A large, faint, circular seal of Stetson University is centered in the background. The seal features the university's name 'STETSON UNIVERSITY' around the perimeter and a central emblem.

# 2019-20 RESOURCE GUIDE

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STETSON UNIVERSITY  
BROWN CENTER

FOR FACULTY INNOVATION AND EXCELLENCE

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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 use the faculty blog and social media to keep apprised of upcoming workshops, conferences, grant opportunities and much more. Some of our more popular programs are listed below.

## **FACULTY EXCELLENCE SEMINAR SERIES (FacEx)**

A series of workshops and seminars that support faculty work. Topics include sessions on designing innovative and effective courses, preparing annual faculty report, planning for tenure and promotion, advising students – to name a few.

## **ANNUAL TEACHING & LEARNING COLLOQUIUM**

Each spring, the Brown Center hosts colleagues from Stetson and the region for a celebration of learning excellence. We invite you to consider sharing your teaching and learning innovations in April.

## **BROWN INNOVATION FELLOWS**

Fellows participate as a cohort in a year-long institute from January to December. Faculty fellows hone their teaching skills in ways that promote integrative student learning in an atmosphere of continuous improvement.

## **TEACHING & LEARNING DAY**

On the Friday before the start of the spring semester (January 10), faculty and CLaSS staff participate in a day of reflection and discussion about big issues that impact our University mission and learning community.

## **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 invite you to take advantage of these or the many other resources offered by the Brown Center!

Nathan Wolek,

Executive Director, Brown Center for Faculty Innovation and Excellence

[browncenter@stetson.edu](mailto:browncenter@stetson.edu) | 386.822.8987 | [blog.stetson.edu/faculty-engagement](http://blog.stetson.edu/faculty-engagement)

# 2019 ORIENTATION SCHEDULE

## TUESDAY, AUGUST 13

8:00-12:00 p.m.

### STETSON UNIVERSITY 101

*Carlton Union Building (CUB), Faculty & Staff Lounge*

8:00-9:00 a.m.

Breakfast available

8:30-9:00 a.m.

Welcome and Introductory Remarks

*Noel Painter, Executive Vice President and Provost*

8:00-9:15 a.m.

Welcome and Introductory Remarks

*Wendy Libby, University President*

9:15-9:30 a.m.

The Stetson Student

*Lua Hancock, Vice President of Campus Life and Student Success*

9:30-10:45 a.m.

Human Resources and Benefits for your Future

*Christopher Chellberg, Assistant Director, Total Rewards*

*James Savius, Benefits Administrator*

*Drew Macan, AVP of Human Resources*

10:45-12:00 p.m.

Inclusion 101 Training

*Savannah-Jane Griffin, Executive Director of Community Engagement and Campus Vibrancy*

*Joanne Harris-Duff, Director of Diversity & Inclusion/Commun*

12:00-1:00 p.m.

Lunch with Deans

1:00-4:00 p.m.

NO PROGRAMMING

*Time to set up your office, finish your syllabus, get your keys and ID, check the technology in your classroom, meet with your department or whatever you need to do to be ready for your first day!*

## WEDNESDAY, AUGUST 14

8:00-12 p.m.

### New Faculty Symposium

*Sage Science Center, SCALE-UP Classroom, Room 222*

8:00-9:00 a.m.

Breakfast available

8:30-9:30 a.m.

New-ish Faculty Q&A

*Multiple Faculty, Colleges of Arts & Sciences, Business, and Music*

9:30-10:30 a.m.

Small Groups: Share your syllabus

*Multiple Faculty, Colleges of Arts & Sciences, Business, and Music*

10:30-11:00 a.m.

Accessibility

*Aaron Distler, Associate Director of Academic Success & Accessibility*

# 2019 ORIENTATION SCHEDULE

## WEDNESDAY, AUGUST 14 (CONT'D)

11:30-11:45 a.m.	<b>Counseling Center</b> <i>Leigh Baker, Director of Counseling Center</i>
11:45-12:00 p.m.	<b>Grants Office</b> <i>Carol Buckels, Director of Grants, Sponsored Research and Strategic Initiatives</i> <i>Sidney Johnston, Asst. Director-Grants, Sponsored Research and Strategic Initiatives</i>
12:00-12:15 p.m.	<b>Cohort Photo</b> <i>Ciara Ocasio, Photographer/Videographer, University Marketing</i>
12:15-1:00 p.m.	<b>Lunch with Department Chair</b> <i>Carlton Union Building (CUB), Lee's Garage Room (261)</i>

## THURSDAY, AUGUST 15

### 8:00-11:45 BREAK OUT SESSIONS *Dupont Ball Library*

8:00-9:00 a.m.	<b>Breakfast available</b>
10:00-12:00 p.m.	<b>Break-out Session</b> <i>Check board for room and group assignments</i>
<b>Location: Library East Room</b>	<b>Information Technology: What you need to know!</b> <i>Robert Hanks Director of User Services</i> <i>Lisa Sawtell, Director of Online Learning and Education Technology</i>
<b>See board for your group information and times</b>	<b>Library Tour</b> <i>Robert Hanks Director of User Services</i>
<b>9:00-9:45 a.m. Group C</b> <b>10:00-10:45 a.m. Group B</b> <b>11:00-11:45 a.m. Group A</b> <b>Welcome Center Atrium</b>	<b>Headshots by University Marketing</b> <i>University Marketing will be taking professional headshots for the website. Each group will have an opportunity to get a headshot completed during rotations.</i>

### 12:00-2:00 p.m. RESOURCES AND SUPPORT *Carlton Union Building (CUB), Lee's Garage Room*

12:00-2:00 p.m.	<b>Unified Campus Resource Fair and Taste of Deland Luncheon</b> <i>An informational fair for new and current faculty to learn about resources available to them and their students</i> <i>~ featuring the "Taste of DeLand" with samplings from a variety of local restaurants and cafes.</i>
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# 2019-2020 FACULTY COHORT

NAME AND TITLE	DEPARTMENT	EMAIL
<b>Manahari Adhikari</b> Visiting Assistant Professor	English	<a href="mailto:madhikari@stetson.edu">madhikari@stetson.edu</a>
<b>Zenta Auyong</b> Visiting Assistant Professor	Sociology & Anthropology	<a href="mailto:zauyong@stetson.edu">zauyong@stetson.edu</a>
<b>Kathryn Baczeski</b> Visiting Assistant Professor	Biology	<a href="mailto:kbaczeski@stetson.edu">kbaczeski@stetson.edu</a>
<b>Sean Beckmann</b> Assistant Professor	Biology	<a href="mailto:sbeckmann@stetson.edu">sbeckmann@stetson.edu</a>
<b>Martin Blackwell</b> Visiting Professor	History	<a href="mailto:mjblackwell@stetson.edu">mjblackwell@stetson.edu</a>
<b>Jamie Clark</b> Brown Teacher-Scholar Fellow	Music (Cello)	<a href="mailto:jclark15@stetson.edu">jclark15@stetson.edu</a>
<b>Madison Creech</b> Visiting Assistant Professor	Creative Arts	<a href="mailto:mcreech@stetson.edu">mcreech@stetson.edu</a>
<b>Candace Cunningham</b> Brown Visiting Teacher Scholar Fellow	History	<a href="mailto:candace_n_cunningham@yahoo.com">candace_n_cunningham@yahoo.com</a>
<b>Jamile Forcelini</b> Visiting Assistant Professor	World Languages and Culture	<a href="mailto:jforcelini@stetson.edu">jforcelini@stetson.edu</a>
<b>Sara Gramata</b> Assistant Professor	Marketing	<a href="mailto:sgramata@stetson.edu">sgramata@stetson.edu</a>
<b>Juanne Greene</b> Assistant Professor	Management	<a href="mailto:jgreene5@stetson.edu">jgreene5@stetson.edu</a>
<b>Sidra Hamidi</b> Assistant Professor	Political Science (International Relations)	<a href="mailto:shamidi@stetson.edu">shamidi@stetson.edu</a>
<b>Matthew Imes</b> Assistant Professor	Finance	<a href="mailto:mimes@stetson.edu">mimes@stetson.edu</a>
<b>Patrick McNamee</b> Assistant Professor	Accounting	<a href="mailto:pmcnamee@stetson.edu">pmcnamee@stetson.edu</a>
<b>Luca Molnar</b> Assistant Professor	Creative Arts	<a href="mailto:lmolnar@stetson.edu">lmolnar@stetson.edu</a>
<b>Hunter Murphy</b> Experience and Outreach Librarian	Dupont-Ball Library	<a href="mailto:thmurphy@stetson.edu">thmurphy@stetson.edu</a>
<b>Erin Nickell</b> Assistant Professor	Accounting	<a href="mailto:enickell@stetson.edu">enickell@stetson.edu</a>
<b>Meredith Palm</b> Visiting Assistant Professor	Psychology	<a href="mailto:mhpalm@stetson.edu">mhpalm@stetson.edu</a>
<b>Lou Sabina</b> Assistant Professor	Education	<a href="mailto:lsabina@stetson.edu">lsabina@stetson.edu</a>



