

New College

THE HONORS COLLEGE of Florida

Damien Clark, Intern
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Performance Improvement Plan 2014-15
December 2014 Interim Report









Sarasota Bay

Center for Engagement and Opportunity



PEI CAMPUS



LEADERSHIP, ENGAGEMENT, AWARENESS, PROFESSIONALISM

LEAP

<p>SNAP DECISIONS Using the science of first impressions to your advantage.</p>	<p>NOT AS SCARY AS SNAKES Why public speaking is the 2nd most common fear and how to control it.</p>	<p>UMMM STAND UP STRAIGHT The secrets behind vocal cues and body language</p>	<p>PROPER REFLECTIONS Making the right statement with your attire.</p>	<p>ON THE SPOT How to deal with the Q&A.</p>	<p>DON'T DROP THE BALL Leaving a great impression and maintaining connections.</p>
2/10 & 4/1	2/18 & 4/7	2/24 & 4/15	3/4 & 4/21	3/10 & 4/29	3/18 & 5/5
<p>All sessions are noon - 12:30 p.m. Only 30 minutes per session to LEAP to the best you!</p>					





Navigating New College

1 COLLECT CONTACT INFORMATION

FROM YOUR FACULTY ADVISOR:

Office Hours _____
 Office Location _____
 Phone _____
 Email _____
 Division Phone _____
 Meeting Dates _____

FROM YOUR RA:

Name _____
 Room _____
 Email _____
 Facebook _____
 Phone _____

FOR EMERGENCIES

Contact
 Campus Police
 (941-487-4210).

FOR LESS URGENT ASSISTANCE:

Contact Student Affairs
 (941-487-4250 in HCL 3)
 or the RA duty phone
 (after business hours and on
 weekends): 941-780-8441.

STAY IN TOUCH WITH YOUR ADVISOR.

Consider and discuss how frequently you should plan to meet and how best to reach your advisor outside of scheduled meetings.

Should you get started immediately with requirements for the **AREA OF CONCENTRATION** you may be planning? (This can be especially true in certain fields; for example, in the Natural Sciences, courses tend to build upon each other in a highly sequential way.) Possible ADCs: _____

WHAT LEVEL OF MATHEMATICS WILL YOU NEED? For Calculus I, you should take the [Calculus Readiness Test]. If you need to do work at the Precalculus level, contact [the Quantitative Resource Center].

ARE YOU INTERESTED IN AN INTERNSHIP? Discuss with your advisor how such plans might fit into your program. In many cases, an internship approved for unit credit may help you avoid a small excess hour surcharge if you take an eighth semester.

CONTACT: Andrea Knies
 Internship Coordinator
 Room 154, Cook Library
 941-487-4421, aknies@ncl.edu

ARE YOU INTERESTED IN STUDYING OFF-CAMPUS? Discuss with your advisor how such plans might fit into your program.

CONTACT: Florence Zamsky
 Coordinator of Study Abroad and Student Exchange
 Language Resource Center, Cook Library
 941-487-4318, fzamsky@ncl.edu

Have concerns about fitting in or want to find a way to feel more connected to our campus community? **LEARN HOW TO GET INVOLVED ON CAMPUS:**

- Attend Club Fair
- Ask your RA
- Drop by Student Affairs (HCL 3)
- Visit the Gender & Diversity Center
- Join a student organization
- Participate in the New College Student Alliance
- Volunteer

CONTACT: Office of Student Affairs, HCL 3, 941-487-4250
www.ncl.edu/student-life, studentaffairs@ncl.edu

IMPORTANT RESOURCES:
 The Office of the Provost
 Cook Hall 214
www.ncl.edu/advising
 941-487-4200

Stephen Miles, Provost
provost@ncl.edu

Robert Zamsky, Dean of Studies
rzamsky@ncl.edu

2 UNDERSTAND ADVISING AT NEW COLLEGE

Keep these tips and questions in mind as you talk with your faculty advisor.



Discuss with your advisor **HOW TO NEGOTIATE A CONTRACT**. Also, discuss the renegotiation process. Share your interests and ambitions, and make sure you understand your advisor's expectations and recommendations.

My interests: _____

Do you have **ANY AREAS OF CONCERN IN WRITING, MATH, OR OTHER ACADEMIC SKILLS?** Based in the Cook Library, the Academic Resource Center (ARC) provides support for writing and math, as well as assistance with foreign language study and with educational technology.

