

First Zee Meeting Checklist

TOPIC	NOTES	✓
RCA Introduction	<ul style="list-style-type: none"> Who you are, Major, Extracurricular activities Why you chose to become an RCA 	
Ice-breaker	<ul style="list-style-type: none"> Please see RCA Manual for Icebreaker Ideas 	
Explaining the Role of an RCA	<ul style="list-style-type: none"> Mentor, Adviser, Uphold Community Standards, Promoting a safe and welcoming environment. Can help connect students with resources. Liaison with the College office, especially the DSL Parents with questions she call the College Office Share what your office hours/evening in/hang-out times will be 	
RCA/Advisee Confidentiality	<ul style="list-style-type: none"> Won't share anything discussed in 1 on 1 meetings. Exceptions: serious mental health concerns, safety concerns, and honor code violations 	
College Office and College Staff	<ul style="list-style-type: none"> Dean and Director of Studies: Academic concerns Director of Student Life: personal and non-academic concerns College Administrator + College Secretary RGSs: additional resource, programming Peer academic advisers Housekeeping staff and Dining Hall staff Be courteous to staff - they are not here to clean up after you personally Call Facilities at 8-8000 for any building needs (pests, damage, etc.) 	
Study Breaks and Programs	<ul style="list-style-type: none"> Handout index card to get people's food preferences/restrictions Explain what they are/when they will be Put them on your calendar! 	
Roommate Contracts/Suite Agreements	<ul style="list-style-type: none"> Distribute and explain contract/agreement (everyone should complete these, as it will make future problems much more manageable) Set a time with each room to review/discuss agreement Be a good roommate, encourage discussion between/among roommates before problems fester. Your role in mediating roommate issues if problems persists 	
One-on-One Meetings	<ul style="list-style-type: none"> Meeting with each zee in next three weeks in one-on-one setting to get to know him or her better, and that you'll do it again in the spring (this in addition to study breaks, meals, etc.) 	
RCA On-Call System	<ul style="list-style-type: none"> Purpose of the on call system- (to uphold community standards, monitor safety, throw study breaks) How to get in contact with the on-call RCA (who is NOT a substitute for Public Safety) RCA On-Call Contact Phone Number 	
General Academic Information	<ul style="list-style-type: none"> If you need to miss class for reasons associated with a religious holiday, and it isn't a holiday that the University officially recognizes by closing, please contact your professor and Director of Studies 	
Academic Integrity	<ul style="list-style-type: none"> Distribute <i>Academic Integrity</i> booklets to your zeas. Princeton is extremely serious about academic integrity. Cheating, plagiarizing, or improper aid on written work can result in serious disciplinary 	

	<p>action.</p> <ul style="list-style-type: none"> · Read the rules in Rights, Rules, and Responsibilities. Ignorance is no excuse. · If you have any questions as to whether something you are doing is ok, check with your professor/preceptor. · Mention the upcoming Academic Integrity sessions 	
College Cheer	Teach the college cheer in preparation for Clash of the Colleges	
Alcohol and Other Drugs	<ul style="list-style-type: none"> · Alcohol & The Princeton social scene · Distribute <i>Just the Facts</i> booklet 	
Safe Sexual Practices	<ul style="list-style-type: none"> · Be respectful of each person's right to freely choose what is right for self. Roommates and neighbors also have the right not to see sex happening in front of them, so be mindful about that! · Be respectful of your roommate/s · Where to get protection – RCAs, UHS, LGBT center · Sexual assault DOES HAPPEN here. If you or someone you know is or may have been sexually assaulted or harassed, go to SHARE. · SHARE is a place where you can get confidential counseling and support and explore your options confidentially, in terms of reporting to the police and to the university for possible disciplinary action. · Can also talk to DSL. DSL Isn't a confidential resource 	
Staying Healthy	<ul style="list-style-type: none"> · Distribute meningitis handout and other health-related information from UHS to zees 	
Being Safe on Campus	<ul style="list-style-type: none"> · Have your zees add PSafe- 609-258-3333 · Also have them add an emergency contact number to their phones – a parent, guardian, etc. under the 'contact name' ICE (in case of emergency.) This is a recognized police/EMT thing. · Travel in a pack; always have a wingman/woman. Don't leave someone to walk home alone at night. Ever. · Look for the blue light boxes as you walk around campus. Be familiar with where they on campus are so that you know their location in case you need them. · Shuttle services are available at night · NO weapons of ANY KIND on campus. No replica guns, decorative knives, nothing. If I see it, I'll have to report it. If I hear about it, I'll have to report it. If YOU see it, please report it. · Mention your Residential College Public Safety liaison, and stress that Public Safety is here to make sure we are safe. Mention obligation to cooperate with Public Safety and to show i.d. if asked. 	
File Sharing	<ul style="list-style-type: none"> · Many Princeton students have faced major lawsuits for file sharing violations. · Do not use major download programs to acquire or share music. This includes DC++, BitTorrent, and I2Hub. · If the University notifies you of a violation, respond immediately. · The best thing to do is to avoid downloading, but if you choose to do so, use Princeton-only networks, and try to make sure that your computer isn't sharing. 	
Theft	<ul style="list-style-type: none"> · Princeton is, thankfully, a relatively safe place. The most common crime is theft, so to protect yourself. · Keep your doors locked. · Register your bike and electronic valuables with Public Safety. 	

College Facilities + general College information	<ul style="list-style-type: none"> · Explain spaces unique to college · Noise and quiet hours · No smoking/no drugs · Do not leave furniture in hallways – it cannot be stored. All furniture that was in your room at arrival must be in your room at departure. · You cannot take lounge or other college/dorm furniture to your room for extended personal use. You can be fined and/or disciplined if you do this. · Do not switch room / suites on your own. · Don't disengage fire alarms, and no open flames or candles of any kind (even unlit ones). · Be respectful to housekeeping staff and dining hall staff · Recycle/be respectful in the bathroom · Whiteboards (no derogatory comments, even in jest) · Dining plans and special diets— talk to dining staff if you haven't already. · Fire inspection—take it seriously. Don't just hide your stuff, don't have it in the first place. · Explain the College Council 	
Orientation Week	<ul style="list-style-type: none"> · Meal concerns for opening dinner (i.e., does anyone need a kosher meal) – find out results and communicate to DSL + College Administrator ASAP (if you haven't done this already) · Required Events and getting to them—list the ones they MUST attend, the plan for getting there, plus the social ones you would recommend. · Student Activities Fair—get involved! · Partying during orientation week · Lots of alternative events (list a few) · Explain lawn parties <p>*There is plenty of time to meet people and have fun; you don't have to do it all right away, so take it slow.</p>	