

Putnam Hall

RESPECT

Residents Encouraging Study, Peaceful
Environment, and Community Thinking

Agreement Guide
2009-2010

Table of Contents

From Your Senior Staff

Introduction

- Why RESPECT?
- A History of Putnam Hall
- A History of the RESPECT Agreement

RESPECT Agreement

Noise Happens

- Hints for RESPECTful Living
- Additional Quiet Guidelines
- When Noise Happens
- Step 1: Address the Situation
- Step 2: Request Staff Assistance
- Step 3: Take Formal Action

Community Building Blocks

- Community Guidelines
- Floor points
- Obtaining Your Community Points
- Consequences and Deadlines
- Prorated Requirements
- Keeping Track of Your Points

A Program For Your Thoughts

- Program Planning Steps
- Program Guidelines
- The Fine Line between Educational and Social
- More Examples
- Make it an Event!
- Six Hints for Successful Programs
- Sure-Fire Ways to Kill Your Program

From Your Senior Staff

June 2009

Welcome to the Strong Complex! It is our pleasure to serve as your senior staff for the 2009-2010 academic year.

This guide has been prepared to help making your 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. As a resident of Putnam Hall, you are both responsible for knowing the agreement and living by it; the RESPECT Agreement may initially seem vague to you. We hope you will use this guide to help clarify your rights and responsibilities as a resident of Putnam Hall.

If you have any additional concerns or questions please ask your RA or the ARLC of Putnam, Maggie Higgins. Enjoy your year in Putnam and Good Luck!

Have a great year!

Maggie Higgins
ARLC
Putnam Hall

Brittani Hobbs
ARLC
Boyd Hall

Lindsay DiPietro
RLC
Strong Complex

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, Peaceful Engagement and Community Thinking are the most important parts of your Putnam Hall experience. The quiet and programming guidelines outlined in this agreement are only means to help us all have a quality living experience.

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 goals and be successful in the classroom. Peaceful Engagement—taking interest and involvement in other residents' lives is an important part of the college residential experience, coupled with the final part of the agreement, community thinking, this helps to make Putnam the ideal living environment for many students. Community Thinking—you should feel like Putnam Hall is a place you enjoy living in, a home away from home. 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 been increasingly voicing their concerns that the agreement actually hindered a sense of community in the building. At that time the agreement

was structured rather rigidly. Residents were required to close their doors if they were watching television or using a stereo. They were also 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 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.

At the beginning of the 1999-2000 academic year, the RESPECT 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 narrow way to encourage a lively and active community. The language of the agreement was broadened to emphasize leadership and to encourage a wider range of activities, such as community service.

The RESPECT Agreement underwent changes again during the 2008-2009 academic year. Many students did not have a good understanding of what counted for RESPECT points and what did not. It was also noted that the printing of the RESPECT guidelines cost approximately 3,000 pieces of paper at the start of each school year and 245 sheets per month for point updates. After a short presentation to the Hall Governing Board by the ARLC, the HGB voted to clarify ways of getting points and that the RESPECT guidelines were "going green," being available exclusively online.

RESPECT Agreement

Putnam Hall is a quiet residence hall, where one rule supersedes 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 being considerate of others 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 and 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 (for a maximum of 2 points per year), or an approved community event sponsored by Putnam Hall, K-State ARH, 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 been informed where the Putnam RESPECT Agreement Guide is available. I understand that it is my responsibility to read and abide by the 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 three 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.
- It is your responsibility, when noise is disturbing you, to approach those causing the disturbance in a respectful manner and ask them to quiet down.

Keeping these three 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 can be heard in the rooms around you.
- Keep your hallway conversations to a soft voice.
- Telephone conversations in the hallway have the 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 9:00 pm and 9:00 am.
2. Moving furniture, constructing or deconstructing lofts, and similar activities are not permitted between 9:00 pm and 9:00 am, including checkout weeks.

3. The basketball courts in the Strong Complex courtyard cannot be used between 9:00 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 resident’s responsibility to anticipate when he or she 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, 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

The purpose behind earning community points is to foster a better community in Putnam Hall. There are several ways to earn community points, including attending programs sponsored by the Strong Complex RAMA Staff, the Putnam Hall Governing Board and other Putnam Residents. Points can also be obtained by doing bulletin boards in the community, recycling and serving on the Putnam Green Team or Move-in Crew, attending HGB meetings and planning a program of your own.

Though educational programs sponsored outside of Putnam Hall and the Strong Complex are occasionally approved for RESPECT agreement credit, a request should be made to the Putnam ARLC one week prior to attending the event. Your request should include rationale as to why the program you wish to attend fulfills the community-building purpose of the agreement.

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. Additional ways to earn points include:

- Doing a community bulletin board- You should work with your RA to coordinate (Only 2 points per year can be earned this way).
- Recycling- each time you recycle you earn $\frac{1}{4}$ of a point, thus you must recycle 4 times in order to earn 1 point
- Serving on the Putnam Green Team to help collect and sort recycling- each time you help collect and sort 1 point is earned
- Volunteering at Open House, to staff a table or tour your room

At these programs, there will be a RESPECT Attendance sheet to sign. You must sign the appropriate attendance sheet, in legible handwriting, including first and last name as well as room number, in order to receive community credit.

Earning two points:

- Being a member of the Move-in Crew for opening- this is worth 2 points, because it is a 2 day process
- Attending HGB meetings- each meeting is worth 1 point, for a maximum of 2 points per year
- Serving on your Floor Government, if one is established, for up to 2 points per semester. Your RA will work with the ARLC to determine if these points have been earned

Earning four points:

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
- Making a significant contribution in the implementation of a Putnam Hall or Strong Complex event

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.

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

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 preference your room in the Room Space Virtual Preference (RSVP) if you have not obtained 4 community points by February 1st. 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 for the following academic year. 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.

All Programs must be completed two weeks prior to the end of the semester (before “Dead Week”). Program planning forms will not be accepted after the second Friday in April, and all

Programming evaluations must be completed before May 1. All Attendance sheets must be completed by May 1 and RESPECT points will close May 1. This means that no points will be awarded in May, unless given approval by the ARLC of 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 are only required to obtain 3 community points. Residents who move in at other times of the year have different requirements. You only need to complete the following if you move in on or after:

- September 11: 6 community points
- November 2: 4 community points
- February 5: 3 community points
- March 5: 1 community points
- April 16: exempt from community points

Keeping Track of Your Points

The Putnam ARLC will keep a record of the community points you acquire throughout the year. All attendance sheets will be kept on file in the ARLC Office. If you have questions about the number of points you have, you should talk with your RA or contact the Putnam ARLC.

You will receive a notice, via K-State email, 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. This chart can also be helpful if you wish to compare the programs you have listed to what is on file in the ARLC Office.

Community Points

#	<u>Date</u>	<u>Event</u>	<u>Person In Charge of Event</u>
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 or electronically at the Putnam Website, under the RESPECT link.
2. Fill out the front page of the form and return it to the Putnam Hall ARLC two weeks prior to your program. You can turn it in to the ARLC Mailbox outside of the ARLC office or submit it via email.
3. Your form will generally be returned to you within three working days, via your Van Zile mailbox or your K-State email, depending on how it was submitted. 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 and must be approved by the ARLC before being posted.
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 educational.

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.

Having a philosophical discussion is not 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 it deserves 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 encouraged 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, but remember to always be respectful of differing views.
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!