

SPINWIP Counselor Expectations

Programmatic:

- You will lead a discussion section (90 minutes) every day during the 3-week program. You are expected to familiarize yourself with the learning materials beforehand, come to the section well prepared, and get clarification with the organizing team if you have any questions.
 - You are expected to review the physics and astronomy lecture (6-7 sessions total) slides/recording ahead of time to prepare for the sections that focus on these subject matters
- You are expected to answer the questions from your group of 8-10 participants in a timely manner.
- You will host a total of 1 or 2 office hours (1 hour each) over the course of 3 weeks.
- You are expected to upload problem set solutions, fill out attendance sheets, and send section reminders to your group of participants every day
- You are expected to attend counselor training sessions (~2.5 hours total) and debrief sessions (~3 hours total), and provide program- or curriculum-related feedback to the organizing team via surveys or meetings.

Logistics:

- In order to work with minors, you are required to:
 - Complete *Working with Minors at Stanford* and *Mandated Reporter Acknowledgement*, which is listed in STARS under Program Code WWM-PROG-2000.
 - Complete Live Scan: see [upcoming Live Scan events](#) on campus
 - You do NOT need to complete it again if you have already been Live Scanned at Stanford
 - Live Scan can be done off-campus or out of the state if necessary. You will be reimbursed for the Live Scan costs.
- You will need to notify your faculty advisor (if applicable) of your SPINWIP commitment.
- Counselor stipend (\$800) will be issued 4-6 weeks after the program ends. Your stipend is subject to deduction in situations including:
 - No-show or canceling section without notifying organizing committee
 - Showing up late to section
 - Dishonesty during communication
 - Other behaviors deemed inappropriate or unacceptable by the organizing committee

Code of Conduct:

- You are expected to show up on time to all the discussion sections and required training/debrief sessions. In case of unforeseen schedule conflicts or emergencies, please contact the organizing team as soon as possible (typically 48 hours in advance if situation allows) so we can find a substitute counselor and plan accordingly. If you are unsure what to do in any situation, please discuss that with the organizing team.

- You are expected to communicate with the organizing team and your group of participants in a timely, honest, and respectful manner.
- You will be responsible for the learning experience of your group of 8 participants. Please take time to get to know them before the program starts, check in on them if they keep missing sections (and also inform the organizing team if a student has missed 2 or more sections without advance notice). You will also be the one to nominate participants who will be issued a learning certificate based on their attendance/performance.