

# Rollins

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HAMILTON HOLT SCHOOL

2019-2020

Adjunct

Handbook

## Adjunct Faculty Handbook AY '19/20

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# Academic Advising (CLA)

Each CLA student chooses a faculty member as academic adviser based on major interest. For questions, contact Associate Dean of Advising, Gabriel Barreneche: [gbareneche@rollins.edu](mailto:gbareneche@rollins.edu).

## Academic Advising (Holt School)

Each Holt student is assigned a professional advisor based on last name or major/program:

- Terrie Cole**
- Elementary Education\*
  - Environmental Studies & Sustainable Urbanism
  - International Affairs
  - Music\*
  - **All International Students**
  - **Business Management Students** with last names **A-F**.

Email: [tcole@rollins.edu](mailto:tcole@rollins.edu)

\*Music and Elementary Education students are also assigned a faculty advisor from the major department.

**Coleen Palmer**

- Economics
- Healthcare Management,
- **All Undeclared Students**
- **Business Management Students** with last names **G-P**

Email: [cpalmer@rollins.edu](mailto:cpalmer@rollins.edu)

**Debbie Tatum**

- 3/2 Accelerated Management Program
- English
- Humanities
- Organizational Behavior
- Psychology
- **Business Management Students** with last names **Q-Z**.

Email: [dtatum@rollins.edu](mailto:dtatum@rollins.edu)

**Amber Taylor**

Interim Director of Student Services  
Email: [ataylor1@rollins.edu](mailto:ataylor1@rollins.edu)

**Carolyn Lockwood**

Administrative Assistant  
Email: [clockwood@rollins.edu](mailto:clockwood@rollins.edu)

# Academic Honor Code

Everything you need to know is found at <https://www.rollins.edu/honor-code/academic-honor-code/index.html>

## Accessibility Services

Olin Library, Rooms 122 and 123  
407-975-6463 / [access@rollins.edu](mailto:access@rollins.edu)  
[www.rollins.edu/access](http://www.rollins.edu/access)

### Get Connected

Students in need of academic accommodations due to diagnosed disabilities should connect with the Office of Accessibility Services at the start of the Fall semester\* and will complete a “Welcome Meeting” with professional staff. During this meeting, documentation will be reviewed and academic accommodations may be approved. Faculty must receive an Accommodation Letter, which is the official email notification from the Office of Accessibility Services confirming accommodations, before granting any accommodations. Students are also asked to communicate their needs with faculty during a brief 1-on-1 meeting.

\*Note: Students may connect with Accessibility Services at any time during the semester; however, accommodations are not retroactive. All cases are assessed individually.

Common academic accommodations include (but are not limited to):

- *Extended time on tests/quizzes and distraction-reduced testing environments*
  - Students must schedule all accommodated test requests through the Accommodate online portal at least 72 hours in advance with Accessibility Services.
- *Note-taking*
  - Students may use note-taking technology including smart pens and audio recorders, for educational purposes only. In the event that an in-class note-taker is needed, students and faculty in the class will receive notification from Accessibility Services.
- *Accessible Formats*
  - Alternative text for books and documents will be available upon request through Accessibility Services.
  - All video material shown in class should have captioning/subtitles
- *Organizational Strategies Mentors*
  - Students may consult one on one with Graduate Mentors to work on study skills
- *Modified Attendance Accommodation*
  - Students with this accommodation will require some flexibility in course attendance due to chronic health conditions.

Please contact us at any point during the semester at [access@rollins.edu](mailto:access@rollins.edu)!

# Alfond Sports Center

Front Desk 407-646-2660 ; Building Manager 407-691-1753  
Athletic Offices: 407-646-2366 ; Rec Sports: 407-691-1275.

Fall Hours:

Monday-Friday 7:00am -10:00pm

Saturday 10:00am-10:00pm

Sunday 10:00am-6:00pm

Adjuncts actively teaching at Rollins College may use the Alfond Sports Center, Alfond Pool, and Tiedkte Tennis Courts. Children must be accompanied by an adult. Adjuncts are also welcome to participate in Intramural and Group Fitness activities. For additional info, see RollinsSports.com or call 407-646-2660.

## Arts at Rollins

For over 130 years, Rollins College has served as a gathering place for our community. Our faculty, staff, students, and community patrons have enjoyed top notch talent at an affordable price. They have been invited to engage with the issues of the day. They have celebrated our shared humanity, and sought light in dark times. Join this proud legacy by taking advantage of all the arts and culture offerings on campus!