# SIXTH ANNUAL RESOURCE FAIR

THURSDAY, AUGUST 15, 2020 | 12:00-2:00 P.M.  
CARLTON UNION BUILDING (CUB), GARAGE ROOM

OFFICE	TASTES
Academic Success	Chicas Cuban Cafe
ACE Women's Network of Florida	Jamaican & Soul Restaurant
ALANA-IA and AAUP-SFU	Buttercup Bakery
The Brown Center for Faculty Innovation and Excellence	Porkies BBQ
Career and Professional Development	Santorini
Community Education Project	Trilogy Cafe
Community Engagement	De La Vega
Community School of Music and School of Music	Top's China Restaurant
Dean of Students	Boston Coffee House
Development & Alumni/Outreach & Transitions/Green, White & YOU	Chartwells Catering
Grants, Sponsored Research & Strategic Initiatives	
Institute for Water and Environmental Resilience	
IT & OOLET	
Nina B. Hollis Institute for Educational Reform	
Office of Admissions	
Office of Community Standards	
Office of Diversity and Inclusion	
Office of Religious and Spiritual Life	
People Helping People	
Public Safety	
Residential Living & Learning	
Stetson Dining	
Stetson Health Service	
Stetson University Honor System Council	
Stetson University Library	
Student Counseling Services	
Student Development & Campus Vibrancy - Leadership & Strengths	
Student Employment	
Title IX	
Wellness and Recreation	
WORLD: The David and Leighan Rinker Center for International Learning	
The Writing Center	
The Writing Program	

[www.stetson.edu/administration/registrar/academic-calendars.php](http://www.stetson.edu/administration/registrar/academic-calendars.php)



# 2019-2020 ACADEMIC CALENDAR

## ACADEMIC CALENDAR

## FALL

## SPRING

<b>Start of FSEM Classes</b>	Mon, Aug. 19	—
<b>University Convocation</b>	Wed, Aug. 21	—
<b>TEACHING &amp; LEARNING DAY</b>	—	Fri, Jan. 10
<b>Classes Begin</b>	Thurs, Aug. 22	Mon, Jan. 13
<b>Martin Luther King Day—No Classes—University Closed</b>	—	Mon, Jan. 20
<b>Last Day to ADD a full term course</b>	Wed, Aug. 29	Tues, Jan. 21
<b>Last Day to DROP a full term course without financial penalty</b>	Wed, Aug. 29	Tues, Jan. 21
<b>Labor Day—No Classes—University Closed</b>	Mon, Sep. 3	—
<b>Roster Verification Due (Faculty)</b>	Thurs, Sep. 6	—
<b>Census Date</b>	Mon, Sep. 9	Mon, Jan. 27
<b>Values Day—No Undergraduate Classes</b>	Tues, Sept 24	—
<b>Fall Break—No Classes</b>	Mon-Tues, Sep. 30-Oct. 1	—
<b>Mid-term Grades due by 10 a.m.</b>	Wed, Oct. 9	Mon, Feb. 24
<b>Spring Break—No Classes</b>	—	Mon-Fri, Mar. 2-6
<b>Last Day to DROP a full term course without Academic penalty</b>	Wed, Oct. 16	Fri, Mar. 13
<b>Last Day to select pass/fail option on full term courses</b>	Wed, Oct. 16	Fri, Mar. 13
<b>Last Day to withdraw from all courses with W grades</b>	Wed, Oct. 16	Fri, Mar. 13
<b>Academic Advising Begins</b>	Wed, Oct. 2	Fri, Feb. 28
<b>Registration Begins</b>	Mon, Oct. 28	Mon, Mar. 30
<b>Registration Closed</b>	Fri, Dec. 6	—
<b>Last Day to withdraw from all courses WP/WF grades</b>	Mon, Nov. 18	Tues, Apr. 6
<b>End of FSEM Classes</b>	Tues, Nov. 19	—
<b>Thanksgiving Holiday—No Classes</b>	Wed-Fri, Nov. 27-29	—
<b>COLLOQUIUM</b>	—	Fri, Apr. 3
<b>Good Friday—No Classes—University Closed</b>	—	Fri, Apr. 10
<b>Stetson Showcase—No Undergraduate Classes</b>	—	Tues, Apr. 14
<b>Classes End</b>	Fri, Dec. 6	Wed, Apr. 29
<b>Study Day/Make Up Day</b>	Sat, Dec. 7	Thurs, Apr. 30
<b>Study Day/Make Up Day</b>	Mon, Dec. 9	
<b>Final Exams</b>	Tues-Fri, Dec. 10-13	Fri-Sat, May 1-2
<b>Final Exams</b>	—	Mon-Tues, May 4-5
<b>Final Grades due for Graduating Students at 10 a.m.</b>	—	Wed, May 6
<b>Graduate Commencement</b>	—	Thur, May 7
<b>Undergraduate Commencement</b>	—	Sat, May 9
<b>FINAL GRADES DUE AT 10 A.M.</b>	Tues, Dec. 17	Mon, May 11

# STETSON UNIVERSITY

# MISSION AND VALUES

## MISSION

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** 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** 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** 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.

[www.stetson.edu/other/about/mission-and-values.php](http://www.stetson.edu/other/about/mission-and-values.php)

# STETSON UNIVERSITY

# TEACHER-SCHOLAR

Stetson strives to attract outstanding faculty, deeply committed to our disciplines as means of enhancing understanding of the human condition and the world. As teachers, scholars, and mentors, we model the scholarly practices and intellectual values we seek to impart to students. In those roles,

faculty take joy in the process of inquiry and in sharing our knowledge with others. As active members of the academy, Stetson faculty participate in (inter)disciplinary scholarship and creative practice that keep us current and enlarge the intellectual and practical opportunities available to students.

*Stetson faculty believe that scholarship is the foundation of teaching. The hyphen between “teacher” and “scholar” expresses a significant linkage: scholarship and creative endeavors keep us current, connect us to wider worlds, and remind us that we share with our students the learner’s experience of mastering new material, meeting with resistance or rebuffs, receiving and responding to criticism, and communicating effectively to different audiences. The scholarly and professional activities of faculty connect us to communities beyond our campus, encourage continued intellectual development, contribute to the body of knowledge and wisdom, and renew our enthusiasm to engage students in critical inquiry.*

Scholarship is essential to an intellectually vibrant and enriching community, and so it represents the most fundamental form of professional activity. But scholarship is also a creative process of inquiry and exploration, adding to the knowledge or appreciation of disciplinary or interdisciplinary understanding. It is the serious exercise of what is being taught in the education of students: clear goal- setting, adequate preparation, intense inquiry, and critical reflection. Stetson University encourages and recognizes a broad array of scholarly endeavors just as it has adopted a broad view of faculty engagement with students.

Scholarship adds significantly to our understanding by:

1. Discovering or uncovering new knowledge or insights.
2. Generating new theories and techniques that guide discovery.
3. Integrating knowledge within or across disciplines.
4. Applying knowledge responsibly to solve problems.
5. Developing pedagogical innovations that facilitate the dissemination of knowledge.

We value distinctly different types of scholarly activities, both within and between disciplines. However, across all disciplines, recognized scholarly work shares some common features:

- It results in a product shared with others: a presentation, exhibition, or performance that expands knowledge, skills, or understanding.
- It reaches beyond the institution, often garnering national or international recognition.
- It develops and/or expands the expertise of the faculty member and lifts the faculty member’s standing within the institution and the professional community.
- It is reviewed by appropriately qualified experts outside the institution.

~excerpts from the Stetson Teacher-Scholar Statement (2015)

[blog.stetson.edu/faculty-engagement/about/the-stetson-teacher-scholar](http://blog.stetson.edu/faculty-engagement/about/the-stetson-teacher-scholar)

# ESSENTIAL LEARNING OUTCOMES OF GENERAL EDUCATION

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 students to embark upon a career or postgraduate study in today's world.

## WRITING

Students can compose and revise written texts that employ an appropriate voice to express coherently relationships between ideas from multiple sources, illustrating awareness of rhetorical context and purpose.

## INFORMATION FLUENCY

Using technology as appropriate, students know when there is a need for information and are able to locate, evaluate, and effectively and responsibly use that information for the task at hand.

## SPEAKING

Students can speak in an understandable, organized, and audience-appropriate fashion to explain their ideas, express their feelings, or support a conclusion.

## CRITICAL THINKING

Students, having identified a topic of inquiry and gathered relevant data, can synthesize and evaluate those data to reach an appropriate conclusion or conclusions.

## QUANTITATIVE REASONING

Students can apply quantitative techniques to solve problems or analyze data, or can apply mathematical or symbolic reasoning to move from a set of assumptions to a conclusion.

## KNOWLEDGE OF HUMAN CULTURES AND THE NATURAL WORLD

Students can apply relevant concepts to create, interpret, or explain a variety of cultural or natural phenomena.

## PERSONAL AND SOCIAL RESPONSIBILITY

Students can recognize a complex personal, professional, or public issue related to environmental responsibility, ethical or spiritual reflection, health and wellness, human diversity, or social justice; analyze that issue; and argue effectively for a personal position on it.

## INTEGRATION OF LEARNING

Students can make connections among ideas and experiences and synthesize ideas across perspectives.

