**Unit Facilitator Roles & Responsibilities Checklist**

**Role**

* To facilitate the student group through one unit. This includes site visits, briefings, debriefings, lectures, lecture checkouts, discussion session, and other activities.

**Responsibilities**

**General**

* Meet with Ajaan Jen and P’Fac prior to your unit (usually on a Sunday or Monday)
* Coordinate and relay questions to Ajaans at the Faculty of PH for the student group
* Share logistics to the group throughout the week
* Get info to students who were not present at any of the week’s sessions
* Be flexible and adaptive to changes in the schedule
* Work closely with the P’facs, the RD, the Ajaans on planning
* Continually keep your group a group & make sure all information is shared with each member
* Have all materials prepped and ready to go at least 5 hours in advance
* Be role models within your group
* Be responsible for your presentation to your group and guiding them through the week

**Site Visits**

* Running the briefing of the site visit beforehand to prepare your student group (meeting with Ajaan Jen ahead of time for details and logistics)
* To discuss logistics
* To create goals and questions for the trip
* Share logistics with the group
  + Offer reminders-- like wearing nice clothes and bringing name tags and other related materials
  + Announce and remind them of schedule changes, if necessary
* Filling out the “Site Visit Reporting Form” and sending to Ajaan Supannee and Ajaan Jen within 24 hours of site visit.
* Printing out goals and questions generated in briefings for site visits for student group, translators, and Ajaans/P’Facs/Staff in attendance
* Actively engaging in the site visit exchanges and tours
* Reminding the student group to be on track and pay attention
* Move the student group closer to the translator and move along any group members that are lingering
* Communicate needs to staff members (i.e. bathroom and snack breaks)
* Make sure the student group is being respectful and acting appropriately
* Running the debrief after the site visit(s)
  + Have spaces for staff and Ajaans to give observations of site visits
  + Share information so the whole group is on the same page

**Lectures**

* Actively engaging in lecture
  + Taking notes regarding gaps between the readings and the lectures
  + Writing down ideas and questions that are not covered or answered
* Reminding the student group to be attentive and respectful
* Filling out the lecture reporting form after each lecture
* Send to Ajaan Supannee and Ajaan Jen within 24hrs of lecture
* This form will be discussed during a meeting with Ajaan Jen after the first lecture

and, then, on Friday at the “Discussion Session Prep” meeting with Ajaan Jen

* Meet with Ajaan Jen following the first lecture of your unit to go over the “Lecture Reporting Form”
* Hosting a check-out after each lecture to gain an understanding of gaps in the lecture and questions in the student group

\*\*These should assist in framing your discussion session\*\*\*

**Discussion Sessions**

(Planning)

* Meet with the P’facs and Ajaan Jen on the **Friday before the Discussion Session** to get on the same page and go over content related questions
* Come prepared to all meetings with the P’facs/Ajaan Jen
* Run-through of your session with the P’facs (usually) **on the Sunday (4-6PM)** before your discussion session to get facilitation help.
  + Run-throughs should include:
    - Goals for the Discussion Session
    - A detailed agenda for the Discussion Session
    - List of materials if needed
    - A strong grasp of the readings
* Let the P’Facs know if you need anything before 6pm on the night before your session

(The Session)

* Incorporate the lectures and readings to spark larger discussion in the session
* Incorporate site visits if they relate to the other content of the week
* Be inclusive and appreciative of all perspectives
* Have all details and transitions worked out

(The Evaluation)

* Evaluate the session with Ajaan Jen, P’Facs, and entire student group immediately after it is complete.

A Note on Evaluations

* Your peers will evaluate you in next week's program survey. You will also evaluate your fellow facilitators as well as the participation of your student group members. Staff will synthesize this information and send you an individual follow-up email in the days following your discussion session.