

Putnam Hall

# RESPECT

Residents Encouraging Study,  
Peaceful Environment, and  
Community Thinking

Agreement Guide  
2008-2009

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# From Your Senior Staff

August 2008

Welcome to the Strong Complex! It is our pleasure to be serving as your senior staff for the 2008-2009 academic year.

This guide has been prepared to help you make your community living experience in Putnam Hall enjoyable and rewarding. The purpose of the RESPECT Agreement is to create a quality community—a community where individuals take responsibility for their actions and their impact on others, a community where individuals feel a sincere connection to the entire building. The RESPECT Agreement itself may seem vague to you with regards to your rights and responsibilities within this community. Please use this guide to help you clarify your rights and responsibilities in Putnam Hall.

If you have further questions or concerns, please do not hesitate to contact one of us or another staff member. We wish you the best in all your endeavors this year.

Wildcat Proud,

Sylvia Mihalik  
Van Zile RLC

Maggie Higgins  
Putnam ARLC

Brittani Hobbs  
Boyd ARLC

# Introduction

## **Why RESPECT?**

Of the many lectures and textbook chapters you encounter during your college career, the most important things are usually at the beginning or the end. The same is true of Putnam Hall's RESPECT Agreement. Encouraging Study and Community Thinking are the most important parts of your Putnam Hall experience. The quiet guidelines and programming guidelines contained within the agreement are only vehicles to these two ends.

Consider the RESPECT Agreement in this light. Encouraging Study—Your experience in Putnam Hall should allow you to focus on your academics so that you can achieve your dreams and goals. Community Thinking—You should also feel like Putnam Hall is a place you like to live in. You should feel a sense of belonging and camaraderie with your fellow residents—a sense of RESPECT.

## **A History of Putnam Hall**

Putnam Hall was originally opened as Southeast Hall in 1952, because it was southeast of Van Zile Hall. Southeast Hall was the university's third women's residence hall and the first hall to be built with revenue bonds, at a cost of approximately \$842,000. In January of 1961, Southeast Hall was renamed Putnam Hall in honor of Dr. L. Irene Putnam. Dr. Putnam endowed the Putnam memorial Scholarship in honor of her late husband, Harry. She also donated Smith Scholarship House in honor of her brother.

In 1962, Mabel Strong was named director of Putnam Hall. She served K-State and Putnam Hall for 16 years. In that time, she also served as advisor to the KSU Association of Residence Halls and the Midwest Affiliate of College and University Residence Halls. She was well-known for the care she showed toward residence hall students and for the many traditions she helped start, including KSUARH Spring Fling. In 1978, Boyd, Putnam and Van Zile Halls were named the Strong Complex in her honor.

## **A History of the RESPECT Agreement**

Putnam Hall was closed for the 1984-85 academic year in an effort to keep room and board costs low. The following year, Putnam Hall was reopened as a co-ed, quiet-study residence hall. Residents were required to sign the RESPECT Agreement as a condition of living in Putnam Hall. The agreement has been in place ever since.

By the 1995-96 academic year, residents had increasingly voiced their concern that the agreement actually hindered building community. The agreement was structured rather rigidly. Residents were required to close their doors if they were watching television or using a stereo. Residents were prohibited from using telephones in the hallways and could only have brief conversations in the hallway at a whisper.

Following a survey in October of 1995, a committee of the Putnam Hall Governing Board restructured the quiet guidelines. Residents were allowed to use a stereo with their doors open and to carry on conversations in the hallway, under the premise that a resident's right to sleep or study at any time took precedence. The new guidelines were tried for two weeks in April and

adopted by a hall-wide vote for the 1996-97 academic year. These revisions remain as the current quiet guidelines.

At the beginning of the 1999-2000 academic year, this booklet made its debut as a supplement to the RESPECT Agreement. Prior to this booklet the only printed information about the agreement that residents received was a copy of the agreement when they moved into Putnam Hall. This booklet was introduced to increase residents' awareness of the purpose and guidelines contained in the RESPECT Agreement.

Near the end of the 1999-2000 academic year, the Hall Governing Board restructured another part of the agreement. The current community and participation guidelines used to be referred to as programming and attendance guidelines. There was a growing awareness among students and staff that simply planning and attending programs was a rather narrow way to encourage a lively and active community. Therefore, the language of the agreement was broadened to emphasize leadership and to encourage a wider range of activities, such as community service.

# RESPECT Agreement

Putnam Hall is a quiet residence hall, where one rule supercedes all others:

**Each resident has the right to study or sleep  
in his or her room at any time.**

It is from this one right that all other Putnam Hall quiet policies flow.

As a resident of Putnam Hall:

I understand that living in Putnam Hall is a privilege that carries with it certain responsibilities.