# GENERAL EDUCATION PRIMER

Some majors and special programs, such as our Honors Program, will have an alternate pathway to meet these essential outcomes. The standard structure by which most students accomplish their learning goals is described below. At Stetson, advising is a critical component to student's selecting the appropriate courses to meet requirements in their programs.

## FOUNDATIONS

1. Writing
2. First Year Seminar (FSEM)
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)	Individuals, Societies and Social Systems (S)
Culture and Belief (B)	Modern Languages (L)
Historical Inquiry (H)	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)	Human Diversity (D)
Ethical or Spiritual Inquiry (E)	Social Justice (J)
Health and Wellness (W)	

## 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 CREDIT

In addition to completing 32 course units, students join Stetson University's intellectual and creative life outside the classroom by participating in at least three approved cultural events for each semester of enrollment at the university. These events include lectures by distinguished visitors, musical performances, plays and art shows.

# 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 AND 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](https://my.stetson.edu). For any questions on this process, please contact Academic Advising at [academic.advising@stetson.edu](mailto: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 [intranet.stetson.edu/other/training/information-technology/](https://intranet.stetson.edu/other/training/information-technology/)

\*Most first-year faculty do not advise students. Consult with your chair for departmental policies.

# 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.

2018-2019 ACADEMIC YEAR		
DATE	TIME	LOCATION
Friday, August 30, 2019	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, September 20, 2019	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, October 25, 2019	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, November 22, 2019	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, December 6, 2019	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, January 24, 2020	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, February 14, 2020	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, March 27, 2020	12:00-1:00 p.m.	Rinker Auditorium (LBC)
Friday, April 24, 2020	12:00-1:00 p.m.	Rinker Auditorium (LBC)

## 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.
2. Serve as a channel of communication for faculty in its relations with the administration and student body.
3. Speak for the faculty in matters pertaining to faculty standards and welfare, professional ethics, public relations, academic standards, admissions, graduation requirements, etc.

## FACULTY SERVICE

University faculty are teacher-scholars dedicated to the art of teaching while pursuing excellence and expanding knowledge within their varied areas of expertise. In support of the educational mission of the university, faculty also devote time and efforts to the various councils, committees, task forces, and work groups that are established to carry out projects and initiatives related to the educational purposes of the university and the shaping of our community.

For a complete listing of University Councils, Committees, Task Forces, and Work Groups, please visit [www.stetson.edu/administration/provost/governance](http://www.stetson.edu/administration/provost/governance).



## WORLD: The David and Leighan Rinker Center for International Learning

W.O.R.L.D. (World Outreach, Research, Learning and Development): The David and Leighan Rinker Center for International Learning works to promote and support intercultural competence and global citizenship through quality study abroad programs, international student and scholar support services, and community-based international initiatives.

### Who we are....

 <p><b>Paula Hentz</b>  <i>Director of International Learning</i>  phentz@stetson.edu  386-822-7012</p> <ul style="list-style-type: none"> <li>• Senior International Office (SIO) for Stetson University</li> <li>• Comprehensive campus internationalization</li> <li>• Strategic Global Partnerships including international student exchange programs, faculty development and exchange</li> </ul>	 <p><b>Roxanne Lewis</b>  <i>International Student and Scholar Services Coordinator</i>  rlewis1@stetson.edu  386-822-7412</p> <ul style="list-style-type: none"> <li>• Principal Designated School Official (PDSO) through the U.S. Citizenship &amp; Immigration Service for Stetson international students</li> <li>• Administers regulatory and cultural services and programs to support the international scholars' cultural and social adjustment</li> </ul>	 <p><b>Wendy Viggiano</b>  <i>Program Coordinator for International Learning</i>  wviggiano@stetson.edu  386-822-8166</p> <ul style="list-style-type: none"> <li>• Facilitates the development, planning, and implementation of all Stetson Faculty Led programs</li> <li>• Program advisor for affiliate study abroad programs, Peace Corps Prep, WORLD Ambassadors</li> </ul>
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### Important information to know....

<p><b>For the International Student Population:</b></p> <ul style="list-style-type: none"> <li>• For educators who teach courses in which students from all over the world are enrolled, successful course management includes cultural sensitivity to a degree that is not common when teaching students who are all from the same national or ethnic/cultural traditions. Visit: <a href="#">INformED</a></li> <li>• As international student enrollments have skyrocketed, U.S. universities are just starting to sort out the implications for the classroom. Do professors need to adjust grading expectations for written assignments? Visit: <a href="#">Inside Higher ED</a></li> <li>• Even seasoned instructors often have oversimplified ideas about how people from other cultures operate. That's because they tend to zero in on just one or two elements—communication, for example, or decision making. But culture is more complex than that. To get an accurate picture, you need to gauge cognitive, relational, and behavioral differences along the eight dimensions where cultural gaps are most common—and to assess yourself in those areas. Visit: <a href="#">Harvard business Review</a></li> </ul>	<p><b>For Study Abroad:</b></p> <ul style="list-style-type: none"> <li>• Stetson offers 3 options for students to study abroad: <ul style="list-style-type: none"> <li>• <b>Faculty Led Programs</b>—Offered during spring break, winter break, or over the summer. Students take stand alone or embedded semester course with a short international experience.</li> <li>• <b>Exchange Programs</b>—Stetson students spend a semester or academic year enrolled at an international university. Students earn Stetson credit and grades are added to their transcript.</li> <li>• <b>Affiliated Programs</b>—Students can participate in a semester, full year, short term, or summer program through a study abroad provider. Transfer credit is awarded and grades are not reflected on the final Stetson transcript.</li> </ul> </li> <li>• Faculty interested in creating and leading a faculty led program can find detailed information here: <a href="https://blog.stetson.edu/world/faculty-resources/">https://blog.stetson.edu/world/faculty-resources/</a> or meet with Wendy Viggiano.</li> <li>• <b>Deadline for new faculty led program proposals: May 29, 2020</b></li> <li>• If you would like a brief class presentation to promote study abroad to your students, please contact, Wendy at wviggiano@stetson.edu</li> </ul>
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### Faculty Development:

WORLD offers several faculty development opportunities including monthly Lunch and Learns during the spring semester and WORLD Class Travel Awards. WORLD Class Travel Awards provide funding (a maximum of \$5000) for travel that will support Stetson's campus internationalization efforts. Funds can be used towards:

- **Faculty Study Abroad**  
Funds are available to support international learning by faculty and institutional teams to enrich academic development, expand intercultural competence, and boost innovative approaches to learning, problem-solving and critical thinking.
- **Exploratory Travel**  
Funds are available to support individual faculty and teams to explore emerging opportunities in different parts of the world that have broad impact on student and organizational learning.



# FACULTY SUPPORT

## 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. Visit [www.aaup.org](http://www.aaup.org) for more information.

For more information, contact Dr. Rajni Shankar-Brown at [rshankar@stetson.edu](mailto:rshankar@stetson.edu).

## ACE WOMEN'S NETWORK OF FLORIDA

The ACE Women's Network is a national system of networks within each state with the goal of advancing and supporting women in pursuing higher education leadership. ACE aims to develop programs that identify, develop, encourage, advance, link and support (IDEALS) women in higher education careers. Stetson University's chapter consists of faculty and staff women striving to serve in executive level roles in higher education. Members participate in a co-coaching mentoring program and other activities such as workshops on skill development in negotiation and imposter syndrome.

Join this very new Chapter and your ideas can help shape the activities of the network. For more information contact Rosalie Richards at [rosalie.richards@stetson.edu](mailto:rosalie.richards@stetson.edu) or 386-822-7906.

## 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.

**A:** African **L:** Latino/a **A:** Asian **N:** Native **A:** American  
**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, contact Dr. Rajni Shankar-Brown at [rshankar@stetson.edu](mailto:rshankar@stetson.edu).

## PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

The PDC serves to provide information and promote opportunities for professional growth among DeLand campus faculty. The Committee, made up of faculty from each of the Divisions of the College of Arts and Sciences, the School of Business Administration, the School of Music, and the duPont-Ball Library, solicits proposals for summer grants and sabbatical leaves.

Look for an official 'call' for summer grant and sabbatical leave proposals in early fall 2018. For more information contact Tandy Grubbs at [wgrubbs@stetson.edu](mailto:wgrubbs@stetson.edu) or 386-822-8184.

# OFFICE OF FACULTY ENGAGEMENT

The Office of Faculty Engagement provides entrepreneurial leadership of all aspects of faculty development, engagement, and support with a focus on ensuring academic excellence and innovation. The office collaborates with units across campus to support and facilitate a learning environment of intellectual vibrancy, personal and social responsibility, success and significance through a commitment to social justice, diversity and inclusion. The office is one of several units at the Office of the Provost and Academic Affairs at Stetson University.

The Office of Faculty Engagement comprises several centers, offices, learning areas, domestic and international partnerships, and committees dedicated to teacher-scholar faculty career enhancement and engagement with a goal to advance student success.

