

RESOURCE GUIDE

New Faculty Orientation for Adjunct Faculty 2017-2018

STETSON UNIVERSITY
BROWN
CENTER
FOR FACULTY INNOVATION
AND EXCELLENCE



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blog.stetson.edu/faculty-engagement



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STETSON UNIVERSITY BROWN CENTER

FOR FACULTY INNOVATION AND EXCELLENCE

Dear New Faculty,

It is an honor to welcome you to Stetson on behalf of the Stetson Community and Brown Center for Faculty Innovation and Excellence. It is my sincere hope that you will find your place at Stetson as a meaningful contributor to your discipline and the larger society. Stetson has a long tradition of excellence in education and you are now a part of that tradition.

As you begin – or continue – your journey as faculty, please consider the Brown Center as a resource for every phase of your career. Throughout this first year, the center will offer a series of workshops and mentoring opportunities designed to help you find your place. If you don't see what you need offered, please let us know. I also encourage you to follow the faculty blog, and reach out to us on social media. The blog is an excellent way to keep apprised of upcoming workshops, conferences, grant opportunities and much more. Some of the programs available to you include:

Faculty Excellence Seminar Series (FacEx)

A series of workshops and seminars that support faculty work. Topics include sessions on the Faculty Annual Report, preparing for tenure and promotion, time management, teaching pedagogy, advising students – to name a few.

Annual Teaching & Learning Colloquium

There's something for everyone at the annual Colloquium on Teaching and Learning Innovation. Each spring, the Brown Center hosts colleagues from across the nation for a celebration of learning excellence. We invite you to consider submitting a poster or interactive session in 2017 to share teaching and learning innovations, gains you have made in any area of learning, present new ideas, and more.

Brown Innovation Fellows

Fellows participate as a cohort in a year-long institute from September to April. Faculty fellows hone their teaching skills in ways that promote integrative student learning in an atmosphere of continuous improvement. A call for participation will be circulated in early September.

Faculty Learning Community Day

On the Friday before the start of the spring semester, all faculty participate in a day of reflection and discussion with colleagues about big issues that impact our University mission and learning community. Faculty learning communities are intended to create connections, establish networks, foster multidisciplinary conversation, and bring together our community around issues peculiar to our work in higher education.

Teaching Circles & Squares

Do you have a big idea around learning that advances student learning? Apply for a small grant, then gather with other faculty and/or staff colleagues over the course of the year to study, examine, learn, share and disseminate. These rich professional networks open new opportunities and resources to faculty.

Teaching Consultations

Thinking about a course re-design? Is there something in your course that just isn't working? Just need to bounce an idea? The Brown Center offers individualized teaching consultations tailored to your course.

I hope you will take advantage of these or the many other resources offered by the Brown Center!



Julia Metzker,

Executive Director, Brown Center for Faculty Innovation and Excellence

browncenter@stetson.edu | 386.822.7930

STETSON UNIVERSITY

Mission and Values

Our mission at Stetson University is to provide an excellent education in a creative community where learning and values meet, and to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world.

At Stetson, the art of teaching is practiced through programs solidly grounded in a tradition of liberal learning that stimulates critical thinking, imaginative inquiry, creative expression, and lively intellectual debate. The art of learning is enhanced through small interactive classes, close student-faculty alliances, and collaborative approaches that provide the foundation for rewarding careers and advanced study in selective graduate and professional programs. We embrace diverse methodologies to foster effective communication, information and technological literacy, and aesthetic appreciation. We encourage the development of informed convictions, independent judgment, and lifelong commitments to learning that are characteristic features of the enlightened citizen. In bringing together learning and values, the University encourages all of its members to demonstrate personal integrity; to develop an appreciation for the spiritual dimension of life; to embrace leadership in an increasingly complex, interdependent, and technological world; and to commit to active forms of social responsibility.

VALUES

Stetson values the development of the whole person committed to engaging and building lifelong connections with the larger world through Personal Growth, Intellectual Development, and Global Citizenship. To that end, the University fosters policies, practices, and modes of inquiry to support and explore these values areas.

Personal Growth

Personal Growth encompasses the understanding that no single formula defines the journey to personal success, but that passion, the drive to increase self-knowledge, and the quest for balance are important tools in this process. Intercultural competence, religious and spiritual exploration, self-awareness, and wellness are components of personal growth.

Intellectual Development

Intellectual Development is a commitment from the University and from students to achieve excellence in academics, to foster the spirit of exploration that drives an engaged and active mind, to cultivate rigorous methods of academic inquiry, to model and support absolute integrity, and to value creativity and professionalism.

Global Citizenship

Global Citizenship is an important part of Stetson's mission to prepare students to be informed, active, and engaged citizens of both local communities and the world. Global citizenship includes University and individual commitments to community engagement, diversity and inclusion, environmental responsibility, and social justice.

Excerpted from the Stetson University Catalog.

STETSON UNIVERSITY

Adjunct Faculty Orientation

2017 Schedule

THURSDAY, AUGUST 17

8:00 AM – 10:00 AM LIBRARY TOUR & PHOTOS

duPont-Ball Library (First Floor)

8:00 – 9:30 Continental Breakfast

Group I

8:30 – 9:15 Library Tour

9:15 – 10:00 Professional Headshot

Group II

8:30 – 9:15 Professional Headshot

9:15 – 10:00 Library Tour

10:00 AM – 12:00 PM ORIENTATION

Lynn Business Center 123

10:00 – 10:15 Welcome and Introductory Remarks

Noel Painter, Executive Vice President and Provost

Rosalie Richards, Associate Provost for Faculty Development

10:15 – 10:45 Teaching at Stetson: Nuts & Bolts

10:45 – 11:45 Student Success: Interactive Case Studies for New Faculty

11:45 – 12:00 Q&A

12:00 PM – 2:00 PM RESOURCES & SUPPORT (OPTIONAL)

12:00 pm – 2:00 pm Faculty Resource Fair and New Faculty Mixer

Lynn Business Center Lobby

12:00 pm – 2:00 pm Drop-in Blackboard Training

Lynn Business Center Room 319

August 18th, 4:00 PM – 6:00 PM: Annual Welcome Back Reception at duPont Ball Library

STETSON UNIVERSITY

Fourth Annual Faculty Resource Fair

Thursday, August 17 2017 12:00 PM – 2:00 PM

Lynn Business Center Lobby

Stetson Faculty United – AAUP	Rajni Shankar-Brown
Academic Success	Aaron Distler, Matt Musser, Winona Squares, Christina Chamberlain
ALANA'IA	Rajni Shankar-Brown
Athletics	Pegjohngy Moses & Sharniece Supal
Brown Center for Faculty Innovation and Excellence	Julia Metzker & Lynn Monahan
Career and Professional Development	Elizabeth Boggs & Tim Stiles
Center for Community Engagement	Kevin Winchell & Savannah-Jane Griffin
Chartwell's Dining Services	Jim Crowl
Community Standards, Title IX and Dean of Students	Lynn Schoenberg, Debbie Tate, Jess Varga, Cathy Downes
Counseling Center	Natasha Ramnauth
duPont-Ball Library	Molly Brown, Jennifer Corbin, Tony Ganus
Gillespie Museum	Karen Cole
Grants, Sponsored Research & Strategic Initiatives	Carol Buckels, Sidney Johnston, Kathy Lanthorne
Green, White & YOU/Office of Development and Alumni Relations	Rebecca Thomas & Robin Kazmarek
Health Services	Cathy Rinehart & Cat Alvarez
Honor System Council	Kathryn Renae Metcalf, John Banks & Kimberly Sutherland
Housing & Residential Life	Larry Correll-Hughes & Jessica Day
Journalism Program & Student Media	Andy Dehnart & Kait Forsythe
LEAD	Lizzie Dement & Heather Cohen
Office of Alumni and Parent Engagement	Robin Kazmarek and Patty Guevara
People Helping People	Kate Pearce & Jane Bradford
Public Safety	Dee Carpenter, Beth Eaton & Lieutenant Ray Almodovar
Religious and Spiritual Life	Rev. Willie Barnes, Rev. Christy Correll-Hughes, Lindsey Graves, Rev. Morris Sullivan
University Marketing	Cory Lancaster, Michael Candelaria, Gerri Bauer
Wellness & Recreation	Colleen Vanderlip
WORLD: Rinker Center for International Learning	Paula Hentz
Writing Center/Writing Program	Megan O'Neill & Leigh Ann Dunning

STETSON UNIVERSITY

Will this count toward my major???