The **Department of Music** offers an eclectic array of concerts and showcases each year featuring distinguished visiting artists, faculty, and students (please see handout of Music Schedule). More than a dozen student groups, such as the Rollins Singers, the Rollins College Choir, the 10 O'clock Jazz Ensemble, and the Percussion Ensemble provide performance experiences for majors and non-majors. Most events do not require advance tickets and are free and open to the public. Christmas Vespers is indeed ticketed. Email [boxoffice@rollins.edu](mailto:boxoffice@rollins.edu) to reserve your two complimentary seats.

The Department of Theatre and Dance presents an exciting season of musicals and plays featuring student performers in the historic **Annie Russell Theatre** and through their **Second Stage Series** (see brochure). To reserve your two complimentary tickets to each Annie production, email [boxoffice@rollins.edu](mailto:boxoffice@rollins.edu). The Second Stage Series, housed in the Pioneer Building, is free and open to the public (no tickets required).

The **Cornell Fine Arts Museum** presents several exhibitions each year and holds a collection of 5,600 objects from ancient to contemporary art. Part of the Contemporary Art Collection is always on view at the Alfond Inn. The museum boasts an emphasis on teaching and engagement, and is free of charge year-round.

The **Winter Park Institute** at Rollins College welcomes thought leaders from a broad spectrum of disciplines to campus. Visit [www.winterparkinstitute.org](http://www.winterparkinstitute.org) to read more about this season's speakers. To reserve your two complimentary tickets to any events that interest you, email [boxoffice@rollins.edu](mailto:boxoffice@rollins.edu).

Each February, **Winter with the Writers** brings distinguished authors to campus for readings, interviews, and master classes. Now partnered with the National Book Foundation and sponsored by the Department of English, this festival of the literary arts is part of a long tradition of literary excellence at Rollins College.

# Campus Bookstore

## Fall Hours

Monday-Thursday 8:00am-6:00pm

Friday 8:00am-4:00pm

Saturday 10:00am-3:00pm

Sunday 12:00pm-3:00pm

## Extended Hours for first 2 weeks of class

Monday-Thursday 8:00am-7:00pm

Friday 8:00am-5:00pm

Saturday 10:00am-4:00pm

Sunday 12:00pm-3:00pm

The Rollins College Bookstore is the only official campus resource that provides students, faculty, and adjuncts with textbooks, supplies, college branded merchandise to gear you up for the classroom and to show off your school pride. Faculty, adjuncts, and staff receive a 10% discount on all Bookstore merchandise (excluding: electronics, food, textbooks, and health & beauty supplies). The Bookstore is located at 200 W. Fairbanks Ave between the PNC Bank and 170 Fairbanks. For more information, visit the Bookstore website:

<http://www.rollins.edu/bookstore/> or <http://www.rollinsshop.com/>

Located in the Bookstore is an Einstein Bros Bagels which is open Monday – Friday 8:00am-2:30pm and Saturday 10am-1pm, only during the school year, and have both breakfast and lunch options. When ordering textbooks for the subsequent semester, you will receive either a paper or digital adoption form from the bookstore. Please submit this to either your Department Administrative Assistant to send to the bookstore or directly to Wes Scheffler ([wscheffler@rollins.edu](mailto:wscheffler@rollins.edu)) with as much information about the book as possible as well as a reliable and preferred form of contact. We will contact you if there are any questions about your book order or for further confirmation. If you need help choosing a book, finding the right book, or creating a custom book for your class, please contact us at 407-628-6304 or [wscheffler@rollins.edu](mailto:wscheffler@rollins.edu), and we will be glad to assist you.

For all complementary/instructor's copies, please contact your Department's Administrative Assistant.

Store Manager – Mary Vitelli ([mvitelli@rollins.edu](mailto:mvitelli@rollins.edu) / 407-628-6303)

Course Materials Manager – Wes Scheffler ([wscheffler@rollins.edu](mailto:wscheffler@rollins.edu) / 407-628-6304)

# Campus Safety

General Safety and Security, Escorts, Emergency Management and Parking  
407-646-2999 • [campussafety@rollins.edu](mailto:campussafety@rollins.edu) • Available 24 hours, 7 days per week

## General Safety and Security

Campus Safety offers a wide variety of proactive and reactive programs and services aimed at maintaining a safe and secure environment. Should you have a question or concern, do not hesitate to contact us at your convenience. Information about the overall safety of our campus can be found at

<http://www.rollins.edu/campus-safety/clery-compliance/index.html>.

## Escorts While on Campus

Campus Safety provides courtesy escorts to members of the campus community for health and safety reasons. During daylight hours, we provide escorts to those that have been approved through Accessibility Services or Human Resources and have a mobility impairment. After hours, we will provide a courtesy escort to anyone for safety concerns. Please call us at 407-646-2999 to coordinate the escort and allow at least 5-10 minutes for an officer to respond.

