

Key Documents and Tools

First Zee Meeting Checklist

TOPIC	NOTES	✓
RCA Introduction	<ul style="list-style-type: none"> • Who you are, major, extracurricular activities, etc. • Why you chose to become an RCA. • Quick icebreaker to set tone and introduce others 	
Explaining the Role/Duties of an RCA	<ul style="list-style-type: none"> • Mentor, advise, uphold community standards, promote a safe, welcoming, and inclusive environment • Connect students with resources • Liaison with the college office, especially the DSL • Parents with questions should call the college office 	
RCA/Advisee Confidentiality	<ul style="list-style-type: none"> • Will not share anything discussed in 1 on 1 meetings <ul style="list-style-type: none"> ◦ Exceptions: serious mental health concerns, safety concerns, Title IX, and honor code violations • Can promise privacy/discretion but not complete confidentiality 	
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 resources and programming collaboration • Peer academic advisers: relevant academic program collaborations • Building Services staff and Dining Hall staff <ul style="list-style-type: none"> ◦ Be courteous to all staff - they are not here to clean up after you personally. ◦ Call Facilities at 609-258-8000 for any building needs (pests, damage, etc.). 	
Study Breaks and Programs	<ul style="list-style-type: none"> • Obtain people's food preferences/restrictions (for study breaks and college dinners) and inform DSL & College Administrator. • Explain study breaks. 	
Roommate Contracts/Suite Agreements	<ul style="list-style-type: none"> • Distribute and explain contract/agreement (everyone should complete these, as it will make 	

	<p>future problems much more manageable).</p> <ul style="list-style-type: none"> • Encourage discussion between/among roommates before problems fester. • Explain your role in mediating roommate issues if problems persist. • Roommates should be mindful and respectful of roommates (e.g., guests, relational activities, sexual contact with significant others). 	
One-on-One Meetings	<ul style="list-style-type: none"> • Meet with each zee in the next three weeks in one-on-one setting to get to know them better <ul style="list-style-type: none"> ◦ Also discuss roommate contracts/agreements in 1:1 	
RCA On-Call System	<ul style="list-style-type: none"> • Purpose of the on call system - to uphold community standards, monitor safety • How to get in contact with the on-call RCA (who is NOT a substitute for Public Safety) • RCA On-Call Contact Phone Number (specific to college) 	
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 action • Read <i>Rights, Rules, and Responsibilities</i> and know that ignorance is no excuse. • If you have any questions as to whether something you are doing is okay, check with your professor/preceptor. • Mention the upcoming <i>Academic Integrity</i> sessions (dates specific to college). 	

College Cheer	<ul style="list-style-type: none"> • Teach the college cheer in preparation for Clash of the Colleges. 	
Alcohol and Other Drugs	<ul style="list-style-type: none"> • Review <i>Alcohol & The Princeton Social Scene</i> handouts • Distribute <i>Limits Matter</i> booklet. 	
Safe Sexual Practices	<ul style="list-style-type: none"> • Each person has a right to freely choose what is right for self. • You can obtain protection if you choose to be 	

	<p>sexually active – RCAs, UHS, LGBT center, UStore</p> <ul style="list-style-type: none"> • 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 in terms of reporting to the police and to the university for possible disciplinary action. • Zees can also talk to the DSL and/or RCAs. The DSL and/or RCAs are not confidential resources like SHARE, CPS, and ORL. 	
Staying Healthy	<p>Remind zees of 24/7 availability of CPS and UHS services Did you know?</p> <ul style="list-style-type: none"> • CPS is located in McCosh Health Center, 3rd Floor. • CPS services are free to all undergraduate students. • CPS is confidential. Outside of situations involving imminent risk of harm, no information is ever shared with other university staff. • CPS offers walk-in appointments if a student feels they need to speak with a counselor the same day. • During the academic year, CPS clinicians are available 24/7 via their on-call service. To speak to a clinician after 4:45pm, students may come to the infirmary at McCosh, or call (609) 258-3139. • For students who prefer treatment off campus, CPS can offer referrals to therapists and psychiatrists within walking distance. • Students may call CPS with concerns about a friend and for advice on how to respond to a student in need. 	
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 recognized by police/EMT. • Travel in a pack; always have a wingperson. Don't leave someone to walk home alone at night. Ever. • Look for blue light boxes as you walk around campus. Be familiar with their location. • Shuttle services are available at night. • NO weapons of ANY KIND on campus. No replica guns, decorative knives, nothing. If I see it or hear about it, I'll have to report it. If YOU see it, please report it. • Mention your Residential College Public Safety liaison (specific to college), and stress that Public Safety is here to make sure we are safe. Mention obligation to cooperate with Public Safety and to show ID if asked. 	
Theft	<ul style="list-style-type: none"> • Princeton is, thankfully, a relatively safe place. The most common crime is theft, so protect yourself. • Keep your doors locked. 	

	<ul style="list-style-type: none"> • Register your bike and electronic valuables with Public Safety. • Filesharing/illegal downloads -- the University takes this violation seriously. 	
College Facilities + general College information	<ul style="list-style-type: none"> • Explain spaces unique to college. • Noise and quiet hours <ul style="list-style-type: none"> ◦ Midnight on weekdays. ◦ 2am on weekends (Fri & Sat night). • No smoking inside all buildings and rooms/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 personal use. You can be fined and/or disciplined if you do this. • Do not switch room / suites on your own. • Don't pull fire alarms, and no open flames or candles of any kind (even unlit ones). • Be respectful to building services staff and dining hall staff. • 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. • Describe the College Council. 	
Orientation Week	<ul style="list-style-type: none"> • 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! • Explain partying during orientation week including alternative social events (list a few), safety tips, etc. <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>	