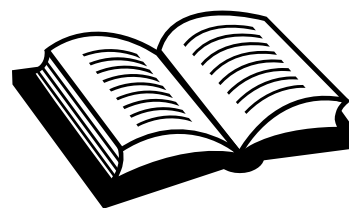


# BENNINGTON COLLEGE

## Faculty Academic Guide



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## GETTING STARTED

### **Faculty Handbook**

On the College website the Faculty Handbook is located at:  
<http://www.bennington.edu/Faculty.aspx>.

### **Faculty Meetings**

Faculty meetings are held once a month typically on a Thursday at 12:30 – 1:45pm. The full schedule of Faculty Meetings for the term is on the Academic Calendar page of the college website: <http://www.bennington.edu/Faculty/AcademicCalendar.aspx>.

### **Emergency Contact Information**

Faculty addresses and emergency contact information are on file in the Office of the Dean of the College and should be updated as changes occur. Be sure to include your address during summer and FWT periods. Contact Meredith Meurs at x4406, [mmeurs@bennington.edu](mailto:mmeurs@bennington.edu).

### **Days Away**

If you have to be away during the term for a conference, illness, emergency, or other reason, please notify (as soon as possible) your Program Coordinator and Meredith Meurs at x4406, [mmeurs@bennington.edu](mailto:mmeurs@bennington.edu). Missed classes will need to be rescheduled. When an absence is planned an *Absence Request Form*, found here: <http://www.bennington.edu/Faculty.aspx>, needs to be completed and submitted to Meredith Meurs.

### **College Address**

Your address at the College is: (Your Name), Bennington College, 1 College Drive, Bennington, VT 05201.

### **Mailboxes**

You have two mailboxes - one at the Post Office in Commons and another in your Program Coordinator's office. Campus mail is picked up and delivered twice a day; Jennings mail is picked up and delivered once a day, there is a mailbag located in your Program Coordinator's office. College-related packages may be mailed at the Post Office; your Program Coordinator can explain how the process works.

Federal Express, Parcel Post, UPS, and Faxing Services are available at the Post Office.

### **Office Phone**

The IT department installs and manages the College telephone system. Requests for service or to change or relocate existing equipment can be made by contacting [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

Local Calls: Dial 8 + telephone number

Long Distance Calls: Dial 8 + 1 + area code + telephone number

International Calls: Dial 8 + 011 + country code + city code + telephone number

Voice Directory: The College has its own Voice Directory for on-campus extensions. Just press the "voice directory" button on your phone and clearly speak the first and last name of the person you are trying to reach. You will either be connected to your party or will be given several names to choose from. The Voice Directory is available on campus only and cannot be reached from off campus.

#### Voicemail Instructions:

1. Call (802) 440-7766 from off-campus or ext 7766 from on campus.
2. Press \* at the prompt to enter your extension.
3. Type in your extension.
4. The default PIN is 5401.
5. Follow the system prompts to set up your voicemail.

For more instructions on checking your voicemail and other features of the new system please visit our [Phone System Information Site](#).

## **INFORMATION TECHNOLOGY**

### **Guide to Technology Services for Faculty**

Bennington College offers faculty a wide variety of technology resources to assist and enhance their teaching experience. Following is a brief overview of the most commonly used services. Please feel free to contact the Help Desk, staffed by professional and student workers, with any questions at x4476, [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu), or stop by the Computer Center in Dickinson 231.

#### Academic Terms Hours

Monday–Friday: 9:00am–midnight  
Saturday: noon–10:00pm  
Sunday: noon–midnight

#### Summer and FWT Hours

Monday–Friday: 9:00am–4:00pm

### **Online Resources**

Bennington College network login account: A Bennington College network login account is required to access most of the technology services offered on campus. You will be emailed the information needed to activate your username and password information then log in at: <http://register.bennington.edu/index.php?action=enroll&stage=default>. If you have not received this information please contact Meredith Meurs in the Dean's Office at x4406, [mmeurs@bennington.edu](mailto:mmeurs@bennington.edu).

