



**Rollins College**

**NEW FACULTY HANDBOOK**

Compiled by:  
Dr. Madeline Kovarik



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# Welcome

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Welcome to Rollins College! You will discover that Rollins College is an exciting place to work. As you begin your teaching experience, you will experience both expected and unexpected events. This is when this resource may prove helpful. The New Faculty Handbook does not supersede any administratively published campus document rather; it organizes the information into an easy to use format.

This guide is a “work in progress” and will continue to evolve. This material has been extracted and compiled from multiple sources including the Rollins College Faculty Handbook, the Dean of Faculty section of the Rollins College web site, and others. Any questions should be referred to the Dean of the Faculty for resolution.

Good luck as you begin your career at Rollins College!

# Facts

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Nestled in the quaint community of Winter Park along the shores of Lake Virginia, Rollins College captures the best of Florida's warmth and sunshine while providing the best education under the sun.

Founded in 1885 by New England Congregationalists who sought to bring their style of liberal arts education to the Florida frontier, Rollins is the oldest recognized college in the state of Florida. Today more than 1,700 undergraduate students enjoy small classes, personal interaction with an outstanding faculty, and a lush, 70-acre campus with a range of amenities including the 75,000-square foot



Alfond Sports Center, the state-of-the-art Cornell Campus Center, and much more including hosting the internationally renowned Bach Festival.

It's impossible to walk Rollins' tree-lined campus, stroll along the Walk of Fame, or step inside one of its magnificent Spanish Mediterranean style buildings without sensing the College's great history. While maintaining its links with the past, Rollins always looks to the future striving for continuous innovation in a caring campus community.

Founded in 1885, Rollins College is Florida's oldest recognized college, and is consistently ranked by U.S. News & World Report as one of "America's best colleges." Its Crummer Graduate School of Business is ranked by Forbes magazine among the best business schools for return on investment. Rollins College is rated as "very competitive" by *Barron's Profiles of American Colleges* and is listed in *The Princeton Review Student Access Guide to the Best 331 Colleges*. Rollins' endowment of over \$260 million places it in the top 10 percent of the more than 3,600 universities and colleges in America.

Rollins College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033; telephone number 404-679-4500) and by AACSB International - The Association to Advance Collegiate Schools of Business (777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730; telephone number 813-769-6500). It has been a full member of the National Association of Schools of Music since 1931; and has had a chemistry program accredited by the American Chemical Society since 1974. Its programs in education are approved by the Department of Education of the State of Florida, and its counseling program is accredited in the areas of school and mental health counseling by the Council for Accreditation of Counseling and Related Educational Programs.

Rollins also holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, Inc., and the Higher Education Data Sharing Consortium.

Current information regarding the history of Rollins College, number of faculty employed, student: teacher ratio can be located at "Description of Rollins College"

([http://www.rollins.edu/provost/faculty\\_handbook/facultyhandbooksectionIApril2005.htm](http://www.rollins.edu/provost/faculty_handbook/facultyhandbooksectionIApril2005.htm))



# Mission

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Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate Arts & Sciences program. The Crummer Graduate School of Business offers a nationally ranked MBA program. The Hamilton Holt School serves the community through exceptional undergraduate and graduate evening degree and outreach programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment ( <http://www.rollins.edu/aboutrollins/mission.shtml> )

# Campus Flow Chart

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An organizational chart is offered by the Dean of the Faculty of Arts & Science. It shows how the various departments relate to each other on the campus. It can be located at: [http://www.rollins.edu/deanoffaculty/Deans\\_Office\\_Org\\_Chart.doc](http://www.rollins.edu/deanoffaculty/Deans_Office_Org_Chart.doc)

A campus-wide organizational chart can be found at <http://www.rollins.edu/aboutrollins/CollegeOrgChart.pdf>.

The Rollins Leadership Team includes Rollins' senior administrators. The names of these administrators can be found at <http://www.rollins.edu/provost/rlt.shtml>.



# **Developing as a Teacher and Scholar**

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## **Teaching, Research & Scholarship, Service**

The education of students is the primary mission of Rollins College. To that end the role of the faculty involves teaching, research and scholarship, and service as interrelated components that serve this mission. Rollins values teaching excellence above all. We see scholarship and service as concomitant to good teaching. We expect candidates for tenure and promotion to demonstrate scholarly interests and give evidence of an active scholarly life. We expect candidates for tenure and promotion to engage in service within the College and to demonstrate how service outside the College is connected to the mission of the College.

We expect candidates to make a case for tenure and promotion. Tenure and promotion represent a recognition by the College community that a faculty member has met Rollins' standards for membership and achievement. We expect every faculty member to adhere to professional standards, as well as to demonstrate the commitment to rational dialogue that is required for cooperative relations among colleagues and the promotion of knowledge and understanding among students. To receive tenure and promotion, the candidate must demonstrate that he or she has contributed, and will continue to contribute, to the College's educational mission and goals in spirit as well as substance. In making the case for tenure and promotion, the candidate should address the following categories ( [http://www.rollins.edu/deanoffaculty/Article\\_VIII.doc](http://www.rollins.edu/deanoffaculty/Article_VIII.doc) ):

### **Teaching.**

Rollins College expects the candidate to demonstrate both high competence in his/her field(s) and the ability to convey knowledge of his/her field to students. While we recognize the legitimacy of a wide variety of teaching methods, the candidate must be able to organize coherent and useful courses, stimulate student thought, challenge student assumptions, and establish a realistic but demanding set of expectations. Means of evaluation in this area include course evaluations, classroom visits, review of course syllabi, writing or conversations with colleagues that demonstrate the candidate's intellectual ability, and evidence of effective communication skills. Evaluation of the quality of teaching need not be limited to on-load courses but can include student advising and over-load teaching. The candidate must demonstrate excellence as a teacher to merit tenure or promotion.



## Office Hours

There is no established policy regarding office hours. Faculty members are expected to be accessible at least four hours weekly on at least two separate days. Additionally, faculty are expected to be in their office for a number of hours in addition to posted office hours and generally be accessible to students. Office hours should be posted on or near the office door and provided to both the department secretary and department chair.

## Inservice & Training

At times the Christian A. Johnson Institute for Effective Teaching sponsors the following events:

- **Day of Scholarship** – The Faculty Day of Scholarship is held annually in January. It offers the instructional staff at Rollins the opportunity to share their research, provide insights, and to present instructional ideas that will benefit all disciplines. A sample of a previous Day of Scholarship schedule and a proposal form for this year's presentation may be located at: <http://www.rollins.edu/effectiveteaching/facultyday.shtml>
- **Faculty Scholarship Forums** – Faculty Scholarship Forums are monthly meetings that allow professors to share their research and recent publications with their peers. Proposals to speak may be submitted to the Institute for Effective Teaching. Information about presentations is sent via e-mail to all instructional staff.
- **Workshops and Seminars** – Additional campus workshops and seminars are posted on the campus events calendar located at: <http://asp2.rollins.edu/event/calendar.asp>.

## Research and Scholarship.

We expect the candidate to demonstrate scholarly accomplishment, as well as ongoing intellectual activity directed toward making a contribution to his or her fields(s) and/or toward the extension or deepening of intellectual competence. We recognize the value not only of scholarship in a particular academic discipline, but also in inter-disciplinary scholarship and pedagogical research. Accomplishments in this area may be demonstrated, as appropriate, by the following: scholarly writings submitted for review by one's peers and accepted for publication, presentation of papers at professional meetings, creation of art or performance, serving as a session organizer or discussant at professional conferences, participation in scholarly activities such as seminars in which written scholarly work is required, service as a referee or reviewer for professional journals and/or publishers or professional conferences, invited lectures and performances, the receipt of grants or fellowships from which scholarly writing is expected, public



performance, and the publication of journal articles or books. *These activities must represent a pattern of professional development*, suggesting an intellectual and scholarly life that will continue after the awarding of tenure or promotion.

These requirements are the same for tenure and promotion, except that the College has higher expectations for candidates for promotion to Professor. Given the time that normally elapses before a candidate can apply for promotion to Professor, he or she must be able to demonstrate a stronger record of scholarly accomplishment to merit promotion.

### **College Service.**

We expect every faculty member to make a contribution to the College community beyond the classroom and beyond his or her research efforts. Contribution to the College community beyond the classroom should include, for example, such services as participation in College committees, involvement in student activities, effectiveness and cooperation in departmental and inter-departmental programs, active and effective participation in the cultural and intellectual life of the College, and service in the outside community. Development of academic, curricular, and other programs that enrich the life of the College can weigh heavily in considering a candidate's College service.

The commitment to advising (students, organizations, programs) can also be seriously considered in evaluating a candidate's College service. Student advising includes not only accepting a reasonable number of advisees, consistent with the candidate's other responsibilities, and making oneself available to students outside of class on a regular basis, but also interacting with students outside of class regarding issues and interests in the courses a candidate teaches and discussing with advisees their overall academic program, course selection, and career concerns.