General Education Primer

At Stetson University, all undergraduate programs share a core set of expectations for liberal learning. These expectations do not correspond exactly to a set of courses. Instead, they are a set of educational outcomes that we believe are essential for you to embark upon a career or post-graduate study in today's world. This is achieved gradually as you advance through the University curriculum.

FOUNDATIONS

- (1) Writing
- (2) First Year Seminar
- (3) Quantitative Reasoning (Q)

KNOWLEDGE OF HUMAN CULTURES AND THE NATURAL WORLD

These courses enhance students' understanding of the world, encourage them to become more reflective about their own and others' beliefs and develop their capacities for aesthetic responsiveness and various forms of inquiry into human societies, systems, and the natural world. The College of Arts and Sciences, the School of Business Administration and the School of Music require a selection of courses from among the key areas of knowledge.

Creative Arts (A)

Culture and Belief (B)

Historical Inquiry (H)

Individuals, Societies, and Social Systems (S)

Modern Languages (L)

The Physical and Natural World (P)

PERSONAL AND SOCIAL RESPONSIBILITY

These courses help students gain a greater sense of responsibility and develop their capacities for reflection and action as regards what they say, do, and believe in their personal, professional, and public lives. In most cases, students will take two courses from the areas described below, one of which will be a Junior Seminar.

Environmental Responsibility (R)

Ethical or Spiritual Inquiry (E)

Health and Wellness (W)

Human Diversity (D)

Social Justice (J)

JUNIOR SEMINARS

These courses invite students to consider complex questions that foster the development of personal or social responsibility by working within a discipline but incorporating perspectives outside that discipline. Junior Seminars advance students' abilities in critical analysis, coherent reasoning, effective expression, and integrative learning. They are writing intensive and discussion-based. Every Junior Seminar is open to students in all majors, whether within or outside of the discipline in which it is being taught. The only prerequisite is junior status. Junior Seminars may not be taken pass/fail.

CULTURAL EVENTS & CAMPUS ENGAGEMENT

Students will join Stetson's intellectual and creative life outside the classroom by attending a number of designated events such as performances, lectures by distinguished visitors, plays, art shows, and films.

STETSON UNIVERSITY

Academic Advising

Academic Advising empowers students to tell the academic component of their Stetson story, by finding out where they have been, where they want to go and the best way to get there. By providing each student with a personalized advising experience, students will be able to explore the class options available to them and maximize their learning experience here at Stetson.

Our mission in Academic Advising is to lead students to think critically about what they want to learn and empower them to use Stetson University's curriculum and high impact practices to design a unique learning experience. It is our hope that in this process, students will explore their personal narrative and tell their story! We aim to ensure that when students leave Stetson, the story they are telling is meaningful. Every student is different, every story is different. Our task is to help students create the academic chapter of a lifetime.

Academic Advising encompasses a comprehensive support network of faculty advisors, professional staff, peer leaders and other administrative staff. The central mission is to empower students with the necessary information, resources and support to explore a full range of opportunities for academic achievement and personal fulfillment and the realization of their highest potential. The program's hallmarks include personalized faculty advising and mentoring, a supplementary Advising Center, advanced degree audit technology, and a peer leader support team.

FACULTY ADVISING

With an emphasis on personalized instruction and support, faculty mentoring is at the core of academic advising. All students are assigned a "primary advisor" who works individually with them to provide guidance in a number of areas including course selection, major requirements, progress toward degree completion, post-graduation planning, etc. Students who have declared a major are assigned a primary advisor within that field; while those who have yet to declare are matched with a specially-designated "Discovery Advisor."

INCOMING STUDENT & SUPPLEMENTAL ADVISING

Conveniently located in the Hollis Family Student Success Center, Academic Advising offers supplemental advising support to students. With a focus on Discovery advising, staff work individually with students to provide guidance regarding major selection, general education requirements, academic policies and procedures, and student success resources. While visiting Advising, students also have the opportunity to consult with Academic Success staff and take advantage of the many helpful resources available in our shared office.

STUDENT APPOINTMENTS

Students can schedule advising appointments through the Stetson Student Success Collaborative available in the Student Life tab on my.stetson.edu. For any questions on this process, please contact Academic Advising at academic.advising@stetson.edu or (386) 822-7345.

DEGREE AUDIT SOFTWARE

Degree Audit is a web-based tool empowering students with the ability to monitor their progress toward degree completion, view 'what if' scenarios for possible changes to a major/minor, and calculate hypothetical GPA outcomes.

For more information regarding Degree Audit and video tutorials please visit the Degree Audit Training website: <https://www.stetson.edu/other/training/information-technology/degree-audit/>

STETSON UNIVERSITY

2017 – 2018 Academic Calendar	Fall 2017	Spring 2018
Residence Halls Open (New Students)	August 19	January 11
New Student Orientation Begins	August 19	January 12-13
Residence Halls Open (All Students)	August 20	January 14
Martin Luther King Day (No Classes)		January 15
Start of FSEM Classes	August 20	
University Convocation	August 23	
Classes Begin	August 24	January 16
Last Day to ADD a full term course	August 30	January 23
Last Day to DROP a full term course without financial penalty	August 30	January 23
Labor Day (No Classes)	September 4	
Roster Verification Due (Faculty)		January 23
Census Date	September 11	January 29
Values Day- No undergraduate classes	September 26	
Fall Break	October 2-3	
Mid-term Grades Due by 10am	October 11	February 26
Spring Holidays (No Classes)		March 5-9
Last Day to DROP a full-term course without Academic Penalty	October 18	March 16
Last Day to select pass/fail option on full term courses	October 18	March 16
Last Day to withdraw from all courses with W grades	October 18	March 16
Academic Advising Begins	October 23	March 26
Registration Begins	October 30	April 2
Last Day to Withdraw from all courses with WP/WF grades	November 20	April 9
End of FSEM Classes	November 21	
Thanksgiving Holiday (No Classes)	November 22-24	
Good Friday Holiday (No Classes)		March 30
Stetson Showcase- No UG Classes		April 17
Classes End	December 8	May 2
Study Day/Make Up Day(s)	December 9 & 11	May 3
Final Examinations	December 12-15	May 4-5 & May 7-8
Final Grades Due for Graduating Students at 10am		May 9
Residence Halls Close at 12pm	December 16	May 9
Baccalaureate		May 11
Commencement Ceremony		May 12
Final Grades Due at 10am	December 19	May 14
Degree Conferral Date (no ceremony)	December 21	

STETSON UNIVERSITY

University Governance

FACULTY MEETINGS

The University Faculty meets on a regular basis, at least twice a year. The President, Provost, or designee presides at all meetings of the University Faculty, and meetings may be called by the President or Provost, by resolution of the University Faculty, or by resolution of the Faculty Senate. By petition or resolution, the University Faculty and/or the Faculty Senate may have items placed on the agenda for full discussion and vote.

2017-2018 Academic Year

Date	Time	Location*
Friday September 8, 2017	12:00 PM	TBD
Friday October 6, 2017	12:00 PM	TBD
Friday November 17, 2017	12:00 PM	TBD
Friday December 8, 2017	12:00 PM	TBD
Friday January 19, 2018	12:00 PM	TBD
Friday February 23, 2018	12:00 PM	TBD
Friday March 16, 2018	12:00 PM	TBD
Friday April 20, 2018	12:00 PM	TBD

www.stetson.edu/administration/provost/governance

FACULTY SENATE

The Faculty Senate is the organization that represents the University faculty on the DeLand and Celebration campuses. Membership includes nineteen faculty senators and one retired faculty advisor elected as faculty representatives from the College of Arts and Sciences, duPont-Ball Library, School of Business Administration, and School of Music. The Faculty Senate is governed by the Bylaws of the Faculty Senate and its policies, procedures, and committees and was established to:

- (1) Represent the faculty in all matters of University-wide policy and programs;
- (1) Serve as a channel of communication for faculty in its relations with the administration and student body; and
- (2) Speak for the faculty in matters pertaining to faculty standards and welfare, professional ethics, public relations, academic standards, admissions, graduation requirements, etc.

STETSON UNIVERSITY

ALANA-IA Faculty Caucus

The ALANA-IA Caucus is composed of faculty members seeking to raise awareness of the concerns faced by the culturally-diverse members of the Stetson community, and willing to work together to find solutions that make Stetson University more significant and more inclusive.

ALANA is an acronym for historically marginalized and under-represented racial/ethnic groups in U.S. history:

- **A:** African
- **L:** Latino/a
- **A:** Asian
- **N:** Native
- **A:** -American

Today, the term ALANA can be broadened to include other cultural groups, including people of international origin, hence:

- **I:** International Faculty
- **A:** Allies

Any faculty member with a passion to challenge social inequality, promote justice, and help make Stetson University a great place to be for all of us is welcome to join the ALANA-IA Caucus! For more information, please contact Dr. Rajni Shankar-Brown (rshankar@stetson.edu).

