



Blackburn  
College  
Parent  
Handbook  
2008-2009



Congratulations to being the parent or guardian of a Blackburnian. This handbook is intended to answer your questions and perhaps provide some information you did not know you needed. Read, enjoy and call to ask questions. We are as invested as you are in insuring your Blackburnian has a positive collegiate experience.

### **Publications**

Blackburnian guardians will be sent an occasional newsletter updating you about special events on campus and resources available to you and your Blackburnian. This book is intended to only be the beginning of an ongoing positive relationship between you and us at Blackburn College.

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## *Preparing for the Journey: Topics to discuss before coming to Blackburn College*

The summer between high school and college can be a challenging time between you and your child. This can be a difficult “in between” time. Here are a few suggestions:

1. Communication is key. While your child may not appear to be listening to you, they are. This summer is a time to make the best of those lines of communication.
2. This last summer can be a time when students try to spend what time they have left, with their friends. It is OK to want to spend some quality time before leaving for College. Express your desire to your child to spend time together before they leave and make your plans in advance to minimize scheduling conflicts.
3. Get acquainted with your child’s roommate’s parent (s) or guardian (s). This connection can clear many concerns or questions that you and your child may have.
4. Encourage your child to become familiar with their new roommate. It is important to speak with their roommate more than once over the summer. First impressions often are misleading.
5. Your child may not be familiar with the experience sharing a room with a non-family member. Let them know that their roommate’s differences are an opportunity for growth.

6. Let your child know that you believe in them. Studies indicate there is no greater factor for success than a student's knowledge that they can achieve their goals. Your support in that belief is essential.

### **Items to Bring**

- ❑ Laundry & Cleaning Supplies
- ❑ Small waste can
- ❑ Stereo, radio
- ❑ Fan
- ❑ Shower caddy to carry toiletries to the restroom
- ❑ Toiletries (soap, shampoo, etc.)
- ❑ Alarm clock with a loud bell
- ❑ Towels
- ❑ Bedding (sheets, pillows, etc. – sheets need to be extra long)
- ❑ Mattress Cover for extra-long twin size
- ❑ Recreation equipment
- ❑ Study lamp
- ❑ Hangers
- ❑ Games
- ❑ Dictionary
- ❑ Computer (optional, 2 computer labs on campus)
- ❑ Television
- ❑ Small refrigerator (no more than 3.0 cubic feet)
- ❑ Extension cords
- ❑ Area rugs
- ❑ Camera
- ❑ Small tool kit
- ❑ Small dish set (bowl, plate, spoon, fork)

(It may be helpful to coordinate what items to bring with your roommate)

## **Items NOT to Bring**

- Guns, weapons
- Pets other than fish
- Microwave or other cooking appliances
- Waterbeds
- Air conditioners
- Candles
- Hot plates and other open heating element appliances
- Space heaters
- Halogen lamp

## **FINANCES**

Some students are money savvy while others struggle along. You can encourage smart financial practices by:

- Working together to arrange a budget plan.
- Agreeing in advance to review monetary progress by mid-semester.
- Setting monetary limits on how much can be spent via cash and credit cards.
- Consider providing a credit card where spending is limited by how much you deposit.
- Encourage your Blackburnian to pay for some of his or her own expenses, rather than rely on you as “personal bank”.
- Warn your Blackburnian not to register for every credit card offer they get – more credit cards does not equal better credit rating.
- Encourage your Blackburnian to track financial aid implications and policies to ensure smooth renewal in the spring.