## VISION 2030: A BLUEPRINT FOR EXCELLENCE & INNOVATION

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### THREE PILLARS

**Openness  
for Lifelong  
Learning**

**Build  
Confidence  
& Agency**

**Collaboration  
to Foster  
Innovation**



**Rosalie A. Richards Ph.D.**  
Associate Provost for Faculty  
Development



**Terri Basset**  
Assistant to the Office of Faculty  
Engagement

# STUDENT RESOURCES

# OUR STETSON HATTERS...

## ACHIEVE SUCCESS AFTER COLLEGE

89% of 2017 graduates were in grad school or career six months after graduating

## PAY ATTENTION TO THEIR ACADEMICS

1,432 students (45% of general student population) used the Hollis Family Success Center

## CARE ABOUT THEIR WELLNESS

Students participate in 18 Club Sports including Volleyball, Skeet and Trap, Equestrian, and Golf. The Hollis Center had over 60,000 visits

## GET INVOLVED ON CAMPUS

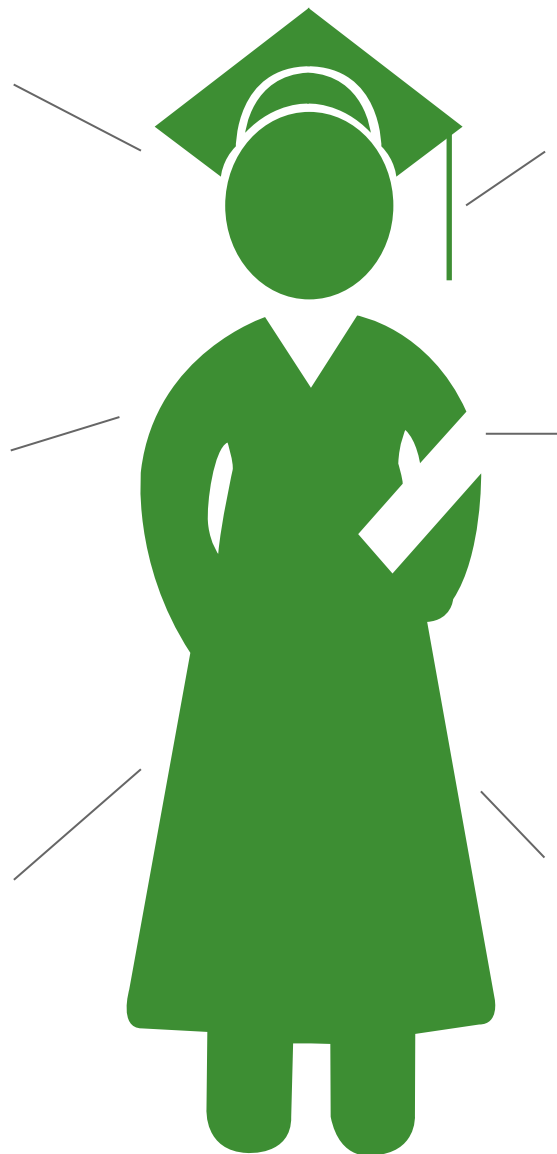
More than 1,600 students held membership in at least one of our 130+ student organizations

## ENGAGE WITH THEIR COMMUNITY

Students engaged in over 42,000+ hours of community service

## ARE LEADERS

Over 35% of students participated in one or more leadership development programs



### 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  
Student Educating & Advocating for Disabilities  
Stetson Organization for Native American Revitalization

### LEADERSHIP PROGRAMS

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

**WE NEED YOU!** Student organizations are always on the lookout for new faculty advisors. If you are interested in engaging with students in a different way, please contact Ginny-Beth Joiner in Student Development & Campus Vibrancy at [gjoiner@stetson.edu](mailto:gjoiner@stetson.edu) or 386-822-7708.

# CAMPUS LIFE AND STUDENT SUCCESS

## CLaSS is always in session!

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

### Health Services

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

### Academic Success

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

### Community Standards

Manages and adjudicates all Community Standards concerns

### Religious & Spiritual Life

Providing diverse religious and spiritual opportunities and chaplaincy

### Dining Services

Offering discounted faculty and staff meal plans

### Student Counseling Services

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

### Wellness & Recreation

Helping Hatters work towards personal wellness goals through active participation in programs, services, and facilities

### Student Development & Campus Vibrancy

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

### Diversity & Inclusion

Offers diversity education and advocacy for students, faculty and staff as it relates to supporting the University's mission to inclusive excellence.

### Career & 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)

## CLaSS

### Campus Life and Student Success

### Center for Community Engagement

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

### Residential Living & Learning

Partnering with Faculty to provide engaging living and learning experiences

### Title IX

Provides guidance for gender and sex-based harassment incidents or questions and responds to all Title IX reports

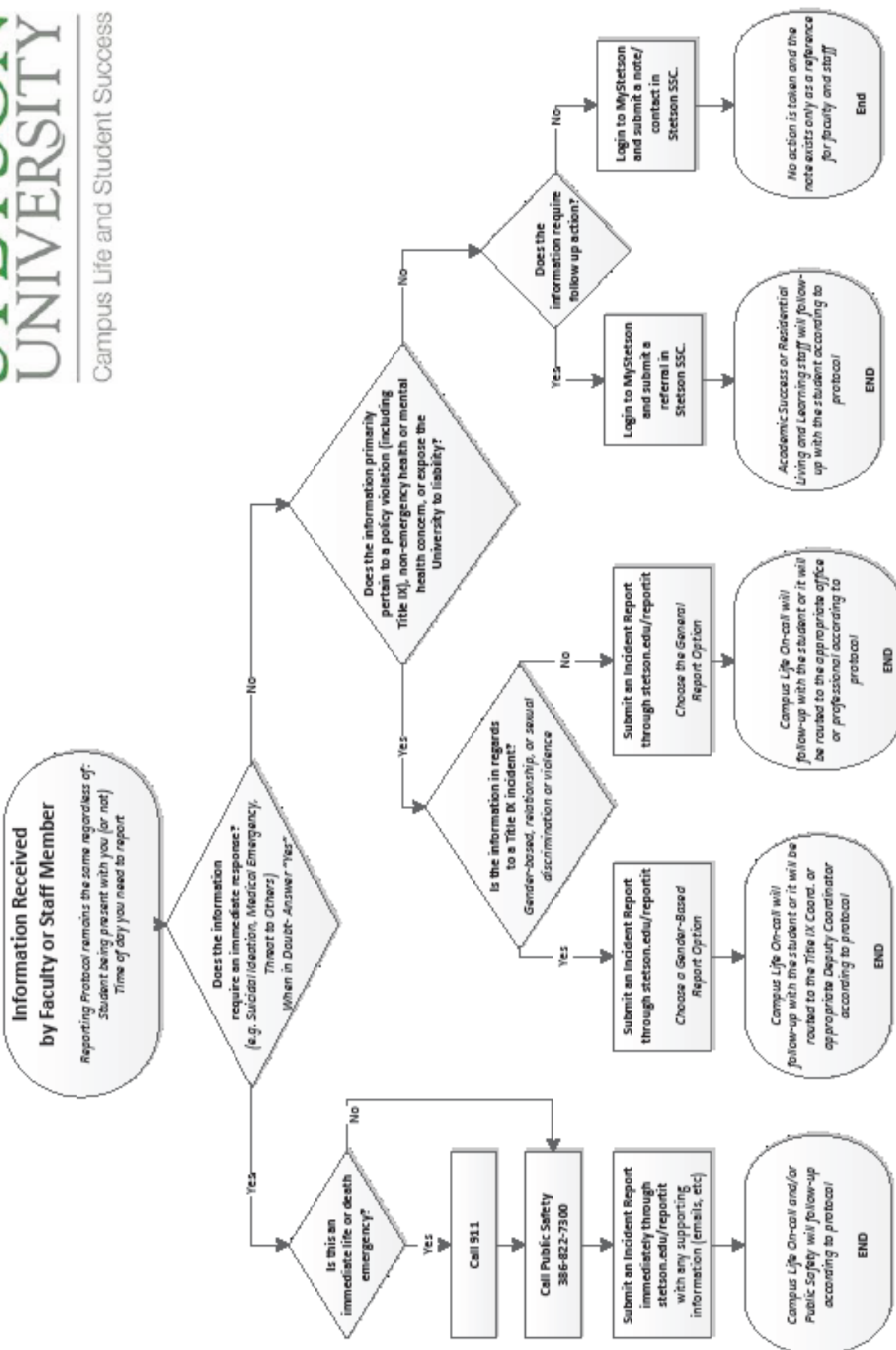
### Public Safety

Responsible for all safety concerns, parking and emergency alerts

[www.stetson.edu/campus-life](http://www.stetson.edu/campus-life)

Carlton Union Building (CUB) Information Desk | 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.



# FIVE THINGS YOU NEED TO KNOW ABOUT THE STUDENT SUCCESS COLLABORATIVE

The Student Success Collaborative (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.

## 1. 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, call the Office of Public Safety at 386-822-7300 or fill out a report at [stetson.edu/reportit](https://stetson.edu/reportit).

## 2. 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!

## 3. REVIEW

The 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 interview before a meeting with a student.

## 4. COMMUNICATE

Easily communicate with individual students or groups of students directly through SSC. SSC provides premade 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).