AAUP - Stetson Faculty United

Stetson Faculty United (SFU) is a chapter of the national American Association of University Professors (AAUP). Any member of the Stetson Faculty (tenured, tenure-track, or on year-to-year contract) may join our chapter by contacting any member of the Executive Committee. AAUP was founded in 1915 and the mission of the AAUP is: *to advance academic freedom and shared governance; to define fundamental professional values and standards for higher education; to promote the economic security of faculty, academic professionals, graduate students, post-doctoral fellows, and all those engaged in teaching and research in higher education; to help the higher education community organize to make our goals a reality; and to ensure higher education's contribution to the common good.* (www.aaup.org) For more information, please contact:

President: Dr. Rajni Shankar-Brown

Vice-President: Dr. Jan Kindred

Secretary: Dr. Bill Nysten

Treasurer: Dr. Ana Servigna

Sergeant-at-Arms: Dr. James Mallett

Advisors: Dr. Patrick Coggins & Dr. Joel Davis

STETSON UNIVERSITY

Useful Resources at Stetson University

Academic Affairs/Provost Office

ext. 7010

www.stetson.edu/provost

Admissions

ext. 7100

www.stetson.edu/admissions

Academic Advising

ext. 7345

www.stetson.edu/academic-advising

Academic Success

ext. 7345

www.stetson.edu/academic-success

Bookstore

ext. 7160

www.stetson.edu/bookstore

Career and Professional Development

ext. 7315

www.stetson.edu/career

The Catalog

www.stetson.edu/catalog

Center for Student Success

ext. 7345

www.stetson.edu/student-success

Hub in the CUB – an informational helpdesk

ext. 7776

www.stetson.edu/student-success/hub-in-the-cub.php

College of Arts & Sciences

ext. 7515

www.stetson.edu/artsci

Counseling Center

ext. 8900

www.stetson.edu/counseling-center

Dean of Students – Lynn Schoenberg

ext. 7730

lschoenb@stetson.edu

The duPont-Ball Library

ext. 7183

www.stetson.edu/library

Facilities Management

ext. 8810 /after hours, call Public Safety on ext. 7300

www.stetson.edu/facilities

Green Pages – Stetson's online directory

available through "my Stetson pages"

<http://my.stetson.edu>

Honor System

www.stetson.edu/honor-system

Information Technology (IT) Help Desk

ext. 7217

helpdesk@stetson.edu

Office of Instructional Design

ext. 7182

www.stetson.edu/learning-technologies

Post office (on campus)

Located in the Bookstore in the CUB

ext. 8826

www.stetson.edu/post-office

Print Shop

ext. 8160

www.stetson.edu/print-shop

Public Safety

ext. 7300

www.stetson.edu/public-safety

Registrar

ext. 7140

www.stetson.edu/registrar

Housing and Residential Life

ext. 7201

www.stetson.edu/housing

School of Business Administration

ext. 7409

www.stetson.edu/business

School of Music

ext. 8950

www.stetson.edu/music

Stetson One Stop

(Bursar-Student Financial Planning – Dining Services – Registrar)

Located in the Rinker Welcome Center

www.stetson.edu/one-stop

Student Health Services

ext. 8150

www.stetson.edu/health-service

Student Success Collaborative

www.stetson.edu/ssc

The Writing Center

ext. 7717

www.stetson.edu/writing-center

The Writing Program

ext. 7722

www.stetson.edu/writing-program

NOTES:

This image shows a full page of a handwriting practice worksheet. It consists of multiple sets of three horizontal dashed lines, providing a guide for letter height and placement. The lines are evenly spaced across the entire page, leaving ample room for practicing various letters and words. There is no text or other markings on the page.

STUDENT SERVICES

STETSON UNIVERSITY
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Our Stetson Hatters...

Achieve success after college

89% of 2016 graduates were in grad school or career six months after graduating

Pay attention to their academics

1,258 students (40% of general student population), 50% of first-year class, and 50% of student athletes used the Success Center this past year!

Care about their wellness

They participate in 19 Club Sports from Akido to Volleyball... Our Hollis Center had over 61,000 visits this past year!

Are leaders

We estimate that over 35% of students participated in one or more leadership development programs this past year!

Engage with their community

Hatters engaged in over 132,000 hours of community service this past year (an average of 42 per student)!

Get involved on campus

More than 1,700 students held membership in at least one of our 140 student organizations last year!



Leadership Programs

Lead Week
ULead Fair
Bonner Program
Emerging Leaders
Alternative Breaks
Top Hatter Awards
Leadership Summit
Omicron Delta Kappa
Executive Roundtables
Environmental Values Fellows
Unified Leadership Application
First Year Leadership Experience
Social Justice Leadership Retreat

Multicultural Student Council

Hillel
UNIDOS
Kaleidoscope
O Clube do Portugues
African Student Alliance
Black Student Association
Student Homeless Coalition
Muslim Student Association
Caribbean Student Association
National Organization for Women
Asian Pacific American Coalition
Students Educating & Advocating for Disabilities
Stetson Organization for Native American Revitalization

Example Clubs and Orgs

Russian Club
Stetson Votes
Phi Eta Sigma
Beekeeping Club
Mock Trial Team
Philosophy Club
Stetson Democrats
Circle K International
Sport Business Association
Stetson Young Republicans
American Civil Liberties Union
Stetson Entrepreneurial Group
Fellowship of Christian Athletes

stetson.edu/lead

stetson.edu/MSC

stetson.edu/vibrancy

CLaSS is always in session!

We support and challenge students towards success and significance, and provide great resources for faculty as well!

Academic Success

Providing academic advising support, content-based tutoring, success coaching (academic skill building), guidance on ADA, and resources to help make classes more inclusive and accessible to all of our students.

Health Service

Offering checkups, medications, and more to students, faculty and staff.

Dining Services

Offering discounted faculty and staff meal plans.

Community Standards

Counseling Center

Providing consultation on student mental health and resilience. Refer students for mental health counseling.

Student Development and Campus Vibrancy

Offers "DevelopED" educational programs for faculty who would prefer not to cancel class through its office of Leadership Development.

Career and Professional Development

Hosting networking events, assisting to create pathways to grad/professional programs, supporting faculty with internships (and provide great resources to faculty as well).

Center for Community Engagement

Collaborating with faculty to add community-based components to courses and research; Development of Certificate of Community Engagement

Chaplains

Religious and Spiritual Life

Public Safety

Wellness and Recreation

Helping you work towards your personal wellness goals through active participation in our programs, services, and facilities.