Do you want to continue **STUDY OF A FOREIGN LANGUAGE** or start a new one? Find out about any [placement tests or other requirements] before you start classes.

3 GET INVOLVED BEYOND ACADEMICS

What are your interests and obligations outside of your academic program? Do you have a job or family commitments? Do you want to join (or start) any clubs or organizations? Are you interested in volunteering or other experiential learning opportunities?



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FROM YOUR RA:

Name _____
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 Facebook _____
 Phone _____

FOR EMERGENCIES

Contact _____
 Campus Police (941-487-4210).

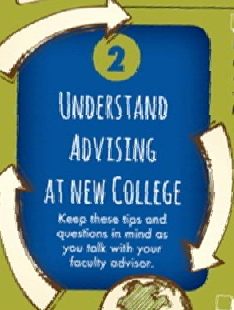
FOR LESS URGENT ASSISTANCE:

Contact Student Affairs (941-487-4250 in HCL 3) or the RA duty phone (after business hours and on weekends): 941-780-8441.

What **FIELDS, TOPICS AND INTERESTS** do you want to explore? What may be appropriate to build into contracts and ISPs? Or to incorporate into your life beyond the classroom? Fields and topics that interest me:

STAY IN TOUCH WITH YOUR ADVISOR. Consider and discuss how frequently you should plan to meet and how best to reach your advisor outside of scheduled meetings.

Should you get started immediately with requirements for the **AREA OF CONCENTRATION** you may be planning? (This can be especially true in certain fields; for example, in the Natural Sciences, courses tend to build upon each other in a highly sequential way.) Possible AOC:



Discuss with your advisor **HOW TO NEGOTIATE A CONTRACT.** Also, discuss the renegotiation process. Share your interests and ambitions, and make sure you understand your advisor's expectations and recommendations.

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Do you want to continue **STUDY OF A FOREIGN LANGUAGE** or start a new one? Find out about any [placement tests or other requirements] before you start classes.

ARE YOU INTERESTED IN STUDYING OFF-CAMPUS? Discuss with your advisor how such plans might fit into your program.

ARE YOU INTERESTED IN AN INTERNSHIP? Discuss with your advisor how such plans might fit into your program. In many cases, an internship approved for unit credit may help you avoid a small excess hour surcharge if you take an eighth semester.

CONTACT: Andrea Kalles
 Internship Coordinator
 Room 154, Cook Library
 941-487-4121, skalles@ncl.edu

CONTACT: Florence Zamsky
 Coordinator of Study Abroad and Student Exchange
 Language Resource Center, Cook Library
 941-487-4318, fzamsky@ncl.edu

3 GET INVOLVED BEYOND ACADEMICS

What are your interests and obligations outside of your academic program? Do you have a job or family commitments? Do you want to join (or start) any clubs or organizations? Are you interested in volunteering or other experiential learning opportunities?



Have concerns about fitting in or want to find a way to feel more connected to our campus community? **LEARN HOW TO GET INVOLVED ON CAMPUS:**

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- Participate in the New College Student Alliance
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CONTACT: Office of Student Affairs, HCL 3, 941-487-4250
www.ncl.edu/student-life, studentaff@ncl.edu

IMPORTANT RESOURCES:
 The Office of the Provost
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www.ncl.edu/advising
 941-487-4200

Stephen Miles, Provost
provost@ncl.edu
 Robert Zamsky, Dean of Studies
rzamsky@ncl.edu

New College
 THE MONARCH COLLEGE
 of Florida

Check-List for Advising First-Year Students

Below is a list of topics advisors should be sure to cover with first-year students. The list is general and by no means exhaustive.

- Does the student have all of the contract sponsor's contact information: email, office location, phone number, division phone number?
- Does the student...
- How frequently email, office hours...
- Does the student to speak to regarding study?
- A minimum contract years with 31 units each plus 3 ISPs. Is a good idea for...
- What fields, topics...
- Does the student (such as Chemistry)...
- Does the student they interested to determine the...
- Does the student...
- What breadth of range of course...
- Is the student in happen to have learning about new...
- Are there any ca...
- Does the student aware of the support Resource Center Library staff?
- Does the student...

Advising Check-List for Second Year Students

Below is a list of topics advisors should be sure to cover with second-year students. The list is general and by no means exhaustive.

- Has the student considered any internships or other experiential opportunities? Is the student familiar with the resources of the Center for Career Education and Off Campus Studies?
- Has the student...
- Having first course of...