Bennington College Email Account: The College uses Google Apps for Education to provide a bennington.edu email account to all members of the College community. If you forget your password or have problems with your network account, please contact Charlotte Welch in IT User Services at x4479, [cwelch@bennington.edu](mailto:cwelch@bennington.edu). When you activate your network login (as above), your email account is activated as well.

Your bennington.edu email can be sent and received by logging in at <https://sso.bennington.edu>. Like most Gmail accounts, your bennington.edu email account can be forwarded to another email address/account.

Faculty Online Tools and Resources Web Page: A detailed list of online resources for faculty is available at: <http://www.bennington.edu/Faculty.aspx>. You will find links to the Faculty Handbook, campus information, and frequently used forms. You can also login to the Faculty Online tools where you will find: Advisee Lists, Class Rosters, Course Enrollment, Course Entry, Student Schedules and Student Transcripts.

Bennington College Wiki: Located at <http://wiki.bennington.edu>, this site covers topics of interest to the entire campus community and features contributions from both students and faculty. Users must be logged in with their bennington.edu domain account, or a local account to edit content. For questions or help with login problems contact Charlotte Welch at x4479, [cwelch@bennington.edu](mailto:cwelch@bennington.edu).

Events Calendar and Announcements: All Bennington College announcements and a complete calendar of upcoming events are available at: <http://bennington.bwcs-hosting.com/cal/main/showMain.rdo>. Requests for event postings can be submitted on this page as well.

### **Faculty Laptops Program**

The Office of the Dean of the College provides computers to most faculty. IT staff maintain the computers and will, from time to time, call each faculty member for an appointment to review the computer. For more information or to pick up a College computer, faculty should contact [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

Faculty whose contracts are concluding are asked to return their College-owned computers to their Program Coordinator on or before the end of their contract period. Should the faculty member require the use of the computer for a few weeks beyond that time in order to complete student evaluations, they need to call Charlotte Welch at x4479, [cwelch@bennington.edu](mailto:cwelch@bennington.edu) to make arrangements for dropping off their computer with IT. IT will erase the hard drive; the faculty member should make sure to have copied all the files they need for future use.

### **Computer Troubleshooting and Repair Services**

The Computer Center Repair Shop offers virus and spyware removal, operating system upgrades, hard disk replacements, memory expansion, and more. As an Apple Authorized Service Provider, they can provide full warranty support. Some services may involve charge for parts and/or labor depending on the nature of the work. The repair shop also sells Ethernet cables at a nominal cost. For more information, contact [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

Problems with College-owned computers should be reported to [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu). For a reasonable fee, IT will work on faculty-owned computers.

### **Computer Hardware and Software Acquisition**

Hardware and software purchases are always made through Information Technology; your Program Coordinator can assist in this process.

### **Network and Printing Resources**

All faculty offices offer Ethernet connectivity. Additionally, there is wireless networking broadly available throughout campus. Currently, connecting to the wireless network does not require special authentication. Networked laser printers are available for faculty use in the following buildings: Dickinson, the Barn, VAPA, Crossett Library and the Jennings Music Building. Instructions for connecting a computer to networked printers are available from the Program Coordinator for a particular Discipline. Further assistance or help with wireless connectivity problems is available by contacting [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

## **Computer Labs**

Both Mac and Windows computers are provided in convenient locations around the campus complete with basic and advanced software and some specialized peripherals. The Computer Center Lab can be scheduled for class sessions by contacting the Help Desk at least a day in advance. Advanced design, video, and audio workstations are also available in VAPA and Jennings for course work. In addition to black and white printers in the Computer Labs, color laser prints may be made on either letter or ledger size papers for a nominal charge. Color printing is available when the Repair Shop is open or by appointment with the Help Desk.

