

VI. Campus and Community Resources

Chapter 15 - Support and Resources

The resources available at FSU for supporting instructors and their students are many and varied. Here, we list programs and services that can help you with your research and teaching responsibilities, as well as those that support students.

- **Research Services**
- **Student Support Services**
- **Teaching Support Services**
- **University Policies**

Research Services

Campus Libraries

- **Robert Manning Strozier Library** is the home of the Scholars Commons, located on the lower level of Library. The Scholars Commons offers resources to facilitate study and research by faculty and graduate students. The Scholars Commons hosts programs including book discussion groups, guest lectures, faculty symposia and graduate research fairs. The librarians provide expert research and reference services, and consult with faculty on collection development. A large reading room is reserved for graduate students and faculty, and smaller rooms are available for conferences, group work, and

events like dissertation defenses and graduate lectures. A computer lab provides general resources and those specific to graduate students' needs. The Scholars Commons is also host of a myriad of material retrieval services; interlibrary loan, uBorrow, and other borrowing programs bring scholarly materials to you from around the globe. Statistics consulting is also provided.

Strozier Library is also the home of **The Special Collections Department** which holds rare manuscripts and books and the University Archives.

- **College of Law Library** makes computer searches available through several online and CD-ROM databases. Staff provide legal reference assistance. A completed borrower's form enables anyone to check out materials.
- **Claude Pepper Library** contains the personal and professional papers and mementos of U.S. Representative Pepper, who was known widely as the champion of the aged.
- **Paul Dirac Science Library** contains scientific and technical books and periodicals. Public access terminals and microcomputers connected to the University's Computer Center are available for student use.
- **Population Center Library** houses materials related to the study of population, including from the U.S. Census and the United Nations; materials related to vital statistics, migration, and health; as well as a special col-

lection on the populations of the State of Florida and the Soviet Union.

- **Warren D. Allen Music Library** has definitive editions of composers' works, historical sets, and a wide selection of books, scores, journals, and sound recordings. Various formats of recordings are available for checkout, and stations are available for library listening.

Community Libraries

- **Leon County Public Library** has over 200,000 volumes, lends 16 and 8 millimeter films, CDs, DVDs, audio and video cassettes, educational kits and records, as well as audio-visual and video production equipment. For the blind, the library provides data, has sign language classes, and classes for adults in basic education. The library is a regional center for providing information on grants.
- **State Library and Archives of Florida** serve as repositories for all State historical materials and archives.
- **Florida A&M University Libraries** house an outstanding Black Literature collection. FSU students may check out materials with a valid student ID. Using LUIS, you may find materials that are unavailable at the FSU libraries.
- **Supreme Court of Florida Library** is used as a research facility. Books cannot be checked out. The library holdings include published reports of court decisions, acts of legislative assemblies, and official statutes.

Student Support Services

Academic Support

- **FSU Honors Program** provides the University's academically gifted students a greater opportunity to interact with each other and with some of FSU's outstanding faculty members. Students who join the program have the opportunity to enroll in special courses, and participate in extracurricular activities throughout the year.
- **Mathematics Help Center** - provides tutorial assistance for the following courses: MAT 0024, MAT 1033, MAC 1105, MAC 1114, MGF 1106, MGF 1107, MAC 1140, MAC 2233, and MAC 2311. Limited help is available for MAD 2104, MAC 2312, and MAC 2313.
- **Center for Academic Retention and Enhancement (CARE)** provides preparation, orientation and academic support programming for students who are among the first in their family to attend college, and for those who otherwise may face unique challenges in college because of economic, cultural or educational circumstances.
- **Reading/Writing Center** provides individualized instruction in reading and writing to undergraduates and graduate students at all levels. Students may register for 1-3 elective credits (ENC 1905, REA 1905, and ENG 5998). Registration ensures scheduled appointments with a tutor over a full semester.

- **The Division of Undergraduate Studies** supports a number of student services including,

- ◊ The **Office of Retention** assists all students in reaching their academic goals and in engaging fully with the academic culture of the campus. Services include helping students explore various majors, discussing retention concerns, conducting research related to student retention, and working with populations having special academic interests.

- **Tutors** may be available in various departments. Check with the department secretary or advising office.
- **Undergraduate Academic Advising Center** helps “undecided” freshmen and sophomores in selecting liberal studies courses. Advisors assist students while in the process of deciding on a major.
- **Office of Undergraduate Studies** administers the academic and advisement assignment programs for lower division students classified as freshmen and sophomores, with the exception of those accepted into the School of Music and the Bachelor of Fine Arts programs in Theater and Dance.

Counseling Services

- **University Counseling Center** provides counseling and psychotherapy to help students overcome personal and interpersonal difficulties. Students who have paid the health fee are eligible for services.

- **Psychology Clinic** provides confidential psychological services, including testing and long-term counseling to adults and children by appointment only.
- **Center for Couple and Family Therapy** provides premarital, marital, trauma, grief, and family separation and divorce therapy. Services are available to students and to the community at large, by appointment. Charges are assessed according to the client’s annual income.

Safety

- **SAFE Connection** transports students for free. Students on campus are served through an escort service, and students under the influence of alcohol are driven from and to selected off-campus areas.
- **University Police** maximize the safety and well being of the FSU community as well as visitors to our campus.

