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XAVIER UNIVERSITY



1. The first step in the process of creating a new student orientation program is to determine the needs of the institution.

2. The second step is to develop a budget for the program. This should include all costs associated with the program, including personnel, materials, and facilities.

3. The third step is to develop a curriculum for the program. This should include all topics that will be covered during the orientation process.

4. The fourth step is to recruit and train staff for the program. This should include all personnel who will be involved in the orientation process, including faculty, staff, and students.

5. The fifth step is to implement the program. This should include all activities that will be conducted during the orientation process, including registration, orientation sessions, and social activities.

6. The sixth step is to evaluate the program. This should include all activities that will be conducted to assess the effectiveness of the program, including surveys, focus groups, and interviews.

7. The seventh step is to revise the program. This should include all activities that will be conducted to make improvements to the program, including revising the curriculum, recruiting and training staff, and implementing the program.

8. The eighth step is to disseminate information about the program. This should include all activities that will be conducted to promote the program, including advertising, public relations, and social media.

9. The ninth step is to monitor the program. This should include all activities that will be conducted to track the progress of the program, including data collection, analysis, and reporting.

10. The tenth step is to evaluate the program. This should include all activities that will be conducted to assess the overall effectiveness of the program, including surveys, focus groups, and interviews.