Third-Year Advising Check-List

Below is a list of topics advisors should be sure to cover with third-year students. The list is general and by no means exhaustive.

- Has the student finished Campus S...
- Has the student...
- Where do actively do...
- Is the student...
- Does the student...
- Is the student...
- Does the student aware of the support Resource Center Library staff?
- Is the student...
- Does the student aware of Resource Library Staff?
- For most students, this is the [link]. This AOC, and not be able to describe Prospectus catalog/pr 6.15.
- Most students third year, the student require Prospectus catalog/pr 6.15.
- Over the relationship addition to for the student interests -
- Is the student on track to complete their work at New College in either their seventh or eighth contract? If they anticipate additional contracts, are they aware of possible financial aid implications?
- Does the student have any remaining LAC requirements?
- Has the student completed 3 ISPs?
- Is the student approaching the credit hour limit?
- Is the student prepared to write their thesis?
- Has the student made clear arrangements with their thesis sponsor?
- Does the student have a weekly thesis schedule? Do they have a longer-term schedule with interim deadlines?
- Is the student aware of thesis support services offered through the WRC and other campus offices?
- What are the student's plans after college?
- Has the student attended events offered by the Center for Career Education?
- Has the student done an internship or similar activity? If so, what was the result of that experience? Can it be pursued further?
- Is the student aware of any letters of recommendation they will need? They should contact the appropriate references as soon as possible, and be sure to provide them with all relevant information (including deadlines for letters, descriptions of the programs or positions being pursued, whether letters are submitted electronically or in hard copy, etc.).

Advising Check-List for Fourth Year Students

Below is a list of topics advisors should be sure to cover with fourth-year students. The list is general and by no means exhaustive. Both faculty and students should be aware of their particular needs.

Navigation

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 - **Orientation 2014**
 - Participants
 - Badges
- My courses

Administration

- ▼ Course administration
 - ✖ Turn editing on
 - ⚙ Edit settings
 - 👤 Users
 - 🔍 Filters
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 - 📄 Backup
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 - 📄 Import
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 - 📄 Question bank
- Switch role to...
- My profile settings

Important Forms: Check-list

Orientation 2014 News Forum

Welcome to our Orientation 2014 Moodle site!

Below you will find a list of important dates, information and new tasks for you to complete this summer and help you prepare for New Student Orientation and classes at New College of Florida

Visit this Moodle site every couple weeks for updates.

If you have general Orientation questions, please do not hesitate to contact us at (941) 487-4250 or studentaffairs@ncf.edu

We're looking forward to seeing you in August!

7/2/14 update:

Orientation Leaders (OL's) have received their Orientation group assignments and **will contact you soon**. Keep checking your emails for NCF updates or visit our Orientation website if you have questions: ncf.edu/orientation We can't wait to meet you in August!

New College of Florida will be closed on Friday, 7/4/14 for the national holiday. All offices will resume regular business hours on Monday, 7/7/14.

To Do

Over the summer, you will be asked to fill out various forms and keep track of lots of important details! Here's a self-guided check-list to help you stay organized.

As you complete and submit each "to do" item, you can check it off to keep track of your progress.

Important Forms: Check-list

NCF Library

Meet with an NCF Librarian

WConline

Set up an appointment with the WRC or QRC

Search forums

Advanced search ?

Calendar

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events key

- Hide global events
- Hide course events
- Hide group events
- Hide user events

Navigation

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 - 🏆 Badges
 - 📁 Backup
 - 🔄 Restore
 - 📥 Import
 - 🔄 Reset
 - 📁 Question bank

► Switch role to...

► My profile settings

Important Forms: Check-list

Orientation 2014 News Forum

Welcome to our Orientation 2014

Below you will find a list of important things to complete this summer and help you get ready for New College of Florida

Visit this Moodle site every couple of days

If you have general Orientation questions, please call 487-4250 or studentaffairs@ncf.edu

We're looking forward to seeing you in August!

7/2/14 update:

Orientation Leaders (OL's) have been assigned. They **will contact you soon**. Keep checking the Orientation website if you have questions. We will meet you in August!

New College of Florida will be closed for the summer. All offices will resume regular hours in August.


To Do

Over the summer, you will be asked to complete many forms. Here's a self-guided checklist to help you get started.

As you complete and submit each form, it will be marked as complete.

📄 Important Forms: Check-list

[NEW COLLEGE OF FLORIDA]
ORIENTATION NEWS
July 2014



The **5** Elements of Effective Thinking

Edward B. Burger
Michael Starobin

By now, you should've received your copy of **5 Elements of Effective Thinking**.

