

## Model UN Team Syllabus

### **Advisors:**

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### **Dear Team Members, Parents and/or Guardians:**

Thank you for your interest, enthusiasm and participation in the STA Model UN program. We are excited to kick off another successful season in Model UN, and we are equally excited to welcome new members to a fantastic team. For all new and returning members, we wanted to give you an overview of the opportunity and responsibility that comes with being an active member of STA Model UN. Please review the following syllabus *with your families*; it includes expectations and a calendar of proposed conferences and practices. The practice schedule may be adjusted from time to time, and the current conference plans are contingent on your interest, availability and commitment to putting in the time and effort to attend a conference—if you are in Model UN, your goal should be to attend a Conference (that is where the magic really happens).

### **Team Rules**

1. Treat every team member and advisor and our practice space with respect at all times
2. Attend practices as regularly as possible, and if you cannot attend, communicate with an advisor (Mr. O'Connell or Mr. Krieger)
3. If you commit to a conference, honor that commitment (we have to trust that you will follow-through)
4. During travel, we look out for one another, and take care of each other like a good family

### **What is Model UN?**

For new members and families, this is the first question. In short, High School Model UN is one of the largest and most established international high school organizations in existence. Every year, there are literally over a hundred conferences across the country as well as international conferences hosted by colleges, nonprofits and high schools. Some of these conferences—Harvard, Yale, University of Chicago to name a few—literally host thousands of students from North America and around the world. At these conferences, it is typical to see several delegations from India, Mexico, Canada, the UK, Australia, New Zealand and China among other countries. Here, you truly get to meet, compete and collaborate with some of the best and brightest students from around the world, making this a truly extraordinary opportunity.

At these conferences, delegates are assigned countries to represent in a committee, which are typically modeled after the General Assembly Committees of the United Nations. These assignments are typically assigned weeks if not months in advance, and delegates must do research on their country, draft a position

paper, and do their utmost to add value and represent their assignment to the best of their ability. While they participate in committees with often dozens to hundreds of other delegates, they are assessed by their assigned committee chairs (college-age moderators who typically represent the hosting College Model UN team). At the conclusion of a three day conference, these chairs nominate a handful of delegates from each committee to receive awards, the highest typically being “Best Delegate.” Last year, four of our team members received awards, including “Best Delegate.” While rewards are not the reason we do this, it is always an incentive for us to prepare to do our very best, and to represent ourselves and our school with honor.

To prepare well for a conference, a delegate needs to hone his public speaking skills, being willing to practice in front of an audience and master the HPA public speaking method. A conference delegate must also cultivate their collaboration and communication skills because so much of a committee is about being able to form blocs/alliances, and then to help lead a bloc/ alliance towards the development, presentation and passing of a resolution. The ideal delegate is one with the ability to speak confidently, network and build teams, write thoughtfully, solve problems creatively, and to lead others towards realizing their solutions. For a first time attendee, the goal is to get better at these skills, but for more seasoned delegates, the goal is to show that you have mastered these skills by being among the best in your committee.

### **Model UN Membership Fees**

All members of the team planning on attending conferences this year, are asked to contribute a \$100 membership fee via check payable to STAMUN. These fees should be dropped off in the Business Office. These fees help to pay for team events, materials, travel expenses and/or registration fees. If you are not traveling to conferences and just plan on attending practices, you are still encouraged, but not required to support our mission by donating this fee.

### **Expectations of a Conference Delegate**

The first thing you must do to be considered for a conference is to attend practice regularly, and to demonstrate trustworthiness and reliability. While conference slots and committee assignments will prioritize more experienced and skilled members, we want every delegate who is dedicated, reliable and trustworthy to have the opportunity to attend a conference.

If you are chosen to participate in a conference, it is important for you and your family to recognize that this is a true commitment. Once we receive word from you and your family that you are going to attend a conference, we book flights on your behalf, arrange hotel accommodations for you, and assign you to a conference committee. We are trusting that you will honor this commitment, and while we do try to assign alternates as much as possible just in case of an emergency, this is only an option in the rarest of emergencies. It is thus critical that you and your family understand that if you cancel at the last minute, and it is not because of a major personal or family emergency, you are not only letting the team down (the equivalent of not showing up for your playoff game), you and your family are still responsible for all travel fees.

### **Conference Fees/Payment/Financial Aid**

These conference fees will be detailed along with a mailed payment invoice and a final payment deadline. All fees must be paid prior to the delegate's departure date, or the delegate will not be allowed to participate.

In regards to these fees, we encourage all families who might need financial aid or payment accommodations to contact our Business Office Director, Pam Kunkel. Her email is [pkunkel@cadets.com](mailto:pkunkel@cadets.com). Again, we encourage families to pursue financial aid if needed. In the past, we have done great work to ensure that these trips are affordable for all of our families.

