OFFICE OF
RESIDENTIAL
experience

Programming Menu

2022

This programming menu is meant to be a guide to help Caltech's RAs, leaders, and students navigate the academic year. The following educational and social activities are all designed to get students engaged. Please view this menu as a starting point or inspirational guide to other activities that you all may be interested in setting up or designing yourself. ORE is here to help you with logistics and anything else you may need.

ORE Event Calendar

The Office of Residential Experience (ORE) has established a monthly calendar of virtual events and activities for the entire Caltech community to participate in at their leisure. These events are already scheduled and will happen rain or virtual shine. This calendar is a starting point for getting involved within this new virtual community. ORE hopes that you join one or many of these events. You can find the calendar HERE or on the ORE webpage under Events. Please take a look and sign up for the activities that interest you.

FROSHupdate@Caltech

ORE sends a newsletter update to first-year undergraduate students with information about the events or programs that were designed specifically for them during the week ahead. The update comes out on Mondays and is intended to set the tone of the week. RAs and RLCs are included on this listserv so you all may keep an eye on first-year student activities.

ThisWeek@Caltech

ThisWeek@Caltech is a newsletter that is run by ORE and is distributed via email to the entire student body, both UG and Grad, on Monday mornings. This newsletter collects all the events and activities that are happening on campus for the upcoming week. All reminders about the above monthly calendar events will be included in this newsletter. If you are a Caltech Club or a student group who would like to advertise an event or activity please reach out to studentevents@caltech.edu. Please note that you must get your request in by the prior Wednesday of the week you would like to advertise your event.

Programming Opportunities

Below are program offerings from various campus departments. Information includes a description of each program and departmental contacts.

Diversity, Equity & Title IX Programming

Office	Program	Contact Person(s)
Caltech Center for Inclusion & Diversity (CCID) https://diversity.caltech.edu/	**Safe Zone & Safe Zone 2.0** Trainings help teach students, faculty, postdocs, and staff how to create safe spaces and act as allies for LGBTQ+ people and QTPOC (Queer, Trans People of Color).	Request a workshop from the CCID at: https://caltech.az1.qualtrics.com/jfe/form/SV_czKuOcVrtdvRON8
CCID	**Decoding Diversity** Decoding Diversity is an introductory workshop offered every quarter to the Caltech community. We believe that building an inclusive campus begins with sharing common definitions of subjective concepts and terms like diversity, inclusion, equity, microaggressions, unconscious bias privileged, and many others.	Request a workshop from the CCID at: https://caltech.az1.qualtrics.com/jfe/form/SV_czKuOcVrtdvRON8
Equity & Title IX https://titleix.caltech.edu/	**Creating Inclusive Communities:** Content will include tools for preventing negative culture and redirecting comments & behavior that can promote inequity, racism, sexism, or	Contact Billie Dawn Greenblatt at bgreenbl@caltech.edu

	discrimination based on other identities. Toolkit includes bystander intervention, positive norming and deconstructing myths and unconscious bias. (Training adapted depending on concerns identified by target audience).	
Equity & Title IX	**Dialogues** Work with the Equity and Title IX Office to pick 1) a topic and 2) a catalyst for discussion. The Office will be happy to support dialogue on a topic of your choosing after the group engages in an initial activity. Consider topics like: racial discrimination, gender-based discrimination, rape culture, healthy or unhealthy relationships, bystander intervention, difficult conversations, etc. and then choose from various catalysts for discussion that work for your group, such as a movie, article, book, video clip, etc	Contact Billie Dawn Greenblatt at bgreenbl@caltech.edu

Career Programming

Office	Program	Contact Person(s)
Career Advising and Experiential Learning (CAEL) https://career.caltech.edu/	**Networking for Introverts** Building a career network is key to succeeding within your	Contact James Berk at jberk@caltech.edu

	career. However, these skills do not come naturally to all personality types. We will discuss ways for introverts to network effectively, while remaining within their comfort areas.	
Career Advising and Experiential Learning (CAEL)	**LinkedIn Lab** LinkedIn hacks you need to know now to make the most of your LinkedIn profile. Do not miss this opportunity to learn tips and tricks so you can find the people and jobs you are seeking, and recruiters can also find you.	Contact James Berk at jberk@caltech.edu
Career Advising and Experiential Learning (CAEL)	**Fundamentals of Graduate School Applications** Come learn about the basics of writing your statement o f purpose. What can make yours stand out? Come find out!	Contact James Berk at jberk@caltech.edu