Service to the College can take many forms, and Rollins recognizes the variety of contributions made by individual faculty members that contribute to the mission of the College. (from [http://www.rollins.edu/provost/faculty\\_handbook/facultyhandbooksectionVApril2005.htm#A8](http://www.rollins.edu/provost/faculty_handbook/facultyhandbooksectionVApril2005.htm#A8) )

## **Professional Portfolios**

The Rollins evaluation system requires a "portfolio", "notebook", or "file" to be presented at a professor's mid-course review, the tenure review, and the review for full professor. It is important that this portfolio be started early in your Rollins' career. For information regarding establishing a portfolio, see:



<http://www.rollins.edu/effectiveteaching/PROFESSIONALPORTFOLIOS.html>.

## Teaching Evaluations

The online Course and Instructor Evaluation system opens to students during the final two weeks of the semester. Faculty are notified by the Dean of Faculty that the evaluation process is beginning. It continues for two weeks. The Dean of Faculty will email students telling them to complete forms for each class, but your encouragement to them will be more effective than emails. Explain to them how important the CIE is to you and to the school and emphasize that you want them to go online and complete the form.

About midway through the first week, you will be able to go onto Foxlink and see which students have filled out the forms and which students have not. You can use this information to get full participation in your classes.

In order to insure anonymity of comments and protect students, the Professional Standards Committee has decided not to include any class/independent study with 4 or fewer students. If you have a special circumstance and would like such a class included in the online CIE, please contact the Dean of the Faculty.

Teaching evaluations are an excellent tool for reflecting on a course. They indicate strengths and weaknesses in the course as seen through the eyes of the students. Teaching evaluation may be read by professional committees during a professor's mid-course review, tenure review, and review for full professor.

## Release Program

### New Faculty Course Release

New faculty receive one course release, during the first semester of teaching at Rollins. This course release has been instituted to ease the transition to full time teaching at Rollins College and to especially provide time for new faculty to participate in continuing faculty orientation. Information is in the Faculty Handbook at the following link:

[http://www.rollins.edu/provost/faculty\\_handbook/facultyhandbooksectionIVApril2005.htm#CJFTRP](http://www.rollins.edu/provost/faculty_handbook/facultyhandbooksectionIVApril2005.htm#CJFTRP)

### Cornell Junior Faculty Teaching Release Program

This program provides a two course release after a successful mid-course review. The focus of this release time is for professional and scholarly development however; on-going service such as advising, committee work, or other departmental obligations will continue. Information is available at:



[http://www.rollins.edu/provost/faculty\\_handbook/facultyhandbooksectionIVApril2005.htm#CJFTRP](http://www.rollins.edu/provost/faculty_handbook/facultyhandbooksectionIVApril2005.htm#CJFTRP).

## **New Faculty Club**

Coordinated by Christian A. Johnson Institute for Effective Teaching, the New Faculty Club provides information and support during the first year of teaching.

## **Grants**

Full-time faculty in the Arts and Sciences are eligible to apply for three types of grants for professional development: individual development grants, course development grants and faculty research grants. Funding limits, allowable expenditures, and eligibility requirements can be found on the application forms available on the Dean of Faculty's Web site. Recipients of grants will submit a report on their accomplishments to the Dean of the Faculty by the first day of the spring term following a summer grant or no later than four months after the fall or spring semester in which a grant is received. The call for summer proposals is issued the previous October.

### **Individual Development Grants**

These awards to encourage faculty professional development are granted on a competitive basis. The award may be applied to travel, tuition, or other expenses involved in development activity. Although there is not necessarily an expectation of publication resulting from such professional development projects, it is expected that Rollins College will benefit, for example, by improvements in the faculty member's teaching. Examples of projects funded by such grants include participation in workshops or purchase of minor equipment. Proposals must be submitted to the Dean of the Faculty. Proposals may be submitted at any time; however, requests for support for summer projects should be submitted at the end of the first week of the spring term preceding the summer project. The Dean may seek the advice of the Professional Standards Committee in the evaluation of these proposals.

### **Course Development Grants**

These grants are designed to encourage the development and preparation of new courses that are cross-disciplinary or exceptionally innovative. Proposals are to be submitted to the Dean of the Faculty, who may seek the advice of the Professional Standards Committee in the evaluation of these proposals. Proposals for a course to be developed in the summer must be submitted at the end of the first week of the spring term preceding the summer project.



## Faculty Research Grants

Research grants are awarded on a competitive basis, and it is anticipated that the results of these projects will lead to a publication, performance, or exhibit, or the presentation of a paper at a professional meeting. Proposals must be submitted to the Professional Standards Committee by the end of the first week of the spring term preceding the summer project.

The Jack B. Critchfield Research Fund supports faculty research, while the Ashforth Fund supports faculty professional development and research in England, Wales, or Scotland. Cornell grants support international research.

## Recognition Awards

**The Cornell Distinguished Teaching Award** recognizes Rollins faculty who have distinguished themselves and the College through outstanding teaching. The Award was established by the Board of Trustees of Rollins College in 2004 in honor of Rollins' beloved alumnus and longtime trustee George Cornell, whose generous bequest made the award possible. The awardee receives a \$10,000 cash stipend to be used at his/her discretion.

Only tenured and tenure-track Rollins faculty members are eligible for the Cornell Distinguished Teaching Award. Candidates are selected based on outstanding teaching, with special consideration given to a faculty member's cumulative record of teaching excellence. This may include demonstration of high competence in the teaching field and the ability to convey knowledge of this field to students; to organize and teach coherent, enlightening, and dynamic courses; to communicate effectively with students; to stimulate student thought and challenge student assumptions; to use appropriate and innovative teaching methods and techniques; to establish high standards and demanding, yet realistic, expectations; to foster student learning and achievement; and to inspire students to become lifelong learners. Past recipients of the Cornell Distinguished Teaching Award are ineligible for the same award in the future.

The Provost (or his/her designee) requests nominations from the Dean of the Faculty, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, and Director of the Olin Library. After providing the opportunity to review the nominations, the Provost (or his/her designee) convenes a meeting of the Dean of the Faculty, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, Director of the Olin Library, and up to four of the most recent past recipients of the Cornell Distinguished Teaching Award to discuss the nominations submitted and to select the Cornell Distinguished Teaching Award recipient.



The Provost announces the Cornell Distinguished Teaching Award recipient at Commencement.

**The Cornell Distinguished Service Award** recognizes Rollins faculty who have distinguished themselves and the College through outstanding service. The Award was established by the Board of Trustees of Rollins College in 2004 in honor of Rollins' beloved alumnus and longtime trustee George Cornell, whose generous bequest made the award possible. The awardee receives a \$10,000 cash stipend to be used at his/her discretion.

Only tenured and tenure-track Rollins faculty members are eligible for the Cornell Distinguished Service Award. Candidates are selected based on outstanding service, with special consideration given to a faculty member's cumulative record of service. This may include effective participation in the intellectual life of the College; availability and receptivity to students' academic and advising needs beyond the classroom; support of student activities and events; extent and quality of service in College governance; chairing committees and performing special services for the College; contribution to professional, collegial, and effective dialogue within and across College programs; holding official positions in professional associations or chairing meetings; the impact of leadership in civic organizations; and personal and student service in local and global communities. Past recipients of the Cornell Distinguished Service Award are ineligible for the same award in the future.

The Provost (or his/her designee) requests nominations from the Dean of the Faculty, Dean of Students, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, and Director of the Olin Library. After providing the opportunity to review the nominations, the Provost (or his/her designee) convenes a meeting of the Dean of the Faculty, Dean of Students, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, and Director of the Olin Library, and up to four of the most recent past recipients of the Cornell Distinguished Service Award to discuss the nominations submitted and to select the Cornell Distinguished Service Award recipient.

The Provost announces the Cornell Distinguished Service Award recipient at Commencement.

**The Cornell Distinguished Scholarship Award(s)** Each year the Arts & Sciences bestows up to three Cornell Distinguished Scholarship awards to recognize exceptional professional accomplishments in at least two of the faculty's three primary emphases of teaching, research, and service. Because teaching is the first priority at Rollins, it is expected that all awardees will have established a record of excellence in instruction. With the exception of holders of



endowed chairs, all tenured and tenure-track faculty in Arts & Sciences are eligible for consideration.

Recipients hold the title of Cornell Distinguished Faculty for three academic years. In each year of the award, the Cornell Distinguished Faculty member receives \$5000, which can be added to salary as a stipend, established as a research account, or exchanged in \$2500 increments for course release (no more than one course per semester). Cornell Distinguished Faculty may also roll over funds from year to year, perhaps to supplement travel, a special project, or a sabbatical leave. At the end of the three years, \$2500 is added to the base salary of each Cornell Distinguished Scholarship awardee. One can receive a Cornell Distinguished Faculty award no more than twice, only once during a ten-year period, and no more than once in any rank (at the time of the appointment of the award).

At the end of each academic year, awardees submit reports to their appropriate dean or director in which they summarize their activities in teaching, scholarship, and service. In the third year in which they hold the Cornell Distinguished Scholarship award, recipients give public presentations in which they report on a recent, distinctive accomplishment.

*Selection Process:* The selection committee for these awards—proposed by the Dean of the Faculty for approval or amendment by the Professional Standards Committee—is made up of five faculty members and an alternate. The alternate member participates in the committee's deliberations when one of the regular members is not available to serve. The committee includes holders of endowed chairs, current Cornell Distinguished Faculty, or former Cornell Distinguished Faculty who are not eligible for the award. Each member serves for two years, with half the committee rotating off each year. To the degree possible, the membership of the selection committee reflects the diversity of the faculty.