<b>Location and Academic Term Hours</b>	<b>Mac</b>	<b>Windows</b>	<b>Software</b>	<b>Printing</b>	<b>Other</b>
Dickinson Computer Center Monday–Friday: 9am–midnight Saturday: noon–10pm Sunday: noon–midnight	8	10	Microsoft Office Adobe CS Final Cut (1) Finale (1) Maple	B/W laser: letter and 11x17 Color laser: up to 11x17	Photo and document scanners Mbox 2
Crossett Library Mon–Thurs: 8:30am– midnight Friday: 8:30am–10pm Saturday: 10am–10pm Sunday: 10am–midnight	8	7	Microsoft Office End Note Adobe CS (on scanner station) Finale Reader Antidote	Two B/W lasers: letter	11x17 flatbed scanner Video duplicator Mac/PC loaners VCR/DV/Audio to CD/DVD
Commons Living Room (open 24x7)	4	-	Microsoft Office	-	-

## **Instructional Technology**

Faculty wishing to explore ways that technology can enhance teaching and learning should contact the Helpdesk at x4476 or [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu). Services include:

Digital Projects Office: Located in VAPA P112, the DPO provides imaging and digital media conversion services for the College faculty. Technicians can create digital files from most any type of original material, including documents, books, slides, transparencies and negatives. Video can be digitized from VHS or DV tape sources. Digital files can be created at high resolutions suitable for print work as well as lower resolutions suitable for digital projection or web use. Video content can be formatted for playback as standard DVDs, complete with custom navigation menus. It can also be converted to podcast-ready media for distribution over the web. All projects are delivered on CD or DVD and backup sets are archived by the Office.

Moodle (online course environment): Moodle is a robust and secure course site where faculty can host class discussions, post files to share with students and collaborate online. It is located at <http://moodle.bennington.edu>. Tutorial and help documentation can be found on the main page and individual assistance in setting up courses is available upon request via [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

Crossett Library can seamlessly integrate services with your class on Moodle. As an example, library resources and a discussion forum can be embedded in your Moodle page to provide students a place to ask the library questions. The aim of this integration is to meet students in their educational environment and provide assistance at their point of need. Contact Jared Della Rocca at x4601, [jdellarocca@bennington.edu](mailto:jdellarocca@bennington.edu), for more information.

Network File Storage: Individual network file storage is available to all faculty and students upon request. Students taking courses with a digital content component, such as Digital Arts, Photo and Video, are given storage accounts automatically. Access to shared, drop box-style storage is also available.

### **Media Services for the Classroom**

Many classrooms are equipped with audio-visual equipment including a digital projector, DVD player, VCR, amplifier, speakers, and screen. Some newer classrooms have a computer installed with the AV equipment that can be used to project materials from a flash drive or from online sources. In addition, equipment can be transported and set up for specific needs including lectures, performances, and other events. If you need a video/DVD cart for the one class or even a few, contact the Program Coordinator in the building where you hold your class to reserve a cart. Audio and video equipment can be loaned for academic projects. Contact the Manager of Media Services, Ben Paul at x4323, 802-379-0780 or bpaul@bennington.edu.

<b>Smart Classrooms</b>	<b>Room Capacity</b>	<b>Classroom Mediation</b>	<b>Room Reservations</b>
<b>Barn</b>			
Barn 100	75	Fully Mediated *	Rosie Odell x4405
Barn 202	20-25	Flatscreen with VGA input, cart	Rosie Odell x4405
Barn 206A	16	Flatscreen with DVD player, VGA & video input	Rosie Odell x4405
Barn 238	16-18	Fully Mediated **	Rosie Odell x4405
Barn 240	22	Fully Mediated *	Rosie Odell x4405
Barn 244	25-30	Fully Mediated *	Rosie Odell x4405
Barn 245	15-08	Screen	Rosie Odell x4405
<b>CAPA</b>			
Design Lab 1	30	Fully Mediated & Mac Mini * (Creston control panel)	Rosie Odell x4405
Design Lab 2	30	Fully Mediated & Mac Mini * (Creston control panel)	Rosie Odell x4405
Symposium Room	65+	Fully Mediated, Mac Mini, lecture recording capabilities, video conferencing & Live Streaming *	Aila West x4267
<b>Dickinson</b>			
Dickinson 117	25	Fully Mediated **	Rosie Odell x4405
Dickinson 148	35	Fully Mediated *	Rosie Odell x4405
Dickinson 209	28+	Fully Mediated *	Rosie Odell x4405
Dickinson 212	25	Fully Mediated & Mac Mini *	Rosie Odell x4405
Dickinson 225	30	Fully Mediated *	Rosie Odell x4405
Dickinson 239	35	Fully Mediated *	Rosie Odell x4405
Tishman Lecture Hall		Fully Mediated, Mac Mini, & lecture recording capabilities	Jo-Ann Watson x4460
<b>EAC</b>			
EAC 1	42	Fully Mediated ***	Rosie Odell x4405
EAC 2	34	Fully Mediated ***	Rosie Odell x4405
<b>Jennings</b>			
Jennings 130		Fully Mediated *	Mandy Pappas x4510