Additional program offerings listed at the end of this manual

Student Wellness Programming

Office	Program	Contact Person(s)
SWS - Counseling Center https://wellness.caltech.edu/counseling	**Caltech Connect Mental Health Training** If students express interest in Caltech Connect Training,	Contact Lee Coleman at colemanl@caltech.edu

	please encourage them to register and attend one of the trainings available for students this term. Info & Registration can be found here: https://caltechcares.caltech.edu/training/Caltech-Connect If a particular house or residence would like a custom session and can guarantee 10 or more attendees for the 2-hour program, please contact Lee Coleman directly.	
Occupational Therapy (OT) & Student Wellness Services (SWS)	**Professional Skills Exploration:** Counseling and Occupational Therapy Services regularly offer workshops on a wide variety of topics related to our students' emotional well-being. We are also pleased to offer a broad array of on-demand pre-recorded workshops that you can watch at your own pace. Our webpage, https://wellness.caltech.edu/resources/workshops-and-groups, will always contain the most up-to-date workshop offerings. Both our live and on-demand workshops are accessible by all currently enrolled students.	Contact Student Wellness Services for questions or concerns about archives.

Community Service Programming

Office	Program	Contact Person(s)
Caltech Y https://www.caltechy.org/	**Union Station Sack Lunch Volunteer Opportunity** Volunteers prepare sack lunches for Union Station shelter residents and community members in need. The Caltech Y can help coordinate supplies and delivery. A point person is required to host the event.	Contact caltechy@caltech.edu for more details and to schedule a date.

Other Programming

Office	Program	Contact Person(s)
Student Activities (SAP) https://ore.caltech.edu/student-activities-programs	**Situation Leadership and the Myers-Briggs Assessment** In this program you will receive a self-assessment tool that will help identify aspects of your current leadership in this program we will provide an introspective self-report questionnaire with the purpose of indicating different psychological preferences to better understand how people perceive the world and make decisions.	Contact Tom Mannion at mannion@caltech.edu

Social Programming:

ORE encourages groups of students to engage in planning their own fun and social team building and group activities.

If you would like to organize an educational or social program in your residential community or with a small group of friends – please contact ORE's events and activities team by emailing

studentevents@caltech.edu and we can help you coordinate, plan, and/or fund any social activity you can dream up.

Below is a list of suggestions or ideas for you to consider while you plan your next social activity.

- Escape Rooms – ORE has a few companies but has a working relationship with Escape Room LA on file and can help arrange.

- Team Jeopardy - Come play jeopardy!!! It's fun for individuals or teams. Using Factile, up to 50 people can play. This program uses a buzzer, sounds effects, etc. We write the questions and include Caltech specific questions. To plan for this, please plan on 4 people/teams minimum and coordinate with the SAP office one week in advance.

- Movies with Friends - Watch a movie with friends! We have the ability to show movies online with students using a Caltech login. Enjoy sports-themed movies like Field of Dreams, Bend it Like Beckham, Love and Basketball, Hoosiers, Rudy, etc. To plan for this, please plan on a 10 person minimum and coordinate with the SAP office two weeks in advance.

- Cooking Demonstration - Pick a theme (chocolate, a holiday, Italian, biscuits, rice, etc.) and we can send each participant a small box of ingredients to cook along with a demo. Share results and experiences in real time. To plan this, please have a minimum of 6 people and contact the SAP office at least 3 weeks in advance.

- Group Competition - Put together a competition across teams. Options include a virtual scavenger hunt (could be based on locations of SCIAC rivals), trivia, fitness challenge, virtual relay race or other. Grab the teams and let us know what works. Two weeks advance notice, please.

- Create your own - There are more options and ideas; be creative and let us know what you would like. We can fund programs for you – just complete this form.

- Additional Ideas:

    - Game nights with Jack Box Games or Trivia Hub. Create your own challenges or quizzes with Kahoot or Quizizz.

    - Internet scavenger hunts – ORE can help you design your own, connect you with a vendor, or provide you with an already used scavenger hunt.

    - Board game tournaments via mobile apps

    - Karaoke, Talent Shows, or Show & Tell via zoom or mobile app

    - E-Sports tournaments

    - TikTok competitions

Passive Programming

In this virtual world, we all can experience zoom fatigue and/or screen overload. ORE wanted to provide you with a few passive programming options and ideas so you can take that much needed screen break but still stay connected to your Caltech community.

Below are a few suggestions for you to consider:

- Shared playlists through Spotify, Apple Music, etc. – You can start a theme playlist, i.e. dance party, space travel, Disney, etc.
- Recipe shares – Favorite recipes of your Grandmother's, Italian, local favorites, your own creation, etc.
- Fitness Challenges
- Photo or Drawing scrapbooks or contests
- Book or Movie Clubs
- Starting a Discord, Slack, or other direct messaging service

If you didn't see something that interests you from any of the options above, please reach out to studentevents@caltech.edu and provide your ideas and suggestions. ORE can add them to the list above and help you organize your virtual activity.

Funding Resources

ORE wants everyone in the Caltech community to thrive, engage, make new friends, and have a wonderful year. We are committed to aiding our community to make these things happen. To do this, ORE aims to help fund student's virtual events, activities, or programs.

To apply for this funding, ORE will need 10 days of lead time to be able to respond, approve, and help organize your activity.