By September 1 each fall, the selection committee distributes a call for nominations for the Cornell Distinguished Faculty awards. All individuals with faculty rank in the Arts & Sciences are eligible to submit nominations of their colleagues. A nomination consists of a letter setting forth the achievements of an individual who is worthy of recognition. By October 1, all nominees are notified and invited to submit to the selection committee by November 1 a vita and statements in which they summarize their achievements in the areas of teaching, scholarship, and service. They may also submit supporting documents such as recent AFARs; course evaluations and other evidence of excellent teaching; syllabi and other instructional material; copies of publications, presentations, or performances; and accounts of service to the campus and the community. Nominees may also request up to two letters of support from professional colleagues at Rollins or outside the College, particularly in the areas of



scholarship, creative accomplishments, or service outside the campus community. The selection committee makes its recommendations on the basis of the nominations, the nominees' responses, and materials available in the office of the appropriate dean or director; the committee may also consult with the appropriate dean or director.

The selection committee forwards its recommendations to the Dean of the Faculty for presentation to the President in time for an announcement at the final faculty meeting of fall term or the first meeting of spring term.

**Arthur Vining Davis Fellowships** (three) are awarded to faculty each year at Commencement. Selection is determined according to the following process: Students and faculty are asked to nominate one or more faculty members who have made significant contributions by virtue of "outstanding teaching, scholarly work and publications, completion of significant research projects, accomplishments in the fine arts, important contributions to the educational goals of the College or outstanding contributions to the cultural, economic, and social community of Central Florida." Self nomination is discouraged. Valid nominations must be accompanied by a narrative explaining the reasons for the nomination of the faculty member.

The final selection committee is convened by the Provost (or his/her designee) and includes the outgoing President of the Student Government Association, the three current Fellows, and the three most recent Fellows before that. At least four faculty Fellows must be on the selection committee. Faculty receiving the award within the past five years are ineligible. The Fellowship carries a stipend of \$3,000." (Faculty Handbook)

**The Bornstein Award for Faculty Scholarship** recognizes Rollins faculty whose outstanding scholarly achievement or creative accomplishment has helped bring national prominence to Rollins College. The Award also helps to encourage future scholarship among Rollins faculty.

Established by the Rollins College Board of Trustees in 2003 and named in honor of Rollins' thirteenth president, the Award honors Rita Bornstein's leadership and contribution to the academic vitality of the College.

The awardee receives a \$10,000 cash stipend to be used at his/her discretion.

Only tenured and tenure-track Rollins faculty members who will not be on leave or on sabbatical during the following academic year are eligible for the Bornstein Award for Faculty Scholarship. Candidates are selected based on outstanding scholarly achievement or creative accomplishment that has helped bring national prominence to Rollins College. Special consideration may be given to a faculty



member's cumulative scholarship. Past recipients of the Bornstein Award for Faculty Scholarship are ineligible for the same award in the future.

The Provost (or his/her designee) requests nominations from the Dean of the Faculty, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, and Director of the Olin Library. After providing the opportunity to review the nominations, the Provost (or his/her designee) convenes a meeting of the Dean of the Faculty, Dean of the Crummer Graduate School of Business, Dean of the Hamilton Holt School, Director of the Olin Library, and up to four of the most recent past recipients of the Bornstein Award to discuss the nominations submitted and to select the Bornstein Faculty Scholar.

The Provost announces the Bornstein Faculty Scholar at Commencement.

## Travel Awards

Arts and Sciences faculty members are eligible for institutional support to further their professional development by attending professional meetings according to the following criteria. Standard allowance is living expenses for up to three days, plus the registration fee, subject to the following:

- Intent to travel forms must be submitted to the Dean at stipulated semester deadlines.
- Faculty who attend only one meeting during the year without participating will receive 80-percent of travel and living expenses.
- Faculty who participate in at least one meeting during the year will receive 100-percent of travel and living expenses for one meeting, and 80-percent of travel and living expenses for the other meeting.
- 21-day advance purchase for airline travel is required.

The cap per person for the year is \$1,200. In the case of an international trip, the cap per person is \$1,500. Faculty members may petition the Dean of the Faculty, in writing, for exceptions.

"Participation" in the above guidelines is defined as: presenting a paper or performance, responding to a paper or speaker, serving on a panel, serving as an officer of the professional association (including program or membership chairperson), and presenting a formal report. Evidence of participation shall be the submission of a copy of the relevant section of printed program to the appropriate administrator.



# Teaching

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## General Education Requirements

Information about general education requirements can be found at the Student Records [web site](#).

[http://www.rollins.edu/studentrecords/main/curriculum\\_and\\_curricular\\_requirements.html](http://www.rollins.edu/studentrecords/main/curriculum_and_curricular_requirements.html).

## Course Preparation

### Syllabi

Instructors are expected to develop course outlines which explain course objectives, requirements, methods of evaluation and attendance, honor code, and, grading policies. At the beginning of each term, instructors are required to submit copies of syllabi to their respective academic department administrative assistants via e-mail attachment or computer disk. Hard copies (on white paper) will be accepted when electronic form is not possible. Syllabi will then be forwarded to the appropriate Dean (Dean of the Faculty, Dean of the Hamilton Holt School, and Dean of the Crummer Graduate School of Business). It will be the responsibility of each Dean to ensure that collection of syllabi occurs for their respective programs. These syllabi should be retained for three years. It will then remain the responsibility of each Dean to ensure that, after three years' retention, syllabi are transmitted to Archives either electronically or as hard copies according to the Recommended Collection Guidelines for the Rollins College Archives established December 13, 2000. Departments and programs must also keep files of the syllabi of their own courses for three years. (Faculty Handbook)

### Syllabi Construction

Just as drivers need an accurate up-to-date road map to guide them when they travel, students need a well designed syllabus to guide them through a course. A syllabus provides students with information about the format and content of the course so the students can plot their progress throughout the semester.

A well-designed syllabus should include the following items:

#### Identifying Information:

Course Information

- Rollins College, Department of \_\_\_\_\_



- ❑ Course number and title
- ❑ Semester and Year (i.e. Fall 200\_)
- ❑ Description of the course from the college catalog (see <http://www.rollins.edu/studentrecords/catalogue.shtml> then ‘courses of instruction’) or a more extended and detailed description
- ❑ Course Goals/Objectives (see [http://www.rollins.edu/effectiveteaching/teachtopics\\_syllabus.shtml](http://www.rollins.edu/effectiveteaching/teachtopics_syllabus.shtml) for suggestions regarding developing clearly defined course goals)
- ❑ Course Prerequisites (if any) – prerequisite courses or skills needed to be successful
- ❑ Course textbook (cited in the style, APA/MLA, required in the course)
- ❑ Number of credit hours

“Most courses that meet a minimum of 150 minutes a week for up to 15 weeks and include an additional exam period earn four semester units of credit. Non-laboratory courses that meet a fourth or a fifth hour a week earn a maximum of five credit units. Laboratory courses earn up to five or six credit units depending on the length of the laboratories (two or four hours). Studio and performance courses generally earn two to three credit units. Credit units for short-term courses of variable length are awarded based on the following calculations: each unit of credit requires a minimum of 8.125 contact hours per term.

As part of course requirements, Rollins faculty expect students to spend considerable time outside of class each week working on course-related activities. Students should expect to spend three hours out of class for every hour in class.

The credit hours and levels of courses are determined by departments and are reviewed and approved by the Academic Affairs Committee.”  
(Faculty Handbook)

- ❑ Meeting time and place (including beginning/ending dates and final exam dates)



### Professor Information

- Name
- Office location
- Office Hours
- Office Telephone Number (s)
- Home Telephone Number (It is a personal decision to include your home phone number or not.)
- Fax Number
- E-Mail Address
- Statement of Academic Excellence

### Course Policies & Grading Policies

- Attendance and Tardy Policy

“It is the responsibility of the faculty to publish attendance policies for their courses in the course syllabus. If a distinction is made between "excused" absences and "unexcused" absences, it must be conveyed in the attendance policy. At the instructor's discretion, a student's grade may be lowered for failure to comply with the attendance policy. If the student feels s/he must be absent from class for any reason, it is the student's responsibility to confer with the faculty member to determine whether the absence is to be considered "excused" or "unexcused" as defined by the attendance policies. The Office of the Dean of Student Affairs will communicate when students must be absent from campus for hospitalization, family emergencies, or similar contingencies. Students will be responsible for all work missed.

