Welcome Week Planners   
2019-2020 Year Plan

Dear McMaster Science,

Every year, McMaster University’s Faculty of Science welcomes over 1600 new students to our wonderful faculty through our four gateway programs. Welcome Week is one of the first events that incoming students experience after being accepted to McMaster University. It is our role as Planners for the Faculty of Science to ensure that all first year students feel safe, welcome, and included in their new home for the next 3+ years of their undergraduate degree.

As the new Welcome Week Planners for the Faculty of Science, we were hired in November 2019 to officially begin the planning process, and our term ends as of January 2020. Our work extends up until Welcome Week 2019, which is in late August, as well as any post-Welcome Week events we facilitate to enhance school spirit, student support, and student morale throughout the year. During the months of our term, the entirety of Welcome Week is planned for the Faculty of Science as we organize all our daily programming, plan large events such as Faculty Night, Faculty Day, Faculty Fest, and any inter-faculty programming, and order all necessary materials and food. We are also responsible for staying within our allocated budget provided by the MSU and the MSS when planning Welcome Week.

As Welcome Week is one of the first experiences students will encounter when arriving to campus to begin their undergraduate journey, it is essential that we create an inclusive environment, establish a positive first-impression when welcoming these students to their new home, and provide opportunities for a smooth transition. We hope to achieve this vision by working closely with our hired Representatives and Executive Team, the McMaster Science Society, and our Faculty in order to ensure that we provide our students with beneficial events regarding academics, social opportunities, and various professional aspects.

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**OBJECTIVES:**

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| **Objective 1: Restructure General Rep Interviews** | |
| **Current State** | 4 stations, including 2 group stations (a situational and a creative station), a one-on-one station (question and answer), and a feedback station. |
| **Goal** | Continue with either 3 or 4 stations, but work to make our interviews a more accurate reflection of WW scenarios. For example, include a role-play scenario where applicants show how they would act as a rep in a WW related situation. |
| **Challenges** | Breaking well-established Sciclone traditions to change and improve structure. Risk of not getting exactly what we expect out of the process. |
| **Long Term Implications** | Creates new traditions for future Welcome Weeks. Will establish a better hiring system to ensure that we are selecting the best people for the team. |

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| **Objective 2: Restructure Faculty Day and Faculty Fest** | |
| **Current State** | Faculty Day   * Monday of Welcome Week * Half a day indoors before lunch before moving to 10-Acre Field for live music and group activities   Faculty Fest   * Program societies and specialty groups have booths to answer questions for students |
| **Goal** | Faculty Day   * More fluid programming * More inclusive programming * More interactions for first years with people in their programs * Give students a better outlook on university life   Faculty Fest   * More engaging programming for first year students * More accessible resources for students * Better opportunity for students to connect with different aspects of the faculty |
| **Challenges** | Creating programming to fit the amount of participants. Event promotion to first year students so that they take initiative to come out to the event. |
| **Long Term Implications** | Creates new traditions for future Welcome Weeks. Will establish better relationship with students in science and create a better and more inclusive environment during Welcome Week that can carry out through the rest of the year. Will also give students more resources and opportunity awareness to utilize throughout the school year. |

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| **Objective 3: Facilitate a Better Relationship between Welcome Week and the MSS** | |
| **Current State** | Working very well together. Regular meetings with Chris. VP External will be assisting with Sponsorship. We plan to keep in contact with the MSS after Welcome Week and have representatives attend and promote MSS events. |
| **Goal** | In past years, the McMaster Science Society and Welcome Week worked very independently. We are trying to improve this relationship to foster better joint endeavours and enforce the #YearLongCommitment Sciclones must maintain for the MSS. We want to work with the MSS to centralize a number of different resources for first year students to make them more accessible. |
| **Challenges** | Finding accommodating meeting times for everyone. However, we are usually able to find a date to meet or do a conference call in order to discuss our visions and ideas. |
| **Long Term Implications** | Better relation with the MSS to help convey important information to our team and from our team. A great way to ensure we are able to relay important resources for first year students through our reps that the MSS is doing. Also allows us to plan more events after Welcome Week with the MSS. Act as a cohesive unit and use the MSS as a central platform to give accessible resources to help students succeed. |

