baked Food at Bot/Swin
February 20-21: Casino Night and Mocktails at Beeman/Demotte
March 19-20: Skit in a Bag, Taste of Muncie, games and other fun at Brayton/Clevenger
March 26-27: Karaoke and Pizza Tasting at Tichenor/Trane

Questions?
Appendix J

Evaluation
BALL STATE UNIVERSITY
“STUDENT FOR A DAY”
EVALUATION

Please use this scale and circle your responses.

4 = excellent  3 = good  2 = satisfactory  1 = poor

1. How would you rate your Ball State Leader(s)?
   Leader(s) name and/or comments (Optional)
   4  3  2  1

2. How would you rate your Ball State Host?
   Host name and/or comments (Optional)
   4  3  2  1

3. How would you rate the Dining Halls?
   4  3  2  1

4. How would you rate the Evening Activities on Sunday?
   4  3  2  1

5. Please describe the Evening Activities on Sunday that you participated in.

6. How would you rate your Overnight Experience in the Residence Hall?
   4  3  2  1

7. How would you rate the University Classes?
   4  3  2  1

8. How would you rate the Current Student Panel?
   4  3  2  1

9. Overall, how would you rate the “Student for a Day” program?
   4  3  2  1

10. What did you like most about the program?

11. What did you like least about the program?

Additional comments
12. As a result of attending the Student for a Day Program I feel__________________
with college life (circle one).
   a) very comfortable
   b) more comfortable
   c) somewhat comfortable
   d) uncomfortable

13. As a result of attending the Student for a Day Program ____________________.
   a) I am confident that I will attend Ball State
   b) I am somewhat confident that I will attend Ball State
   c) I will not attend Ball State
   d) the program had no affect on my college choice
Appendix K

Host Confirmation Letter
March 20, 2000

Dear

Thank you for taking time to host a student for a day. We appreciate you sharing your college experience. We currently have you registered as a host for Mar. 26. If you have any questions regarding this information please contact Julie Moody at 285-8006.

On Sunday, Mar. 26, 2000, please come to the Student Center Multipurpose Room at 7:00 p.m. so that we may match you with an admitted student. Games and Frames will be open and you will have the opportunity to take advantage of bowling and pool as well. Later that evening there will be a social event sponsored by the Residence Hall Association on campus. You will be given specific information regarding this event at check in. This will give you social time with your prospective student and give the two of you the opportunity to meet other students.

Included with this letter is the host agreement form. Please complete this form and bring it with you to check in at the Student Center.

The Office of Housing and Residence Life would like to thank you for volunteering your time and space to help with the recruitment of future Ball State Students. We appreciate your assistance.

Sincerely,

Patricia A.R. Martinez
Assistant Director of Housing and Residence Life
Appendix L

Host Recruitment Flyer
Want to host a prospective student?  
Student for A Day Volunteers Needed

What does a Host do for the prospective student?

* Answer questions about Ball State University.
* Eat meals in Dining Services with Prospective Student.
* Give hall tour and describe hall life.
* Attend prospective student/host program.

February 6-7  
(West Side of Campus)

February 13-14  
(Honors Only)

February 21-22  
(East Side of Campus)

March 19-20  
(Brayton/Clevenger & Knotts/Edwards)

March 26-27  
(East Side of Campus)

Contact Your Hall Director for more information!
Appendix M

Student for a Day Agenda
BALL STATE UNIVERSITY
"STUDENT FOR A DAY"

Registration, Welcome, and Closing sessions will be held in the Student Center (SC). Family members are invited to join us for these sessions.

SUNDAY

5:00 - 6:00 p.m. Registration – SC Cardinal Hall
5:15 - 6:00 p.m. Welcome – SC Cardinal Hall
Mrs. Lisa Horst
Assistant Director of Orientation and New Student Programs

6:00 – 7:00 p.m. Dinner – Ball State Dining Halls
7:00 - 9:00 p.m. Evening Activities/Meet your Ball State Host – SC Games & Frames
9:00 - 10:00 p.m. Move into the Residence Hall with your Ball State Host
10:00 p.m. Residence Hall Activity

MONDAY

7:00 - 8:30 a.m. Breakfast - Ball State Dining Halls
9:00 - 9:50 a.m. University Class
10:00 - 10:50 a.m. University Class
11:00 - 12:00 p.m. Current Student Panel – SC Multi-Purpose Room, Lower Level
Ball State Students

12:00 - 12:30 p.m. Closing – SC Multi-Purpose Room, Lower Level
Mrs. Lisa Horst
Assistant Director of Orientation and New Student Programs

12:30 – 1:30 p.m. Optional Lunch – Ball State Dining Halls

If you have any questions on Monday, please call or stop by the Office of Orientation and New Student Programs, 285-8290, located on the first floor of Lucina Hall.
Appendix N

Thesis Timeline
Student For A Day Timeline

1st Week November- Meeting with Patty (Kellie will set date)
Friday, November 19- Evaluation forms for parents and students due
Friday, December 3- Orientation leader recruitment letter draft due
2nd week December- Kellie’s 1st contact with hall directors
Monday, January 10- Spring classes begin…send orientation recruitment letters via campus mail
January- Kellie contacts hall directors, RAs, and hall councils for programming.

Contact Dr. Wittig for Honors Panel
Friday, January 21- Acceptance by orientation leaders due
4th week January- Meeting with Patty for sign-in procedure
Sunday, January 23- Orientation leader training session (give SFAD schedule)
Friday, January 28- Part 1: Program set-up draft due
Friday, February 11- Final part 1: Program set-up due
Sunday, February 13- Student for a Day
Sunday, February 20- Student for a Day
Friday, March 17- Part 2: Program layout draft due
Sunday, March 19- Student for a Day
Friday, March 24- Final part 2: Program layout due
Sunday, March 26- Student for a Day
Friday, April 7- Part 3: Evaluations draft due
Friday, April 14- Final thesis part 3: evaluations due
Friday, April 21- Thesis draft due
Friday, April 28- Final thesis paper due

Meeting with Donna (October)
- Class selection papers
- Reservation of all rooms
- Dining cards, parking permits
- Parent options form

Meeting with Patty (November)
- when and how recruit leaders?
- hall programming
- which halls will be used
  - Honors- Schmidt/Wilson
  - Science and Comm.- Brayton/Clevenger
  - Dehory and Woodworth
  - AVOID Studebaker, Noyer, Elliott, and Shively
- sign-in procedure
- host agreement contracts (will go over in host meeting?)
- guest forms in residence halls