Faculty may find it helpful to contact the Office of the Dean of Students concerning students who are frequently absent or who have been absent from several classes in succession. Reports of this kind often help the Dean to identify students in need of special academic or personal counseling.” (Faculty Handbook)

- Classroom Behavior
- Work Requirements (typed, 12 point, etc.) and Late Work Submission
- Extra Credit
- Make-Up Test Policy



- ❑ Students with Special Needs (see <http://www.rollins.edu/tpj/TPJ/learningdis.html> )
- ❑ Rollins Honor Policy (Instructors must provide clear guidelines for authorized and unauthorized assistance in completing course requirements. See the Rollins Honor Code at: [http://www.rollins.edu/deanoffaculty/Academic\\_Honor\\_Code.doc](http://www.rollins.edu/deanoffaculty/Academic_Honor_Code.doc) )
- ❑ Dress or Attire Policy (especially for science or physical activity courses)
- ❑ Emergency Policy (I.E. Hurricanes!)
- ❑ Course Calendar (indicate that the calendar may require revision during the semester) with due dates
- ❑ Use of Technology (i.e. Blackboard requirements)

### Grading

- ❑ Grading Criteria/Evaluation Methods (What is each project, presentation or test worth? How will evaluation be completed? What specifics must be included?) – Include scoring rubrics (example, see: <http://www.rollins.edu/effectiveteaching/grading.html>, <http://www.rollins.edu/effectiveteaching/62.html> and <http://www.rollins.edu/effectiveteaching/documents/RubricExample.doc>)
- ❑ Course Grades – List specifics (i.e. 100-95 = A, 94 – 90 = A-)
  - Grade 'A' is reserved for work that is exceptional in quality, and shows keen insight, understanding, and initiative.
  - Grade 'B' is given for work that is consistently superior and shows interest, effort, or originality.
  - Grade 'C' is a respectable grade. A 'C' average (2.00) is required for graduation. It reflects consistent daily preparation and satisfactory completion of all work required.
  - Grade 'D-' is the lowest passing grade. It is below the average necessary to meet graduation requirements and ordinarily is not accepted for transfer by other institutions.
  - Grade 'F' is failing.
- ❑ Incomplete Grade



“To receive a grade of "Incomplete," the student must present to the Office of Student Records an "I-Form" bearing the signatures of the student and instructor, indicating the reason for the incomplete and the agreed upon date for completion of the course work. This form must be submitted no later than the last day of final examinations. Course work must be completed and a grade submitted to the Office of Student Records by the end of the second week of the next full term (fall or spring term). Extensions of this deadline may be granted by the Dean of Students after consultation with the student and the instructor. Failure to complete the course in the designated time will result in the assignment of a grade of "F."

A mark of "I" may not be used by instructors to indicate that work is unfinished or that a grade has been withheld. If an "I-Form" has not been submitted, a grade must be issued based on the materials turned in by the student up to that point.” (Faculty Handbook)

## Textbook

### Selection & Orders

Textbooks for the next semester are ordered about two months before the close of the current semester. Textbooks orders are coordinated by Tom Quinby at the Rice Family Bookstore (contact information and hours of operation available at:

<http://asp2.rollins.edu/financeservices/bookstore/index.html#contacts> ). The bookstore will send, through the campus courier, a printout of the previous book used for the course, suggest edition updates and request a response. It is important that textbook orders be received promptly so that books may be available when students arrive for the semester. Faculty may also search for alternative texts and complete “eDoptions” at:  
<https://www.bkstr.com/webapp/wcs/stores/servlet/CategoryDisplay?langId=-1&catalogId=10001&storeId=10304&categoryId=9606&demoKey=d>.

### Syllabi Assistance

Many publishers offer syllabi development assistance upon adoption of the course textbook. After selecting a textbook, check the publisher’s website for information about that specific book.



## Room Assignments

Classroom assignment requests are generally submitted by the department secretary who completes the form required by the Office of Student Records. In the case of a specific room request, contact the department chair.

If the need for a room or facility arises outside of the normal class schedule, as for meeting or campus-related social event, contact Events Scheduling at <http://www.rollins.edu/sec/>. Events can be booked on line through the site. The office of events scheduling is located on the second floor of Carnegie Hall. The office also provides a procedure for successful event planning that can be reached through <http://www.rollins.edu/sec/Successful%20Event%20Planning.pdf>. This site also includes information on catering for the event as well as renting tables, etc.

## Exams Policy

“The 15th week of classes in the fall and spring terms is reserved for final examinations. All courses include a final examination, with possible exceptions for performance, writing, independent study, or seminar courses where other means of evaluation are more appropriate.

The final examination must be offered in the time period scheduled in the examination matrix prepared by the Office of Student Records, unless the Dean of the Faculty has approved a change. An alternative period for unusual examination procedures, such as an oral examination, may be used provided the students involved do not thereby encounter conflicts with other scheduled examinations.

Tests or examinations may be offered through the 13th week (penultimate) of classes but must not be employed in lieu of a final examination.

Final papers, research reports and other similar assignments, except those in lieu of a final examination, should be due before examinations begin to help students avoid conflicts.

If a student has more than two final examinations scheduled in one day, s/he has the right to reschedule one examination to an open



date within the final examination period. Arrangements will be made through the Dean of Students or program Dean in consultation with the faculty members involved.

Department chairs are responsible for overseeing the implementation of the final examination policy.” (Faculty Handbook)

## Schedule

Final Exam schedules can be located at <http://www.rollins.edu/studentrecords/>.

## Calendars

Calendars differ between A & S, Holt & Crummer. It is important to check the correct calendar for the program you are teaching in. The links below provide access to calendars that include dates for finals.

- **Arts & Science (A&S)** – For the calendar of Arts & Science go to: <http://www.rollins.edu/studentrecords/calendar.shtml>. The final examination schedule can be found at <http://www.rollins.edu/studentrecords/>.
- **Holt** – For the Holt School calendar go to <http://www.rollins.edu/provost/calendars.shtml>. This calendar includes dates of holidays and final exams.
- **Crummer** – For Crummer Graduate School of Business calendars go to: <http://www.rollins.edu/provost/calendars.shtml>.

## Blackboard

Blackboard is a technological tool that can be integrated into courses. It provides students with meaningful access to course materials, announcements, assignments, and course management techniques. Training in the use of Blackboard is offered through the Office of Information Technology. For more information, go to <http://www.rollins.edu/it/blackboard/>.

## Service Learning

Service Learning allows students to connect academics with the community in meaningful ways. It is highly encouraged especially when integrated into course requirements. For more information about service learning at Rollins, go to <http://www.rollins.edu/communityengagement/pages/home.htm>.

## Students with Disabilities



## **Emotional & Behavioral**

The Office of Personal Counseling (ext. 6340) is located in McKean Hall. Services include: individual counseling, Myers-Briggs Type Indicator testing for learning styles and academic adjustments; group counseling; programming for mental health and academic issues and referral to off-campus professional resources and consultation. Students can drop in, call for appointments, or be referred by faculty and staff.

Faculty can consult confidentially with personal counselors about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any record. Students find personal counseling helpful for a wide range of personal and academic issues: adjustment to college, family concerns, and alcohol and drug abuse, etc.

More information about faculty referral can be obtained through:  
<http://www.rollins.edu/dosa/percoun/facultystaffguide.shtml>.

## **Learning Disabilities**

The Learning Disability Program is coordinated through the Director of the Johnson Student Resource Center, also known as TJs (ext. 2354). The purpose of the center is to assist “students with learning disabilities and/or attention deficit disorders as they become independent and successful learners within the academically competitive curriculum” (<http://www.rollins.edu/tpj/TPJ/learningdis.html>).

Should a student approach you and indicate that they have a learning disability please have the student contact the Resource Center immediately. The center and the student will meet to determine what accommodations are appropriate. The center will then notify the professor in writing of the accommodations. These accommodations may include, but are not limited to, changing test location or format, providing note-taking assistance, and allowing additional time and/or format for assignments and testing.

## **Course Loads**

Professors are normally expected to teach three courses (3:3) in each term (Fall and Spring) for a total of 24 semester hours.

## **Intersession Courses**



Each year the Dean of Faculty calls for course proposals from all faculty in late September or early October for one-week intensive courses to be offered over the intersession break. The call is typically made in conjunction with the call for spring term class schedules and may be topical in nature from year to year

## Course Information

The college catalogue provides course information including curriculum requirements, courses of instruction, and course descriptions. The catalogue can be found at: <http://www.rollins.edu/studentrecords/catalogue.shtml>.

## Networking Opportunities

A calendar of campus professional activities is available at: <http://www.rollins.edu/effectiveteaching/calendar.shtml>. A calendar of activities for all campus events is available at: <http://asp2.rollins.edu/event/calendar.asp>.

# Administrative

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## Advising

“Academic advising is an important aspect of each faculty member's service to the College. Beginning in the second year of teaching at Rollins, all full time faculty teaching credit-bearing courses participate in the academic advising program on a regular basis. Other members of the faculty (e.g. library faculty and College administrators) may be asked to advise students as well. Good advising requires an understanding of the Rollins curriculum and support services, familiarity with appropriate graduate programs and reasonable availability for consultation with advisees. Students and advisers receive a College catalogue detailing necessary information about the academic program, College policies, and requirements in each major area.

All first-year students are assigned a faculty academic advisor and a student peer adviser by a team of selected faculty and administrators. This advisor teaches their RCC course. Transfer students are assigned faculty advisors. Whenever possible, students are assigned to advisors in their expressed area of academic



interest. Department chairs assign advisees in the major to faculty with reasonable regard for equity in numbers. Students choose a major and arrange to become the advisee of a faculty member in the major department or program no later than the end of their sophomore year. The student is responsible for informing the Office of Student Records of any change in adviser by submitting a form signed by the new adviser. The form is sent to the first advisor who then forwards all records to the new adviser.” (Faculty Handbook)

An excellent resource is the faculty advising handbook. It can be located at: <http://www.rollins.edu/tpj/advising/facultyhandbook/index.html>. Information about individual advisees can be obtained by the advisor through <http://www.rollins.edu/studentrecords/>.

