

SIMMONS COLLEGE
RESIDENCE HALL PERSONNEL

On every campus, group living in college residence halls provides an important type of education. It is made up of many experiences and influences, among them the friendship and guidance of the residence staff. The results are often more far-reaching and effective than those of the classroom. The staff responsible for such an indirect and influential form of teaching must be constantly aware of the importance of its activities and of the need to strengthen and improve its methods. The members of such a staff must realize that their major function is to assist the students in gaining the fullest knowledge and development from formal academic studies, as well as from the experiences of their living situation in the college residence halls.

At Simmons, the Director of Students has complete authority and responsibility for the students who live on the campus. She is the representative of the Dean of the College. Communication between these two officers is direct and constant. The Resident Heads and the Student Assistants assist the Director of Students as they live and work with the students. Each large residence hall - Arnold, Dix, Morse and Simmons - is under the leadership of a Resident Head and a Student Assistant. In the smaller halls - Evans, North and South - the Resident Head is the one administrator in charge of the hall. In four of the small houses - Appleton, Brookline, Hastings and Longwood - a Student Assistant is the head of the house. Turner House is a graduate house and has as its head, a graduate student. This entire staff receives remuneration from the College and is directly responsible to the College for the welfare, safety, and growth of the students.

The students themselves, through their Student Government Association, establish standards and regulations necessary for the maintenance of pleasant and worthwhile group living in the halls and houses. The House President, as well as the House Counselor, provide the student leadership, with the other officers, in each house or hall. The House Presidents are elected, governing heads of their houses or halls, and together they form the House Presidents Council, an important overall, policy-

making, and governing group on campus. The House Counselors are appointed, student counselors who meet and work closely with the faculty Committee on Orientation and Guidance, and with the Second Vice President of Student Government. They are the students to whom members of the student group turn with problems and questions which they may wish to talk over with persons close to their own age-group. Student officers of these two categories are differentiated from the Student Assistants by the relationship of the latter to the College administration. Assistants are paid by the College and are expected to give definite hours to the administration of their houses or halls, as well as to assist with desk and bell duty, at stated times. In addition, they perform many of the student services supplied to a lesser extent by House Presidents and House Seniors, especially in the guidance and counseling of students.

It is necessary that there be frequent meetings of the House Presidents, House Seniors and Student Assistants with the Resident Heads in the individual halls, in order to strengthen the unity of the governing group; as well as to emphasize the importance of communication between all of the student leaders, Resident Heads and Student Assistants. Responsibility and information must be shared to make possible the smoothest and best living situation on campus.

The establishment and maintenance of good standards also contributes greatly to worthwhile campus living. At Simmons these standards are referred to as "The Simmons Way". Each student can be made conscious of the effort she must make to establish and support that "Way". Every member of the residence hall staff is important in interpreting and supporting "The Simmons Way," and the Student Assistant plays a particularly important part, because of her own membership in the student body and her closeness to each member of her house or hall. Consideration for others, a pleasant home atmosphere, friendliness, quiet study hours, proper dress, and good housekeeping are a few of the goals.

Each student should feel that her Resident Head and/or Student Assistant is an interested, mature friend with whom she may talk at any time, about anything. Any

member of the Residence Hall staff may consult with the Director of Students, the Dean, and the College Physician if problems come to her attention. The Resident Head and the Student Assistant should know their students well enough to write a brief, confidential statement about each of them, at the close of the College year. As counselors of students, Resident Heads and Student Assistants should know something of how a student gets along with others, her personality development, study habits, any family problems which may be disturbing, her participation in student activities, and her general growth in all areas - personal, social, emotional, physical, spiritual and of course - academic..

Such a short, concise statement about a student's growth, or seeming lack of it, does not constitute a "student's record". It is simply a subjective estimate of a student's adjustment or her response to all of the situations and stimuli in her campus setting. It gives the College one means of acquaintance with the student; incomplete as the description may be.

Some Specific Responsibilities

I - Illness - Report any student illness immediately to the Resident Nurse, in the Infirmary and to the Director of Students.

II - Fire - Call the Fire Department at KEmore 6-1500, and if possible notify the Director of Students and the Manager of Residence, immediately. If after closing hours, unlock campus gates. (Key at Receptionist's desk).

Fire Drills - Confer with the Fire Captain. This student holds one of the most responsible and important positions on campus. Schedule one fire drill immediately after College begins, in September, and see that others are held regularly. Be present at each drill, with a check list to supplement the fire captain's list. Know the location of extinguishers, exits, alarm box key, gate keys, hand bells, switches, etc. See that this equipment is kept in its proper place.

If prowlers are seen on campus, at anytime, the Director of Students and/or the watchman on duty should be notified, immediately.

III - Maintenance - Help to decrease costs to the College.