Jennings 136		Fully Mediated *	Mandy Pappas x4510
Fireplace Room (Dean Carriage Barn)	30	Fully Mediated *	Mandy Pappas x4510
<b>Crossett Library</b>			
Library Seminar Room	15	Fully Mediated *	Laura Payne x4600
<b>VAPA</b>			
VAPA D103		Fully Mediated *	Liz Pellerin x4549
VAPA B209 Seminar Room		Fully Mediated *	Liz Pellerin x4549
KINOTECA		Fully Mediated *	Liz Pellerin x4549
VAPA E315	15	Fully Mediated & Mac Mini *	Liz Pellerin x4549
Painting Crit Room B206	25-30	Fully Mediated & Mac Mini *	Liz Pellerin x4549

\* Rooms mediated to at least the minimum specification as per Bennington College Projection Capable Classroom AV System Specifications (listed on page 7)

\*\* Rackless mediation: Digital projector with vga and analog wall inputs (no dvd/vcr)

\*\*\* Video Aux inputs, no installed VCR

Some Smart Classrooms are available outside of scheduled class time for faculty use. To reserve a smart classroom, contact the assigned coordinator. For assistance with setting up equipment for a class/presentation, or for one-on-one training on A/V equipment, contact Ben Paul, the Manager of Media Services at x4323, 802-379-0780 or email [bpaul@bennington.edu](mailto:bpaul@bennington.edu).

#### Bennington College Projection Capable Classroom AV System Specifications

Mediated Classroom Standard:

- Fixed data/video projection capability
- The projection system will consist of a fixed (ceiling mounted) data/video projector capable of at least 3500 ANSI lumens, accepting inputs from Composite Video, S-Video and Computer (RGBHV) sources at a minimum (others may be specified depending on I/O modules). The projector's native resolution will be 1024 x 768 pixels XGA (Sanyo XT-25L or equivalent)
- The Extron System 5 ip switcher with the following functions programmed:
  - a. Video Projector Power Control
  - b. Projector Source Selection (DVD, VHS, LAPTOP 1, LAPTOP 2)
  - c. Volume Control
  - d. Video Mute
  - e. PC Adjust
- Standard input devices (Multistandard VHS and DVD players)
- Two fixed laptop input points (one on the switcher, and the other located on the wall close to the teaching area)
- Pull down matte white screen
- Stereo speakers
- Flexible growth potential (able to interface new devices)

May have other add-on capabilities:

- Slide projectors
- Document cameras
- Turntable
- Surround sound receivers and speakers
- Audio mixer with microphone inputs
- CD recorder
- Electric screen (Dalite Cosmo Electrol or equivalent)

## TEACHING ESSENTIALS

### **Textbook/Course Material Orders**

The Bookstore manager notifies faculty of the specific deadline date during the prior term and a link to an order form will be provided at that time. Contact bookstore@bennington.edu.

### **Desk Copies**

Please contact your Program Coordinator about ordering desk copies of books.

### **Photocopying**

Faculty in the Barn: For small copying jobs (1-10 pages), use the machine in your Program Coordinator's office. For larger jobs, use the downstairs copy room, Barn 122. Your Program Coordinator will give you a code number for this machine. Please do not share this number with your students.