## **Meetings – Department & Faculty**

### **Department**

Departments establish meeting schedules based on the department needs. The chair of the department generally establishes the dates and times of the meetings as well as the organization of the agenda.

### **Faculty**

The Faculty of Arts and Sciences meet monthly during the academic year. A schedule of the meetings is provided at the beginning of the school year. Most meetings are held on Thursdays beginning at 12:30 PM in the Galloway room.

## **Parents**

### **Communication**

“In a study of 48 college freshmen with email capability to parents, it was found that students made an average of 6.03 email contacts weekly with parents. Email increased during stressful periods, and women were somewhat more likely to use email than men. Students from close families which had stressed independence authoritative made more contacts but sought less specific academic and social advice from parents than other students. Students from authoritarian families made most requests for advice. Students from permissive families made fewest contacts and sought little social or academic advice. All groups sought financial assistance at about the same rate.” (Trice, 2002, College Student Journal)  
Additionally, many students communicate daily with parents via cell phones.



This level of communication may cause a parent or guardian to contact you with a concern. Please note that all academic files for students aged 18 or older are confidential unless the student has signed a release of information with the Office of Student Records. Under the Access to Information Act the college can provide the parent a copy of the student's schedule or transcript only if the student is under the age of 18. For more information go to:

[http://www.rollins.edu/studentrecords/main/academic\\_regulations.html#access%20to%20student%20educational%20records](http://www.rollins.edu/studentrecords/main/academic_regulations.html#access%20to%20student%20educational%20records). For additional information concerning the Family educational Rights and Property Act (FERPA) visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **Website**

Parents have their own website at Rollins (<http://www.rollins.edu/parents/>). It offers information about the campus, provides useful information on involvement, staying in touch, student services, and campus events.

## **Family Weekend**

Family weekend is held during the Fall semester generally in late October. Families come to spend the weekend with their student. They attend classes, social events, and lectures. Information about family weekend is posted at: [http://www.rollins.edu/development/family\\_weekend/](http://www.rollins.edu/development/family_weekend/). Parents who wish to schedule an appointment with their student's advisor will contact the Thomas P. Johnson Student Resource Center who will then notify the professor. Professors should plan to have office hours on the Friday of Family weekend. Information about professor designated office hours will be requested by TJ's prior to the event.

## **Changing a Grade**

Faculty must submit a change of grade request form, available from the Office of Student Records, to the Dean of Faculty for review and approval.

## **Managing Emergencies**

Contact Campus Safety (407-646-2999), the DuBois Health Center (407-646-2235), and/or 911 as necessary. If calling 911, call 911 first and then alert campus safety. They will assist emergency personnel in locating the correct building and monitoring traffic as needed.

## **Canceling a Class**



Instructors shall notify the department chair and the Dean of the Faculty when they plan to be absent from the campus or when absence is unexpectedly necessary. This provision applies in case of illness or any absence involving more than one class. When possible, arrangements to cover classes should be made in advance. (Faculty Handbook)

## Academic Warning

During the 4<sup>th</sup> and 8<sup>th</sup> week of every semester, faculty are asked to identify students who are performing at an unsatisfactory level based on attendance, participation, test and quiz scores, quality and timeliness of work. Additionally, any student who is functioning at a “C-“or lower should receive an academic warning. Faculty complete an academic warning form (in a link sent from TJ’s to each professor) which is sent to the student, the student’s advisor and to the Thomas P. Johnson Resource Center. Students are advised to meet with the course professor and their academic advisor to determine options.

## Student Class Standing

The level a student has obtained is based on the number of semester hours successfully completed.

<b>Sophomore Standing.....</b>	<b>30 semester hours</b>
<b>Junior Standing .....</b>	<b>60 semester hours</b>
<b>Senior standing .....</b>	<b>100 semester hours</b>

## Employee Assistance Program (ICUBA)

- Effective April 1, 2005, the Employee Assistance Program will be provided by Magellan Health Services. Services include EAP counseling, family care resources such as elder care, child care and special needs, personal legal and financial services, mind and body discount programs, online tools and information, and critical incident services and training.
- All employees working 1,000 hours or more per year and members of their household can participate. You do not need to be enrolled in health insurance to use the services of the EAP.
- There is no cost and no enrollment required. Telephonic consultation with trained counselors and referral to a licensed provider within the community for no charge for up to 5 visits per incident/illness.



- In order to use the services of the EAP call 800-416-0835 or [www.magellanhealth.com](http://www.magellanhealth.com)

## Paychecks

Payroll checks are distributed by the Payroll Office. Any person on a twelve-month instructional contract may receive his/her salary in nine equal payments instead of twelve monthly payments, with the approval of the Dean and Provost. The Human Resources Department must be notified in writing no less than one month prior to receipt of his/her first paycheck in any given fiscal year.

## Pay for Independent Study

In undergraduate programs, individual faculty members will be reimbursed at a rate of \$250 per independent study above and beyond four (4) independent studies per year. Individual faculty members shall not supervise more than eight (8) independent studies per year unless exceptional circumstances prevail and the exceptions are approved by the appropriate departmental chair and Dean of the Faculty. Independent studies do not affect load or overload. (Professional Standards Committee/April 26, 1994.)

## Overloads

Arts and Science overload pay compensation, for full-time and emeriti faculty, is as follows:

Title	Pay
Instructor/Lecturer	\$2,100
Assistant Professor	\$2,300
Associate professor	\$2,560
Professor	\$2,800

# Technology

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## Computers and Technology Tools



The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors. A qualified and dedicated staff is available to assist both the faculty and their students alike in the use of these resources. All faculty members are invited and encouraged to include and coordinate their computational needs through the department. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to computers, so it is recommended to begin the process well in advance.

General computer labs are located in Olin and Cornell with a Mac lab in Bush. All computers in the labs are connected to the campus network, Internet, and shared printers. Student assistants are available in each of the labs. Faculty needing special software are asked to contact I.T. at least one month before the term begins.

The Help Desk (628-6363) and IT staff provide both individual general assistance as well as seminars and one-on-one training.

Information Technology makes available a variety of software in the computer labs. General use software, such as Microsoft Office, and Netscape, is fully supported by IT staff. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by the IT staff and is funded by the Dean of the Faculty.

Computer labs may be reserved by phone (628-6326) or via form on the Web under the Information Technology Web site.

FoxLink provides students and faculty access to student and teaching records and employment information as well as course chat rooms and bulletin boards. Accounts for FoxLink as well as the Campus Network are normally created for new faculty in August for distribution at orientation. Those starting at other times of the year can fill out the account request form located on the IT Web site.

Computers for faculty use are provided by Information Technology. These are provided to be used in offices only (laptops may also be used elsewhere). Requests are solicited in the spring, but computers may be requested any time of the year. Requests will be filled based on budget availability. Requests for non-standard software are routed to the appropriate Dean's office for funding.

Computers for general use, student labs, interns, etc. are funded through the regular budget process and need to be requested when the Finance Office budget call is made in the fall. Information Technology policies concerning use of e-mail, the Web, computer labs, etc., are posted on the IT Web site. For additional



information, please contact the Associate Vice President for Information Technology, ext. 6326.

## Instructional Faculty Technology Grant

Faculty Technology Development Grants (a \$2500 stipend) are awarded to cover time during summer or winter term to enable faculty members to significantly augment their technology skills which can then be infused into instruction and scholarship. Information about the grants is available through [http://web.rollins.edu/~lloyd/faculty\\_technology\\_development\\_grant\\_form.doc](http://web.rollins.edu/~lloyd/faculty_technology_development_grant_form.doc).

## Instructional Technology Assistance

The Instructional Technologist is available to assist faculty integrating technology into the curricula. Along with the rest of the Web team, I.T. staff can work with faculty, set up training classes, help evaluate software or anything else that helps a faculty member determine the best method for delivering instruction.

The Help Desk (407-628-6363, on campus ext 6363, [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu)) provides computer support for faculty, staff and students. Walk-In service is available in the Olin Library and in the Late Night Lab.

**Location:** Olin Library Rm 104

Day (Walk in support)	Open	Close
Monday - Thursday	8:30 a.m.	5:00 p.m.
Friday	8:30 a.m.	5:00 p.m.
Day (Phone support)	Open	Close
Monday-Thursday	5:00 p.m.	8:30a.m.
Sunday-Saturday	12:00 a.m.	11:59 p.m.

**Location:** Late Night Lab, Student Assistant Desk



Day	Open	Close
Sunday	12:00 p.m.	12:00 a.m.
Monday - Thursday	12:00 a.m.	12:00 p.m.
Friday	8:30 p.m.	5:00 p.m.
Saturday	9:00 a.m.	5:00 p.m.

## Presentations

The Presentation Systems Department provides the following services:

- scheduling AV equipment for classroom use
- assistance with the use of classroom technology

The presentation systems staff is available to consult with faculty regarding the integration of media into the curriculum and demonstrate the various types of media equipment available.

The department is located in room 234 of the Bush Science Center. The hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. The staff may be reached at ext. 2357.