**EVENTS & PROJECTS**

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| **Name of Event/Project:** May at Mac | |
| **DATE** | May 11, 2018 |
| **PURPOSE** | Event to interact with potentially incoming McMaster students. |
| **PROCEDURE** | Full day where reps are assigned to different locations on campus to interact with parents and students visiting McMaster. Walk prospective students and their families around campus, answer questions, and make their experience at McMaster as friendly and welcoming as possible. |
| **DIFFICULTIES** | Ensuring all/most reps are present to help with event. |
| **PARTNERS** | SSC, MSU, WWAC, WWFC |
| **PROJECTED OUTREACH** | n/a |
| **BUDGET** | n/a |

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| **Name of Event/Project: Fall Preview** | |
| **DATE** | Two Saturdays at the end of October/beginning of November |
| **PURPOSE** | Event to interact with potentially incoming McMaster students. |
| **PROCEDURE** | Reps are assigned to half-day shifts at different locations on campus to interact with parents and students visiting McMaster. Walk prospective students and their families around campus, answer questions, and make their experience at McMaster as friendly and welcoming as possible. |
| **DIFFICULTIES** | Ensuring enough reps are present to help with event. |
| **PARTNERS** | SSC, MSU, WWAC, WWFC |
| **PROJECTED OUTREACH** | n/a |
| **BUDGET** | n/a |

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| **Name of Event/Project: Welcome Week** | |
| **DATE** | August 24 - August 31st |
| **PURPOSE** | Orientation and transition week to welcome all new first year students to McMaster University. |
| **PROCEDURE** | Week of programing (e.g. residence move-in, interfaculty events, Faculty Day, Faculty Night, etc.) |
| **DIFFICULTIES** | Ensuring we are reaching all first year science students living on- and off-campus. |
| **PARTNERS** | MSS, SSC, MSU, WWAC, FC |
| **PROJECTED OUTREACH** | ~1600 students |
| **BUDGET** | TBD |

**GOALS TO STRIVE FOR**

**5 things that you wish to have prepared for the beginning of September:**

1. To have successfully executed Welcome Week 2019
2. To begin to gather feedback for WW19

**5 things to be completed during the fall term (1st):**

1. To have involved Sciclones with MSS GA
2. To execute Candy Bashing for Halloween

**5 things to be completed during the winter term (2nd):**

1. **To have hired and transitioned the new WW20 Planners**

**TIMELINE**

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| **Month** | **Objective/Project/Event** | |
| January | * Executive applications - Jan * Executive interviews - Jan * Finalize executive team - Jan * Meet the Student Success Centre and begin working with them towards WW18 - Jan | |
| February | * General representative applications - Feb 8th * Meet with Exec team to discuss vision for year | |
| March | * Meet with Execs and run through general rep interviews * Conduct general rep interviews - March 15th - 16th * Finalize Sciclone team * Rep fees due at General Assembly * Sciclone General Assembly * Organize exec team into Committees | |
| April | * Exam loving for first year exams - April during exam season * Submit rep suit order form (have reps try on suits to determine sizing) * Planner retreat - April 30 * SSC mandatory training - April 7 | |
| May | * May at Mac - May 11 * First draft of events * Work on interfaculty events and grant forms * Finalize budget | |
| June | * Finalize swag items and start contacting swag companies * Finalize bandana company * Online modules open * Summer planner training - June 13 * Create Cells * New Sciclone Orientation day - Late June * Exec meeting (Check-in with committee progress) * Finish designs for rep jerseys, swag, bandanas, etc. | |
| July | * Order swag * EOHSS forms for all general and parallel programming * Exec meeting (check in to make sure all committees running smoothly) * Finalize rep t-shirt design | |
| August | * Alternative SSC April 7th training * Welcome Week begins on August 24 * Airbands music deadline * Rep online training due * SSC mandatory training - Aug 23 * Science Specific training - Aug 24 | |
| September | * Midterm loving for first year Science midterms * Post WW18 social * Post WW18 events | |
| October | * Candy Bash (first year classes) - October 29-31 * Planner applications * Planner interviews | |
| November | * Planner interviews * Planner acceptances * Transition new planners | |
| December | * Transition new planners * Exam loving for first year Science exams | |