## **Campus Life**

### **Quick Tips**

- Don't ask them if they are homesick – the power of suggestion can be strong.
- Write – They are reading. Ask them about the events mentioned in the newsletters sent to you throughout the year. Encourage them to participate in college life.
- Ask questions – They may seem to be annoyed by questions, but most students desire knowing that someone cares.
- Expect change – Your child is becoming an adult and will be changing in his or her own way. Be patient.
- Don't panic about emotional calls – When things feel overwhelming (flunked test, ended relationship, missing file all in one day) to a first-year student the only place to turn is home. Your best bet is to play the role of advice dispenser, sympathetic listener, and/or supportive cheerleader. Encourage them to seek resources on campus (refer to resources on campus in the contact section of the handbook

### **SOME HELPFUL BLACKBURN TERMS**

RA – Resident Assistant

RD --Resident Director

OL – Orientation Leader

PC – Peer Counselor

Ding – Dining Hall

DCC – Demuzio Campus Center

North – Challacombe Hall

“B” Book – Student handbook where all campus rules and regulations can be found.

Mascot – Because Beavers, like Blackburnians, are industrious and hardworking.

Beaver Dome – Dawes Gymnasium

Chimes – A carillon bell system which reminds you that you might be late for class.

Dorm Event – Each residence hall takes a turn sponsoring an event for the whole campus. We have dances, movies, parties, casinos, cabarets whatever the students wish to create.

Virgin Rock – The class gift of the Class of 1883. It is supposedly a meteorite and rests in front of Butler Hall

## **ACADEMICS**

Your Blackburnian has been assigned a faculty advisor or freshman advisor to assist in the exploration of academic majors, explain graduation requirements, and provide guidance in selecting first year classes.

Students are provided with an assessment of their academic progress in each class at mid semester. Final grades are given at the end of each semester. Students must maintain a 1.6 grade point average after their first semester to stay in good academic standing. This is the equivalent of a C- average.

## **HOW TO CALCULATE A GPA**

Each grade at Blackburn College is assigned a certain number of credit points:

A	=	4.0	D+	=	1.5
B+	=	3.5	D	=	1.0
B	=	3.0	F	=	0.0
C+	=	2.5			
C	=	2.0			

***Grade Point Average (GPA) is calculated by dividing the total number of credit points earned by the number of credits attempted***

***Example schedule and GPA calculation for a semester:***

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Points</u>
Psych 101	3	B(3)	3X3= 9.0
Math 115	4	A(4)	4X4= 16.0
Bio 100	3	C+(2.5 )	3X2.5= 7.5
AR 109	3	D+(1.5)	3X1.5= 4.5
	13		32

GPA =  $\frac{\text{Cumulative Credit Hours} \div \text{Cumulative Credit Hours Attempted}}$

$$32 \div 13 = 2.461$$

Students having difficulty in any course are encouraged to talk with the professor of that course. There are also student tutors available to help in most of the freshman courses. Faculty and Freshman advisors, the College Counselor, and the Director of Freshman Studies, as well as fellow students are all good resources for tips on studying, time management, test taking and other academic matters.

## **FERPA AND CONTACT WITH PARENTS /GUARDIANS**

The Family Educational Rights and Privacy Act of 1974 protects student's records, therefore parents do not have access to them (ie. Midterm or Final grades, disciplinary records, etc.) without prior written consent of the student. We realize the concern parent's hold for the total growth of a son or daughter

and their hopes for normal progress through college. In recognition of this interest, we expect students will initiate regular communication with their parents. One thing parents / guardians should remember, however, is a major part of the "growth" experience at college is learning to be independent and solving one's own problems. When students are experiencing problems on campus, college personnel will first focus on working toward solutions with the student. However, the College will reserve the right to contact parents of dependent students about issues including but not limited to:

- Enrollment status, including withdrawal from the College
- Medical emergencies
- Absence from the campus when there is reason to be concerned for the student's well-being
- Violations of College regulations when parental knowledge is deemed appropriate by Student Life Staff or required by written policy

***Additional questions about can be directed to the Dean of Students or the College Registrar.***

## **INVOLVEMENT = SUCCESS**

Studies consistently indicate that students involved in campus life – through clubs, government, athletics, and beyond – are more likely to stay in school. This fact holds true for our Blackburnians as well. Actually, involved students tend to do better academically. By encouraging your child to participate in student activities, you are enhancing their chances for both curricular and extracurricular success

## **STUDENT LIFE STAFF**

Our students at Blackburn College are encouraged to develop an understanding of their own adult roles and responsibilities. While the student life staff does not take on or replace the parenting role, we are here to help your child continue to mature into a responsible adult. As Student Life Staff...