## Emergency Management

Rollins has invested heavily in providing the resources and training to respond to a wide variety of situations that may impact our campus. We have chosen to take an all hazards approach to emergency management by adopting a model that is NIMS and ICS compliant. This allows us to respond and integrate with a number of first responders and provide a unified and professional response. Please take a moment and visit <http://emergency.rollins.edu/> for specifics on such topics as sheltering in place, responding to violence on our campus, becoming familiar with R-Alert – our emergency communications tool, and the many resources and training opportunities that we provide.

## Parking

All members of the campus community are required to have a parking permit on their vehicle, while on campus. To obtain a permit, please visit <http://www.rollins.edu/campus-safety/traffic-parking/index.html>. Faculty may park in any legal parking space on campus not designated for visitors. You may also park in the SunTrust parking garage, which is free once you have obtained a permit, by utilizing your R-Card.

## Distressed and Disruptive Student Behavior

Students may display a wide variety of behaviors while in class or on campus. College is a time of exploration and learning, but it may also be filled with frustration and anxiety. We designate student behavior as either distressed, where the student needs support and resources to get back on track, or disruptive, where the student is impacting the educational process and needs corrective action. Please take a moment to review the CARE guide provided by Student Affairs, <http://www.rollins.edu/student-affairs/care/student-care-guide.html>, which will help identify concerning behaviors, provide contact information for resources on campus, and facilitate support for you.

# Center for Career and Life Planning

170 W. Fairbanks Avenue, First Floor (Fall 2019)

Kathleen W. Rollins Hall, First Floor (Spring 2020)

Office Hours: Monday through Friday, 8:30 AM – 5:00 PM

Drop-in Hours: See [www.rollins.edu/careercenter](http://www.rollins.edu/careercenter)

Accommodations for after-hour appointments can be made for Holt students upon request.

Contact [careercenter@rollins.edu](mailto:careercenter@rollins.edu) directly for after-hour scheduling.

The Center for Career and Life Planning supports the Rollins College mission of empowering students and alumni to pursue meaningful lives and productive careers. We are committed to offering resources to educate, guide, and connect constituencies through **Career Development** (career counseling and education), **Experiential Learning** (internships, job shadowing, mentorships and student employment), and **R-Compass Initiatives** (infusion of career preparation into the Rollins College curriculum). As educators within the Division

of Student Affairs, we engage campus and community partners to cultivate students' personal, professional, and intellectual development fostered by the liberal arts education.

The Center for Career & Life Planning provides a variety of services and resources including career counseling, workshops focused on post-graduation employment and graduate school, and experiential opportunities such as internships and on-campus jobs. In addition, the career center partners with faculty to integrate high-impact curricular and co-curricular experiences in support of the career readiness of students and alumni. Students may also attend career and recruiting events, visit the center during drop-in advising hours, or schedule an appointment to meet with a career advisor.

For more information, including upcoming events and a more complete description of the resources available log into [Handshake](#) or visit the website at [www.rollins.edu/careercenter](http://www.rollins.edu/careercenter).

### Key Resources

**Career & Life Planning Website:** Visit [www.rollins.edu/careercenter](http://www.rollins.edu/careercenter) to learn how we can assist students and alumni, including information about majors and careers, internships, graduate school preparation, and the job search.

**Handshake:** As the career management system for the Rollins community, Handshake allows students and alumni to search for on-campus employment, internships, full-time, and part-time jobs – and to upload multiple résumés and cover letters. The **Resources** tab within Handshake includes in-depth career research resources, industry guides, self-assessment and career exploration support, résumé and cover letter guides, and global career information. Visit [www.rollins.edu/careercenter](http://www.rollins.edu/careercenter) and click on “join us on Handshake” to log into Handshake using your standard Rollins login credentials.

**Career Counseling:** Students can schedule an appointment in Handshake to explore majors and minors, create career goals, examine graduate school programs, learn about internship opportunities, prepare for interviews, or discuss other career-related issues.

**Career Assessments:** CCLP offers free access to FOCUS 2, a self-assessment designed to assist in the exploration of majors and careers. Students and alumni can answer questions about their interests, values and skills, then meet with a counselor to discuss the results and identify potential career paths. Students and alumni can take the FOCUS 2 assessment through Handshake.

**Career Education:** Numerous educational opportunities are offered across campus, primarily through outreach presentations to residence halls, student organizations, classrooms, athletic teams, and other student groups. Presentation topics include personal branding, leveraging your Rollins experience, using LinkedIn and the Rollins Alumni Network to your advantage, Handshake and internships. Scheduled workshop dates and times can be found on Handshake. To request an outreach presentation, submit the appropriate form: [Faculty Outreach Request](#).