## 5. 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.

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

### **Academic Success**

[studentsuccess@stetson.edu](mailto:studentsuccess@stetson.edu) | 386-822-7345

## TOP 6 THINGS TO KNOW ABOUT THE LIBRARY

### 1) INFORMATION LITERACY INSTRUCTION SERVICES

Contact: Grace Kaletski-Maisel, [gkaletsk@stetson.edu](mailto:gkaletsk@stetson.edu)

We offer a range of services to support students' information literacy learning needs, including research assignment review, course guide creation, and information literacy sessions tailored to your course and assignment.

The Archives offers instruction sessions on primary sources, as well as archival theory and practice.

Contact Kelly Larson, [klarson@stetson.edu](mailto:klarson@stetson.edu)

🔗 From [stetson.edu/library](http://stetson.edu/library), click *Services*, then *Library Instruction*

### 2) COURSE RESERVES

Contact: Dani Pleines, [dpleines@stetson.edu](mailto:dpleines@stetson.edu)

Place books or DVDs on Course Reserve.

🔗 From [stetson.edu/library](http://stetson.edu/library), click *Services*, then *Course Reserves*.

### 3) INTERLIBRARY LOAN

Contact: Barbara Costello, [bcostell@stetson.edu](mailto:bcostell@stetson.edu)

Request books and articles not owned by the library.

🔗 From [stetson.edu/library](http://stetson.edu/library), click *Services*, then *Interlibrary Loan*.

### 4) MATERIALS ACQUISITIONS

Contact: Debbi Dinkins, [ddinkins@stetson.edu](mailto:ddinkins@stetson.edu)

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

🔗 From [stetson.edu/library](http://stetson.edu/library), click *Services*, then *Library Services for Faculty*, then *Ordering Library Material*.

### 5) RESEARCH SERVICES

Contact: [libref@stetson.edu](mailto:libref@stetson.edu)

Help us support students by referring them to:

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

🔗 From [stetson.edu/library](http://stetson.edu/library), click *Research Help*, then *Ask A Librarian* or *Research Consultations*.

### 6) RESEARCH GUIDES

Contact: Jennifer Corbin, [jcorbin1@stetson.edu](mailto:jcorbin1@stetson.edu)

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](http://stetson.edu/library), click *Research Help*, then *Research Guides*.

### LIBRARY SERVICES FOR FACULTY

Includes links to services mentioned here.

🔗 [www2.stetson.edu/library/facultyservices](http://www2.stetson.edu/library/facultyservices)

[www2.stetson.edu/library](http://www2.stetson.edu/library)

### CIRCULATION DESK

386-822-7183

### ASK A LIBRARIAN

386-747-9028

(call or text)

### EMAIL

[libref@stetson.edu](mailto:libref@stetson.edu)





# WRITING CENTER

## HOURS OF OPERATION

- **Monday-Thursday:** 12:00-10:00 p.m.
- **Friday:** 12:00-3:00 p.m.
- **Sunday:** 3:00-6:00 p.m.

The Stetson University Writing Center, located in the duPont-Ball Library offers free tutoring in writing to all Stetson University students, staff, and faculty. Our friendly, trained peer tutors help writers across campus with any type of written work, at any stage of the writing process.

Students can visit the Writing Center without making an appointment, however, making an appointment through Stetson SCC 10 hours in advance will guarantee they'll be seen by a tutor. For a step-by-step guide on how to make and cancel appointments, please visit our website at [www.stetson.edu/other/writing-center/](http://www.stetson.edu/other/writing-center/).

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](mailto:ldunning@stetson.edu) to schedule a visit.

Use this invitation to encourage your students to ...

### 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

We suggest 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 a 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 services to [writingcenter@stetson.edu](mailto:writingcenter@stetson.edu).



Megan O'Neill, the Director of the Stetson Writing Program, provides support, resources, consultations, and materials for faculty; oversees writing assessment in general education; supports curriculum and pedagogy for writing in all disciplines; and provides faculty development.

Get support for your FSEM, JSEM, and other writing enhanced courses at [www.stetson.edu/other/writing-program/](http://www.stetson.edu/other/writing-program/)

Contact: [mboneill@stetson.edu](mailto:mboneill@stetson.edu)  
[writingprogram@stetson.edu](mailto:writingprogram@stetson.edu)



Leigh Ann Dunning, the Director of the Writing Center and Assistant Director of the Writing Program, provides peer tutoring for students across disciplines, with more than 20 trained peer tutors actively engaged in helping students in the writing process. *Stetson Writing Fellows*—who receive specialized training—are available for embedding in courses using writing as a teaching technique, for helping faculty with

writing assignments, and for helping students with meeting expectations. Contact her to arrange for a tutor to visit your class.

Contact: [ldunning@stetson.edu](mailto:ldunning@stetson.edu)  
[writingcenter@stetson.edu](mailto:writingcenter@stetson.edu)

# TUTORING & PEER INSTRUCTOR

Stetson offers a variety of tutoring that is all walk-in based. Most of the tutoring is held in the Hollis Family Student Success Center 2nd floor of the duPont-Ball Library.

If you would like to have a tutor come visit your class to talk about our services and how to access them, or would like to collaborate with tutoring, such as leaving resources at the center for students to pick-up, please email the Coordinator for Tutoring, Matt Musser, at [mmusser@stetson.edu](mailto:mmusser@stetson.edu)

Feel free to use the following in your syllabus for this semester

## TRY OUT TUTORING!

There are peer tutors available to help with questions big or small. All tutoring is walk-in based, so you can stop by when tutoring is available and someone will be glad to assist you. Tutors are trained to identify and explain patterns of errors to students; tutors will not write on assignments or papers. Peer tutors are most helpful if you do the following:

**Prepare:** make sure to bring your textbook, notes, and anything that you would need for the question(s) you have

**Engage:** once you've met the peer tutor be sure to engage in the discussion and do your best to articulate your questions

**Reflect:** during the session make sure to take notes so that afterwards you can reflect on the material and apply it

Tutoring is primarily located on the second floor of the duPont-Ball Library and is offered for the subjects listed below.

- Accounting
- Anthropology
- Business Statistics
- Computer Science (Elizabeth Hall)
- Economics
- Finance
- Health and Wellness
- History
- Math
- Music (Presser Hall)
- Physics
- Political Science
- Public Health
- Psychology
- Russian Studies (SPREEs Building)
- Sociology
- Writing

Tutoring hours available at [stetson.edu/administration/academic-success/tutoring.php](http://stetson.edu/administration/academic-success/tutoring.php)

Email your questions to [hfssc@stetson.edu](mailto:hfssc@stetson.edu)



Matthew Musser, Academic Success Coordinator for Tutoring and SPI, graduated from Grand Valley State University with a bachelor's degree in history. He then took a few years off to work as a professional chef, before earning his master's degree from GVSU in higher education and leadership. Matt's strong desire to help students be successful comes from learning as a college student how important tutors, academic advisors and other academic success initiatives can be in a student's development. Now as the coordinator at Stetson, Matt works to advocate for, educate, and assist students. In his free time, Matt likes to cook, read, write, run, play video games and the occasional Netflix binge Contact: [mmusser@stetson.edu](mailto:mmusser@stetson.edu)

# TUTORING & PEER INSTRUCTOR

Stetson Peer Instructors (SPIs) are students who have taken a specific course before and offer two 45-minute review sessions each week for a specific section of that course. SPIs are available for the courses listed below.

- Anatomy & Physiology 201 & 202
- Biology 141 and 142
- Chemistry 141 and 142
- Organic Chemistry 201 and 301
- Introduction to Logic

If you are teaching a course that should have a SPI and have not already received communication please contact the Coordinator for SPI, Matt Musser, at [mmusser@stetson.edu](mailto:mmusser@stetson.edu)

Feel free to use the following in your syllabus for this semester

## I SPY A SPI!!

There is a Stetson Peer Instructor (SPI) for this course. SPIs are students who have taken this course before and are offering 45-minute review sessions twice a week to go over some of the course's trickiest topics. SPIs are trained to identify and explain patterns of errors to students; SPIs are not TAs and will not write on or grade assignments. SPIs are most helpful if you do the following:

**Prepare:** make sure to bring your textbook, notes, and anything that you would need for the question(s) you have

**Engage:** be sure to engage during SPI sessions, ask questions, and be involved. SPI sessions are meant to not only answer your questions but create group dialogue to problem solve

**Reflect:** during the session make sure to take notes so that afterwards you can reflect on the material and apply it

Because your SPI is specific for this class, hours and locations will be determined at the start of the semester. Pay Attention in class for an announcement from your SPI and keep an eye on your Stetson student email for a doodle poll during the first week of class that will help determine the time for the sessions.

Email any questions about SPI to [hfssc@stetson.edu](mailto:hfssc@stetson.edu)

# STETSON UNIVERSITY HONOR SYSTEM

The importance of honesty and academic integrity to Stetson University students is reflected in the university's Honor System. The Honor System Council, composed of students who have demonstrated strong leadership and academic integrity, is charged with educating the campus community about issues related to academic honesty, receiving reports of violations, and serving as a peer hearing board.

There are several things faculty can do to reinforce the importance of academic integrity and Stetson's Honor System to their students. These are:

- Including the Honor Pledge on syllabi, along with clearly stated expectations for academic integrity in a particular course.
- Requesting that Honor Council members visit your classroom to educate students about the Honor System and the work of the Honor Council.
- Reporting violations when they occur in your classroom.