- We make ourselves very available to students during “office hours” and beyond.
- We welcome students coming to us.
- We treat students as adults, encouraging them to create their own solutions to problems.
- We intervene if we become aware of potentially life-threatening or seriously harmful behavior.
- We respect students’ privacy – yet do not always promise confidentiality in order to ensure students’ well-being.
- We do not serve as baby sitters.
- We are concerned with students’ safety and educate them on ways to keep them safe.
- We expect students to take responsibility for their own actions.
- We are here to support students.

## **COMMUTER STUDENT SERVICES**

We invite our commuter students to be actively involved in life at Blackburn and to take advantage of all campus services.

The commuter lounge is located in the Demuzio Campus Center. This area is equipped with a refrigerator, microwave, comfortable furniture, and tables and chairs for studying or socializing. The lounge is also where campus mailboxes are

found. It is extremely important for commuter students to check their mailbox at least weekly, if not daily.

The weekly Campus Communiqué is the official vehicle for disseminating important announcements regarding campus events, policy changes, etc., so it's a great weekly "what's happening" resource.

## RESIDENCE HALLS

Student living in the residence hall will maintain the same mailbox during their entire tenure at Blackburn. Address correspondence to your Blackburnian by:

Student's first and Last Name  
700 College Ave.  
Box Number  
Carlinville, IL 62626

Each residence hall room has it's own phone number. You can reach your student by dialing them directly at (217) 854-XXXX.

Here's a list of hall staff members (Resident Directors---RDs and Resident Assistants---RAs). They are all very willing to help.

### **Butler Hall**

Amy Brown, RD  
Jeremy Steinkruger, RA  
Ashley Call, RA  
Sara Heafner, RA

### **Challacombe Hall**

("North" Hall)  
Ryan Fonner, RD  
Scott Forbes, RA  
Elijah Marley, RA

**Jones Hall**

Jarica Riley, RD  
Nikki Meredith, RA  
Ashley Bowers, RA

**Jewell Hall**

Beth Tinsley, RD  
Staci Smithson, RA

**Graham Hall**

Elizabeth Young, RD  
Shelby Jolly, RA  
Obie Farmer, RA

**Stoddard Hall**

Brett Allen, RD  
Mari Crothers, RA  
Jenna Heidel, RA

Each residence hall is equipped with coin operated laundry facilities, a microwave oven, and a main parlor with a TV.

Students will learn as much outside the classroom as in it from programming provided by their residence life staff. The only difference is that their "major" will be themselves and others. It's simply another part of the Blackburn experience. With this philosophy in mind, students are expected to abide by all campus rules and regulations. The Blackburn "B" Book is where students can find a complete listing of campus guidelines. The "B" Book is also posted on the Blackburn website.

Students are offered freedom to express themselves and make choices in the residence halls. Quiet hours are voted on by each hall at the beginning of fall semester. A minimum of 8 quiet hours each night is required. Visitation hours are also voted on at this time and are often determined to be 24 hours.

The roommate experience can be very similar to parenthood---enriching, enjoyable, frustrating, and challenging---sometimes all at once. Students are matched with roommates according to habit and hall preferences they provide to us. Sometimes we make great matches and sometimes we do not. Roommates are encouraged to work out their differences. If staying together seems impossible, we provide the 5th weekend of every semester as "Moving On Day". The Director of Residential Life provides details regarding "Moving on Day" two weeks into the semester.