**Career Studio:** An open, collaborative space where students learn from other students and graduate assistants who have been specifically trained in career advising. No time for an appointment? No problem! Drop-in Monday through Friday from 10 am to 2 pm to get questions answered about resumes, cover letters, job and internship searching, LinkedIn, and other valuable resources.

**Rollins Internship Program:** Internships provide opportunities to enhance academic learning and gain valuable work experience that is highly desired by employers. A listing of over 400 internships, many pre-approved for academic credit, can be found through Handshake.

Students may also contact the Career Center for more information on how to register for the Academic Internship reflection course and earn college credit for your internship experience.

**Student Employment:** Students can review the variety of on-campus part-time jobs available in Handshake, and apply to those that they're eligible for and interested in. In addition to the money that student employees earn, on-campus employment provides a supportive environment where students can gain valuable career skills like communication, teamwork, personal responsibility and accountability in a work environment, time management and customer service skills, and self-confidence.

**Practice Interviews:** Students and alumni can sharpen their interviewing skills by utilizing *BigInterview* software. *BigInterview* allows participants to review and critique their recorded interview, request a staff review, or forward the session to others for feedback. Participants are encouraged to dress professionally and provide realistic answers for job, internship or graduate school interview questions.

**On-Campus Recruiting:** Employers regularly visit campus to provide information sessions and recruit students for full-time jobs and internship positions. Students may contact the career center for the list of companies that are scheduled to recruit on-campus throughout the semester. Students can also see the events in Handshake, many of which will include corporate partners looking to recruit students for full time jobs after graduation.

**Graduate School Advising and Preparation:** Career counselors can help students and alumni determine whether graduate school is the best choice right now, which jobs require advanced degrees, what type of graduate degree to pursue, and how to gain admission into a program of choice.

### Special Programs

**Career & Internship Expo:** Hosted annually during the Spring semester located in the Alford Sports Center, the *Career & Internship Expo* attracts 70 employers who are eager to meet with students and alumni looking for employment and internship opportunities.

**Graduate School Admissions Practice Tests:** The CCLP sponsors free practice graduate entrance exams (LSAT, GRE, MCAT, GMAT) each semester. Participating students will have the opportunity to experience the exam questions, timing, and results in preparation for the "official" version.

**Networking events:** Students have the opportunity to attend a variety of networking events with employers and alumni. The career center also offers special events to help students learn the appropriate etiquette and behaviors when networking with potential employers.

**R-Compass:** The R-Compass initiative is a highly integrative program that infuses career preparation into the student academic experience. Programs such as Résumé Consultants, Major Mentors, and the R-Compass Fair are all designed to assist students in articulating the value of their Rollins experience to potential employers.

**Alumni Connections:** Students can engage with alumni through mentoring and networking opportunities. These real-world career connections will allow students to explore career paths, build their network, and connect the dots between their Rollins experience and their career aspirations.

**Career Services for Life:** Rollins alumni have access to career services for life. The Career Center is available to support the lifelong career success of alumni after graduation, including assistance with pursuing new opportunities and navigating career transitions.

# Dining Choices

407-646-2671

Within the Cornell Campus Center, you will find...

- **The Marketplace** located on the main level, features several specialty stations including vegan and vegetarian, allergen free options. The Marketplace is all-you-can-eat and open for breakfast, lunch, and dinner Monday through Friday, and for brunch and dinner on weekends.
- **The C-Store** is a complete convenience store with made-to-order subs, snacks, groceries, sundries, gifts, and a wide selection of gluten free and organic products. Its deli will now be housed in Dave's Boathouse Restaurant.
- **Dave's Boathouse** is the newest addition to Rollins College Dining Services. A nautical themed pub-style eatery, which can accommodate up to 180 guests and offers live music, stand-up comedy and more! Dave's Boathouse has a quick and casual service style, where guests can place orders and runners will deliver their food to their booths, tables and at the bar. They also offer craft and domestic beers and a wide assortment of wine along with newly added made-to-order Sushi. It is located in the lower level of the Cornell Campus Center.

At other locations on campus...

- **Cornell Café**, in the courtyard of the Cornell Social Sciences Building, offers a Mexican flair with prepared to order wraps on fresh-made tortillas, wrap-less bowls, gourmet chips, fresh-made tortilla chips, soup du jour, and bottled beverages.
- **Bookmark Café**, located in the Olin Library, features Starbucks coffee, a variety of cold beverages, and quick grab-n-go snacks, sandwiches, and salads.
- **Bush Café**, located in the newly remodeled Bush Science Center, features Starbucks coffee, fresh fruit smoothies, grab-n-go sandwiches and salads, and assorted bottled beverages and snacks.