Copies of the Honor pledge, instructions for reporting a violation, and other information about the Honor System, can be found at [www.stetson.edu/other/honor-system/](http://www.stetson.edu/other/honor-system/).

# FIVE THINGS YOU NEED TO KNOW ABOUT ADA & 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 accommodation 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.

## 2. ACCOMMODATION EMAILS

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 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.

## 4. NOTE TAKING ACCOMMODATION

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 presentation 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 registered for an audio recording accommodation have completed a recording release from the Accessibility Services Center

### **Accessibility Services Center**

[asc@stetson.edu](mailto:asc@stetson.edu) | [stetson.edu/academic-success](http://stetson.edu/academic-success) | 386-822-7127

## Residential Life Coordinator Areas - Fall 2019 as of 7.1.19

RLC	Hunter Rogers	Lauren Sewell	Jes Day <i>interim</i>	Sommer McMinn
<b>Supervising Area</b>	West Area: Emily, Chaudoin, University Halls	First Year Area: Carson-Hollis, Smith, Gordis, Nemec Halls	Apartments Area: Hatter Hall, University Village, Plymouth, Stetson Oaks, Stetson Palms, Stetson Cove Apartments and Catalyst Houses	Central Area: Conrad Hall, Houses 1-7, Houses A-F
<b>Office</b>	University Hall 132A	University Hall 132C	University Hall 132B	University Hall 132D
<b>Ext.</b>	x27231	x22363	x22367	x22364
<b>Email</b>	Hrogers1@	Lsewell1@	jday@	Smcminn@
<b>Residence</b>	Chaudoin Hall	Carson Hall	Stetson Palms	Conrad
<b>Photo</b>				
<b>Duty Areas</b>	Emily, Chaudoin and University Halls	Carson-Hollis, Smith, Gordis and Nemec Halls	Hatter Hall, University Village Apartments, Catalyst Houses	Conrad Hall and Houses
<b>Phone</b>	Primary 386.956.7995	Primary 386.956.6880	Primary 386.956.7559 Stetson Palms, Oaks, Cove & Plymouth Apartments Primary 386.450.0638	Primary 386.956.9955



# STUDENT COUNSELING SERVICES

(386) 822-8900 | [www.stetson.edu/student-counseling/](http://www.stetson.edu/student-counseling/) | [counseling@stetson.edu](mailto:counseling@stetson.edu)

## FREQUENTLY ASKED QUESTIONS

### WHO ARE WE?

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

- Six licensed, multidisciplinary mental health professionals
- Two part-time registered interns (working toward full licensure)
- Two counseling graduate student trainees (working toward their master's degrees)

### WHERE ARE WE LOCATED?

Griffith Hall 157 E Minnesota Ave.

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

### 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:

- In-person individual, group, and couples counseling
- Crisis walk-in appts during office hours and after hours counselor on-call support
- 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?

- Consultations regarding concerns about a student
- Educational presentations/training sessions
- Kognito interactive online simulation
- Online resources

### IS COUNSELING CONFIDENTIAL?

Yes! Counseling is confidential. Information regarding a student's counseling, including whether or not they have even come to the Student Counseling Services and made an appointment, cannot be released without 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 IMPACT THEIR ACADEMIC RECORD?

Counseling records remain completely separate from academic records unless counseling information has been released, with the student's written permission, to an academic entity (e.g., Academic Success) and that information is subsequently stored in the academic file.

### I'M CONCERNED ABOUT A STUDENT. WHAT CAN I DO?

- 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 a Licensed mental health provider
- Participate in Kognito interactive online simulation to help with ways to support students in need.
- 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 Student Counseling Services.
- Fill out an incident report online: [stetson.edu/reportit](http://stetson.edu/reportit)
- If a student is having a mental health crisis after-hours, 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!**

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

Topic:	Major & Career Guidance/ Discovery Program	All Internships	CAS Job Search/ Graduate School Preparation	SoM Job Search/ All Graduate Students	SoBA Job Search	All Internships
Point of Contact:	Elizabeth Boggs, Director	Christine Arias, Assistant Director, Internships	Liz Connor, Assistant Director	Tim Stiles, Executive Director	John Sheehy, Career Development Coordinator	Max Draper, Graduate Assistant, Internships
						
Contact Info.:	eboggs @stetson.edu 386-822-7362	csarias @stetson.edu 386-822-7383	econnor @stetson.edu 386-822-7736	tstiles @stetson.edu 386-822-7375	jsheehy @stetson.edu 386-822-7385	mdraper @stetson.edu 386-822-7318

## 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 and competencies 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?

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# CAMPUS POLICIES

# INTERFAITH CALENDAR

## A GUIDE TO RELIGIOUS HOLIDAYS AND CELEBRATIONS

The purpose of an interfaith calendar is to foster dialogue and cooperation among the various religious traditions that make Stetson University an inclusive and diverse living-learning community. Students are encouraged to utilize the calendar in order to better support one another throughout the course of their academic year. Faculty and staff are encouraged to utilize the calendar when planning curriculum and to raise the level of discourse about matters of faith and practice. Finally, the interfaith calendar should remind and encourage students, faculty, and staff to be mindful of the commitments of others. The observation of certain religious holidays may involve fasting, a dietary change, or special celebrations that may occur during the day or in the evening.

Jewish, Islamic, and Bahá'í holidays begin at sundown of the night before the observance date listed, with the following day observed as the first full day of the holiday. The holiday concludes at nightfall of the last day listed. Orthodox and observant Conservative Jews stop all work-related activities from sundown on Friday to sundown on Saturday to observe Shabbat (Sabbath). Other religious traditions include similar practices. For example, Seventh-day Adventists, a denomination within the Christian tradition, observe the Sabbath from sunset Friday to sunset Saturday. Additionally, Christian Orthodox churches retained the Julian calendar after the Gregorian calendar was introduced in Europe in 1582. As a result, the dates of their religious holidays differ from many western churches.

Please note: religious holidays and celebrations that occur on weekends are not listed below. For more information, visit [Stetson's Interfaith Calendar](#).

August 23	<b>International Day for the Remembrance of the Slave Trade and Its Abolition -</b> Memorializes the tragedy of the transatlantic slave trade, coinciding with the anniversary of the uprising in Santo Domingo (today Haiti and the Dominican Republic) that initiated its abolition.
September 2	<b>Ganesh Chaturthi - <i>Hinduism</i>-</b> Celebrates the birthday of Ganesha, the elephant-deity
September 10	<b>Ashura - <i>Islam</i> -</b> A day of fasting observed on the 10th day of the month of Muharram to celebrate Moses' exodus from Egypt
September 24-October 7	<b>Navaratri - <i>Hinduism</i> -</b> A nine-day festival celebrating the triumph of good over evil. It worships God in the form of universal mother (Durga, Devi, or Shakti), and marks the start of fall.
September 30-October 1	<b>Rosh Hashanah - <i>Judaism</i> -</b> Beginning of the Jewish New Year and first of the High Holy Days, which marks the beginning of a ten-day period of penitence and spiritual renewal.
October 9	<b>Yom Kippur - <i>Judaism</i> -</b> The "Day of Atonement" marks the end of the Ten Days of Penitence that begin with Rosh Hashanah.
October 14-20	<b>Sukkot - <i>Judaism</i> -</b> The week-long "Feast of Booths" commemorates the 40-year wandering of the Israelites in the desert on the way to the Promised Land.
October 27	<b>Diwali - <i>Hinduism, Jainism, Sikhism</i> -</b> Also called the "Festival of Lights," it celebrates the victory of good over evil, light over darkness, and knowledge over ignorance.

