Table of Contents

Section 1: Fall Training (HOTS Blue)....................................................................................................................1.1
  CF Training Schedule
  Move-In Grids
  CF Training Evaluations

Section 2: Residential Life Calendar (Pink)..............................................................................................................2.1
  Connect
  Balance
  Thank
  Be Well
  Include
  Empower
  (Re)Connect

Section 3: Introduction to Residential Life and the CF Position (Tan).................................................................3.1
  Gustavus Adolphus College Mission Statement
  Student Affairs Mission Statement
  Mission of Residential Life
  Residential Life Organizational Chart
  Collegiate Fellow Position Description
  Collegiate Fellow Contract
  Ethical Guidelines for Collegiate Fellows
  Residential Life Accountability Process
  Student Staff Accountability Guidelines

Section 4: Student Development & Building Community (Canary)...........................................................................4.1
  Student Development
  Sense of Belonging
  Acquiring Knowledge & Skills
  Choosing Informed Attitudes & Values
  Self-Responsibility
  In Search of Community
  Practical Ways to Build Community
  First Floor Meeting Agenda

Section 5: Programming & Using Your Hall Budget (Blue).........................................................................................5.1
  Residential Life Programming Calendar
  Event Planning Checklist
  Programming Expectations
  Planning a Program
  Programming Ideas
  Bulletin Boards
  Bulletin Boards in a Bag Ideas
Helpful Websites
Budget & Spending Information
Step by Step How to Spend Floor/Hall Funds

Section 6: Connecting, Communicating, and Mediating (Orchid)........................................................................6.1
  Listening
  Guided Discussions
  Conflict Resolution/ Roommate Mediation Process
  Assertiveness

Section 7: Confrontation & Documentation (HOTS Emerald)..............................................................................7.1
  Incident Flow Chart
  Confrontation & Documentation Steps
  Alcohol & Other Drugs
    Typical Alcohol Sanctions
    Possession Violation Grid
    Consumption Violation Grid
  General Policies (In Alphabetical Order)
    Antennas
    Bicycles
    Electrical Appliances
    State Fire Marshal’s Directives
    Fire Safety Regulations
      Candles, Incense, Flammable Materials
      Fire Alarms
      Fire Safety Equipment
    Firearms/Weapons
    Fireworks/Explosives/Flammables
    Furniture
    Lofting
    No Smoking Areas
    Noise & Quiet Hours
    Off-Campus Housing
    Painting Rooms
    Personal Property Insurance
    Pets & Animals
    Solicitation
    Visitation & Guest Policy
    Window Screens

Section 8: Emergency Response Protocol (HOTS Fuchsia)......................................................................................8.1
  Response Grid for CFs and Head Residents
  Potential Emergencies (In Alphabetical Order)
    Bias Incident
    Death of a Student
    Fire
Injured or Sick Student
Physical Assault
Power Loss
Severe Weather
Severe Weather Alert & Response
Sexual Assault
Suicide/Attempted Suicide/Suicidal Ideation

Section 9: Administrative Responsibilities (HOTS Orange) ................................................................. 9.1
Collegiate Fellow Duty
Sample of Duty Log
Keys
Health & Safety Checks
Opening & Closing the Halls for Breaks
Storage Policy
Work Orders
Locations of Gray Box, Fire Panel, Storage Room, CF Office
Residence Hall Important Locations

Section 10: Student Concerns (Buff) ................................................................................................... 10.1
Alcohol & Substance Abuse
  Symptoms of Alcohol Poisoning
  Signs of Substance Abuse
  Signs of a Drinking Problem
  Setting Limits with a Friend who has a Drinking Problem
  Guidelines for Discussing Alcohol Related Behavior with a Resident
  Brown County Evaluation Center Procedures (Detox)
Anxiety
  Symptoms of Anxiety
Bias Incident
  Definition
  College Response
  How to be proactive
Depression & Mental Illness
  What is Depression?
  Symptoms of Depression (ABC's)
  Indications of Mental Illness
Eating Disorders
  Symptoms of Eating Disorders
  Confronting the Eating Disorder
Sexual Assault
  Gustavus Sexual Assault Protocol
  Facts about Date Rape
  Healthy/Unhealthy Sex
  Post-Traumatic Stress Disorder (PTSD) Symptoms
  Sexual Assault Immediate Intervention
## Table of Contents

- What to do When Someone You Know is Sexually Assaulted
- What not to Say to Survivors of Sexual Assault
- Males as Victims of Sexual Assault
- What to do if Acquaintance Sexual Assault Happens to You
- Suicide
  - Safety and Intervention Plan for Suicide and Self Harm

## Section 11: Advising & Academic Support Information (Salmon)

- Academic Responsibilities of CF’s
- CF Relationship with Advising Center
- What is Academic Advising
- Academic Calendar & Common Advising Issues
  - September
  - October
  - November
  - December
  - January
- Campus Resources

## Section 12: Notes (Gray)