Please fill out this Form to start the application process.

Note that you will need the following information to complete the application form:

1. Full name of point-of-contact
2. Email of point-of-contact
3. Organization or club affiliation (if any)
4. Date of proposed event,

5. Detailed description of event
6. Estimated number of attendees
7. Estimated total cost
8. Amount of funding sought
9. If you have other sources of funding

Additional Program Offerings:

****Diversity, Equity & Title IX Programming****

Navigating your Virtual Neighborhood: Understanding Your Conflict and Management Styles
Description: Learn tools for better communication skills and navigating conflict. Each of these will help you meet new people and create fun, inclusive communities.
Contact: CCID - https://caltech.az1.qualtrics.com/jfe/form/SV_czKuOcVrtdvRON8

Crucial Conversations:
Description: Difficult conversations are an essential and inevitable part of any relationship. This training will help identify when and how to have those difficult, yet crucial, conversations while caring for emotions involved (both yours and the other person's), fostering relational growth and achieving the desired outcome.
Contact: Billie Dawn Greenblatt, bgreenbl@caltech.edu

Self-Care Session
Description: Take time to recharge with peers through a format that works best for the group. Choose from offerings like yoga, meditation, art therapy, movie nights, and more. All events will be supported and attended by Caltech's confidential campus advocate, ensuring a safe and inviting space.
Contact: Billie Dawn Greenblatt, bgreenbl@caltech.edu

****Career Programming****

Contact: CAEL Office - James Berk

Job Search

Resume Rescue

Learn how to create a resume that will make an impact and which format will work best for you. We will discuss how to write an impressive cover letter and a professional follow-up thank you note.

Networking for Introverts

Building a career network is key to succeeding within your career. However, these skills do not come naturally to all personality types. We will discuss ways for introverts to network effectively, while remaining within their comfort areas.

Projecting Confidence in Interviews

One of the components sought by employers and schools is confidence in your ability to succeed. Unfortunately, even when we feel most confident, there are small ways that our language and our bodies betray us. This workshop will focus on ways to address these issues and project an image of genuine confidence.

LinkedIn Lab

LinkedIn hacks you need to know now to make the most of your LinkedIn profile. Don't miss this opportunity to learn tips and tricks so that not only can you find the people and jobs you are seeking but that recruiters can also find you.

Transferable Skills and Strengths

How do you take your natural strengths and transferable skills from academic and extracurricular areas and communicate them effectively to employers? We'll discuss ways to find, communicate, and maximize these areas.

Making the Most of Virtual Internships

If you have secured an internship for this summer, join this workshop to learn about ways to make the most of your internship experience.

Career Fair

Career Fair Prep

This workshop will help you to know what to expect, things you can do to prepare and maximize your time and networking.

Preparing for Virtual Career Fairs

Come learn tips and strategies to make the most of the upcoming career fair. Material will cover appropriate dress, materials to bring, developing an effective introduction, resume tweaks, researching employers and more.

Career Fair Follow-up

You would be surprised at how few job-seekers actually take the time to follow-up their career fair interviews, thus when you do it, you will get an edge over the many others who do not. Writing thank you notes, online resume submission, contacting the recruiter via email and/or phone, tips for writing a cover letter (if asked to submit one online with a resume).

Grad School and Academia

Fundamentals of Graduate School Applications

Come learn about the basics of writing your statement o f purpose. What can make yours stand out? Come find out!

Resumes and Cover Letters for Graduate Students and Postdocs

Learn how to create a resume that will make an impact and which format will work best for you. We will also discuss how to write a cover letter. This workshop is geared towards graduate students and postdocs but open to all.

Academic Job Searches

Interested in learning more about the Academic Job Search process, and the materials you will need to gather for an application? Come to this workshop to learn more through presentations and activities.

Transitioning from a Career in Academia to Industry

Are you trying to decide between continuing in academia or leaving for industry? Already decided to leave but don't know what options are available? This workshop will look at possible career routes for someone leaving the academic track at Caltech, as well as focusing on things you can be doing to maximize your job search.

Medical School

Medical School Personal Statements

Come learn strategies to prepare your personal statement essays in ways that will be unique and meaningful. A representative from the writing center will also be involved in discussing proper writing techniques. This workshop is primarily geared towards current applicants for medical school programs, but is open to anyone who wants to participate.

Medical School Secondaries and Interviews

Before you begin your summer assignments, come talk about what to expect with secondary essays and early interviews for medical school.

Student Wellness Programming

Requesting Outreach from Counseling Services
To request an outreach workshop or event on a particular topic, visit https://wellness.caltech.edu/outreach to complete an outreach request. Please provide at least 2 weeks advance notice for outreach requests. Counseling center staff will be in touch following the submission and review of any requests.

Community Service Programming

Learn more about opportunities to get involved through the Caltech Y here: https://www.caltechy.org/student-opportunities