I agree to follow all guidelines as defined by the Kansas State University Student Life Handbook, the Kansas State University Residence Hall Handbook, the Department of Housing and Dining Services, the Kansas State University Association of Residence Halls (KSUARH), the Putnam Hall Governing Board (HGB), and the RESPECT Agreement.

## 1. Quiet Guidelines

Purpose: The intent of the RESPECT Agreement quiet guidelines is to promote the use of consideration and common sense in a community living environment.

I agree to abide by the established quiet guidelines:

- Quiet guidelines are in effect 24-hours-a-day, seven-days-a-week.
- The noise level in my room should not be disruptive to the rooms around me.
- It is my responsibility to anticipate when the noise level from my room might be disturbing those living around me. It is not appropriate to assume that unless someone complains, the noise level is fine.
- It is my responsibility to let those around me know if their noise level is disturbing me. It is also my responsibility to inform staff if the problem continues.
- I will only use noisy appliances (e.g. blow dryers, vacuum cleaners, etc.) in my room if the door is closed.
- My behavior in the hallways must also be in accordance with the RESPECT Agreement by not disturbing people in nearby rooms.
- I understand that I am responsible for informing my guests of these policies and I am responsible for my guests' behavior.

## 2. Community Point Guidelines

Purpose: The intent of the community guidelines is to help foster Putnam's unique living environment. I agree to earn seven community points per year.

- A resident can earn four community points by taking a leadership role in organizing an educational, cultural, or community-service program, or a significant Putnam community-building event.
- A resident can earn a single community point by attending or participating in an educational, cultural, or community service program, attending HGB meetings, or an approved community event sponsored by Putnam Hall, K-StateARH, or K-State.

3. I agree to assist in the preservation of the physical facilities of my floor and building by my respectful use of said facilities.

4. I understand that violations of this agreement may result in verbal and/or written warnings, meetings with hall staff, judicial board hearings, and/or forced relocation to another hall.

5. I have received a copy of the Putnam Hall RESPECT Agreement Guide. I understand that the Putnam Hall RESPECT Agreement Guide is an implicit part of this agreement.

## **Noise Happens...**

### **Hints for RESPECTFUL Living**

Although the agreement spells out some guidelines, here are suggestions to help you promote an environment conducive to studying. Remember that two of the major points of the quiet guidelines are:

- Every resident has the right to sleep or study in his or her room at any time.
- It is your responsibility to anticipate when the noise level from your room may be disturbing others.

Keeping these two points in mind, the following suggestions will help you to be a RESPECTful Putnam Hall resident:

- Getting to know your neighbors will save you much confrontational anxiety, regardless of whether you are making or receiving the noise. Talk with your neighbors to find out how loud is “too loud.”
- If the noise from your room can be heard two doors down in the hallway, regardless of whether your door is open or closed, it is probably too loud. If it can be heard at a distance, it probably can be heard in the rooms around you.
- Keep your hallway conversations to a soft voice.
- Telephone conversations in the hallway have the same potential to be disturbing. Avoid bringing your telephone into the hallway. If you do, keep your voice low.
- Keeping your door closed when using your stereo or television is a good way to keep the noise level down.

### **Additional Quiet Guidelines**

To promote common sense in the observance of Putnam Hall’s quiet guidelines, the following policies are also enforced:

1. Vacuum cleaners cannot be checked out between 10:00 pm and 9:00 am.
2. Moving furniture, constructing or deconstructing lofts, and similar activities are not permitted between 10:00 pm and 9:00 am, including checkout weeks.
3. The basketball courts in the Strong Complex courtyard cannot be used between 10:00 pm and 9:00 am.
4. The presence of specific “quiet hours” does not imply corresponding “loud hours.” The right of every resident to study or sleep at any time always takes precedence.

### **When Noise Happens...**

Although it is each individual's responsibility to anticipate when he may be disturbing others, it is impossible to know all the times that our neighbors sleep or study. Hence, we also have the responsibility to tell others when noise from their room is disturbing us.

### **Step 1: Address the Situation**

In most cases, the simplest solution is the best. Talk to the person who is responsible for the noise that is disturbing you. Keep the following suggestions in mind for a successful confrontation:

- Rarely are people trying to make your life difficult. If you are angry, take a deep breath and calm down before you talk to the person. The person is likely to be defensive if you act accusatory. In other words, take responsibility for your needs and feelings. Do not blame the other person for your discomfort.
- Describe what it is you are trying to do, that is: studying for a big test, reading a book, or sleeping.
- Describe the behavior that is bothering you, for example: you can hear the stereo, television, or the other person's conversation.
- Politely request action on the other person's part. Suggest more than one solution if they are available. People prefer to feel they have a choice rather than to be told what to do by someone else, even if the rules are on your side.