Hours vary throughout the term. For updates see: <https://rollinscollege.sodexomyway.com/>

## Endeavor Center for Faculty Development

Dr. Nancy Chick, Director

Olin 209 + [nchick@rollins.edu](mailto:nchick@rollins.edu) + 407.646.2704

<https://www.rollins.edu/endeavor/>

The Endeavor Foundation Center for Faculty Development is the campus hub for faculty development, partnering with campus colleagues to support all faculty in the development of the interwoven aspects of teaching, scholarship, and service at a liberal arts college. The Center is specifically focused on supporting faculty in their work as teachers and teacher-scholars, and the campus in its educational mission to advance student learning through innovative and evidence-based teaching. To this end, it offers consultations and programming to support individual faculty across the professional lifecycle, work with departments and programs in their efforts to teach in context, and contribute to the college's culture of teaching and learning.

In addition to serving as a communications hub for the faculty development activities offered across campus, the Endeavor Center offers services for individual faculty as well as departments, programs, and committees. Regular workshops, Lunch & Learn conversations, course (re)design programming, book groups, confidential consultations, and small funds for teaching squares and other activities are available to individual faculty. Consultations, conversations, and collaborative programs are available to departments, programs, and relevant committees.

Ultimately, the Center contributes to the Rollins College mission by empowering faculty to maintain meaningful professional lives and productive careers, and to practice teaching inspired by the liberal arts ethos and the principles of excellence, innovation, and community.

## IT Help Desk

Located in the Olin Library  
Monday to Thursday 8am-9pm  
Friday and Saturday 8am-5pm  
Sunday 8am-9pm

Welcome to Rollins! As you go through the semester you may need some IT related support. This handout will give you basic information and contact information for the IT Helpdesk.

**I need IT help. How do I get it?** The Rollins IT Help Desk is located on the main floor of the Olin Library next to the Circulation Desk. We are open from 8am-9pm Sunday-Thursday and 8am-5pm Friday and Saturday. You are welcome to come by in person, reach us by phone at (407) 628-6363, by email at [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu), or submit a ticket online using our [Client Portal](#). Please also feel free to explore our new [Knowledge Base](#) designed to answer the most common IT Help Desk related questions.

**I need some help with the technology in the classroom I am teaching in. What do I do?** We recommend going to your classroom before your first class to test out the equipment in the room. If you plan on using your laptop, bring your laptop to make sure you can connect it to the projection system. If you would like someone from IT present to orient you to the technology in the classroom, contact the Help Desk and we can schedule that with you. If you are teaching and experience a problem with the technology in the room, call the Help Desk at (407) 628-6363 and we will troubleshoot it with you and get you teaching again as soon as possible.

**I got a suspicious email asking for my password or other personal information. What do I do?** Please forward any suspicious emails to [phishing@rollins.edu](mailto:phishing@rollins.edu). No one at Rollins will ever ask you for your password over email or otherwise. We have seen an increase in these kind of “phishing” attempts, and if our security team is aware of the attempt we can block the sender and disable any links in the email.

**How do I get on the Internet?** The wireless network at Rollins is called “FoxNet-v2”. Connect to Foxnet-v2 using your Rollins username and password. For more detailed instructions on connecting to Foxnet-v2, please visit this [link](#) to our Knowledge Base.

**I need special software for my class. How do I get it?** If you need special software for your class, please contact the Help Desk as soon as possible. We can coordinate a software install in a computer lab, or let you

know about an existing computer lab that you might be able to use. For a complete list of software available in the Rollins computer labs, click [here](#).

## Instructional Design and Technology (IDT)

Instructional Design and Technology (IDT) is part of the Information Technology department. IDT collaborates with faculty to design courses in Canvas, provides one-on-one support and professional development workshops, and assists faculty with the selection and integration of technology tools to improve teaching and learning.

To contact IDT, please contact the I.T. Help Desk at [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu) or 407-628-6363.

**Important note:** Rollins has moved from Blackboard to Canvas. All Fall 2019 courses will be taught in Canvas. Faculty and students will lose access to Blackboard on 12/20/19. Remember to get any content that you need out of Blackboard before then.

### What resources are available to help me learn how to use Canvas?

- View the [online schedule of Canvas workshops and open labs](#). We encourage you to RSVP, but it is not required.
- If you cannot attend a Canvas workshop or open lab, [schedule a one-on-one meeting with an instructional technologist](#). We are happy to help you in person, over the phone, or via WebEx if you cannot meet on campus.
- Access the [Faculty Getting Started Guide](#) to view a list of things you should do to get started with Canvas and online resources available to you.
- If you have any issues with Canvas or basic questions, please contact the I.T. Help Desk.