Faculty in Dickinson, Jennings, and VAPA: Use the copy machine outside your Program Coordinator's office. Your Program Coordinator will give you a code number for this machine. Please do not share this number with your students. For larger jobs, please leave the materials with your Program Coordinator along with a cover sheet describing what you would like done. Please allow a 2-day turnaround during particularly busy times.

Packets: Projects that are 20 double-sided or 40 single-sided are considered packets, and are to be sold to students as such. Please speak with your Program Coordinator about this process.

Please ask your Program Coordinator about copyright guidelines. The College observes copyright rules in such a way as not to risk liability for illegal copying. For instruction on machine usage, please see your Program Coordinator.

The photocopying machines are available for classroom or professional purposes. Photocopying related to the faculty review process, however, will need to be done by the faculty member given the confidential nature of the material, and cannot be performed by the Program Coordinator.

### **Faxing**

Faculty in the Barn: There is a fax machine in the Program Coordinator's Office, Barn 247. The number is 802-440-4383. The number for the fax machine located in the downstairs copy room of the Barn is 802-447-4269.

Faculty in Jennings: The fax number is 802-440-4511. The machine is located in the Music Office.

Faculty in VAPA: The fax number is 802-440-4550. The machine is located in the Visual Arts Office.

Faculty in Dickinson: The fax number is 802-440-4461. The machine is located in the Science and Mathematics Office.

For instructions on sending and receiving faxes, please see your Program Coordinator.



## **Office and Teaching Supplies**

All supplies, including teaching materials or minor equipment, must be ordered through your Program Coordinator. This helps maintain proper budgeting and accounting of expenses. Your Program Coordinator has stationery, paper, and other office supplies.

## **Crossett Library**

The library web site can be used to access the catalog, databases, interlibrary loan, and general information: <http://library.bennington.edu>. Contact Crossett Library by phone at x4610 or by email at [library@bennington.edu](mailto:library@bennington.edu).

Faculty Loan Periods for Crossett Library: Listed below are the default loan periods, but the library staff is happy to extend any loan period for faculty.

Books	Until the end of term
Videos/DVDs	5 days
Sound recordings	7 days

Books on Reserve in Crossett Library: The form to put items on reserve is available online [http://library.bennington.edu/screens/reserves\\_home.html](http://library.bennington.edu/screens/reserves_home.html). Kathy Williams, Interlibrary Loan and Reserves Coordinator, is available to provide help or to answer any questions you have about reserves at x4605 or [kwilliams@bennington.edu](mailto:kwilliams@bennington.edu).

Articles and Book Chapters on e-Reserve: Contact your coordinator so it can be determined if copyright clearance is needed for your selection. Once files are created and uploaded by your coordinator, you will receive a confirmation e-mail with instructions for you and your students to access the e-Reserve item online at x4605 or [kwilliams@bennington.edu](mailto:kwilliams@bennington.edu).

Audio MP3 Files on e-Reserve: Further information and instructions for creating digital copies for posting, are available online: [http://library.bennington.edu/screens/reserves\\_audio.html](http://library.bennington.edu/screens/reserves_audio.html).

Interlibrary Loan: Materials that are not owned by Crossett or Jennings may be borrowed from other libraries through interlibrary loan. To use interlibrary loan you must register or sign in at the ILLiad <http://illiad.bennington.edu/illiad/logon.html> logon page to submit requests. Kathy Williams, Interlibrary Loan and Reserves Coordinator, is available to provide help or to answer any questions you have about interlibrary loan at x4605 or [kwilliams@bennington.edu](mailto:kwilliams@bennington.edu).

Library Instruction Session for Classes: Faculty are encouraged to schedule library instruction sessions for their classes. Joe Tucker is available to provide help or to answer any questions you have about library instruction at x4737 or [jtucker@bennington.edu](mailto:jtucker@bennington.edu).