### **Travel Arrangements**

As for conference travel planning and accommodations, these are handled through a collaboration between the advisors, our school business office, and a reputable travel agency that is well connected to our school community and has served us well for many years. To keep it simple, travel plans, tickets, hotels and any ground transportation are handled exclusively by STA and our agency. We travel to the event together, take care of each other during the Conference, and travel home as a team. This is part of what makes these trips so special. It is a team-building and team-bonding experience like no other.

### **Travel Cancellations**

In the event that a trip is canceled due to unforeseen circumstances, all registration, hotel and ground transportation related fees will be refunded. As for airline tickets, we typically fly Delta, and Delta issues travel vouchers (not refunds) in the case of a canceled event. These vouchers can be redeemed for future airline travel.

### **Conferences and Behavioral Expectations**

This year, we are scheduled to attend the Yale Conference in January (18–21), the University of Chicago Conference in February (8-11), and the Toronto Model UN Conference in late March (21-24). Experienced delegates should strive to attend 2-3 conferences and are expected to attend at least one conference. When we travel together, it is imperative that we represent ourselves and our school well, and that we are gentlemen. It is imperative that we always travel in groups and that we attend all daily meetings, check-ins, and committees on time. While 99% of all STA delegates have upheld these standards and behaved like true gentlemen, I have had to dismiss past members of the team for conduct detrimental to our program and school. On trips, it is important to remember that school rules and etiquette still apply, and that a pattern of bad behavior on a trip may result in dismissal from the team and school disciplinary consequences as well. Again, we must always be gentlemen.

### **Practice Routines**

Practices are always held on Wednesday nights, typically from 6:30 pm to 8:00 pm (I will announce any timing adjustments). Very occasionally and periodically, we will hold brief meetings during an open advisory period. For those of you who are new to Model UN, one of the first things you will notice is that our practices are dynamic, and we practice a lot of public speaking. While we do not expect new members to be experts at public speaking, we do expect that they are willing to practice the methods taught, and to be willing to develop their confidence and craft. In addition, we practice Parliamentary Procedure and Etiquette (Model UN uses the British Parliamentary Procedure), paper and resolution paper writing, and strategic committee communication. Since we only meet twice a month on average, it is critical that you

attend practice regularly to hone the skills you will need for conferences. Repeatedly missing practices-especially if you do not communicate–can lead to being removed from a conference delegation.

**Practice Calendar/Conference Dates (practices subject to change)**

<b>Event</b>	<b>Date</b>	<b>Agenda</b>
Practice 1	9/20/2023	Model UN Kickoff and Simulation 1
Practice 2	10/4/2023	<ol style="list-style-type: none"> <li>1. Conference Attendance Forms Due</li> <li>2. Finish Simulation 1–Presentations and Votes</li> </ol>
Practice 3	10/25/2023	General Assembly Simulation and Skill Stations
Practice 4	11/1/2023	Finish General Assembly Simulation and Position Paper Draft
Practice 5	11/15/2023	General Assembly Simulation #2–Yale Committee Prep
Practice 6	11/29/2023	General Assembly Simulation #2–Yale Committee Prep
Practice 7	12/13/2023	Simulation #3–Yale/University of Chicago Committee Prep
<b><u>Yale Fees Due</u></b>	1/5/2024	All Yale fees due to Business Office attn: Mrs. Kunkel/Mrs. Kilen
Practice 8	1/10/2024	<ul style="list-style-type: none"> <li>• Final Yale Prep/University of Chicago Committee Prep</li> <li>• Yale attendees will contact teachers to notify them of upcoming absence and to make homework/make-up arrangements</li> </ul>
<b><i>Yale Model UN Conference</i></b>	1/18/24–1/21/24	Meet bright and early at MSP Airport on Thursday morning
Practice 9	1/24/2024	Yale Debrief/Final University of Chicago Committee Prep

<b><u>Chicago Fees due</u></b>	1/26/2024	All payments for University of Chicago Model UN Conference are due to Business Office (Attn: Mrs. Kunkel or Mrs. Kilen)
<b><i>University of Chicago Model UN Conference</i></b>	2/8/24–2/11/24	Meet bright and early at MSP Airport on Thursday morning
Practice 10	2/28/2024	UCMUN Debrief/Toronto Conference Prep
Practice 11	3/6/2024	Toronto Conference Prep
<b><u>Toronto Fees due</u></b>	3/8/2024	All payments for Toronto Model UN Conference are due to Business Office (Attn: Mrs. Kunkel or Mrs. Kilen)
<b><i>Toronto Model UN Conference</i></b>	3/21/24–3/24/24	Meet bright and early at MSP Airport on Thursday morning
Practice 12	4/3/2024	Final Meeting/Awards Ceremony

**Delegate-Parent Agreement Form**

**Instructions: After reviewing the syllabus, please sign and return this document no later than Monday, October 2nd, 2023.**

I, \_\_\_\_\_ (print full name) have reviewed this document with my family, and we understand the club, travel, and conference rules and expectations. By signing our names, we agree to abide by all rules, guidelines and expectations.

**Delegate Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_