## **COLLEGE ALCOHOL POLICY**

Blackburn abides by the laws of the State of Illinois regarding alcohol possession and consumption. Underage alcohol possession and consumption is prohibited on campus. For those students who are 21 and older, there is no alcohol allowed in public areas. Students found in violation of the College Alcohol Policy will receive disciplinary sanctions, which may include monetary fines. Continued violation of alcohol policies could lead to mandatory counseling, restrictions of extracurricular activities (including athletics), withdrawal of specified privileges, and/or suspension from the College.

A complete listing of the Discipline, Alcohol, and Judicial Guidelines is included in the Blackburn "B" Book.

## **DINING SERVICES**

AmeriServe Food Service operates the College's Food program. Three meals are offered each weekday; brunch and dinner are offered on Saturday and Sunday. Students may also use their meal plan to obtain sandwiches and other food items in the snack bar.

Special dietary needs can be accommodated by contacting the Food Service Director (refer to the contact information provided in the back of this publication).

## **HEALTH CARE SERVICES**

Blackburn offers a Student Health Care program to resident students. Students needing to see a medical doctor can make an appointment with any of the participating physicians (a list is provided by the Student Life Office), show their Blackburn I.D. card, and the College will pay for the office visit as well as throat cultures and routine tests. The student or their health insurance must pay for charges for emergency care, X-rays, or prescriptions.

*The Carlinville Hospital is 3 blocks from campus and doctors' offices are as close as 3 blocks and as far as 12 blocks. If students need transportation to local doctor appointments, they can contact their Resident Director or Resident Assistant.*

## **THE WORK PROGRAM**

The Work Program has been an important part of education at Blackburn since 1913. Blackburn is one of only six colleges in the United States considered to be a "work college". The Blackburn program is the only one at which students are relied upon so extensively to perform the work necessary to the operation of the College, including not only supervising their peers, but also managing the program itself. The benefits to students of lower college costs, community responsibility, and experiential learning have been well documented over the past years by the success of Blackburn alumni.

For many new students, however, the benefits of the Work Program can be over-shadowed by day-to-day challenges. Some

of the more common concerns that you may hear from your Blackburnian might include:

**I have to work at 6:00 a.m.!!** Due to the nature of the work (i.e. cleaning buildings when they are least in use, preparing breakfast, locking/un-locking buildings, etc.), and accommodating student class and sports schedules, some work may require early or late hours.

**I have to work this weekend and I wanted to go home!!** Many of the jobs on campus require weekend work. When setting work schedules, supervisors try to ensure a student does not have to work every weekend or at least has either Saturday or Sunday off. Also, most jobs that require weekend work allow substitution, where one worker can sub for another. It is the student's responsibility to find a sub.

**I missed work because I was ill and I have to make up the time!!** All missed work time must be made up except in cases where the student was injured on-the-job and unable to work in any capacity at all. Time not worked by the end of the semester will be billed at a rate based upon the amount of tuition reduction the student received.

**I was fined for missing work!!** Repeated violation of work program policies (including unexcused absences from work) will receive disciplinary sanctions which can include monetary fines. Continued violation of work policies could also lead to restrictions of extra curricular activities (including sports), denial of specified privileges (ie. campus housing), and/or ultimately suspension from the College.

Students must notify their supervisor when having to miss work and must have a legitimate reason. Documentation (ie. a

doctor's statement) may be required at any time the supervisor feels it is necessary, but will definitely be required after three absences in a semester. Unexcused absences during the last week of each semester are fined at the rate of \$10 per hour. Because the college relies so heavily on student labor, this fine is intended as a "deterrent to prevent a major loss of needed manpower" as students complete their final exams and are anxious to leave campus.

Academics is first priority and work is second, how-ever, missing work without an excuse will undoubtedly result in immediate consequences (at a minimum, a warning from the supervisor) whereas the consequences of missing class may take longer to develop depending upon the instructor's attendance policy.