Examples:

"Hey Jane, I'm studying for a big chemistry test and I'm having trouble concentrating. Could you please turn your TV down?"

"John, I'm trying to sleep because I have to work tomorrow. Could you guys converse a bit softer or talk someplace else?"

We expect everyone to address noise complaints themselves before requesting staff assistance for several reasons:

- You will probably develop better relationships with your neighbors. Put yourself in the other person's position. How might you react if someone complained about you without having the courtesy to talk to you in person first?
- You will generally obtain faster results if you handle the situation yourself. After you call the front desk, you still may have to wait for a staff member to come from another floor, Boyd Hall, or Van Zile Hall.
- You will generally get lasting results. People are less likely to continue disruptive behavior if they know it bothers someone close to them.

### **Step 2: Request Staff Assistance**

Despite everyone's responsibility to address noise concerns, there are times when it is more appropriate to request a staff member to handle the situation. In general, you should request staff assistance when:

- You believe there is another policy violation in addition to the noise violation, for example, illegal drug or alcohol use.
- You believe the situation could be volatile, for example, a fight.
- The noise is not coming from close proximity to your room. For example, the noise is outside, at the other end of your wing, or on another floor.
- The noise is probably a disturbance to the entire community or is clearly a policy violation, for example, moving furniture at 3:00 am.
- You have already confronted the person once that same evening, or the situation is a recurring one that you have already made staff aware of.

To request staff assistance, call the Putnam Hall front desk. The Community Assistant will need to know your name, where the noise is coming from, and what the noise is. Please give the Community Assistant as much information as you can.

### **Step 3: Take Formal Action**

If the situation worsens, or continues over an extended period of time, you have a number of options. We would encourage you to first discuss the situation with a staff member. Your RA/MA or ARLC/RLC may have some additional experience or insight to offer you and may be able to help you consider which of the following options is best for you.

*Mediation with a third party.* You may request a staff member to facilitate a meeting between you and the other individual. A time will be set aside for all parties to discuss the matter. The staff member will help you and the other parties to clarify the problem and hopefully come to a solution. You can initiate mediation by speaking to an RA/MA or ARLC/RLC.

*Judicial board review.* You may file a formal complaint with the student judicial board to review the problem. A judicial board conducts a formal hearing. Each party is allowed to present an argument and may present witnesses. The judicial board, composed entirely of students, will decide if a violation of policy occurred. If the board concludes that a policy violation occurred, they will also issue a sanction to the respondent. A sanction can range from a warning or probation, to community service, to forced relocation to another residence hall. You can file a formal complaint by speaking to the ARLC/RLC or the Strong Complex Chief Justice.

## **Community Building Blocks**

### **Community Point Guidelines**

#### **Earning single points:**

Events that count for credit towards your RESPECT agreement are programs sponsored by the Strong Complex Staff, Putnam Hall Governing Board, other Putnam residents, and other approved K-State sponsored events. At these programs, there will be a community point sheet to sign. Extra community point forms will also be at the Putnam Front Desk. You must sign the appropriate sheet in order to receive community credit.

The purpose behind these requirements is to foster a better community in Putnam Hall. Though educational programs sponsored outside of Putnam Hall and the Strong Complex are occasionally approved for RESPECT agreement credit. If you desire credit for an event that is not a Putnam Hall or Strong Complex event, you must make a request to the Putnam ARLC in advance of attending. Your request should include some rationale as to why the program you wish to attend fulfills the community-building purpose of the agreement.

#### **Earning four points in one duration:**

In order to earn 4 points of community credit in the duration of one program, you can choose to take an active leadership role in organizing or implementing an event. Examples of earning community points include:

- Planning an educational, cultural, or community-service event;
- Planning an event that builds community in Putnam Hall; or
- Making a significant contribution in the implementation of a Putnam Hall or Strong Complex event;

**\* Residents serving positions on Putnam Hall Governing Board or as floor president for the duration of the year automatically receive their necessary community points \***

The key words in the community guidelines are “leadership role” and “organizing or implementing.” For example, if you merely help paint the homecoming float for an hour or two, you are simply participating. However, if you help plan the float, help to obtain materials for the float, and recruit individuals to help build the float, then you have taken a leadership role in organizing and implementing an event.

You may consult with an HGB officer, RA/MA, and ultimately, the Putnam ARLC in obtaining your community credit. If you choose to plan a program for your credit, the steps in the program planning section of this guide will be helpful.

#### **Floor points**

In addition to individual community points, Putnam Hall also initiates a competition of floor points for Putnam hall. This has been developed and adapted in order to encourage healthy competition between floors and increase resident participation. Floor point guidelines are determined by Putnam HGB and based off a ratio of the number of residents per floor. Earning community points also contributes to the points earned for floors.