Diversity and Inclusion

Title IX

Housing and Residential Life

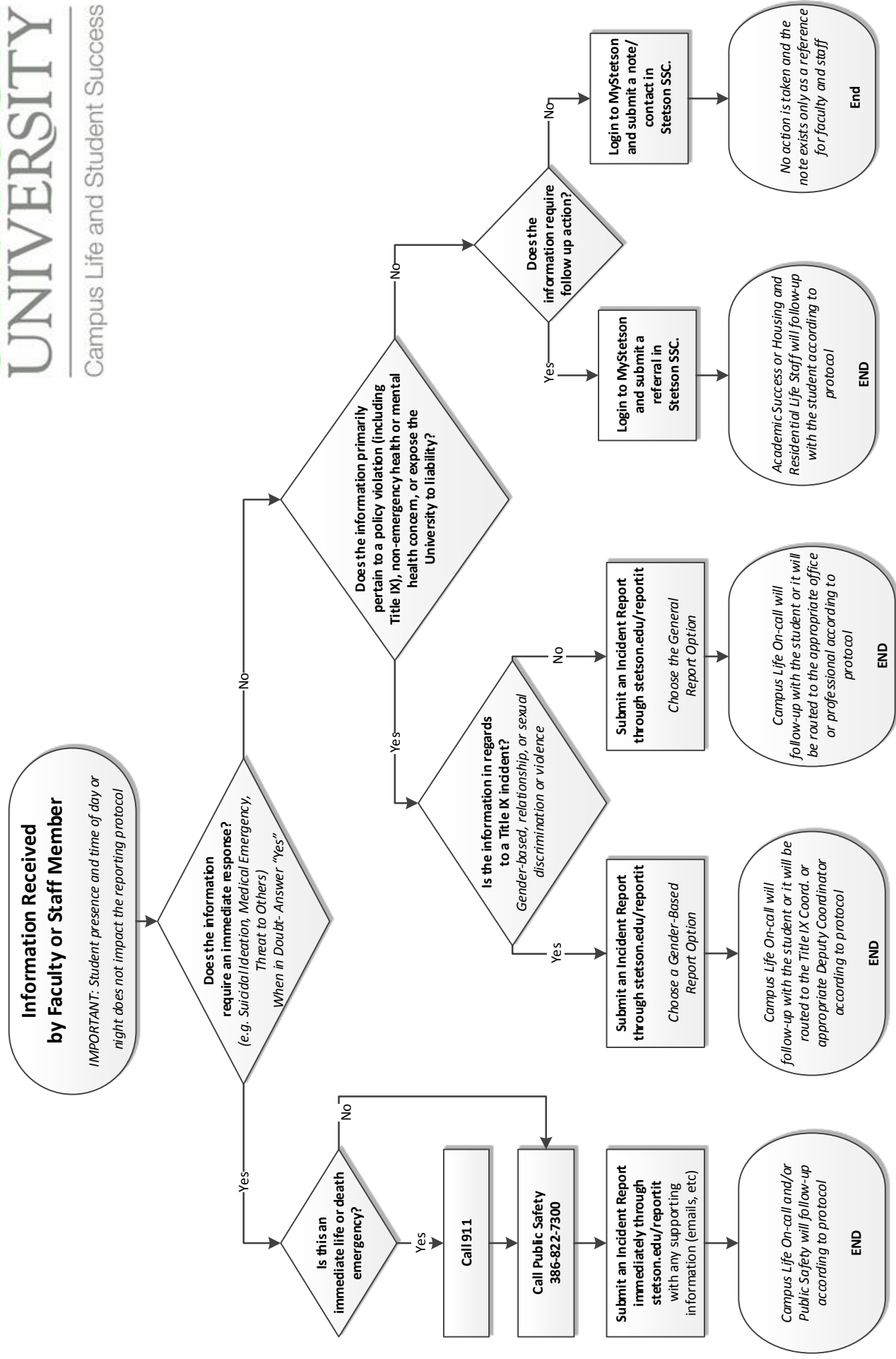
Partnering with Faculty to provide engaging living and learning experiences.

CLaSS
Campus Life and Student Success

.....
www.stetson.edu/campus-life

hubinthecub@stetson.edu | 386-822-7776

How to Report Student Concerns



Note: Incident Reports are automatically emailed to the Dean of Students, VP and AVP of ClaSS, professionals serving in the ClaSS and Counseling On-Call systems, leadership of Public Safety, and Students of Concern team. Gender-Based Incident Reports are automatically emailed only to the Title IX Coordinator and Deputy Coordinator, Dean of Students, VP & AVP of ClaSS, Director of Public Safety, and Director of Counseling Center.



Top 5 things to know about Student Success Collaborative (SSC)



SSC promotes student success and provides faculty and staff with valuable information and features to support their work to increase student retention and persistence to graduation.



Refer

Report non-emergency academic, housing, financial, social and health concerns about a student. Then monitor the follow-up completed by the appropriate university resource.

If you need to report an emergency, please call Public Safety (386.822.7300) or fill out a report at www.stetson.edu/reportit

Schedule



SSC syncs with your Outlook calendar. You can set availability so students can schedule meetings with you in SSC avoiding back and forth emails to set up a date and time to meet. Great for scheduling advising week meetings!



Review

Student's SSC profile provides a one-stop shop to view pertinent information about a student's pre-college characteristics, academic performance, engagement with campus support services (e.g. tutoring and success coaching), as well as any current or past concerns expressed about the student and the corresponding outreach. Great for a 30 second review before a meeting with a student.

Communicate



Easily communicate with individual students or groups of students directly through SSC. SSC provides pre-made class rosters and list of advisees. This allows you to choose a student or students and email or text message to the selected student(s).



Search

Interested in connecting with students who have a particular GPA or marketing an upcoming event to students in a specific major? SSC allows you to search for students using a number of different criteria. You can even save a group of students who you would like to check in on during the year.

The screenshot shows the SSC interface for a user named "Ima Sample". The interface includes a top navigation bar with tabs: Overview, Success Progress, History, Class Info, Major Explorer, and More. A vertical sidebar on the left contains various icons, with a magnifying glass icon circled and labeled #5. The main content area shows a "Staff Alerts" section with a yellow circle indicating 0 alerts. Below this, there is a list of actions: "I want to...", "Message Student" (circled and labeled #4), "Add a Note on this Student", "Add a Reminder to this Student", "Report On Advising", "Schedule an Appointment", "Add to Watch List", and "Issue an Alert" (circled and labeled #1). Other annotations include a bookmark icon #2 pointing to the "Success Progress" tab, a bookmark icon #3 pointing to the "History" tab, and a bookmark icon #2 pointing to the "Message Student" button.

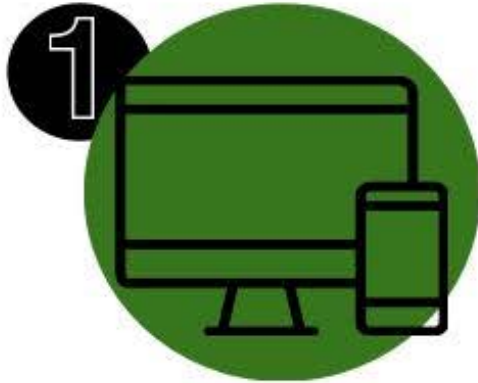
Other SSC Training Materials can be found by clicking "Stetson SSC Help" under the "Resources" tab in myStetson

studentsuccess@stetson.edu

Academic Success

(386) 822-7345

How to register for accommodations



Create Accommodations Profile

Complete the Accommodations Profile on our website. In this profile, students share their personal experience with barriers in the academic environment. Students share their strengths and challenges academically, previous accommodations, anticipated barriers, and potential accommodations for their time at Stetson University.

Submit Supporting Documentation

Please submit documentation to the Accessibility Services Center (ASC). Documentation can be in the form of an IEP from school, 504 plan, an evaluation on letterhead from a physician, specialist, counselor, etc. Please visit our website for further information on documentation guidelines.

Email: asc@stetson.edu

Fax: (386) 822-7322

Mail: 421 N. Woodland Blvd, Unit 8366
DeLand, FL 32723



Schedule Accommodations Meeting

Students will meet with a staff member in the ASC. During this meeting, the staff member and student will review anticipated barriers.

The staff member will share information regarding ADA accommodations. The staff member and student will collaborate on appropriate accommodations for their time at Stetson University.



www.stetson.edu/accessibility



(386) 822-7127



asc@stetson.edu



Top 5 things faculty need to know about ADA and Accessibility



Academic Success recommends reasonable accommodations in accordance with Title III of the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504) and Stetson University's academic standards to ensure that there will be no discrimination on the basis of disability.

#1

Syllabus Statement

All syllabi across the university must include a statement about disability accommodations. This ensures students are aware that reasonable accommodations are available and know who to contact regarding the accommodations process. Two forms of this statement can be found on the "resources for faculty" tab of the Academic Success webpage.

Accommodation Emails

#2

Once a student has requested their accommodations, the Accessibility Services Center (ASC) staff will contact the faculty member via email. This accommodations email will provide the student's name and current accommodations. If you have any questions about the accommodations, do not hesitate to contact the ASC.

#3

Testing Accommodation Procedures

If students need to test in the ASC in order to use their testing accommodations, they will submit an online exam request. Once we have received that request, our office will reach out to you to obtain a copy of your exam and a completed cover sheet outlining the expectations for your exam. The student will complete the exam in the ASC. Our team will inform you when the exam is ready for pick-up. ASC staff will not deliver exams or place exams in the intercampus mail.

Note Taking Accommodation

#4

The ASC may ask for your assistance in identifying a note taker within your course. The note taker is meant to supplement the accommodated student's notes in order to support the student's engagement in the course. If you provide presentations and/or supplemental materials to all students via Blackboard, that may sufficiently meet the needs of the student as well.

#5

Audio Recording Accommodation

Students with an audio recording accommodation are covered under the ADA allowing them to record for their personal academic use. Recordings are not to be shared or distributed in any way. An optional recording release form can also be found on our "resources for faculty" page.

www.stetson.edu/academic-success

Interlibrary Loan

Borrow materials not held in the library's physical or electronic collections.

From stetson.edu/library, click *Services*, then *Interlibrary Loan*.

Library Services for Faculty

Provides a complete overview of services for faculty.

From stetson.edu/library, click *Services*, then *Library Services for Faculty*.