October 31	<b>Samhain/Beltane</b> – <i>Wicca/Pagan</i> – A festival marking the end of the harvest season and the beginning of winter or the “darker half” of the year.
November 12	<b>The Birth of Bahá’u’lláh</b> – <i>Bahá’í</i> – The anniversary of the birth of Bahá’u’lláh, prophet-founder of the Bahá’í faith, in Núr, Persia. The celebration includes feasting, prayers, and music.
November 12	<b>Guru Nanak Dev Ji’s Birthday</b> – <i>Sikhism</i> – The anniversary of Guru Nanak, the First Guru of the Sikhs and the founder of Sikhism. He was born in mid-November; the holiday is celebrated according to the lunar date.
December 1-24	<b>Advent</b> – <i>Christianity</i> – Advent is a season of spiritual preparation in observance of the birth of Jesus. In Western Christianity, it starts on the fourth Sunday before Christmas. In Eastern Christianity, the season is longer and begins in the middle of November.
February 10	<b>Tu B’Svat</b> – <i>Judaism</i> – New Year’s Day for Trees, and traditionally the first of the year for tithing fruit of trees. Now a day for environmental awareness and action, such as tree planting.
February 26	<b>Ash Wednesday</b> – <i>Christianity</i> – The first day of Lent for Western Churches, a 40-day period of spiritual preparation for Easter. In the Orthodox Church, this period is known as Great Lent and marks a six-week fast.
March 1-19	<b>Nineteen Day Fast</b> – <i>Bahá’í</i> – Bahá’ís between 15 and 70 years of age do not eat or drink from sunrise to sunset and set aside time for prayer and meditation.
March 9	<b>Magha Puja</b> – <i>Buddhism</i> – Also known as Sangha Day, it commemorates the spontaneous assembly of 1,250 disciples, completely enlightened monks, in the historical Buddha’s presence.
March 10	<b>Holi</b> – <i>Hinduism</i> – A spring festival in India and Nepal dedicated to the god of pleasure, also known as the festival of colors.
March 10	<b>Purim</b> – <i>Judaism</i> – The “Feast of Lots” marks the salvation of the Jews of ancient Persia from extermination.
April 7-9	<b>Theravada New Year</b> – <i>Buddhism</i> – In Theravada countries the New Year is celebrated on the first full moon day in April.
April 9-16	<b>Passover</b> – <i>Judaism</i> – The eight-day “Feast of Unleavened Bread” celebrates Israel’s deliverance from Egyptian bondage.
April 10	<b>Good Friday</b> – <i>Christianity</i> – Known as Holy Friday in Eastern Christianity, it commemorates the Crucifixion of Jesus on the Friday before Easter.
April 20-May 1	<b>Festival of Ridvan</b> – <i>Bahá’í</i> – Annual festival commemorating the 12 days when Bahá’u’lláh resided in a garden and proclaimed his mission as God’s messenger for this age. The first (April 21), ninth (April 29), and twelfth (May 2) days are celebrated as holy days when Bahá’ís suspend work.

The Interfaith Calendar, [www.interfaithcalendar.org](http://www.interfaithcalendar.org), the Anti-Defamation League (ADL), and other sources were used to develop this document.

The Office of Religious and Spiritual Life meets each spring to update and refine the calendar. Please direct comments, concerns, or revisions to the calendar to Lindsey Carelli, [lcarelli@stetson.edu](mailto:lcarelli@stetson.edu).

# EQUALITY, SAFETY AND AWARENESS

## TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

### 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, with the exception of staff in the Student Counseling Services Center, Health Service, 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

Lyda Kiser, Executive Director/Title IX Coordinator | 386-822-7960 | [titleix@stetson.edu](mailto:titleix@stetson.edu)

Barbara Hawkins, Deputy Title IX Coordinator for students | 386-822-7205 | [bhawkins@stetson.edu](mailto:bhawkins@stetson.edu)

Drew Macan, Deputy Title IX Coordinator for employees | 386-822-7472 | [cmacan@stetson.edu](mailto: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, [stetson.edu/title-ix](https://stetson.edu/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.

## WE ARE HERE TO HELP YOU!

- 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, [stetson.edu/title-ix](https://stetson.edu/title-ix).
- 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 around sexual misconduct on college campuses.
- Publish an editorial or blog post supporting survivors.
- Resources at [www.facultyagainstrape.net](http://www.facultyagainstrape.net).

# NCAA ATHLETICS

## 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.

### Missed Class Time and Make-up Work

- Athletics schedules are reviewed and approved by the Faculty Athletics Representative
- Missed class time is reviewed by the University Athletics Committee annually.
- Student-athletes are required to provide instructors with travel/competition dates during the first week of class.
- You will sign a form acknowledging receipt of the travel dates - please communicate your attendance and make-up policies so the student-athlete can make an informed decision.
- You have the discretion to determine how a student-athlete makes up missed work or exams and how to apply your attendance policy.
- Apply your policies consistently for all university-sponsored events
- It is the student-athlete's responsibility 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.

## 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

- Director for Compliance (386-822-7490 or [compliance@stetson.edu](mailto:compliance@stetson.edu))
- Associate Athletics Director for Student Success (386-822-8141)
- Dr. Mike Bitter, Faculty Athletics Representative (386-822-7422 or [mbitter@stetson.edu](mailto:mbitter@stetson.edu))
- PJ Moses, Associate Athletics Director for Student Services (386-822-8141 or [pmoses@stetson.edu](mailto:pmoses@stetson.edu))

*\*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.*

# ANIMAL POLICY

## LEGALLY APPROPRIATE QUESTIONS FOR SERVICE ANIMAL OWNERS

1. **Is the 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 and miniature horses.
- Access only denied if animals poses a “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 animals access is denied.

## PETS

- Allowed in all public outdoor spaces.
- Not approved in the workplace.
- Residential student owners must have pet approved through Residential Living & Learning prior to bringing the animal to campus.
- Residential students - approved pets allowed in pet-friendly residential buildings.

## SERVICE ANIMALS IN TRAINING

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

## 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 Residential Living & Learning prior to bringing the animal to campus.

For more information about our Stetson’s animal policy, visit [stetson.edu/animal-policy-deland](http://stetson.edu/animal-policy-deland).

**NOTE:** If you are concerned with the behavior of an animal in the classroom, please contact the Accessibility Services Center to discuss appropriate recourse

[illegible]



# HELPFUL RESOURCES

# STETSON UNIVERSITY TECHNOLOGY

## QUICK REFERENCE GUIDE

### MY STETSON

Through [my.stetson.edu](https://my.stetson.edu) you can access:

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

### MY STETSON LOGIN INFORMATION

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 to My Stetson:

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

### STETSON EMAIL

As a Stetson University faculty member you will have an [@stetson.edu](mailto:@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 to your Stetson email:

- Go to Stetson Today or [email.stetson.edu](https://email.stetson.edu).
- Username: [username@ad.stetson.edu](mailto: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.*

### WHAT CAN I.T. DO FOR YOU?

Contact us for assistance with:

- WiFi connectivity
- Wired Network connectivity
- Game System connectivity
- Login and password issues
- TV issues

# STETSON UNIVERSITY TECHNOLOGY

## QUICK REFERENCE GUIDE

### 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 you 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](http://vlab.stetson.edu).

### 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.

### BLACKBOARD

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

To access Blackboard, go to [my.stetson.edu](http://my.stetson.edu) or [blackboard.stetson.edu](http://blackboard.stetson.edu) and login with your Stetson username and password. Press the Blackboard link from the options located in the upper-right of the 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 your courses you are scheduled to teach.

You have 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 EdTeach with any questions, comments or concerns, at [oolet@stetson.edu](mailto:oolet@stetson.edu)

### 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.

### I.T. SUPPORT

Contact I.T. support at 386-822-7217 or [support@stetson.edu](mailto:support@stetson.edu).

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

- Monday-Thursday 8:00 a.m.-8:30 p.m.
- Friday 8:00 a.m.-4:30 p.m.

The help desk also has a wealth of information available on its website [stetson.edu/information-technology/helpdesk](http://stetson.edu/information-technology/helpdesk)



# STETSON UNIVERSITY HEALTH SERVICE

## *A Stetson University and AdventHealth DeLand Partnership*

Stetson Health Service is your doctor's office on campus. 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.

## **STETSON HEALTH SERVICE – YOUR DOCTOR'S OFFICE ON CAMPUS!**

### **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

### **INFORMATION**

healthservices@stetson.edu  
stetson.edu/health-service

### **PRESCRIPTIONS**

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

### **PAYMENTS AND INSURANCE**

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.

### **LOCATION**

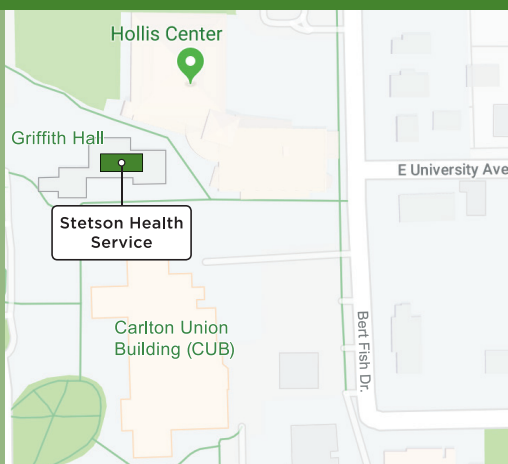
Stetson Health Service is located in Griffith Hall

### **OPERATING HOURS**

8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.  
Monday through Friday. There is no provider coverage on Friday afternoons.

### **APPOINTMENTS**

Call for appointments:  
386-822-8150





## Sport Programs & Outdoor Adventure

### Intercollegiate Sports

-Recreational sports for men and women to compete and exercise through organized leagues.

-Sports include: softball, 3v3 basketball, dodge ball, flag football, indoor volleyball, trivia, basketball, basketball, 4v4 sand volleyball, kickball, 5v5 indoor soccer, outdoor soccer, ultimate frisbee, 4v4 flag football, floor hockey.

Check out: [www.WMhugues.com](http://www.WMhugues.com)

### Club Sports

-Club Sports are formed by students motivated by a common interest and desire to participate in a specific sport activity whether it is recreational, instructional, or competitive in nature.

-Sports include: triathlon, baseball, cycling, tennis, aquatics, golf, soccer, volleyball, shooting, ultimate frisbee, salsa dancing, chess & trap, surf, softball.



### Stetson Outdoor Adventure and Recreation

-Opportunities are provided to participate in outdoor recreation, with some price supplements.

-Portable Kayak Course Teambuilding.