### **Obtaining Your Community Points**

You should think early about how you will obtain your community credit, especially if you are not going to plan your own program. Do not wait for the opportunity for planning or implementing an event to just appear. You may choose to discuss community point possibilities with an RA/MA, HGB officer, or your ARLC to see what opportunities are available.

In some situations, you may be asked to fill out a programming planning form to obtain your credit, even if you did not plan an educational program. On the form, you should document how you made a significant contribution in organizing or implementing the event.

### **Consequences and Deadlines**

Living in Putnam Hall is a privilege, so there are consequences to not fulfilling the terms of this agreement. You will not be allowed to select your room in Putnam Hall until you have completed half of your participation points. Room space selection (RSS) is in February; therefore, you must have your fall community points complete. In other words, a student from another hall could take your room if you fail to complete your community and participation credits in a timely manner.

If you fail to complete any part of your community and participation guidelines, you will not be allowed to return to Putnam Hall. Exceptions are only made in the most serious of circumstances, such as a documented semester-long illness or a documented tragedy that prohibits you from reasonably completing the agreement. Program planning forms may not be accepted after April 18, 2008. If you fail to have your community points completed or planned and approved by April 28, 2008, your credit will not be accepted and you will not be allowed to return to Putnam Hall.

### **Prorated Requirements**

If you begin your residence in Putnam Hall after the beginning of the semester, you are not required to complete all 7 community point requirements. You only need to complete the following if you move in on or after:

- September 15: 6 community points
- November 3: 4 community points
- February 2: 3 community points
- March 2: 1 community points
- April 13: exempt from community points

### **Keeping Track of Your Points**

Your floor RA will keep a record of the community points you acquire throughout the year. You will receive a notice in late Fall/Spring about your progress toward completing your needed points. However, you are responsible for tracking your own progress during the course of the academic year. You can use this page to keep track of your points.

### **Community Points**

<u>#</u>	<u>Date</u>	<u>Event</u>	<u>Person In Charge of Event</u>
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

# **A Program For Your Thoughts**

## **Program Planning Steps**

If you want to plan a program for your community credit, you must have your program approved in advance. You should follow the steps below in planning your program.

1. Obtain a Program Planning, Approval, and Evaluation Form from the Putnam front desk.
2. Fill out the front page of the form and return it to the Putnam Hall ARLC two weeks prior to your program.
3. Your form will generally be returned to you within three working days. If your program is not approved, the ARLC will work with you to develop an acceptable program.
4. Advertise! You can get free copies if you turn in a flyer with your program proposal. Flyers should look acceptable to post in the residence hall.
5. Implement your program.
6. Return the program form and community point sheet to the Putnam ARLC so that you and your attendees get credit.

## **Program Guidelines**

To be approved, your program must be educational, cultural, or community-service based. This does not mean that it has to be academic or boring. Simply put, the participants should learn something.

## **The Fine Line Between Educational and Social**

There is a fine yet distinct line between educational and social programs. The following examples should help illustrate what kinds of programs are educational.

Playing a game of baseball or basketball is not educational. Teaching people a set of skills to use for a sport is educational. For example, providing a group with the rules of golf, explaining the etiquette of the game to the group, helping them learn how to drive, and playing a round of nine holes is clearly at least one educational program, if not two.

Organizing a spades tournament is not educational. Teaching people how to play a card game they might not be familiar with, providing them with written instructions, and then organizing a tournament is educational.

Watching a film is not educational. Watching a film that raises controversy or awareness about important issues, leading a discussion about the film's issues, and presenting outside information about that issue is educational.

Having a philosophical discussion is barely educational. Having an organized debate about the death penalty with guests from the philosophy or political science department is educational.

Keep in mind that the less obviously educational your program is, the more you will be asked to demonstrate why you deserve credit. Remember, the objective is that you build community by teaching and learning something together.

## **More Examples**

- Current Events (politics, drug abuse, nutrition and exercise)
- Topics Prevalent On Campus (alcohol, STDs, stress management)
- Hobbies (photography, cooking, tennis clinic, painting, computers)
- Informative (culture, history, science and nature, field trips)

**Make It an Event! – Six Hints for Successful Programs**

1. **Content.** Be original; find a hot topic.
2. **Size.** Combine forces. Work with other residents, your RA/MA, or other campus resources to plan your program. You are allowed to program in teams.
3. **Format.** Don't just present something. Make it interactive. Go somewhere, be competitive, or make it ongoing.
4. **Controversy.** Utilize the Jerry Springer effect: plan an event that raises people's emotions.
5. **Publicity.** Use flyers, word of mouth, or incentives.
6. **Your skills.** Everyone has the innate creativity and special talents to make something a special event. Pick a topic that you are familiar with or would like to research. Think about topics that would interest or benefit others. You have something to offer—find it!