### What other technology tools besides Canvas are available to me?

- You and your students have access to a variety of tools including Adobe Creative Cloud tools, an online survey tool, web conferencing tool, and several other content creation tools. The links below provide more information.
  - [Technology tools available for faculty and staff](#)
  - [Technology tools available for students](#)
- Rollins has a subscription to LinkedIn Learning (formerly known as Lynda.com). You and your students can use LinkedIn Learning to learn a variety of skills, including programs like Excel, PowerPoint, Adobe Photoshop, Adobe Premiere, and much more. More details on [how to access LinkedIn Learning can be found in our Knowledge Base](#).

### What professional development opportunities are available to me?

- We offer workshops and lunch and learns throughout the year. Visit our [event calendar](#) to see what we are offering. You will also receive email invitations to our events.

# Olin Library

407-646-2521

Monday-Thursday 7:45am-midnight

Friday 7:45am-5:00pm

Saturday 9:00am-5:00pm

Sunday 11:00am-midnight

(Main Floor Open 24/7 for All R-card Holders)

Nine librarians partner with faculty, including adjunct faculty, throughout the College to teach students how to effectively search for, evaluate and use information resources, visiting over 180 classes each year and are available for individual research help by drop in or appointment, in person, online, and via phone. Librarians are happy to sit down individually to bring students, faculty and staff up to date with all that a modern academic library has to offer. Each librarian works with a set of departments. Find out who your librarian is:

<http://www.rollins.edu/library/yourlibrarian>.

The Olin Library includes the Tutoring & Writing Center, where peer tutors help you learn concepts and skills for your academic courses, and where writing consultants help you brainstorm, draft, and polish your writing for any course. The library also houses the Information Technology Help Desk, and features the latest technology, including computer workstations, a variety of software applications, online databases, full Internet access, color and 3-D printers, and digitizing equipment. These tools facilitate creativity and innovation. The office of Accessibility Services also serves students on the first floor of Olin Library.

The main floor of the building is open 24/7 to all Rollins students, faculty and staff through secure R-Card access. During the last week of each semester and through the end of finals, the entire library building is accessible after midnight with your R-card. The Library's collections reflect the liberal arts mission of the College and strongly support the curriculum. Holdings currently include over 90 research databases, over 461,000 books, online and in print, access to more than 196,000 journals online and in print, numerous special collections, and over 107,000 streaming videos and DVDs. The College Archives and Special Collections Department, located on the first floor of the Olin Library, provides further opportunities for research in rare books and manuscripts and the historical records of Rollins College. Special collections emphasize the liberal arts character of the Library. The Archives offer a wealth of information to local historians, collecting both documents of the institution and extensive holdings on the history of Winter Park.

The Olin Library has a robust wireless network throughout the buildings and houses the Bookmark Café. It is an integral part of the instructional, intellectual, and cultural life of Rollins College. For further information, visit <http://www.rollins.edu/library> or call 407-646-2521.

## Printing

Adjunct faculty have access to printing on campus by three ways.

### Option 1: Webprint

This works from any computer with internet access. However, it defaults to double-sided and black and white. The number of copies you may make is also limited. But note that Toshiba printers on campus double as

copiers. These can be found throughout Olin library, in the Halls of Bush Science Building and in many departmental offices.

1. Go to the website, <https://webprint.rollins.edu>
2. Log in with your normal Rollins username and password
3. On the left-hand side, click **webprint**.
4. Click on **submit a job**.
5. Choose the number of copies.
6. Either click **upload from computer** or drag the file into the box.
7. Click **upload & complete**.
8. Go to a Toshiba Printer and swipe your R-Card.
9. Press **Select Jobs** on touch panel
10. Print the held print job(s) by selecting Print next to each job

### **Option 2: Printing from a Computer on the Rollins Network**

This allows you to print from within normal applications, choose color, one-sided, multiple copies, etc.

1. Log into a campus computer with your normal username and password (Olin Library has lots of these)
2. Go to the print menu for the application in use
3. In the dropdown, select **PaperCut-FollowMe** on rprint
4. Select **Print**
5. You should receive a pop-up saying your print job has been held in a queue
6. Go to any Toshiba Printer and swipe your R-Card
7. Press **Select Jobs** on touch panel
8. Print the held print job(s) by selecting Print next to each job

### **Option 3: Ask your Departmental Administrator for Help**

## **Registrar/Student Records**

Registrar, Stephanie Henning: (407)646-2258 - shenning@rollins.edu

The Registrar's Office oversees processes related to course scheduling, registration, graduation, grade collection, college catalogs and curriculum approval processes.