**What does cleaning toilets have to do with preparing for my future??** It is hoped that if they do not already, students will see all work is important to the functioning of a community and often some of the less rewarded or desirable work is some of the most necessary. In addition, students learn to manage their time, to be responsible and accountable, to work with others and to take pride in their work. They will also have an added opportunity to make some life long friendships, while "earning their way through school".

***If your Blackburnian is having problems regarding work, please encourage him/her to approach his/her work supervisor and/or student manager directly. If the question or problem is not resolved, they should contact the Work Program General Managers or Advisor.***

## **PLAN TO VISIT**

Visits by parents (especially when accompanied by shopping sprees and/or dinners out) are much appreciated and a great way for you to meet some of the important people in your Blackburnian's new world and be involved in what he/she is accomplishing here. It is always best to plan your visits ahead of time. Spur-of-the-moment "surprise" visits can end up in disappointment. Pre-emption of a planned weekend of studying or other activity can have disastrous results

There are campus activities planned every weekend ranging from athletic contests to music or theatre productions. You are welcome to attend any of these activities with your Blackburnian. Homecoming weekend finds the campus buzzing with a variety of activities for both students and alumni. In the spring we'll have Siblings Weekend as an opportunity for the younger brothers and sisters of current students to come to campus for a weekend to see what college is all about

## WHERE TO STAY WHEN YOU VISIT

Sleeping Inn Motel (217) 854-2274  
Junction Hwy 4 and 108  
Carlinville

Best Value Inn (Carlin Villa Motel)  
888-315-2378 (toll free) or (217) 854-3201  
18891 Route 4, Carlinville  
Route 4 South (about 1/2 mile South of the junction  
of Routes 4 and 108)

The Best Western  
(217) 324-2100  
Interstate 55 and Route 108 (about 12 miles from Carlinville)

Oak Street Bed and Breakfast (217) 854-7261  
910 S. Oak  
Carlinville

Comfort Inn (217) 324-9260  
Litchfield

Holiday Inn Express (217) 324-4556  
Litchfield

Hampton Inn (217) 324- 4441  
Litchfield

Super 8 Motel (217) 324- 7788  
Litchfield

## **Contact Information**

All administrative and faculty offices can be reached by dialing (217) 854-3231 and then entering the appropriate extension. Typical office hours are Monday thru Friday, from 8:00 a.m. to 5:00 p.m. Voice mail can be left 24 hours a day, 7 days a week.

<b>Emergency</b>	<b>Extension</b>
The Student Life Office	4224
After hours	(217) 825-7504
President (Mim Pride)	4213
Provost (Jeff Aper)	4338
Dean of Students (Heidi Heinz)	4223
Associate Dean of Work (Roger Fenton)	4291
Director of Residence Life (Donnette Tinsley)	4287
Director of Intercultural Affairs and Programs (Jolonda Young)	4259
College Counselor (Rob Weis)	4201
Director of Freshman Studies (Dr. Naomi Crummy)	4270
Director of the Learning Center (Catherine Robertson)	4203
Director of Financial Aid (Jane Kelsey)	4227
Business Office	4225
Director of Enrollment Management (John Malin)	4252
Registrar (Dianna Ruyle)	4210
AmeriServe Food Services (Deb Gorbet)	4245/4345
Bookstore/Student Center Director (Steve Oberman)	4279
Director of Student Activities (Beth Tinsley)	4275
Athletics Director	4321
Director of Technology Services (Chuck Sutphen)	4343

**Work Program Office (Student Managers) 4290**

General Manager Kevin Fleckenstein

General Manager Amber Kerr

Academic Services Manager Aaron Pflug

Administrative Services Manager Whitney Isbell

Athletics Manager Jamel Washington

Bookstore Manager Aaron Guzman

Campus Maintenance Manager Zach Scribner

Campus Security Manager Brittan Rudolph

Campus Services Manager Robert Miller

Community Services Robin Mott

Food Services Manager Ashley Mesey

Library Manager Andrew Ott

Snack Bar Kyle Bardo

Technology Services Tommy Baro