Information Literacy Instruction Services

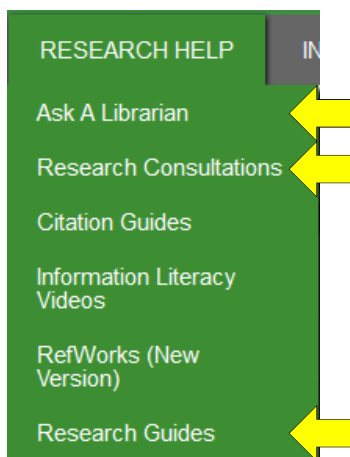
Describes a range of services we provide to support students' information literacy learning needs. Research assignment review, Course Guide creation, information literacy sessions tailored to your course and assignment.

From stetson.edu/library, click *Services*, then *Library Instruction*.

Course Reserves

Place books or DVDs on Course Reserves

From stetson.edu/library, click *Services*, then *Course Reserves*.



Research Services

Help us support students by referring them to:

- Ask A librarian on-demand research services
- One-on-one Research Consultations

From stetson.edu/library, click *Research Help*, then *Ask A Librarian* or *Research Consultations*.



Research Guides

Our Research Guides provide discipline-specific insight into our collections and guidelines on using databases and other resources.

Add a link to your Blackboard course or syllabus.

From stetson.edu/library, click *Research Help*, then *Research Guides*.

Materials Acquisitions

Order materials to be added to the library's collections.

From stetson.edu/library, click *Services*, then *Library Services for Faculty*, then *Ordering Library Material*.

Innovation Lab

3-D printing, 3-D scanning, Virtual Reality development software and hardware, Adobe software, scanners, and more.

From stetson.edu/library, click *Innovation Lab*.

STETSON UNIVERSITY

Writing Center

The following is a brief description that explains what students can expect when they visit the Writing Center. Feel free to copy it into your syllabus for this semester.

Further, tutors are available to visit your class for a 10–15 minute presentation about the services offered at the Writing Center. Email the Director of the Writing Center, Leigh Ann Dunning, at ldunning@stetson.edu to schedule a visit.

Visit the Writing Center! Peer tutors can help at any point in your writing process, from brainstorming to revising. Although peer tutors are trained to identify and explain patterns of errors to students, tutors do not write, edit, or grade papers. The peer tutors at the Writing Center can be most helpful if you do the following:

- ✓ **Formulate:** come prepared to the session with specific writing issues to discuss
- ✓ **Focus:** be engaged in the session by playing an active role in discussing your paper with the tutor
- ✓ **Follow through:** take notes during the session and make changes afterward

The Writing Center is located on the first floor of the duPont-Ball Library and is open noon to 10:00 p.m. Monday through Thursday, noon to 3:00 p.m. on Friday, and 3:00 p.m. to 6:00 p.m. on Sunday. We suggest that you make an appointment online 24 hours in advance via Stetson SSC. Walk-ins are welcome, but be prepared to wait if we are busy.

Writing Center sessions last about 30–45 minutes. After the session, a peer tutor will write a session report on Stetson SSC that will be visible to you and your instructor. Email any questions about the Writing Center's services to writingcenter@stetson.edu.

STETSON UNIVERSITY

Counseling Center

601 N. Bert Fish Drive

(386) 822-8900

<http://stetson.edu/counseling-center>

Open M-F 8:00 a.m.-12:00 p.m. & 1:00-4:30 p.m.

FREQUENTLY ASKED QUESTIONS

Who are we?

The Counseling Center team includes a variety of professionals to assist our students:

- Three full-time Licensed Mental Health Counselors
- One Full-time Provisionally Licensed Social Worker
- Graduate practicum students

Where are we located?

Our physical address is 601 N. Bert Fish Drive. We are the gray house behind the Hollis Center pool, across the street from Student Health Services. In October 2017, we will be moving to Griffith Hall.

Is there a fee for counseling sessions?

No! Counseling is free for all currently enrolled Stetson students. There is also no session limit.

What services do you provide to students?

We offer a range of services to meet our students' needs:

- Individual, group, and couples counseling
- Consultation regarding concerns with peers
- Referrals to other Stetson and Deland community mental health services
- Educational presentations/training sessions

What services do you provide to faculty and staff?

While we do not provide counseling services to faculty and staff, we encourage you to visit the Human Resources web site for information about Stetson's Employee Assistance Program (<http://stetson.edu/human-resources>).

We also provide consultation for faculty and staff with concerns about students, and are happy to advise you regarding how to approach the student or how to get them the most appropriate help.

Is counseling confidential?

Yes! Counseling is confidential. Information regarding a student's counseling, including the fact that they have even come to the Counseling Center and made an appointment, cannot be released without the express written permission of the student. Confidentiality can only be broken without the student's consent in cases where there is a direct threat of harm to the student or others.

Does a student's counseling record become connected to their academic record?

No, unless information has been released, with the student's written permission, to an academic entity (for example, Academic Success) and it resides in that academic file. Their Counseling Center record is completely separate and confidential.

I'm concerned about a student. What can I do?

There are different ways to help a student you are concerned about. Here are some ideas:

- If you feel the student is in immediate danger, contact Public Safety at 386-822-7300.
- Call us during regular business hours to consult with one of our counselors.
- Encourage the student to call us and make an appointment, sharing with them some of the information on this handout. You could even have the student call while you are with them, if that would make them more comfortable.
- Walk the student to the Counseling Center.
- Fill out an incident report online: <http://stetson.edu/report-it>
- In an after-hours mental health crisis, contact Public Safety and ask to speak to the on-call counselor.

Welcome to Stetson! Thank you for all you do for our students! Please feel free to contact us if you have any questions!

Stetson Health Service

A Stetson University and Florida Hospital DeLand Partnership

Stetson Health Service is your doctor's office on campus, serving **Stetson students and employees**. We are here to promote optimal health and wellness, disease prevention, and provide quality health care that is appropriate, affordable, accessible, relevant and inclusive. We are your on-campus resource for non-emergency health care needs. Our staff includes Physician, Physician's Assistant, Registered Nurse and Medical Assistants.

Currently located on campus at 549 Bert Fish Drive, on the corner of University and Bert Fish.

We will be moving in early October to our totally renovated clinic in Griffith Hall!!

Hours are 8:00A – 12:00P and 1:00p – 4:30p,

Monday through Friday.

There is no provider

coverage on Friday afternoons.

Call for appointments: 386-822-8150.

healthservices@stetson.edu

**STUDENTS, FACULTY AND STAFF - STETSON HEALTH
SERVICE IS HERE FOR YOU!**

Services Available

Acute illness care

Non-emergent injuries

Physical exams

Well woman exams

Preventive care

STI testing

Pregnancy testing (free)

Birth control counseling

Flu shots

Sutures/suture removal

In-house testing for strep, mono, flu

TB tests

Urinalysis

Electrocardiography

Lab tests

Referrals to specialists as needed

Health education






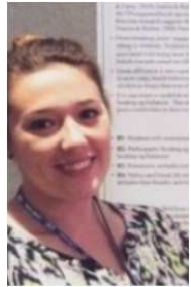
We also have a small dispensary of certain prescription and over-the-counter medications available for purchase.

Services are charged for and can be either self-pay or submitted to your insurance company. Please check with your insurance company to make sure that your plan will be accepted at Stetson Health Service.

Stetson Health Service

STETSON UNIVERSITY

Career & Professional Development: Who Do I Refer My Students To?

All DISCOVERY Major and Career Exploration	All Internship	All CAS Job Search and Graduate School Preparation	All CAS and SoM Job Search	All SoBA Job Search	All CAS Job Search and Graduate School Preparation
Elizabeth Boggs Director	Amy Barber Assistant Director, Internships	Assistant Director	Tim Stiles Executive Director	John Sheehy Career Development Coordinator	Sarah Brow Graduate Assistant
					
Eboggs@stetson.edu	abarber@stetson.edu		tsiles@stetson.edu	jsheehy@stetson.edu	sbrow@stetson.edu
386-822-7362	386-822-7383		386-822-7375	386-822-7385	386-822-6708

Sample Questions to Start Conversations with Students about Their Professional Goals

What does it mean to be a great [fill in student's major] major? What skills, knowledge and mindsets are you learning from your coursework?

What do you want to learn and why do you want to learn it?

What are you doing this summer?

Have you thought about an internship or summer research experience?

Is a graduate/professional degree needed for you to reach your career goals? If so, do you know the process to apply for a graduate program?

You're in your senior year, what have you done to start your job search?