*For more detailed information (for CLA Adjuncts), please visit:*

<https://rpublic.rollins.edu/sites/ASCPS/SitePages/Home.aspx>

### **FAQs**

#### ***How do I suggest a course to be taught?***

- Contact the department chair and provide a synopsis of the course. If you want to see if the course will be popular, your chair may suggest a topics class. Topics courses may be taught twice without approval from the Curriculum Committee. Course proposal and topics request forms can be found at: <https://rpublic.rollins.edu/sites/ASCPS/SitePages/Home.aspx>

#### ***What is the process for developing a course?***

- Before the course begins:
  - Select books and contact bookstore to provide ISBNs and any other supplies needed for the course.
  - Create syllabus – there is a template available that includes the required institutional policies.

- Make sure the classroom has the technology needed via the Help Desk at [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu) or call 407-628-6363
- Submit final syllabus to the Dean's Office
- When your course is in progress:
- Check attendance – this information may be requested by other offices on campus – student records, financial aid.
- Report students who are attending, but not on your roster to [registrar@rollins.edu](mailto:registrar@rollins.edu) prior to the add/drop deadline.
- Use the Academic Warning process to report students who are not keeping up. The link to Academic Warnings is found in Foxlink under the Faculty tab.
- Report students who have stopped attending, but are not officially withdrawn to [registrar@rollins.edu](mailto:registrar@rollins.edu) prior to the drop or withdrawal deadlines.
- After the course ends:
- Submit grades in Fox Link only.
- Review your course evaluations and discuss outcomes with chair

## **Religious Life at Rollins**

Rev. Katrina Jenkins, Dean of Religious Life  
407.646.2440, [kejenkins@rollins.edu](mailto:kejenkins@rollins.edu)

The Dean of Religious Life journeys with students as they explore matters of faith, spiritual, secular, and world views. Provide spaces to engage in meaningful conversations and learning opportunities around these topics. Allow students to ask and find answers to questions such as: Who am I? What is my purpose in life? The character and programs of the Chapel are interfaith, seeking to serve and support persons in a variety of faith and secular traditions, and to emphasize the conviction and commitments they share with one another. We have various groups available for those who want to continue to explore matters of faith and/or spirituality. Please check our website or the *Knowing Knowles* Facebook page for our weekly schedule of events.

Each Sunday during the school year, there is a...

- Nondenominational Christian service at 11:00 a.m.
- Roman Catholic Mass at 8:30 p.m.
- On Fridays, we offer Jumu'ah Prayer at 1:30 p.m., and Shabbat Services every other Fridays at 6:30 p.m.
- Meditation sittings are offered throughout the week.

Please check the schedule of events for exact dates, times, and locations.

The Dean of Religious Life offers assistance with regards to special crises, celebrations, weddings, memorial services, and is available for pastoral counseling.

# Student and Family Care

<https://www.rollins.edu/dean-of-students/student-care/index.html>

Cornell Campus Center (on the right from the main entry)

407.646.2345

[care@rollins.edu](mailto:care@rollins.edu)

The [Office of Student and Family Care](#) is a resource for students, faculty, staff and families to provide holistic care and support for students as they navigate college life from matriculation through graduation. We care deeply about providing a safe and secure environment to learn and work. If you are concerned about a Rollins community member or are concerned about a specific incident, you can report your concerns through this link, which is also available on the Faculty FoxLink Tab and Dean of Students Website: [Report a Concern](#).

For information on how to identify and work with students exhibiting distress or disruptive behavior, please review the Student Care Guide for Faculty and Staff, which is also available online on the Faculty FoxLink Tab and Dean of Students Website: [Student Care Guide](#).

For further information and resources to assist in holistically supporting and caring for students, please review this link, which is accessible via the Dean of Students Website: [Student and Family Resources](#). The Office of Student and Family Care is located on the first floor of the Cornell Campus Center in Dave's Boathouse, and can be reached at extension x2345 (407-646-2345) or via email: [care@rollins.edu](mailto:care@rollins.edu).

## Title IX Office

### Gender and Sex-Based Discrimination, Harassment, and Misconduct

<https://www.rollins.edu/titleix> · 407-691-1773

[slaake@rollins.edu](mailto:slaake@rollins.edu) [TitleIX@rollins.edu](mailto:TitleIX@rollins.edu)

### Your Role as Faculty and Title IX Compliance at Rollins

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sex-based discrimination. Rollins College is committed to creating and maintaining a safe, healthy, and respectful community in which students, faculty, and staff can work together in an atmosphere free of discrimination and harassment based on sex, gender, gender identity, gender expression, and sexual orientation. The Title IX Coordinator leads Rollins' efforts to prevent and respond to gender and sex-based discrimination, harassment, misconduct, and violence.