Please take the time over the summer to read it. It presents practical, lively and inspiring ways for you to become more successful through better thinking. Be sure to bring it on campus with you in August!

Some really important things to remember before you come to campus.

- Complete a [Housing Application](#)
- Submit your [Immunizations Forms](#)
- Submit your [FERPA release forms](#)
- Submit your [Parent & Guardian waiver](#)
- Submit your [Financial & Guardian Contact Info](#)
- Complete the [SAIS assessment](#)
- Register for [Orientation](#)

1	Sat
2	3
9	10
16	17
23	24
30	31



Navigation

Home

- My home
- My profile

Forum

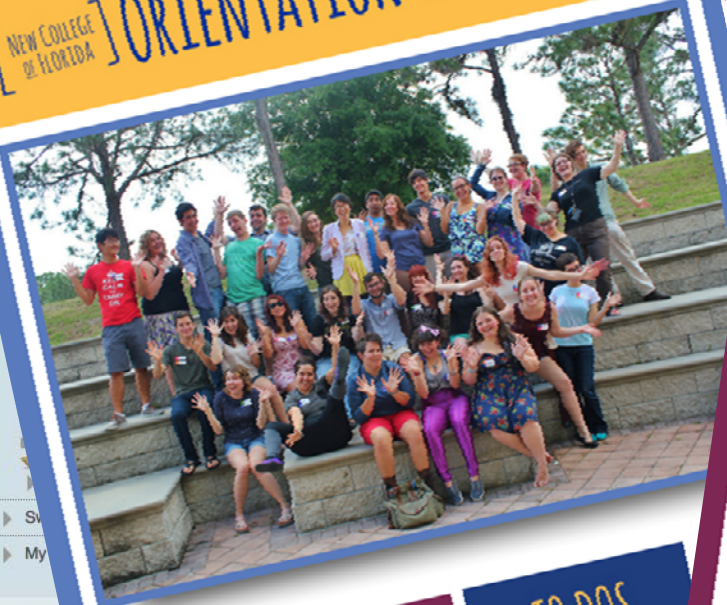
Orientation 20

Important
help you

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July 2014

[NEW COLLEGE OF FLORIDA] ORIENTATION NEWS June 2014



The 5 Elements of Effective Thinking

By now, you should've received your copy of **5 Elements of Effective Thinking**. Please take the time over the summer to read it. It presents practical, lively and inspiring ways for you to become more successful through better thinking. Be sure to bring it on campus with you in August!

REGISTER FOR [ORIENTATION] TO DO'S (BEFORE ORIENTATION)

New Student Orientation (Saturday 8/16- Sunday 8/25): Week-long program connects new students with campus resources; academic info sessions, mini-classes & faculty advisors; learn to negotiate contracts (register for classes); attend a variety of social events.

- Some really important things to remember before you come to campus.**
- Complete a [Housing Application](#)
 - Submit your [Immunizations Forms](#)
 - Submit your [FERPA release waiver](#)
 - Submit your [Parent & Guardian waiver](#)
 - Submit your [Financial Aid & Title IV form](#)
 - Complete the [SAIS assessment](#)
 - Register for [Orientation](#)

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ORIENTATION NEWS June 2014

[NEW COLLEGE OF FLORIDA] ORIENTATION NEWS

July 2014



THINGS TO DO BEFORE ORIENTATION:



For an interactive checklist and all of these forms, log on to moodle.ncf.edu with your New College username & password.

- ACADEMIC ADVISING QUESTIONNAIRE**
DUE: JUNE 6, 2014
Your answers to the online academic advising questionnaire guides us in assigning you to your faculty advisor.
Login: ADVQUEST
Password: advising
- COURSE REQUESTS**
DUE: JUNE 13, 2014
This form guides us to what classes you are interested in the fall semester. Log on the Course Request System (CRS), in NewCLES and share your preferences.
- REGISTER FOR ORIENTATION**
DUE: JUNE 27, 2014
Visit ncf.edu/orientation
Click "Register for Orientation"
This will take you to a secure site for both student and parent registration. We accept MasterCard, Visa, and American Express. Please be sure to select "new individual" (not "myself") and type in the new student's name to register.
- HOUSING APPLICATION**
DUE: JUNE 30, 2014
This helps us determine where you will live and who will be your roommates. It also includes your Housing Contract for the 2014-2015 academic year. The first time you access this link, you'll need your date of birth and home zip code to sign up for your account on the New College housing system. Be sure to record your new log-in email and password, especially if it is different from your New College username & password for Moodle, NCF email and the portal.
 **TIP:** If you set this log-in to match your New College email (username and password), it will be easier to remember.
- IMMUNIZATION FORM**
DUE: JUNE 30, 2014
Print online at moodle.ncf.edu and complete to submit. These are REQUIRED to register for classes. Students should submit their immunization forms ASAP to make sure you receive an accurate tuition bill and timely enrollment processing. You will not be allowed to register for classes if this form is not completed.
Students can request immunization records from their high school and submit those to this form.