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NOTES:

CAMPUS POLICIES

Organization, Policies & Procedures Manual:

<https://www.stetson.edu/other/policies-and-procedures/>

Academic Policies

<http://www.stetson.edu/administration/provost/policies-and-guidelines/>

STETSON UNIVERSITY
BROWN
CENTER
FOR FACULTY INNOVATION
AND EXCELLENCE

Equality, Safety, & Awareness

Title IX of the Education Amendments of 1972

STETSON UNIVERSITY

Title IX Quick Facts

Title IX of the Education Amendments Act of 1972 is a federal law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Although Title IX is best known for breaking down barriers in sports for women and girls, it along with the Clery Act also protects students from discrimination based on gender, sexual harassment, sexual assault and other forms of Intimate Partner Violence. The Executive Director & Title IX Coordinator is responsible for enforcing gender equity and ensuring compliance with regulations around 10 key areas:

- *Access to Higher Education
- *Athletics Under Title IX
- *Career Education
- *Education for Pregnant and Parenting Students
- *Employment

- *Learning Environment
- *Math and Science
- *Sexual Harassment and Assault
- *Standardized Testing
- *Technology

WE ARE HERE TO HELP YOU!

Compliance with the Gender-based Misconduct and Sexual Violence Policy is a term and condition of student enrollment and employment at the University. All Stetson University Faculty and Staff are **Responsible Employees** except for staff in the Counseling Center, Health Services and the Chaplains. Responsible employees are required to report Title IX incidents without delay to the Title IX Coordinator.

What to report: Sexual Harassment, Sexual Assault, Intimate Partner Violence and Stalking; when unsure – contact a Title IX Coordinator.

Information to include in report: Names of parties involved, date of incident, where the incident occurred (even if off campus), what happened-information about the alleged conduct. Do Not Delay Reporting!

Who to notify: Executive Director & Title IX Coordinator, Ms. Cathy Downes 386-822-7960, titleix@stetson.edu, Deputy Title IX Coordinator, Ms. Jess Varga 386-822-7205, jvarga@stetson.edu; Deputy Title IX Coordinator, Ms. Drew Macan, 386-822-7472, cmacan@stetson.edu

More information

Detailed information, policies and procedures, confidential and non-confidential resources and reporting forms can be found on the Stetson University Title IX website: <http://www.stetson.edu/other/title-ix/>

Stetson University's Gender-based Misconduct and Non-Discrimination Policy:

Stetson University (the "University") is committed to the principles of academic and professional excellence and to fostering a positive learning and working environment for its students and employees. Accordingly, the University does not discriminate on the basis of sex in the administration of, or in connection with, its educational and admission policies, scholarship and loan programs, or employment practices, and it is required by Title IX of the Educational Amendments of 1972 to not discriminate in such a manner.

It is the intent of the University to provide its employees and students with an environment free of gender-based sexual discrimination, sexual harassment, and sexual violence (collectively "gender-based misconduct and sexual violence"), and to respond without delay to reports of these violations. The civil and respectful treatment of one another is a foundation of our principles and values, and the University will not tolerate any form of gender or sexual misconduct. Persons found responsible for sexual misconduct are subject to disciplinary measures, up to and including dismissal or termination, consistent with this Gender-based Misconduct and Sexual Violence Policy. The Title IX Resolution and Investigation Procedures ("Policy") and supersedes other disciplinary or grievance process. Reporting parties have the option to report to a confidential or non-confidential resource.

Things Faculty Can Do to Combat Campus Sexual Assault

Support students who come forward and report incidents of sexual assault and sexual harassment and refer them to the Title IX office.

Add sexual assault resources and a link to the Title IX website to your syllabus, book mark the site for easy access
<http://www.stetson.edu/other/title-ix/index.php>

Research best practices to help survivors in the classroom.

Address sexual harassment and sexist comments on campus and in the classroom when you hear them.

Familiarize yourself with the resources available on campus.

Take time to understand your responsibility to report incidents which are prohibited conduct under Title IX and the Clery Act.

Host a talk, panel, or teach-in to raise awareness of campus rape

Publish an editorial or blog post supporting survivors.

www.facultyaagainstrape.net



STETSON UNIVERSITY

Athletics

What you need to know

ABSENCES

According to NCAA by-law 17.1.7.6.2, student-athletes are not permitted to miss class time for practice (other than when traveling to an away competition and the practice is in conjunction with the contest). However, there are times when student-athletes must miss class time for competition and competition-related travel.

Stetson Policy Regarding Missed Class Time and Make-up Work

- Athletics schedules are reviewed and approved by the FAR and missed class time is reviewed by the University Athletics Committee annually.
- Student-athletes are required to provide faculty members with a letter at the beginning of the semester (during the first week of classes) that specifies the dates on which they may miss class due to travel and/or competition; not all student-athletes travel (there are travel party size limitations)
- Student-athletes will ask you to sign a form acknowledging receipt of the travel letter; at that time, please be candid with the student-athlete about your attendance and make-up policies so the student-athlete can make an informed decision as to whether to stay in the class, explore another option (section or course), or defer the class to an “off” semester.
- Faculty have the discretion to determine how a student-athlete makes up missed work or exams and how to apply their attendance policy; unlike at many other universities, there is NO University-level policy governing this.
- HOWEVER, athletics events are UNIVERSITY-SPONSORED events, so the faculty member should apply their policies consistently, whether the student is an athlete, member of SGA, member of the University orchestra or choir, etc.
- It is the student-athlete’s responsibility to remind faculty of missed class time due to travel and/or competition throughout the semester and to make arrangements with the faculty member to make-up missed assignments or exams, as permitted.
- It is the student-athlete’s responsibility to notify the faculty member of any changes to the travel/competition schedule.
- If student-athletes are delayed in returning to campus from an away competition (due to weather, delay, etc.), the Athletics Department will do its best to notify you in a timely manner.

EXTRA BENEFITS

Generally, faculty members are not allowed to provide support services, benefits, or treatment for a student-athlete that they would not provide for any other student.

Allowing such “extra benefits” puts the student-athlete, his/her team, and the University in jeopardy. Not only would the student-athlete be penalized for receiving the extra benefit, but the institution would be guilty of a violation of NCAA rules.

On the other hand, faculty members should not refuse to provide support services for student-athletes that they would normally or reasonably provide to other students. For example, if a student-athlete must take a make-up examination because of a University-sponsored athletic competition, and if other students are afforded the opportunity to take a make-up examination for a good reason, then the student-athlete should be given the same opportunity.

For example, a faculty member is generally not permitted to...

- purchase meals/drinks/snacks for student-athletes*;
- let student-athletes charge long-distance phone calls or faxes from office or home;
- let student-athletes use computer or other facilities unless those opportunities are offered through a classroom experience and offered to all students;
- offer special courses for student-athletes;

STETSON UNIVERSITY

- create assignments for student-athletes that differ from those required of all other students in a class (this does not preclude an alternative make-up exam or assignment);
- offer student-athletes incompletes or extra credit work unless the opportunities are available to all students, as identified in a course syllabus.
- authorize a course waiver or substitution of academic requirements unless the same would be done for any other student under similar non-athletics-related circumstances.
- authorize a grade change, unless for valid, non-athletics-related reasons.
- handle any case of academic dishonesty or other prohibited classroom behavior by student-athletes in a manner any different from which you would handle such behavior by any other student.

* - there are limited exceptions to these rules, as long as the benefit is provided on an occasional basis. Please consult with the Compliance Officer in advance, if possible.

COMMUNICATION BETWEEN FACULTY MEMBERS AND THE COACHING STAFF

Stetson's policy is that coaches are **not** permitted to call faculty members or other instructional personnel to ask about student-athlete performance in a class. All contact with faculty members and other instructional staff should come from the Associate Athletics Director for Student Services. Faculty, however, may initiate contact with a member of the coaching staff. If faculty members or other instructional personnel feel as if they are being pressured into giving an unearned grade or if they are contacted by the coaching staff directly, they should contact the NCAA Faculty Athletic Representative (Dr. Mike Bitter, 822-7422 or mbitter@stetson.edu) immediately.

Please contact the Faculty Athletics Representative, if...

- A student-athlete is involved in academic dishonesty/violation of our Honor Code
- A student-athlete communicates a student-athlete welfare issue to you (please do NOT refer this to the University Athletics Committee, as this is not its role)
- You need to discuss or report a potential rules violation

NCAA BYLAWS

NCAA Bylaw 16.01.1 Eligibility Effect of Violation (Awards, Benefits and Expenses for Enrolled Student-Athletes) - "A student-athlete shall not receive any extra benefit. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports."

NCAA Bylaw 16.02.3 Extra Benefit = "An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletic interests..." (often referred to as a "booster") "...to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability."