Phone - 644-1234

Students with Disabilities

- **Student Disability Resource Center (SDRC)** advocates for both physically and learning disabled students. At the earliest convenient date, students are expected to discuss with their instructors their particular needs as they relate to their disability and provide the instructor with a letter of documentation from SDRC. The most frequently requested services are: note takers, alternate exam testing, and permission to audiotape class lectures.
- **Library Services - Assistive Technology Lab** on the first floor of Strozier Library. See the following URL for more details: <http://www.lib.fsu.edu/accessibility/index.html>
- **Florida Blind Services** offers assistance to blind or visually impaired students, including eye and general medical services, financial assistance, and aid in finding and paying readers to read books, taking class notes, and read exams. Services also include career and guidance counseling and job placement services.
- **International Center** provides immigration and support services to international students, scholars, faculty and staff. The Center also offers programs that promote cultural awareness and understanding.
- **Office of Multicultural Affairs (OMA)** facilitates the education of university members through programs and services that help them become aware of, understand, and appreciate the various ethnicities and cultures on campus. OMA also offers culturally-based education and social programs designed to increase awareness of cultural similarities and differences.
- **Student Government Association** sponsors numerous agencies for various FSU student populations. Instructors should note that many of these organizations not only support students, but can also serve as resources for instruction.
- **Veteran Affairs** (part of the Registrar's office) acts as a liaison with the Regional Processing Office in Atlanta, GA. It assists veterans, or the dependents of veterans, with the application and certification process.

Student Support Groups and Offices

- **Center for Intensive English Studies (CIES)** teaches English to international citizens from all over the world. CIES teachers are experts in teaching English as a second language. So that the teachers can work personally with students, only 50 students are admitted each semester.
- **Victim Advocate Program** provides advocacy for victims of crime. An advocate is on call 24 hours a day to respond to FSU students who have been victimized or any other person who is victimized on campus. Services include emotional support, instructor notification, referrals, and educational programming for the campus community.
- **Women's Educational and Cultural Center** works to develop a greater awareness in the FSU community of the nature of women's problems and their relationship to the economic, social, and political nature of our society.

Teaching Support Services

Assessment and Testing, Office of Distance Learning

- Provides mark-sense scanning for exams and surveys, test and item analysis, and computer-based and internet-based national and state tests, and proctored-testing for distance learning students.

Computer and Technology Support

- **University Computing Services** (formerly ACNS) is responsible for computer accounts, e-mail, course mailing lists, public computer labs, and Technology Enhanced Classrooms.
 - ◇ **Technology Enhanced Classrooms (TEC)** works toward connecting all of FSU's general-purpose classrooms to the campus network and equipping them with multimedia capabilities (e.g., a computer, LCD projector, VCR). Audio-Visual equipment is available to course instructors and staff who require items to help facilitate teaching classes.
- **User Services** offers computer software and hardware support to faculty, students, and staff.
 - ◇ **Help Desk** personnel assist the University community in setting up Internet connections, configuring and using Internet applications, and answering questions about computing services available at FSU.

Copy Services

- **The UPS Store** (at Oglesby Union) provides high quality large scale printing, course packs development assistance, photocopying, mailing services, and more.

Course Materials

- **Texts and Required Classroom Items** - To ensure that required and supplemental textbooks are available to students by the first day of classes, ordering should be done as soon as possible. Ask your departmental staff for the Order Forms, which should include: author, title, publisher, publication date, and ISBN number for the textbook, as well as the course and section numbers. The Forms are then forwarded to either the University Bookstore or Bill's Bookstore.
 - ◇ **FSU Bookstore**
Phone - 644-2072
Location – 1st Floor of Parking Garage
(across from Union)
 - ◇ **Bill's Bookstore**
Phone - 561-1495
Location - near the Stone Bldg at
1411 W. Tennessee St. in the community. See "Copy Services" above.

Distance (Online) Learning

- **Office of Distance Learning** offers an array of products - course websites; digital media and streaming technologies. Services range from faculty consultation, student and faculty web-based tutorials, and comprehensive faculty training workshops, which cover course development, maintenance, and use of the Blackboard online learning environment.

Teaching Assistant (TA) Programs

- **Departmental TA Programs** - Many individual departments have programs to assist graduate TAs improve their instructional skills and knowledge of University regulations regarding teaching. Contact your department head or TA supervisor to see if such a program exists.
- **Program for Instructional Excellence (PIE)** - Serves as a teaching resource for graduate students who are currently teaching assistants or anticipate teaching in the future. PIE offers conferences, workshops, and consultation services for the development of instructional planning, teaching, and technology skills. You can learn more about PIE at pie.fsu.edu
- **Preparing Future Faculty (PFF) Program** - This program helps graduate students prepare for academic careers in higher education through faculty mentoring, seminars, departmental programs, and observations. The PFF program's website can be found at <http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>

University Policies

University policies can be found in the following online publications:

- **Faculty Handbook**
- **Florida State University General Bulletin**
- **Florida State University Graduate Bulletin** is a guide to all graduate policies and programs, and it describes curricula, requirements, and content of graduate courses.
- **FSU Student Rights and Responsibilities** is a guide to student services, rights and responsibilities, and policies regarding student life.
- **FSU Online Policies and Procedures**
- **Information Technology Services**
- **Registration Guides**

If you have questions, or need advice on any policy, consult your Department Chair.