Library Material Acquisition: Faculty are encouraged to submit suggestions for new material acquisition. Suggestions can be emailed to [library@bennington.edu](mailto:library@bennington.edu) or submitted in person. Oceana Wilson, Director of Library and Information Services, is available to provide help or to answer any questions you have regarding new acquisitions at x4606 or [owilson@bennington.edu](mailto:owilson@bennington.edu).

Family Access to Crossett Library: Faculty member's spouse and children will be provided borrowing cards free of charge by Crossett Library.

## **Jennings Music Library**

There is a large music collection available for check out at the Jennings Music Library, x4512.

### **Williams College Library Borrowing**

Faculty may borrow materials from Sawyer Library at Williams College with a Bennington College faculty ID card. Their online catalog can be found at <http://www.williams.edu/library>

### **Field Trips and Required Van Scheduling**

A field trip is an off-campus educational experience sponsored by a faculty member that is a *required* part of the faculty member's course. The College needs to know the whereabouts of its students when they are participating in *any* field trip for security reasons. As such, we ask that faculty plan ahead for field trips by notifying the Program Coordinator at least 3 weeks before the field trip is to take place. The Program Coordinator will take care of the preparations (van reservations, driving arrangements, ensuring there are enough budget funds to cover any costs, etc.). However, if enough time is not given, the trip plans may need to be adjusted, postponed, or cancelled.

### **Evaluation Instructions**

You will receive final evaluations forms in word document files via email. These files will be organized by course title, and alphabetically by student within that title. There is also a file designating those students who are candidates for June graduation.

In courses with several instructors, only one instructor receives the forms. It is that person's responsibility to see to it that the other instructors provide their portion of the evaluation before e-mailing the form to the Dean's Office. This includes evaluations for classes taught by MFA students or assistants.

Please be on the lookout for emails with the following:

- Spreadsheet file of candidates for December/June graduation, with status (P, MP, F) noted by each name.
- Complete final evaluation file on all students.

To Submit the December/June Graduates File: Open the spreadsheet file and save to your hard drive. Indicate the status (P, MP, F) of each student listed next to the student's name. Submit the file by the deadline designated to [rodell@bennington.edu](mailto:rodell@bennington.edu).

Instructor	Name	Course ID	Title	Pass or Fail
Anderegg, David	Student, Name A.	PSY2207.01	Developmental Psychology After the Grand Theories	P
Anderegg, David	Student, Name B.	PSY4108.01	Theories of Psychotherapy	P
Anderegg, David	Student, Name C.	PSY4301.01	Thinking with the World Mind	P
Anderegg, David	Student, Name D.	PSY4301.01	Thinking with the World Mind	MP
Anderegg, David	Student, Name E.	PSY4301.01	Thinking with the World Mind	F
Anderegg, David	Student, Name F.	PSY4301.01	Thinking with the World Mind	P
Anderegg, David	Student, Name G.	PSY4497.02	Senior Thesis	P
Anderegg, David	Student, Name H.	PSY4498.01	Senior Project	P
Anderegg, David	Student, Name I.	PSY4695.01	Tutorial	P
Anderegg, David	Student, Name J.	PSY4695.02	Tutorial	P

Sample Spreadsheet

### To Complete The Final Evaluations:

- 1) Open the evaluation file(s) and save to your hard drive.
- 2) Select the evaluation form for the student you are reporting on.
- 3) Position the cursor after the "Summary Evaluation for Transcript" section and type the evaluation.
- 4) If you have comments for the "Not for Transcript: section, position the cursor in that section and type your comments.
- 5) Indicate the final rating (Pass, Marginal Pass, Fail, or letter grade where requested).
- 6) You do not have to print or sign the final evaluations. When all final evaluations are complete, return the file to Rosie Odell via email to [rodell@bennington.edu](mailto:rodell@bennington.edu). The Dean's Office will print the copies for the student, the advisor and the student file.

**Please note:** All students *must* receive a Summary Evaluation, even if they opt to receive a letter grade for the course.