CONTACT INFORMATION

If you have any questions regarding NCAA Bylaws or related compliance issues, please contact the Assistant Athletics Director for Compliance (822-7490 or compliance@stetson.edu), the Associate Athletics Director for Student Success (822-8141) or Dr. Mike Bitter, Faculty Athletics Representative. If you have any questions regarding NCAA eligibility requirements, athletic academic support, or academic monitoring of student-athletes, please contact Dr. Bitter or Ms. PJ Moses, Associate Athletics Director for Student Services (822-8141 or pmoses@stetson.edu).



Animal Policy Quick Reference



Legally Appropriate Questions for Service Animal Owners

1. Is this dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

NOTE: Vests are not always an indicator of a service animal. Service animals are not required by law to wear a vest, especially if it may interfere with the task they are trained to perform

Service Animals

Covered under ADA and Section 504 of the Rehabilitation Act of 1973

Specialized training to assist individuals with disabilities

Access to all buildings and facilities

Only dogs & miniature horses

Access only denied if animal poses "direct threat" to health and safety or behavior is inappropriate. Allergies and/or fear do not constitute "direct threat"

Alternative arrangements must be made to ensure owner's access if animal access is denied

Pets

Allowed in all outdoor public spaces

Not approved in the workplace

Residential student owners must have pet approved through the Department of Housing and Residential Life prior to bringing the animal to campus

Residential students - approved pets allowed in pet-friendly residential buildings

Comfort Animals

Covered under Fair Housing Act

Also referred to as an "Emotional Support Animal"

No specialized training

No access to campus indoor facilities (e.g. classrooms, library, offices, etc.)

Residential students - approved comfort animal has access to owner's housing assignment

Residential student owners must register the animal with the Department of Housing and Residential Life prior to bringing the animal to campus

Service Animals In Training

Florida law grants same access to public spaces as service animals. List of public and private spaces within policy.

Students interested in training must complete the agreement with the Center for Community Engagement

www.stetson.edu/animal-policy-deland

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HELPFUL RESOURCES

STETSON UNIVERSITY
BROWN
CENTER
FOR FACULTY INNOVATION
AND EXCELLENCE

My Stetson



Through **my.stetson.edu** you can access:

- Stetson Email
- Campus Directory
- Hatter Alert System
- Stetson Library
- Blackboard
- Stetson Today
- Academic Calendar
- I.T.Website

Virtual Lab (VLab)



Stetson now has a fully functional virtual PC Lab that is accessible on a wide variety of devices via a standard web browser.

The Vlab is available on or off campus and gives you access to services such as Microsoft Office 2013, other applications that you may need for classwork, and direct access to a Stetson network drive for storing assignments and projects.

To take advantage of this exciting service, please visit **vlab.stetson.edu**

VLab instructions



What can I.T. do for you?

Contact us for assistance with:

- ♦ WiFi connectivity
- ♦ Wired Network connectivity
- ♦ Game System connectivity
- ♦ Login and Password issues
- ♦ Cable TV issues

Contacting Support

support@stetson.edu

Support Request



386-822-7217

Walk-in services are located on the ground floor of the Lynn Business Center (LBC) while normal classes are in session:

Monday – Thursday 8:00am - 8:30pm

Friday 8:00am - 4:30pm

STETSON UNIVERSITY

Stetson University Technology

STETSON TODAY

[Stetson Today](#) is the university's central news source and the main portal into Stetson's website. Click on the three bars (top, left side of screen) to reveal a very useful set of Quicklinks, which include direct links to the campus directory (Green Pages), Blackboard, eMail and more.

MY STETSON

Visit [My Stetson](#) for a single sign-on access personnel information as well as Green Pages, Blackboard, Stetson Today and sign up for Hatter Alerts.

Logging In

- Go to my.stetson.edu.
- Log in with your username and password
- Your username is the first part of your email ([username@stetson.edu](#)). For example, Jane Smith's email address is [jsmith@stetson.edu](#) and username is [jsmith](#)

EMAIL

As a Stetson University faculty member you will have an @stetson.edu [email address](#). Be sure to check this account regularly, as it will be the email address used for school-related communication.

Logging In:

Go to Stetson Today or email.stetson.edu.

- Username: [username@ad.stetson.edu](#) - NOTE the username is different from your eMail address
- Password: Your **initial password** is your Stetson University ID number.

The first time you log in to the system, please change your password.

BLACKBOARD

Blackboard is the university's learning management system for students and faculty. There are apps available for Blackboard on both iPhone and iPad.

Logging In

- Go to blackboard.stetson.edu.
- Enter your username and password.

LIBRARY

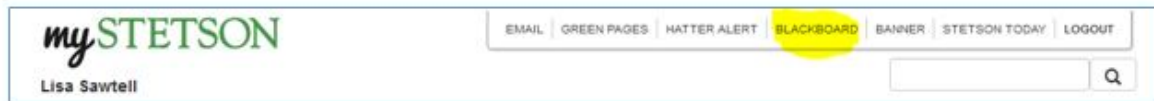
Access to the online system requires your Stetson University username and password. Once logged in, you can download articles, journal listings and course materials as desired. If you have any difficulty locating specific information, please contact the librarian at 386-822-7183.

IT HELP DESK

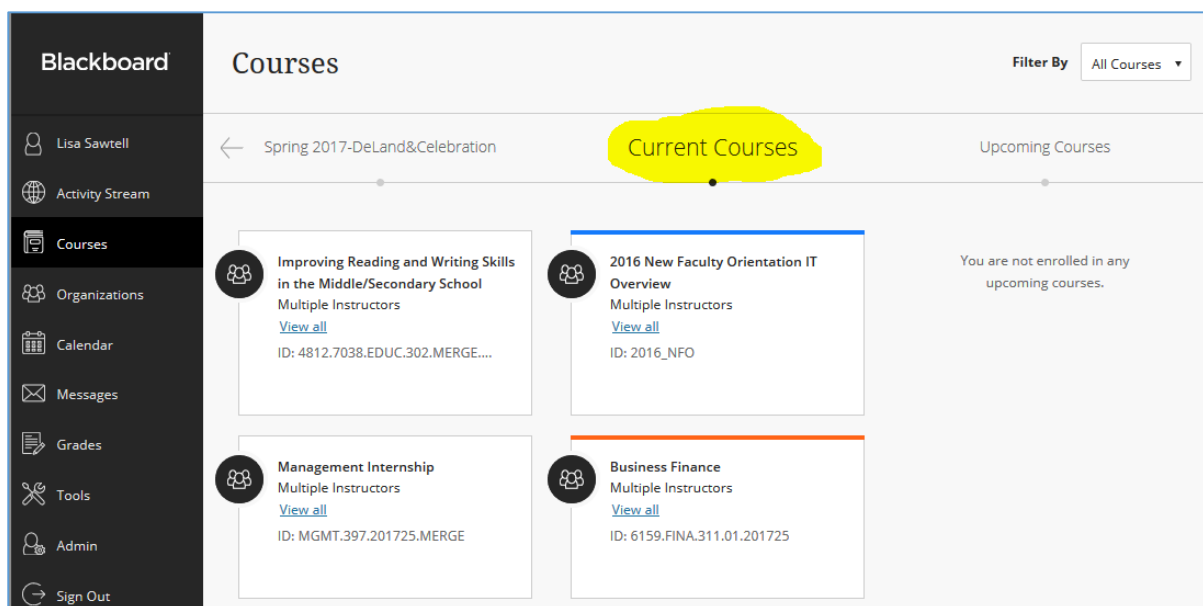
The DeLand campus help desk can be contacted at 386-822-7217 or helpdesk@stetson.edu. The help desk also has a wealth of information available on their website stetson.edu/administration/information-technology/help-desk.

Blackboard Access

To access **Blackboard**, go to <https://my.stetson.edu>, and login with your **Stetson username** and **password**. Press the **Blackboard** link from the options located in the upper-right of screen.



Once logged into Blackboard, press the **Course** link from the left-side navigation menu. The courses in which you are listed as an instructor of record appears. Press the link to open the desired course shell. Contact the Registrar's Office if you do not see all of the courses you are scheduled to teach.



You have also been provided a course shell that contains the online course template, which you can use to experiment with Blackboard and/or to develop online course content. To access this course shell, select **Courses** from the main left-side menu options, press the **arrow** to scroll to the **Development Shells** column, and then select the link titled: **Development Shell – YourUsername**.

Please do not hesitate to email the **Office of Online Learning and EdTech** at oolet@stetson.edu with any questions, comments or concerns.

NOTES:

[illegible]

STETSON UNIVERSITY

Helpful Resources for New-to-Deland/Stetson/Florida Faculty

Motor Vehicle Information

DeLand

Address: 123 W. Indiana Ave.

