

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 Hold study breaks 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	<ul style="list-style-type: none"> Distribute and explain contract/agreement 	

Agreements	<p>(everyone should complete these, as it will make 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 closes for, 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 sexually active – RCAs, UHS, LGBT center, UStore 	

	<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. • 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. • Register your bike and electronic valuables with Public Safety. • Filesharing/illegal downloads -- the University 	

	takes this violation seriously so if you do download you will likely face disciplinary action.	
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 social scene 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>	