The **Summary Evaluation For Transcript** section summarizes a student's work in 100 words or less. This summary is intended for an external audience of graduate school admissions staff, scholarship reviewers, and employers. The comments in this section should address the student's attendance, participation in class, how well they achieved their own and the class objectives, and their overall progress. A useful guide to these criteria is the four P's – Presence, Participation, Performance and Progress. *Course descriptions should not appear in the evaluation.*

The comments in the **Not for Transcript (For Student, Advisor and Plan Committee)** section should address specific issues regarding work undertaken in the class, particular achievements and/or problems, and any other matter the teacher wishes to bring to the attention of the student, the advisor and the plan committee. The format of the class can determine the extent of the comments in the second section of the evaluation. In exceptional circumstances everything that needs to be said can be communicated in the "For Transcript" section.

**Ratings:** Ratings that appear on transcripts are Pass, Marginal Pass, Fail, Incomplete, and letter grades for some students. Letter grades are: A, B, C, D, F; +/- designations may be used. Temporary Incompletes require permission in advance from Duncan Dobbeltmann, Associate Dean of the College. No interim evaluation is necessary. All work is due from the student one month after classes end; all evaluations for incompletes are due one week after that. If you cannot evaluate the work then, do not assign an Incomplete. Permanent Incompletes do not require an evaluation, but do require approval in advance from the Dean's Office.

**Questions?** Please call Rosie Odell at x4405.

## **Producing Special Events (On-Campus Guests)**

Inviting Guests to Campus: Please speak with your Program Coordinator *before* inviting someone to campus to teach a course or give a lecture/presentation. An *Event Proposal* form must be completed and submitted to your coordinator.

As the producer and host of a special event, you will need to assist your Program Coordinator with some essential information and with some of the tasks, including:

- Selecting a space to reserve - you cannot use a space without prior approval.
- Calendar listing description of the event and additional press information
- Guest's address and Social Security Number
- Appropriate honorarium or speaking fee – determined in collaboration with your Discipline Group
- Travel times and arrangements
- Lodging and dining needs (guest housing is typically available on-campus)
- Technical support and equipment needs
- Schedule of their time on-campus (meeting colleagues, students, meals, etc.)

## **Reserve a Room, Studio or Performance Space**

To move your class to a particular room, studio, or performance space for just one day or for a limited number of days, contact your Program Coordinator. For special events, guest speakers and the like, see the link below for the appropriate contact person and space reservation form <http://www.bennington.edu/Students/SpaceReservations.aspx>.

## **Communications (Publicity)**

The Communications Office sends out press releases to the Bennington community about special events such as faculty who have received awards, published new books, have upcoming shows, are sponsoring a lecture or concert, are conducting new research, etc. Please submit all news items to: [communications@bennington.edu](mailto:communications@bennington.edu).

To submit on-campus events, please use the Event Submission Form below: <http://www.bennington.edu/newsevents/calendareventsubmission.aspx>.

Publications and other vehicles promoting faculty work and events include:

<b>VEHICLE</b>	<b>DEADLINES/CONTACT</b>
<b>Online faculty bio</b> The Bennington web site features a biography of every faculty member, including links to recent press and other coverage of their work.	<b>Ongoing</b> <a href="mailto:mmeurs@bennington.edu">mmeurs@bennington.edu</a>
<b>Bennington magazine</b> Issued at the end of each term to alumni, parents, and friends, <i>Bennington</i> features a FACULTY NOTES section in every issue.	<b>February &amp; August</b> <a href="mailto:communications@bennington.edu">communications@bennington.edu</a>
<b>Bennington Bulletin</b> E-newsletter, released on Mondays to faculty and staff, includes a section in which faculty can announce upcoming professional events (readings, lectures, openings, performances, etc).	<b>Thursdays</b> <a href="mailto:communications@bennington.edu">communications@bennington.edu</a>

### **Press releases and online news announcements**

The College issues press releases about faculty accomplishments and special events to local, regional, and national media as appropriate. In addition, select news items are featured on the front page of the Bennington web site. These HOMEPAGE HEADLINES announce major institutional news, including faculty awards and honors and national press coverage of faculty work.