## Student Technology

Rollins has moved rapidly into the information age. The entire campus, including every residence hall room, office, and classroom has been wired for campus network (one connection per student in dorms). The computer network provides network-capable computers unlimited access to the Rollins Web pages, e-mail, and other features of the Internet with new functions continually upgraded. The Cornell Campus Center, as well as other new buildings, provides network connectivity throughout the building. An E-bar facilitates e-mail and Web access on the run. Laptops can be plugged in throughout the building, and on the patio overlooking the pool and Lake Virginia. The "DownUnder" snack bar/performance space is wired as a Cyber Café with network and power cables available for connections to laptop computers.

Over 90% of last year's freshmen brought computers to campus. Network connection is simple and requires a small one-time fee. Residence halls and most academic buildings are wired to allow students accessibility to the network.



Computers are available for sale and rental through the College. Several computer labs are available at Rollins, providing adequate access to facilities for students without computers. With extensive hours, one lab is open 24 hours from noon Sunday through 5 p.m. Friday. Computers are not required at Rollins, but students who have computers make good use of them. Our laptop rental program provides a low-cost option for students to try an in-room computer before buying one. Rentals average \$550 per year for a Windows laptop. Students who rent computers for three years own the computer after the third year.

Information Technology offers both credit and non-credit seminars for students on computer software and hardware use. Non-credit software classes include Microsoft Word, Excel, Power Point, e-mail, Netscape, and more. Credit-bearing courses (one quarter of regular course credit) include: "Using World Wide Web for Research", "Using Microsoft Word for Publication, Design, and Layout", "Creating Home Pages on the World Wide Web", "Using Power Point and Computer Graphics for Presentations", and "Using Excel Spreadsheets Effectively". An interdisciplinary "concentration" is also available to students.

All students receive Internet e-mail addresses, available at check-in during the fall. E-mail provides the official channel of communication for all campus contact and event notification.

## Rollins Campus

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### Services

#### Check Cashing

The Cashier's office is located on the second floor of the Warren Administration Building. Faculty and staff may cash personal checks up to \$100.

#### Places to Eat on Campus

Eight convenient facilities offer diverse dining options on campus. For current hours of operation visit <http://www.rollins.edu/dining/>.



1. **Skillman Marketplace**, located on the upper level of the Cornell Campus Center, features five specialty stations, open for breakfast, lunch, and dinner. Each station offers fresh, tasty selections, exhibition cooking, plus a “meal deal” Combo at a great price every day. From freshly prepared omelete and deli sandwiches to the bountiful soup and salad bar, carved meats, fresh veggies and gourmet pizzas and pastas, you can always find a variety and value at the Marketplace.
2. **The Grille**, located in Dave’s Down Under on the lower level of the Cornell Campus Center, serves snacks from lunchtime until 1:45 a.m. Fast food options include charbroiled burgers and chicken sandwiches, pizza, wings, and cheese sticks, plus old fashioned ice cream parlor favorites such as milk shakes, ice cream cones, sundaes, and banana splits.
3. **The C-Store**, located next to The Grille in Dave’s DownUnder, is filled with snacks, groceries, sundries, fresh flowers, and gift ideas. Open from early morning to late evening, the C-Store is a complete convenience store that also features a deli counter specializing in sub sandwiches on freshly baked rolls.
4. **Cornell Café**, located in the Cornell Social Sciences Building Courtyard, features grab and go sandwiches and salads, bagels, Hebrew National Hot Dogs with all the fixings, chili, homemade soups, bulk candy, beverages, cookies, and chips.
5. **Dianne’s Café**, located in the Rice Family Bookstore on Holt Avenue, features the full line of Starbuck’s coffee and espresso drinks, panini sandwiches, healthy choice wraps, gourmet salads and soups, specialty pastries, fudge, and candies.
6. **The Juice Bar**, located in the Alfond Sports Center, is the perfect spot to relax after your afternoon workout. Open Monday-Thursday from 4-7 p.m., fresh fruit smoothies and power drinks dominate the healthy menu.
7. **The Bookmark Café**, located in Olin Library, offers coffee, tea and drinks. It is open from Monday through Thursday from 5 Pm until 11 PM.
8. **Vending Machines:** Service for vending machines, snack and drink machines, and washers and dryers across campus is coordinated through Purchasing. Call ext. 2112 if a machine is not properly stocked, shows signs of vandalism, or doesn’t function properly.



## **Thomas P. Johnson Student Resource Center (TJ's)**

The Thomas P. Johnson Student Resource Center, located on the second floor of Mills Memorial Center, is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

**The Writing Center**, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve A&S, Holt, and MLS students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors.

**The Peer Tutoring Program** hires and trains peer tutors (nominated by faculty) to help students understand and improve upon their learning process in specific courses. Since peer tutors have recently succeeded in these courses, they can often convince student clients to try more effective and efficient reading, learning, and problem-solving techniques. They can then monitor students' strategic use of these skills in later sessions, both individual and group. In addition, tutors can give feedback on students' understanding of course concepts in the early stages of writing. Professors and student clients receive copies of the tutoring notes made during each session.

**Academic Advising Support** assists faculty advisers in helping students improve their effectiveness and self-discipline as students and supports them in reaching their academic goals. Professional staff conduct first-year student registration and transfer student registrations, academic appeals, and faculty adviser assignments. The Special Probation Program for students struggling academically assesses students' study behaviors, helps them plan their improvement strategies, and monitors their progress.

**The Learning Disability Program** assists students with learning disabilities and/or attention deficit disorders as they become independent and successful learners within the academically competitive curriculum of the College. Faculty should be reminded that all students requesting academic accommodations must first see the Director of the Johnson Student Resource Center to verify documentation and discuss appropriate classroom accommodations.

**Scholarship Information** provides information and support to students applying for prestigious honor scholarships such as the RHODES, MARSHALL, TRUMAN, GOLDWATER, and UDALL. Professional staff provide information



on scholarship possibilities and deadlines, consultation on personal statements, and support during the scholarship process. Information about scholarships is available at TJ's and through the Office of External and Competitive Scholarships (<http://www.rollins.edu/ecs/>).

## **Health Services – Lakeside Health Center**

Health Services for full-time Arts & Sciences day students are located in Lakeside Health Center in the lower level of Elizabeth Hall. The philosophy of care is proactive - focused on education, prevention and wellness. Services are provided by two full-time board certified family nurse practitioners and one part-time board certified physician. Center hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, when school is in session.

## **Arranging for Meeting Locations and Catering**

If the need for a room or facility arises outside of the normal class schedule, as for meeting or campus-related social event, contact Events Scheduling at <http://www.rollins.edu/sec/>. Events can be booked on line through the site. The office of events scheduling is located on the second floor of Carnegie Hall. The office also provides a procedure for successful event planning that can be reached through <http://www.rollins.edu/sec/Successful%20Event%20Planning.pdf>. This site also includes information on catering for the event as well as renting tables, etc.

## **Scheduling Meeting Rooms and Campus Facilities**

The primary purpose of Rollins College facilities - e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc. is to serve the College's academic and operational activities.

The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms and other facilities -- outside of specified courses -- is coordinated by the Office of Events Scheduling (extension 2576). For additional information on scheduling facilities, conferences, and campus events, please visit the web site of the Office of Special Events Scheduling (<http://www.rollins.edu/sec/>).

To schedule the following facilities, please contact the given department:

Annie Russell Theatre/Theatre Department at ext. 2501

Knowles Memorial Chapel/Chapel Office at ext. 2115



**College Catering.** Space must be scheduled/reserved prior to placing a catering order (please see "Events Catering Form" and "Events Scheduling" under the A-Z directory of the Rollins web page). Our dining services partners, Sodexo, provides excellent catering for events large and small. From coffee breaks, luncheons, parties, and picnics to receptions and banquets, the catering staff is committed to the success of your events and to working within your budget. Rollins' agreement with Sodexo gives College Catering the "right of first refusal" or the right to bid on all catered events using College funds. To insure a successful event:

1. Please make arrangements seven days in advance, except in emergency situations, and use the catering request forms that are available on-line.
2. Estimate attendance as accurately as possible, and provide a guaranteed number three days in advance. Food is prepared for the guaranteed number plus 5%, so billing is based on the guaranteed or actual attendance number, whichever is higher.
3. Advise catering of cancellations at least five days prior to the scheduled event to avoid being billed as food and staffing are ordered in advance.
4. When a catered service is provided outside the Cornell Campus Center, a minimum order and delivery charge applies.

**Catering Gift Packages:** Freshly-baked, hand-decorated birthday cakes, giant cookies, gourmet cheese, and imported candy baskets are available for every holiday and special occasion. These can be personalized with stuffed animals, ribbons and bows, plants, etc., by request, and are beautiful gifts at very reasonable prices. R-Card discount applies (see below).

## **Mail Services Including Post Office**

Faculty members receive their College and official mail through assigned mail boxes in the Campus Post Office (ext 2535), located in the lower level of Mills Memorial Center across from the Cornell Campus Center. Window service is available from 10 a.m. to 4:30 p.m., Monday-Friday, to sell stamps and mail letters and packages, including Express Mail, overnight, insured, and certified services. A quick reference pamphlet describing all mail services is available at the Campus Post Office. Mail is picked up and delivered to most department offices daily. The correct format for mail addressed to you at Rollins is:

- Your Name
- Department
- Rollins College



- 1000 Holt Avenue - ##### (your box number)
- Winter Park, FL 32789-4499

U.S. Express mail packets are received at the Campus Post Office and are either delivered to department offices on regular delivery runs or the department is notified to pick up. FedEx packages and mail from other private companies such as UPS and Airborne Express are received at the warehouse and delivered to department offices. The warehouse, located in the lower level of the Facilities and Services Building, can also send UPS and FedEx packages.