-Trips include: white water rafting, kayaking, hiking and more.



## Health Promotion & Wellness

### Peer Health Educators (WELL Teams)

-Students who are nationally trained and certified to offer health promotion programs to the Stetson community.

### Peer Health Hubs

-Each week the Peer Health Educators deliver health and wellness information through fun interactive activities.

### HIV and STI Screening

-Free confidential monthly HIV screening and semester STI screening offered on campus.

### Wellness Workshops

-A variety of wellness topics offered in interactive style through the DEVELOPED website.

### 21st Birthday project

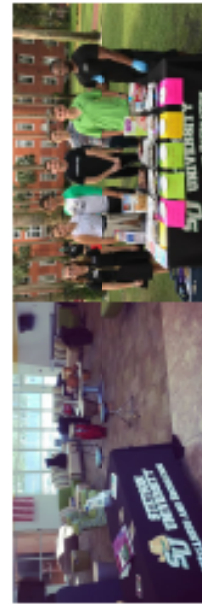
-Students receive information before their 21st birthday that promotes responsible behavior.

### Ever Fit: Think About It

-Online personalized wellness feedback tool covering alcohol, drugs, tobacco, sexual health, stress, nutrition and sexual consent permission.

### Healthy Tailgate ("Hubscore")

-Educates students on the evaluation of drinking through conversation, activities, and informal conversations.

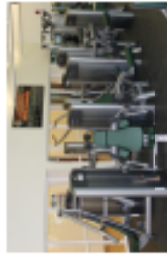


[wellnessandrec@stetson.edu](mailto:wellnessandrec@stetson.edu)  
[www.stetson.edu/wellness-and-recreation](http://www.stetson.edu/wellness-and-recreation)  
 386-822-7237

## Operations & Fitness

### Health Center Open Recreation

- Free access to students, faculty, and staff.
- Life Fitness strength training equipment
- Life Fitness, and Woodway Treadmills
- Cylex Air Training, and Recumbent Bikes
- Rowing machines, table tennis/ stretch area



### Fitness Assessments

-Fitness Coaches can provide residents with personal or comprehensive fitness assessments. Assessment offerings include blood pressure checks, percentage of body fat analysis, girls measurements, etc.

### Aquatics

- Open swim
- Solar climate regulated pool
- USA Swim Program including Summer Swim Lessons and Master Swim



### Group Fitness

-Schedule changes on semester basis. Download the "Stetson University Wellness and Recreation" app to register for classes.

-Typically offered: Zumba, strength training, spinning, yoga, Pilates, cardio boxing, and tai chi.

### Fitness Incentive



Each semester we offer \$1000, a fitness incentive to encourage physical activity. This incentive is a 4-6 week series focusing on regular exercise, forming accountability with others, nutritious advice and healthy living habits. This program is designed to be accessible to those who frequent the gym and those who are just beginning to explore fitness and wellness.

# DIRECTORY OF STETSON OFFICES

**Admissions**

ext. 27100

[www.stetson.edu/admissions](http://www.stetson.edu/admissions)

**Academic Advising**

ext. 27345

[www.stetson.edu/academic-advising](http://www.stetson.edu/academic-advising)

**Academic Success**

ext. 27345

[www.stetson.edu/academic-success](http://www.stetson.edu/academic-success)

**Bookstore**

ext. 27160

[www.stetson.edu/bookstore](http://www.stetson.edu/bookstore)

**Career and Professional Development**

ext. 27315

[www.stetson.edu/career](http://www.stetson.edu/career)

**The Catalog**

[www.stetson.edu/catalog](http://www.stetson.edu/catalog)

**Center for Student Success**

ext. 27345

[www.stetson.edu/student-success](http://www.stetson.edu/student-success)

**Hub in the CUB - an informational helpdesk**

ext. 27776

[hubinthecub@stetson.edu](mailto:hubinthecub@stetson.edu)

**College of Arts & Sciences**

ext. 27515

[www.stetson.edu/artsci](http://www.stetson.edu/artsci)

**Student Counseling Services**

ext. 28900

[www.stetson.edu/counseling-center](http://www.stetson.edu/counseling-center)

**Dean of Students - Lynn Schoenberg**

ext. 27473

[deanofstudents@stetson.edu](mailto:deanofstudents@stetson.edu)

**The duPont-Ball Library**

ext. 27183

[www.stetson.edu/library](http://www.stetson.edu/library)

**Facilities Management**

ext. 28810

[www.stetson.edu/facilities](http://www.stetson.edu/facilities)

**Green Pages - Stetson's online directory**

available through "my Stetson pages"

[my.stetson.edu](http://my.stetson.edu)

**The Honor System**

[www.stetson.edu/honor-system](http://www.stetson.edu/honor-system)

**Information Technology (IT) Help Desk**

ext. 27217

[support@stetson.edu](mailto:support@stetson.edu)

**Office of Online Learning and Educational Technology (OOLET)**

ext. 27182

[www.stetson.edu/oolet](http://www.stetson.edu/oolet)

**Post office (on campus)**

Located in the Bookstore in the CUB

ext. 28826

[www.stetson.edu/post-office](http://www.stetson.edu/post-office)

**Print Shop & Copy Center**

ext. 28162

[www.stetson.edu/print-shop](http://www.stetson.edu/print-shop)

**Public Safety**

ext. 27300

[www.stetson.edu/public-safety](http://www.stetson.edu/public-safety)

**Registrar**

ext. 27140

[www.stetson.edu/registrar](http://www.stetson.edu/registrar)

**Residential Living and Learning**

ext. 27201

[www.stetson.edu/housing](http://www.stetson.edu/housing)

**School of Business Administration**

ext. 27409

[www.stetson.edu/business](http://www.stetson.edu/business)

**School of Music**

ext. 28950

[www.stetson.edu/music](http://www.stetson.edu/music)

**Stetson One Stop**

Located in the Rinker Welcome Center

[www.stetson.edu/one-stop](http://www.stetson.edu/one-stop)

**Stetson Health Services**

ext. 28150

[www.stetson.edu/health-service](http://www.stetson.edu/health-service)

**Student Success Collaborative**

[my.stetson.edu](http://my.stetson.edu)

(Faculty tab)

**The Writing Center**

ext. 27717

[www.stetson.edu/writing-center](http://www.stetson.edu/writing-center)

**The Writing Program**

ext. 27722

[www.stetson.edu/writing-program](http://www.stetson.edu/writing-program)

for a complete directory of people and offices, visit

[www.stetson.edu/software/greenpages/](http://www.stetson.edu/software/greenpages/)



# LOCAL RESOURCES

## GROCERY STORES

<b>Publix Super Market at Northgate Shopping Center</b>	299 International Speedway Blvd. DeLand, FL 32724	386-734-7112
<b>Publix Super Market at Country Club Corners</b>	2431 S. Woodland Blvd. DeLand, FL 32720	386-740-0014
<b>DeLand Asian Market</b>	114 N. Woodland Blvd. DeLand, FL 32720	386-736-9905
<b>Save-A-Lot</b>	939 N. Woodland Blvd. DeLand, FL 32720	386-736-6751
	221 S. Woodland Blvd. DeLand, FL 32720	386-734-5956
<b>Winn-Dixie</b>	1050 W. New York Ave. DeLand, FL 32720	386-738-5351
<b>DeLand Natural Market and Bakery</b>	933 N. Woodland Blvd. DeLand, FL 32720	386-736-7919
<b>Walmart Neighborhood Market</b>	955 S. Woodland Blvd. DeLand, FL 32720	386-624-0678

## HOSPITAL

<b>Florida Hospital DeLand</b>	701 W. Plymouth Ave. DeLand, FL 32720	386-943-4522
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## HOUSING RESOURCES

<b>RE/MAX Legacy</b>	4300 Church St. Sanford, FL 32771	407-667-7779
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[legacy.florida.remax.com/realestatehomesforsale/](https://legacy.florida.remax.com/realestatehomesforsale/)

<b>Greene Realty</b>	215 S. Woodland Blvd. #203 DeLand, FL 32720	800-776-9692
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[www.robertygreenerrealty.com](https://www.robertygreenerrealty.com)

## MALLS

<b>Volusia Mall</b>	1700 W. International Speedway Blvd., Daytona, FL 32720	386-253-6783
<b>Seminole Towne Center</b>	200 Towne Center Cir. Sanford, FL 32771	407-323-2262
<b>Mall of Millenia</b>	4200 Conroy Rd. Orlando, FL 32829	407-363-3555
<b>The Florida Mall</b>	8001 S. Orange Blossom Trail Orlando, FL 32809	407-851-7234

## REGIONAL RETAILERS

<b>Walmart Supercenter</b>	1699 N. Woodland Blvd. DeLand, FL 32720	386-734-4420
<b>Target</b>	2575 Enterprise Rd. Orange City, FL 32763	386-774-5574



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[illegible]

# STETSON UNIVERSITY BROWN CENTER

FOR FACULTY INNOVATION AND EXCELLENCE

Stetson University

Brown Center for Faculty Innovation and Excellence

421 North Woodland Boulevard, Unit 8360

DeLand, Florida 32723

386-822-7930

[stetson.edu/brown-center](http://stetson.edu/brown-center)



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