### **Ongoing**

[communications@bennington.edu](mailto:communications@bennington.edu)

*(a 3-week lead time is required for event releases)*

### **Online events calendar**

All on-campus events should be posted to the web calendar, which serves as the community's shared planning calendar.

### **Ongoing**

*Submit events via the online EVENT SUBMISSION FORM:*

<http://www.bennington.edu/newsevents/calendareventsubmission.aspx>

### **Event posters**

Available upon request.

### **Ongoing**

[communications@bennington.edu](mailto:communications@bennington.edu)

*(a 3-week lead time is recommended)*

## **Office of Campus Safety**

Routine Calls:           On-campus, dial 0  
                              Off-campus, dial (802) 447-4250

Emergencies:           On-campus, dial 767 (SOS)  
                              Off-campus, dial (802) 447-4250  
                              Do not dial 911, as this will actually delay the emergency response.

The Office of Campus Safety is located in the small building at the entrance to the main campus, opposite the Barn. Campus Safety Officers are on duty 24-hours a day, 365 days a year. See more info at:

<http://www.bennington.edu/CampusLife/StudentServices/CampusSafety.aspx>.

**Emergency Notification:** Bennington College has developed an Emergency Response Plan to provide a systematic response to emergency conditions that could occur on campus. Part of this Emergency Response Plan is a system that communicates such situations to the community. In the event of a campus emergency, the Office of Campus Safety will send out notifications to campus phones and email addresses, and any other phone/text/email addresses provided, to members of the College community via *Send Word Now*, an immediate emergency notification system. Staff members who are issued a Bennington College email address will receive email notification from the Office of Campus Safety on how to register for *Send Word Now*. Staff members who do not have a Bennington College email address should contact the Director of Campus Safety, Ken Collamore at x4420, [kcollamore@bennington.edu](mailto:kcollamore@bennington.edu) to request information on how to register for *Send Word Now*. In addition to the *Send Word Now* notification system, an emergency alert siren has been placed on the Visual and Performing Arts Building (VAPA). This siren will sound an alarm in the event of any emergency.

**Emergency Medical Response:** All emergencies should immediately be reported to Campus Safety. As trained first responders, Campus Safety Officers will respond, tend to the injured/ill, assess the situation, and request 911 be called as appropriate.

Blue Light Emergency Call Boxes: The Bennington College emergency call box system provides readily available and strategically located call boxes throughout the campus. Identified by blue lights, they connect directly and immediately to the Campus Safety dispatcher, relaying the exact location of the caller. Operation instructions are located on the boxes.

Vehicle Assistance/Battery Jump Starts: Vehicle battery jump start assistance will be provided by Campus Safety Officers, when available, for vehicles on campus.

Vehicle Assistance/Vehicle Unlocks: With proper photo identification, vehicle unlock assistance will be provided by Campus Safety Officers to individuals who have locked their keys in their vehicles on campus.

Parking/Decals: The Office of Campus Safety issues parking decals to faculty, staff and students, and enforces parking regulations via the issuance of tickets. All vehicles parked on College property must display a current College decal. Applications for parking decals are available at the Office of Campus Safety; there is no charge for a parking decal. Employees will need to provide the following items to complete the registration process:

- Valid driver's license
- Proof of vehicle registration
- Insurance identification card

Once these requirements have been satisfied, the employee will be given a free parking sticker(s) to be displayed on the motor vehicle(s). Campus Safety will also provide each employee with a map of the designated employee parking areas as well as information outlining vehicle operation and parking regulations while on campus. As a reminder, Bennington College is not responsible for any damages to or theft of motor vehicles, or the contents thereof, while parked on Bennington College property.

### **Maintenance Problems in Any Campus Building**

For emergency maintenance problems in any on-campus building, call Security at x0 or call Buildings & Grounds at x4584. Buildings & Grounds hours are M-F 9:00am-5:00pm.

For non-emergency problems with your office or building, either with maintenance issues or housekeeping issues, ask your Program Coordinator to place a service order for you.