Information about the campus US Post Office hours, forms, postage rates, and mail services can be found at

<http://asp2.rollins.edu/financeservices/postoffice/index.html>

A FedEx drop off box (including FedEx mailing supplies) is located on Holt, next to the Rose Garden. Pickup time is 6 p.m. Monday – Friday.

## **Notary**

Faculty who need documents notarized by a Florida Notary Public should contact either the Cashier's Office or the Office of Student Records.



## **Lost and Found**

The Campus Safety Office operates a lost and found service.

## **Parking**

Parking services are monitored by Campus Safety. Information about Parking policies, fines, booting, towing and an interactive parking map can be found at: [http://www.rollins.edu/campus\\_security/parking.html](http://www.rollins.edu/campus_security/parking.html). All faculty should have a parking hang-tag for their vehicle which is displayed on the rear-view mirror. Parking tags are obtained through the campus safety (407-646-2999).

## **Library**

The Olin Library, dedicated on April 17, 1985, houses a collection of over 290,934 volumes, 2,087 print periodicals, 8,513 full-text online periodicals, and 659 serial subscriptions, select collections in microformat, and a variety of non-print materials. More than 4,200 periodicals and serials are available through electronic resources. As a selective Federal Depository since 1909, the library also maintains over 74,000 U.S. government documents. The College Archives and Special Collections, which include a fine Whitman collection and the Jesse B. Rittenhouse poetry and literature collection, is located on the first floor of the Olin Library. The Olin Electronic Research Information Center contains a 24-hour computer lab and study area.

The Director of Libraries reports to the Provost and is responsible for the administration of the libraries. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

Library services include over 100 hours per week of access; an online catalog available both in-house and on the Internet; automated circulation; reference service and research consultation; data base searching; interlibrary loan; and a variety of bibliographic instruction services.

Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at Olin. Guest borrowing privileges are extended for up to one year and must be renewed after May 15th. Application forms may be completed and pre-approved at the Olin circulation desk, or may be completed and approved at UCF with proper Rollins ID.

Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal materials readily available to students; customized bibliographic



instruction to meet the needs of specific classes; and a limited number of faculty carrels (applications available in Director's office).

The major portion of collection development is via faculty requests through their respective departments. Requests are accepted throughout the year.

For details concerning library holdings, services, or policies please consult the library's web site at <http://www.rollins.edu/olin/index.htm>

### **Library Carrel Policy for Faculty**

Study carrels in the Olin Library are assigned to requesting faculty members engaged in research based on availability. Applications for a study carrels may be submitted at the beginning of each academic term.

To maintain an accurate record of library collections, all library materials kept in study carrels must be checked through the appropriate circulation process. The library staff regularly monitors carrels and returns to the collection any materials not properly charged out.

### **Interlibrary Loan Guidelines**

1. A maximum of 8 items may be requested by a student or a staff member, per month.
2. A maximum of 12 items may be requested by a faculty member, per month. Please contact a librarian if you need more.
3. Loans are usually granted for 2-6 weeks (as determined by the lending library).
4. You must have a **current** and **valid** Rollins ID card before making ILL requests. See circulation staff to register your ID.
5. Interlibrary loans will be processed on a first come, first serve priority. **Allow 2-5 weeks** for delivery.

If you need information about Interlibrary loan services or wish to cancel a previously submitted request, please call (407) 646-1554 or see <http://www.rollins.edu/olin/about/illframe.htm> .

### **Hours**

Current hours of operation can be obtained at <http://www.rollins.edu/olin/about/calendarframe.htm>

### **Surplus Property**

Surplus properties are those items of goods and equipment that have ended their use by one department, but are usable by another department. Information about



surplus property can be found at

<http://asp2.rollins.edu/financeservices/purchasing/SurplusProperty.html>

Information Technology offers surplus items for sale. Items are sold as is and are not to be connected to the campus network or used on campus. To see a current list of items available go to <https://bannerweb.rollins.edu/prod/owa/admin.campus> and log in following the directions on site.

Items for sale by students, staff and faculty are listed on FoxLink. Log into FoxLink and select groups (located on top right of website). Select “For Sale-For Rent” (note – the first time you make the selection you will be asked to join the group). A listing of current items available will be shown.

## **R- Cards**

**Faculty/Staff R-Card Discount:** Deposit a minimum of \$50 to your R-Card Meal Plan Account and receive 20% added value on food purchases at the Cornell Campus Center Marketplace, the Grille, C-Store, Dianne’s Café, and Cornell Café.

Obtain your R-Card at the R-Card Office. Make deposits at the Bursar’s Office with cash, check, or credit card, or use the Value Transfer Station in the lower level of the Cornell Campus Center, which accepts \$1, \$5, \$10, and \$20 bills.

## **Graduation and Academic Regalia**

Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions the College will arrange to rent caps and gowns for faculty without charge, provided the request is made two months in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty who wish to purchase caps, gowns, or hoods at a discount may obtain price lists and order forms at the bookstore.

## **Telephone Directory**

The current Rollins telephone directory can be accessed at:

[http://www.rollins.edu/provost/Fac\\_Listing/faclisting0605.html](http://www.rollins.edu/provost/Fac_Listing/faclisting0605.html)

## **Buildings**

A map of the Rollins campus can be found at

[http://www.rollins.edu/tour/index\\_flash.htm](http://www.rollins.edu/tour/index_flash.htm)



## **Bookstore**

Located on Holt Avenue, the Rollins College Rice Family Bookstore features not only over 1200 textbook titles, but also an expanded trade book section featuring faculty author titles, reference books, bestsellers (discounted at 30%), and magazines. Look for a complete line of Rollins merchandise such as t-shirts, sweatshirts, polos, desk accessories, and car decals. Hallmark, Jones and Mitchell, Jansport, Champion, and North Face are just a few of our featured merchandise lines. Academically discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock (CDs, DVDs, software, and books).

The Bookstore is open 8:30 a.m.- 7:00 p.m. Monday - Thursday, 8:30 a.m. - 5:00 p.m. Friday, and 10:00 a.m. - 3:00 p.m. Saturday. Use cash, checks, Master Card, Visa, American Express, and R-Card. A 10% faculty discount is offered on all purchases over \$1.00 (excluding special sale items) and larger discounts may apply to bulk purchases.

The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins community. Please contact the store manager if interested in hosting an event or fundraiser in the store (days or evenings).

## **Gym/Athletics – Alford Sports Center**

The Intercollegiate Athletic Program features 20 sports programs. The teams include Baseball (M), Basketball (M&W), Cheerleading (W), Cross Country (M&W), Crew (M&W), Golf (M&W), Sailing (Co-ed), Soccer (M&W), Softball (W), Swimming (M&W), Tennis (M&W), Volleyball (W), and Waterskiing (M&W).

Intramural sports have been an important part of the Rollins' student experience. The year-long program offers both men's and women's sports plus selected one time events. Intramurals are intended to support personal development, recreational outlets, and overall enjoyment of the College community. The Intramural office is located in the Alford Sports Center room 217 and is coordinated by Nate Arrowsmith ([narrowsmith@rollins.edu](mailto:narrowsmith@rollins.edu)).

All of the athletic facilities of the College are available for faculty and staff use. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of facilities, such as the Sports Center and swimming pool, are the responsibilities of the Department of Physical



Education and Athletics. Information on current policies concerning the use of athletic facilities can be obtained from the office of the Director of Athletics.

Information on current sports events, camps, traditions, record books, statistics and audio broadcasts may be found at <http://rollinssports.athleticsite.com/sport.asp?sportID=30>.

## **Chapel**

Information about the Knowles Memorial Chapel including wedding information, history, and faith traditions can be found at <http://www.rollins.edu/knowles/>

## **Furniture**

The Office of the Dean of the Faculty manages a central fund for equipment and furniture purchases and replacements. In the spring of each year, a call for requests is circulated to all faculty in Arts and Sciences to gather information on needs, vendors, and costs. Decisions are made in early June for the bulk of the year, and then on an ongoing basis as funding permits.

## **Radio Station WPRK - FM**

WPRK is an FM radio station owned by Rollins and licensed by the FCC to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and broadcasts with 1300 kilowatts, covering the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Classical music, news, and sports dominate daytime programming, with evening hours and weekends devoted to progressive music and specialty shows.

## **Child Development Center/Area Day Care**

Rollins College offers daycare for children through its' Child Development center. Contact (407) 646 – 2515. Rollins has also had a long relationship with the First Congregational Church (located at 225 S. Interlachen Avenue, Winter Park, FL 32789-4411) which is within walking distance of the campus. They offer a Pre-School through Kindergarten program. They can be reached at (407) 628-5427.

For daycare in other areas, the following website, <http://metrodaycare.com/main.asp?content=search/default&range=5&zipcode=32792&whichpage=4&lat=28.5955&long=-81.3047&state=>, may be helpful.