DeLand, FL 32720

DMV Phone Number: **(386) 736-5936**

Orange City

2575 South Volusia Avenue

Orange City, FL 32763

(386) 736-5107

Applying for a Driver License:

If you're new to Florida and have a valid driver's license from your previous state, you must have it converted to a FL license as soon as you become a resident. If you are a non-resident you must have a FL driver's license within 30 days of accepting employment or enrolling your children in public school.

Follow the instructions listed below to apply for your FL driver's license.

How to apply for a FL Driver's License:

When you're ready to apply for your Florida driver's license, visit your local Division of Driver Licenses office and:

- Present proof of your:
 - **Identity**, e.g. U.S. birth certificate, permanent resident card, or citizenship certificate.
 - **Social Security number** (SSN), e.g. Social Security card, paycheck, 1099 form.
 - If you don't have a SSN, you will need to provide a letter from the Social Security Administration (SSA) and a secondary proof of identity.
 - **FL residential address** (2 documents), e.g. rental agreement, insurance policy, bank statement.
 - Completed Traffic Law & Substance Abuse Education Course.
 - Only required if you've never held a driver's license.
- Pass the **DMV tests***:
 - Vision.
 - Hearing.
 - Knowledge.
 - Driving.
- Pay the **\$48 fee**.

In addition to submitting the required documents and fees, you will need to **surrender your out-of-state driver's license**.

Website: <http://www.dmv.org/fl-florida/apply-license.php#Apply-for-a-FL-Drivers-License>

*Your hearing, written, and driving tests may be waived if you have a valid driver's license from another U.S. state, U.S. Territories, and other countries. Testing is done at the discretion of the Division of Driver Licenses.

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How to Register Your Vehicle in Florida:

- Visit a Florida DHSMV office.
- Bring your title, proof of ID, and car insurance card.
- Have a VIN inspection and odometer reading completed, if you're a new resident.
- Pay your initial \$225 vehicle registration fee, title fees, plate fees, and taxes.

You have 10 days to register and title your vehicle with the DHSMV once you:

- Begin working in the state.
- Register your children for a Florida school.
- Establish FL residency through rental, lease, or purchase of an apartment or house.

You will be required to title your car or truck in the state of Florida at the same time as you register it. You can title the vehicle without registering it, but it will be illegal to drive the vehicle if it is not registered.

For details on how to title your vehicle, including additional fees to pay on top of your registration fees, please visit our Title Transfers in Florida page.

Website: <https://www.dmv.org/fl-florida/car-registration.php>

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Additional Resources:

Grocery Stores	Address	Phone
Publix	299 E International Speedway Blvd, DeLand, FL 32724	(386) 734-7112
DeLand Asian Market	114 N Woodland Blvd, DeLand, FL 32720	(386) 736-9905
Save-A-Lot	939 N Woodland Blvd, DeLand, FL 32720	(386) 736-6751
	221 S Woodland Blvd, DeLand, FL 32720	(386) 734-5956
Winn-Dixie	1050 W New York Ave, DeLand, FL 32720	(386) 738-5321
DeLand Natural Market	933 N Woodland Blvd, DeLand, FL 32720	(386) 736-7919

Hospital	Address	Phone
Florida Hospital DeLand	701 West Plymouth Avenue, DeLand, Florida 32720	(386) 943-4522

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Housing Resources***	Address	Phone	Website
RE/MAX Legacy	4300 Church Street, Sanford, FL 32771	(407) 667-7779	http://legacy.florida.remax.com/realestatehomesforsale/deland-fl-p001.html?query=listingdate-dorder/price-dorder/
Greene Realty	215 S Woodland Blvd #203, DeLand, FL 32720	(800) 776-9692	http://www.robertgreenerealty.com

These services aren't affiliated with Stetson University, but they may help you locate housing.

Malls	Address	Phone
Volusia Mall	1700 W International Speedway Blvd, Daytona Beach, FL 32114	(386) 253-6783
Seminole Towne Center	200 Towne Center Cir, Sanford, FL 32771	(407) 323-2262
Mall at Millenia	4200 Conroy Rd, Orlando, FL 32839	(407) 363-3555

Regional Retailers	Address	Phone
Walmart Supercenter	1699 N Woodland Blvd, DeLand, FL 32720	(386) 734-4420
Target	2575 Enterprise Rd, Orange City, FL 32763	(386) 774-5574

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This image shows a full page of a handwriting practice worksheet. It consists of multiple rows of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no margins or additional markings.

STETSON UNIVERSITY

History of Stetson University

When Henry A. DeLand founded the DeLand Academy in 1883, no colleges or universities existed in Florida. The one-room Academy began with 13 students in the First Baptist Church. DeLand Hall at the northeast corner of Minnesota Avenue and Woodland Boulevard was erected the following year. In 1885 the institution was renamed DeLand College, and Dr. John Franklin Forbes served as its first president.

Mr. DeLand gained a small fortune as a manufacturer of soda and baking powder at Fairport, N.Y. He came to Volusia County, Florida, in 1876. When the freeze of 1886 almost bankrupted him, it was assumed the College would close due to lack of funds. Mr. DeLand, President Forbes, and DeLand's first lawyer, A.G. Hamlin, were able to persuade John B. Stetson, the Philadelphia hat manufacturer, to finance the institution. In 1887 the Florida legislature granted a charter, changed the name to DeLand University, and named a Board of Trustees.

In honor of Mr. Stetson's generosity, the University was named John B. Stetson University in 1889 (later shortened to Stetson University). Mr. Stetson also provided the funding for the first dormitory, Stetson Hall (1886), and he continued giving in many ways. Mr. Stetson and his wife Elizabeth spent winters at their mansion on Camphor Lane in DeLand, and he visited President Forbes' office almost every day to offer counsel. Mr. Stetson donated funds to build the first gymnasium and built a beautiful home for the president, Holmes Hall (1890), which was located on the present site of the duPont-Ball Library. Mr. Stetson's grandest contribution of all was Elizabeth Hall. The central section was built in 1892 and the wings completed in 1897. It cost more than the total cost of all other higher education buildings that had been erected in Florida.

Other major donors contributed to the growth of the University. C.T. Sampson provided money for books for Stetson's early libraries, Andrew Carnegie and Elizabeth Stetson funded the first free-standing library building, Sampson Hall (1908). Henry M. Flagler gave money to build and equip the Science Hall (1902) - renamed Flagler Hall after Flagler's death.

Stetson's first college student, Lila May Child, came as a freshman in 1889, which grew to 22 students in 1898. That year, President William R. Harper of the University of Chicago visited campus. Impressed by Stetson's academic standards, he invited President Forbes to bring the two universities into affiliation. This affiliation, which contributed to Stetson's reputation for quality, continued until 1908.

Stetson's law school, then the Department of Law, opened in October 1900 and moved to Gulfport, Florida in 1954. After President Forbes, Lincoln Hulley became president in 1904. Stetson's longest-serving president, Hulley was known for his erudition, remarkable memory, charisma, and oratorical ability. Under President Hulley included Sampson Hall (1908), Conrad Hall (1909), Cummings Gym (1910), Hulley Gym (1929), and Stover Theatre (1930) were constructed. Following Hulley's death in January 1934, seven Presidents followed, each with their distinct administrative style and accomplishments.

Information generously provided by the duPont-Ball Library. For more information, visit <https://www2.stetson.edu/library/resources/alumni-resources/stetson-history/>

Source: excerpts from *Stetson University: 100 Years in Brief* by Dr. Gilbert L. Lycan, University Historian. June 1993. Material added since 1977 by Pope A. Duncan and Angela Story.

Our Stories in Six Words

First generation student now brain scientist.
Teach, encourage, excite to facilitate change!
Train the mind, know your world.
Many miles, here I am, next adventure.
A reality is a constructed world.
Counselor at heart. Educator by nature.
Of some color - mixed, not stirred
Know it all turned professional learner
I share Russian culture and language
Took the scenic route, what delights!
Coffee, keep up your good work.
Reveling in the accomplishments of students!
International connector through sound and silence.
First generation American - 100 percent Irish :)
Long-time librarian, first-time with faculty status.
Former Floridian returns home to teach.
Keep it simple, make it fun
Discovery & inquisitive. Critical thinking. Synthesis & Application.
First in family to finish grad school.
Always refining. Am I there yet?
FEARLESS, petrified ... confident? Striving for progress.
Everyone has Unlimited powers, You can.
Quiet person have a loud mind
I'm more complicated than six words.
Question answered...more questions arise. Science!
Hatter grad teaching future Hatter grads.
Beginnings result from past learning