



# ABCs for successful RA program collab

## ASK EARLY (2+ WEEKS OUT)

- Especially if you're hoping a staff member will be present at your program, we need time to arrange schedules, especially as best programming times tend to be evenings and weekends (outside our typical staff hours).
- Completing the online form **at least two weeks out** also gives *everyone* time to talk through possibilities, plan logistics, prepare materials, and—*critically*—publicize!

## BE SPECIFIC

- Have some ideas of what specific diversity-related topics you want to engage, how, and when.
- Pick a single, specific inclusion-related concept or skill that your residents need. A list of seven topics is too much for any single event, however interesting and important.
- At the same time, "diversity" is too broad a topic, like "history" or "safety. (How would you present *everything* related to your major in a single, engaging program?) Your residents will need a little more focus; and so will we.
- Be realistic about what you, your staffmates and your residents will actually do, content and schedule-wise. If you won't commit 2 hours to a deep discussion of oppression, they certainly won't!
- What *specifically* about identity (or other issue) are residents struggling with or most excited about?

## COMPLETE OUR ONLINE FORM

<https://studentaffairs.du.edu/iee/workshops-consultation>

- Emailing staff or the office directly simply drops you into our busy inboxes; you'll get a slower response.
- We'll ask the same questions as on the form; so save everyone time online...
- The form will ask some questions from B above, so use the them as a guide even before submitting!



### Please don't:

- **Skip to C, without considering B.** The questions on the form expect you to have given some thought to the planning topics listed above. So will we and your supervisors.
- **Expect us to provide you with ready-to-present programs** (unless you book us to do a full workshop). We aren't a resource vending machine or ghost writer; we want to support your engaging your residents, not do it for you.
- **List us as a co-sponsor**, unless that's specifically part of our conversation and agreement. We're happy to support YOUR own program success. And adding us formally creates some extra institutional obligations you probably don't want or need...
- **Contact the wrong campus offices.** DEI (the all-campus Diversity, Equity & Inclusion) division and HR (Human Resources & Inclusive Community) focus on faculty and staff, not students. IEE/DU DialogUes is your best support; and we're happy to refer to other offices/experts if needed!