1. Lights - Emphasize student responsibility for extinguishing lights not in use in living rooms, halls and bathrooms. Exceptions: all-night lights in halls and bathrooms.

2. Doors - Small houses - front doors should be locked at all times. Halls - front doors are to be kept locked at meal times and at closing times. Side and rear doors are to remain

closed and locked at all times. Students have keys to these doors and doors of their own rooms. These should be used for their own protection.

3. Furnishings - May be changed only with permission of Manager of Residence.
4. Laundry - The Gordon Supply Company will furnish bed and bath linen for each student. Payment is made in advance by the students. One student should be responsible for this service in each hall or house. Personal laundry is to be done in laundries; not in bathrooms. Drying racks may be used only in laundries and bathrooms; not in hallways.
5. Appliances - Clocks, radios and record players are permitted. Permission must be secured from the Manager of Residence for the use of any other electrical appliances.
6. Pictures - Thumb tacks, nails, pins, adhesive and scotch tape may not be used. "Sticktack" may be obtained from the Manager of Residence. Picture molding should be used.
7. Repairs - Needs should be reported, before 10:30 p.m., to the Manager of Residence or to some other member of her staff. Emergencies only should be reported after 10:30 p.m.

IV - Social Life - Help to maintain a good social atmosphere, as a friend of the students and a representative of the College administrative staff.

1. Encourage high standards of personal appearance in public rooms and on the campus.
2. Ask students to introduce parents, escorts and other guests. Insist that Student Government Officers enforce closing hours.
3. Be present at as many house or hall meetings as possible: coffee hours for faculty, dances, house meetings, and other events.
4. Assist House President in instructing students, especially freshmen, in learning correct sign-out procedure.
5. Know the Residence Rules and other information in the Simmons College Handbook.
6. Remind House President of overnight-guest rules:
 - a. Permitted on Fridays and Saturdays, only. Commuting students are exceptions and may remain any night, upon the invitation of student hostesses.
 - b. Students should secure guest slips in advance from the Resident Head or Student Assistant, and complete them in duplicate. One slip for student; one for Manager of Residence.

- c. Bed linen must be obtained from Manager of Residence, before 3:30 p.m., Fridays, and 11:00 a.m., Saturdays. A fee will be charged. Linen is distributed in Evans, Mail Room, which closes early on Thursdays.
- d. Permission must be received from the owner of a student bed before a guest slip may be obtained. One guest only may be entertained at a time. She must register with the Resident Head of her hostess's hall or house and abide by all Student Government regulations. She may stay no longer than two nights, without special permission.
- e. Meals must be paid for in advance, when reservations are made with the Manager of Residence.
- f. Occasionally, on weekends only, permission having been secured in advance from the owner of a student bed, students from other campus houses or halls may be overnight guests. Beds are to be occupied by one person. The heads of each house or hall concerned should be notified of such arrangements.

7. Food.

- a. Encourage a gracious, unhurried atmosphere in the dining room.
- b. Stress courtesy to residence staff, guests, and dining room staff.
- c. Tea, coffee, or other light refreshments may be served (at times other than meal times) in the houses or halls, if requests for such service are received at the office of the Manager of Residence, a week in advance. Notice is needed for the purchase of food, polishing of silver, etc. Equipment must be returned promptly.

V - Personal Responsibility

- 1. Make evident a genuine interest in and enthusiasm for the students.
 - a. For overnight absences make definite arrangements with the Director of Students. Substitutes are usually Student Assistants, House Presidents or House Counselors.
 - b. At major vacation times remain in residence until every student has left. Return the day before classes begin. Check these arrangements with the Director of Students.
 - c. If the house or hall is to be without an administrative head (Resident Head or Student Assistant) after 10:00 p.m. see that the responsibility is assumed by the House President, House Counselor, or other reliable student.
 - d. Assist Director of Students in maintaining a homelike atmosphere on campus, at all times.

1. Attend all regular, informal meetings with the Director of Students, Resident Heads and Student Assistants.
2. Assist with desk duty when necessary. Student Assistants will be responsible for bell duty once a week, from 10:30 p.m. to 1:30 a.m.
3. Act as a chaperone for College social occasions when invited to do so.

As the staff members fulfill these specific responsibilities they are afforded opportunities to observe the individual students and to become acquainted with them. This is very important for personnel workers need to know their students. When they do, two desired results follow; firstly, the students, aware of a sincere interest in them and friendly attitude toward them, are far more apt to seek out the staff member when a difficult situation arises, and secondly, counseling can be done more wisely and effectively. The organization of dormitory life, its pleasures, its opportunities, its responsibilities, its restrictions, all are meant for individual growth and development of the girls within the framework of proper regard for the rights of others. Through all our work this is our high and ultimate goal giving vital meaning to tasks small or large.

September 10, 1957