Questions?
Student Affairs
ncf.edu/student-life/studentaffairs@ncf.edu
(941) 487-4250

Questions?
Office of the Registrar
ncf.edu/registrar
(941) 487-4230

Questions?
Student Affairs
ncf.edu/student-life/studentaffairs@ncf.edu
(941) 487-4250

Questions?
Student Affairs
ncf.edu/student-life/studentaffairs@ncf.edu
(941) 487-4250

Questions?
Counseling & Wellness Center
ncf.edu/cwlc
(941) 487-4254

- FERPA RELEASE WAIVER**
DUE: JUNE 30, 2014
This waiver gives consent to allow or not allow others to view personal information. Please read this form carefully. This is required by federal law.
Mail to: Office of the Registrar, New College of Florida
5800 Bay Shore Road (PMD 115)
Sarasota, FL 34243-2109
Or fax to: (941) 487-4478
- PARENT & GUARDIAN CONTACT INFO**
DUE: JUNE 30
This form enables us to share student financial account details with your parents/guardians and one able to contact them, if needed. Federal law requires a signed form on file for each student.
Mail to: Business Office, New College of Florida
5800 Bay Shore Road (PMD 123)
Sarasota, FL 34243
Or fax to: (941) 487-4486
- FINANCIAL AID & TITLE IV**
DUE: JUNE 30
This form ensures your financial aid is correctly applied to your account.
Mail to: Business Office, New College of Florida
5800 Bay Shore Road (PMD 123)
Sarasota, FL 34243
Or fax to: (941) 487-4486
- RESIDENCY DECLARATION FORM**
DUE: JULY 31
A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least the last twelve months. Living in or attending school in Florida will not, in itself, establish legal residence.
Mail to: Office of Admissions & Financial Aid
New College of Florida
5800 Bay Shore Road
Sarasota, Florida 34243
- FINAL HIGH SCHOOL OR COLLEGE TRANSCRIPTS (FOR TRANSFERS)**
DUE: JULY 31
All enrollees must have their high school send an official final transcript including a graduation date.
Submit online:
New College is a SPEEDE institution. We may be addressed by FASTER schools using Institution ID "10002" and Spax Inst ID 730000003937400.
or Through the Common Application School Forms
or Through Docufile

Questions?
Registrar's Office
ncf.edu/registrar
(941) 487-4230

Questions?
Business Office
ncf.edu/business-office
(941) 487-4625
business@ncf.edu

Questions?
Business Office
ncf.edu/business-office
(941) 487-4625
business@ncf.edu

Questions?
ncf.edu/admission
(941) 487-5000
admissions@ncf.edu
ncfmail@ncf.edu

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ncf.edu/admission
(941) 487-5000
admissions@ncf.edu
ncfmail@ncf.edu

excited for this fall's new student orientation program, focused on... This is a required event for incoming first-year students.
Program connects new students with campus resources, academic info... (register for classes), attend a variety of social events and...
am that offers a variety of sessions with key staff and faculty to address...
orientation.

SUMMER PROJECTS!

Log on to moodle.ncf.edu
SUMMER BOOKS
Author
Summary
What to do after/during reading
Where to purchase

WRITING:
Prior to orientation, the Class of 2014 will be invited to participate in the pilot of New College of Florida's Study of Writing: we want you to tell us about your relationship with writing, about your own writing processes, and about your writing in high school. Participating in the study will help you begin thinking about how you will be transferring your writing knowledge from high school to college, allow you to get to know some of your classmates and Student Writing Assistants from the Writing Resource Center before you arrive on campus, and ensure your invitation to a special event hosted by the Director of Writing.

RUN & HELPFUL LINKS!

ACADEMIC CALENDAR
ncf.edu/academic-calendar
EVENTS



(941) 487-4210
(941) 487-4254
(941) 487-4130