## Arts and Culture

Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. In addition to several fine lecture series, the College offers the following cultural opportunities:

- Annie Russell Theatre. The October to May season features musicals, contemporary drama, comedy, and the classics ranging from Sophocles to Wendy Wasserstein. The more intimate Fred Stone Theater offers experimental theater and student directed plays. Faculty/Staff and students are eligible for free admissions to selective performances and discounts for season tickets.
- Bach Festival. The Bach Festival Society, whose offices are on the Rollins campus, provides three separate concert series: the Visiting Artist Series, the Choral Series, and the annual Bach Festival. The Bach Festival Choir, the third oldest in America, is comprised of volunteers from all walks of life. Repertoire is primarily oratorios with a different major Bach work performed in the spring during the Bach Festival. Noted vocal and instrumental soloists join the Festival Choir and Orchestra to produce outstanding performances in the beautiful setting of the Knowles Memorial Chapel. For subscription information contact the Bach Festival box office at extension 2182.
- The Cornell Campus Center. The Cornell Campus Center is the “living room” of the campus as it draws members of the community together for social, intellectual, and cultural interaction. The Center features comfortable gathering places, student services, spectacular programming locations, convenient meeting places, and outstanding dining options. Located in the Cornell Campus Center is the office of Student Activities which houses Leadership Programs, Diversity Programs, and Student Disability Services.
- The George D. and Harriet W. Cornell Fine Arts Museum. One of the finest college art museums in Central Florida with a collection of over 3500 works, the exhibitions range from American watercolors to European old masters to contemporary sculpture. In addition, tours, lectures, and other programs are offered. The collection contains major works by Italian, French, Flemish, Dutch, and American masters from the 1300s to the 1990s. The Cornell Fine Arts Museum is accredited by the American Association of Museums, and is open free of charge.
- Music in the Chapel. A series of free concerts by the Chapel Choir, the Chapel organist, and a variety of guest performers is sponsored by the Knowles Memorial Chapel.



- Music at Rollins Concert Series. A series of concerts sponsored by the Department of Music gives area residents the opportunity to hear members of the faculty, students, and College ensembles, as well as performers of national and international prominence. Concerts are held in both the Rogers Room of Keene Hall and the Knowles Memorial Chapel. The highlight of the year is the annual Christmas Vespers service. All performances are free to Rollins faculty, staff, and students. Contact extension 2233 for brochures.
- Rollins College Concert Series. A series of concerts sponsored by the Department of Music gives area residents the opportunity to hear the performing members of the faculty as well as performers of national and international prominence. All performances are free to Rollins faculty, staff, and students. Contact extension 2233 for information.
- Rollins Dance. A series of diverse, professional dance concerts with leading artists from the national and international dance world are held in the Annie Russell Theatre. For more information contact extension 2145.

## **Photocopying/Publishing Center**

The Publishing Center provides a wide range of professional duplication services at modest prices. The center is located on the ground floor of the Facilities & Services building and is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Services include:

**Black & White Copying:** Copies can be made on a wide variety of paper weights, colors, sizes and textures. Hundreds of papers are stocked, and thousands of others are available within 24 hours. Publishing Center equipment can copy onto paper up to 11" x 17", and up to 67 pound basis weight. Single or double sided copying is available on all sizes and weights. Multi-part carbonless forms ("NCR"-type) can be produced in 2, 3, 4, and 5 part sets.

**Color Copying:** Color enlargements (up to 11" x 17"), reductions, and a variety of special effects can be produced with the center's state-of-the-art, full-color, digital copier.

**Finishing:** Collating, stapling, saddle stitching (booklet-style), and spiral binding (up to 125 sheets) are available "on-line" from the Publishing Center. Padding, drilling, cutting, and laminating are also offered.

**Special Services:** The Publishing Center provides a complete pre-production service for materials to be copied. Machine-ready master copies can be made from books and other non-flat or irregular original materials. Enlargements,



reductions, contrast enhancements, and other adjustments can also be made. Paste-ups and other layout changes can enhance efficient production.

**Desktop Publishing:** The Publishing Center offers computerized layout and typesetting services at a fraction of the cost of freelancers. Since our desktop resources are limited, **please allow two weeks for in-house desktop-publishing;** outside services are available for pieces we cannot accommodate.

**Other Outside Services:** Additional services that are provided outside the college include:

- Embossing and Engraving (15 working days turn around)  
Die Cutting  
Printing to Film (stats/slicks)  
Mail Preparation

**Course Packets & Anthologies:** The Publishing Center provides complete custom academic publishing services including securing copyright clearance, preparing machine-ready master copies, and duplicating course materials for resale at the bookstore.

Original materials may be dropped off at the Publishing Center or the bookstore. We must secure permission to copy **all** copyrighted materials in order to comply with Federal Copyright Law. To grant permission to make copies, right holders require complete information on each excerpt, including:

- Publication title
- Article title
- Author
- Publisher
- Publication date
- Page numbers
- ISBN # (if available)

Course title, number, starting date, and instructor's name are also necessary as separate permission must be obtained for the copies used for each course each semester. To ensure accuracy, faculty are encouraged to provide necessary information on the copyright clearance application (available at the Rice Family Bookstore or at the Publishing Center).

Copyright clearance can take from one day to three months depending on the right-holder's response time; please allow at least eight weeks. Copyright royalties (which add to the students' price) range from a half cent per page to several dollars per page. Faculty will be notified of permission denials or unusually high



royalties as they arise. Information on copyright law is available at the bookstore and the Publishing Center.

For more information, pick up the Publishing Center's "**Guide to Course Packets and Anthologies**," available at the customer service counter.

## **Winter Park and Orlando**

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### **Accommodations, Restaurants & Transportation**

For information about local hotels, restaurants within walking distance, shopping, planes and trains, and transportation to the Orlando airport, see:  
<http://www.rollins.edu/explorations/accomodations.shtml>.

### **Winter Park**

Information about Winter Park including the topics of: arts and culture, living in Winter Park, local official contact information, departments, events, etc can be found at <http://www.ci.winter-park.fl.us/2005/>

### **Winter Park Classes, Programs and Seminars**

Information about Winter Park area classes, programs and seminars is available at <http://www.ci.winter-park.fl.us/2005/living/classes.shtml>

### **Churches/Temples/Mosques**

The following is an excellent resource for locating churches, temples and mosques in the Orlando area: <http://orlando.areaconnect.com/churches.htm>

### **Schools**

Information about local schools can be found at <http://www.ci.winter-park.fl.us/2005/living/schools.shtml>



## Real estate

### Buying vs. Renting

The decision to buy a home versus renting a home is a serious decision. The following resources may help you reach the right decision for you.

<http://www.econedlink.org/lessons/index.cfm?lesson=MM162>

<http://www.ginniemae.gov/ypth/index.asp?subTitle=YPTH>

[http://www.lendingtree.com/cec/tools/Inline\\_Calculators/MortgageRentVsBuy.asp?bp=v](http://www.lendingtree.com/cec/tools/Inline_Calculators/MortgageRentVsBuy.asp?bp=v)

[http://www.gold-eagle.com/editorials\\_05/baltin071605.html](http://www.gold-eagle.com/editorials_05/baltin071605.html)

### Realtors

To locate an Orlando realtor who is a member of the National Association of Realtors go to:

[http://homegain.com/find\\_real\\_estate\\_agent/index?entryid=6890&ht=bdmsnppcae&nopopup=1](http://homegain.com/find_real_estate_agent/index?entryid=6890&ht=bdmsnppcae&nopopup=1)

## Maps

For a map of the campus go to [http://www.rollins.edu/tour/index\\_flash.htm](http://www.rollins.edu/tour/index_flash.htm)

For a map of the Orlando area go to

[http://search.travel.yahoo.com/bin/search/map?nomaptip=1&yid=&yilat=&yilong=&yname=&yphone=&yaddress=&ycity=&ystate=&yurl=&clat=28.53854&clong=81.378983&zoom=6&sid=191501911&pop=0&id=&pan\\_x=&pan\\_y=&.done=&.title=&cat=none&cat=lodging&lodging\\_price=-1&cat=skiresort&dining\\_price=-1&cat=sightseeing&cat=airport&yp\\_search=&cat=city&num\\_result=20](http://search.travel.yahoo.com/bin/search/map?nomaptip=1&yid=&yilat=&yilong=&yname=&yphone=&yaddress=&ycity=&ystate=&yurl=&clat=28.53854&clong=81.378983&zoom=6&sid=191501911&pop=0&id=&pan_x=&pan_y=&.done=&.title=&cat=none&cat=lodging&lodging_price=-1&cat=skiresort&dining_price=-1&cat=sightseeing&cat=airport&yp_search=&cat=city&num_result=20)

or

[http://maps.infospace.com/areac.main/kevmap?op=GeoCode&otmpl=%2Fkevmap%2Fmap-out.htm&qc=Orlando&qs=FL&qo=US&width=478&height=359&keepsizes=1&scale\\_o=3&accity=Orlando&acstate=FL&acurl=orlando](http://maps.infospace.com/areac.main/kevmap?op=GeoCode&otmpl=%2Fkevmap%2Fmap-out.htm&qc=Orlando&qs=FL&qo=US&width=478&height=359&keepsizes=1&scale_o=3&accity=Orlando&acstate=FL&acurl=orlando)

## Orlando Information



For information on Orlando weather, zip codes, movies, hotels, etc. go to:  
<http://orlando.areaconnect.com/>