Any member of the Rollins community who is affected by sexual harassment and/or misconduct (including sexual assault, stalking, and relationship violence) is encouraged to seek immediate medical attention and/or to notify law enforcement as appropriate. In addition, all impacted individuals are encouraged to promptly report what occurred to the Title IX Coordinator so appropriate action can be taken to eliminate the harassment, support the individual(s) impacted, prevent the recurrence of the harassment, and address the negative effects of violence on our community. Confidential support and assistance is also available on and off campus.

For resource information, including the Title IX policy, please visit <https://www.rollins.edu/titleix>.

All employees (including faculty, staff, resident assistants, and peer mentors) are considered “responsible employees” under Title IX, which means you are REQUIRED to share information regarding sexual assault, relationship abuse, stalking, sexual harassment, and other forms of sex-based and gender-based discrimination with the Title IX Coordinator. This includes any and all information you observe or learn about sexual harassment and misconduct experienced by students, faculty or staff on or off-campus. Confidential on-campus resources (Wellness Center and Dean of Religious & Spiritual Life) are not required to contact the Title IX Coordinator.

If a student discloses to you, let them know you have to share the information with the Office of Title IX. Assure the student that every effort will be made to respect their privacy. Let the student know that the Office of Title IX will contact them directly. **Responsible employees are required to share the following information with the Title IX Coordinator:**

- Name of student and other involved parties
- Information about the incident (date, nature of the incident, and any other details provided)
- Other helpful information (for example, "the student wanted to speak with a counselor, so we called the Wellness Center")

**Information can be shared with Title IX Coordinator Sarah Laake by calling 407-691-1773, emailing [slaake@rollins.edu](mailto:slaake@rollins.edu), or submitting an online reporting form at [rollins.edu/TIXreporting](http://rollins.edu/TIXreporting).**

New faculty and adjuncts are REQUIRED to complete several United Educators Online courses to help you understand your duties and obligations under Title VII and Title IX. You should have received information from the Human Resources Department upon hire about how to access and complete the online courses. For more information, please visit the Safe@Rollins website: [rollins.edu/sexual-misconduct/safe-at-rollins](http://rollins.edu/sexual-misconduct/safe-at-rollins). If you have any problems, please contact Human Resources at 407-646-2369.

While compliance with Title IX is everyone’s responsibility, listed below are the staff members who have primary oversight over Title IX compliance.

#### **Office of Title IX**

Sarah Laake, Title IX Coordinator  
Cornell Campus Center, Suite 103  
[slaake@rollins.edu](mailto:slaake@rollins.edu)  
407-691-1773

#### **Human Resources Department**

Matt Hawks, Deputy Title IX Coordinator  
311 W. Fairbanks Avenue, 2<sup>nd</sup> Floor  
[mhawks@rollins.edu](mailto:mhawks@rollins.edu)  
407-646-2104

#### **Athletics Department**

Pennie Parker, Deputy Title IX Coordinator for Gender Equity in Athletics  
Alfond Sports Center, 2<sup>nd</sup> floor  
[pparker@rollins.edu](mailto:pparker@rollins.edu)  
(407) 646-2636

# Tutoring and Writing Consulting (at Olin Library)

Mistie Wollard, Associate Coordinator for TWC: 407-646-2607; [mwollard@rollins.edu](mailto:mwollard@rollins.edu)

Layne Porta Gordon, Coordinator for TWC; [lgordon@rollins.edu](mailto:lgordon@rollins.edu)

For resources, staff lists, benefits, applications to work see <http://rollins.edu/library/twc>

## "Information Given to Students"

### Writing Consulting

We are a staff of trained, knowledgeable, and friendly peer writing consultants. We're happy to work with you wherever you are in your writing process, from brainstorming paper topics to polishing your final draft. We're used to experiencing writer's block, struggling to create a thesis, or figuring out the best way to organize a paper--we're students and writers, just like you. As we talk with you about your work, we'll try out techniques that you can use now and in the future. Please have any relevant materials, including an assignment description, available during your consultation.

### Tutoring

As content tutors who have been recommended by our professors, we know the courses we tutor and the professors who teach them. We can help you practice problem-solving, clarify the assignments you're working on, and work with you to develop more effective ways to learn from your course materials. Please have all relevant course materials available during your session! We do not have tutors for every course. If you don't see tutors for your course in EAB, reach out to Mistie Wollard.

### Making Appointments

We are an appointment-based program. How to make one? Look at this link for complete directions with our new EAB system. <https://www.rollins.edu/library/consult/index.html>.