

Sophomore College (SOCO) 2009

Orientation Information from Bing Overseas Studies Program (BOSP) for Participants from Oxford University

Part 1

**(Part 2 to follow in electronic form of the official
Sophomore College Student Handbook)**

Contact Information

FRESHMAN AND SOPHOMORE PROGRAMS (FSP)

Sweet Hall, First Floor

MC 3091

Main number: (650) 723-4338

fax: (650) 736-2797

email: frohsophprograms@stanford.edu

Sophomore College on the Web

General Information: <http://soco.stanford.edu/>

Bing Overseas Studies Program (BOSP)

Oxford Contact: Stephanie Williams

Email: stanford@herald.ox.ac.uk

Campus Contact: Jenny Mallowney

Email: jmallowney@stanford.edu

Calendar Overview for Oxford Students

- August 30 Oxford students arrive on campus and move into dormitory housing between 12noon and 5pm.
- August 31 Stanford students arrive on campus and check into housing between 12:00 noon and 5:00 p.m.
Dinner in Wilbur Dining Hall, followed by dorm welcome and break out meetings into individual SoCo classes with SCAs
- September 1 10-12: First class meeting
- Classes meet each weekday from 10 a.m. to noon. Additional meetings may be required by the faculty instructor. The syllabus for Prof. McLennan's class will be available over the summer.
- September 11 Between 8am and Noon: Staff and students move out of SoCo dorm and into their Autumn Quarter housing.
Oxford students move to temporary housing on campus.
- September 15 Last regularly-scheduled day of class. However, many faculty schedule additional required events in the following days – see your class syllabus, available in June.
- September 15-18 Optional class meetings or events as determined by faculty. Students are required to attend classes that schedule special events on these dates.
- September 18 SoCo ends.
Last night of accommodation provided for Oxford students on campus.
- September 19 Oxford students check out.

Class schedule

Classes generally meet for two hours (from 10 a.m. to noon) each weekday morning unless otherwise requested. Faculty may require additional meetings. Several afternoons will be reserved for special presentations to the students by university offices, which serve undergraduates. Students in each class should, however, have several afternoons available for course work and/or field trips. Evenings and weekends are generally reserved for studying, although faculty may also choose to schedule special events such as field trips or film screenings during these times. Class syllabi will become available over the summer.

Sophomore College is an intense experience, and each participant is expected to commit fully to all SoCo activities.

SOCO Staff and staff roles

RESIDENT DIRECTORS (RDs)

The Resident Directors (RDs) will be quasi-Resident Fellows for the Sophomore College residences. The RDs will help organize SCA training, serve as the staff leaders in their residences, and be on-call to handle emergencies and difficulties that may arise in all of the residences.

SOPHOMORE COLLEGE ASSISTANTS (SCAs)

Although specific duties vary somewhat by class, all SCAs are involved in a number of core activities. In addition to assisting faculty members with class planning and students with academic work as needed, SCAs serve as academic advisors and residence staff. SCAs may also be involved in producing afternoon workshops and in programming out-of-class activities. They report to their faculty members in academic matters and to the Resident Directors in residential matters. They also serve as liaisons between participants and the Freshman and Sophomore Programs office.

ORAL COMMUNICATION TUTORS (OCTs)

One of the goals of Sophomore College is to help students communicate their ideas effectively, to learn to talk about research clearly, to make presentations on what they've learned, and generally to develop skills that will be useful not only at Stanford but in their lives later on. OCTs help SoCo students with a variety of speaking issues, such as giving formal or informal class presentations, participating in class discussions, and communicating with peers and with professors. OCTs also do consultations with individual students or groups of students, and help organize workshops and other activities.

RESIDENTIAL COMPUTER COORDINATORS (RCCs)

RCCs educate residents on all aspects of computing at Stanford, consult with residents on computer related problems, and support in-room network connections of SOCO students. Most importantly, RCCs are expected to be available to residents. RCCs work primarily with the residence staff, Networking and Communications Services, and the Residential Computing central support staff to accomplish their goals.

ACADEMICS

The Class

Your class is *The Meaning of Life: Moral and Spiritual Inquiry through Literature*, taught by Scotty McLennan. A teleconference will be held in the spring for you to meet Professor McLennan, and a course syllabus will be sent to you over the summer.

Course Materials

Course readings are provided to you in the form of books and readers (mailed to Oxford). If your class has additional class reading, it will be given to you by your SCAs. Most instructors have summer reading assignments, and many establish a summer on-line summer discussion forum.

Field Trips

Field trips and seminars extend the scope of Sophomore College beyond the classroom, and allow for discussion, bonding and hands-on experience. Your staff have been preparing these trips and seminars for your classes; all field trips are mandatory.

You are expected to participate fully in the course, i.e. attend all class meetings and complete all assignments.

Camping Trip

As part of Professor McLennan's course, you will be participating in a full two-day field trip that includes camping overnight. Tents will be provided. A sleeping bag will be provided if you do not have one.

Library Access

Upon your arrival at Stanford, you will receive a temporary library card for the time you are on campus and participating in SoCo.

Computing & Internet

The Bing Overseas Studies Program will email you with instructions on how to obtain a temporary SunetID for the duration of SoCo. The SUNet ID is a unique 3-8 character account name that identifies you as a member of the Stanford community, with access to the Stanford University Network of computing resources and services. The SUNet ID will allow you to work in Stanford computer clusters and to access Stanford's online *Coursework* system, which SoCo will use for announcements, materials, and event sign ups.

You will have access to the computer cluster in your dorm, and a Residential Computer Coordinator (RCC) will be available to assist with computing questions. Computer clusters that you can use are also located in Tresidder Memorial Union and in Meyer Library. You will have internet access in the clusters.

If you plan to bring a laptop, please be in touch with Jenny Mallowney over the summer to let her know. To connect your laptop to the internet on campus, you will have to pay a weekly fee that is payable by credit card (\$24 in 2008 per week).

Email

All students should check their electronic mail daily, as much information about the College will be conveyed via email.

Students should regularly check the Sophomore College CourseWork site for announcements, materials, and event sign ups.

NON-ACADEMICS**Arrival**

Your scheduled arrival date on the Stanford campus is August 30, 2009. You may only check into your dormitory residence between 12noon and 5pm at the Wilbur Front Office. BOSP will collect your arrival time over the summer. BOSP also plans to have a Stanford student, who participated in the BOSP program in Oxford this past year, be on hand during the arrival time to help Oxford students settle in to student life on the "Farm" as Stanford is affectionately known. We cannot accommodate alternative arrival arrangements so please plan accordingly.

Housing

SoCo participants will be housed together in Stern dorm from August 30 until September 11. During this time, you will likely share a room or a suite with another student. FSP will pair up roommates and it is likely that each of the Oxford students will live together with a Stanford student from your class. Towels and personal supplies are not provided in the dorms. Bedding and linens will be provided for you.

The dorm lounges will be available for film viewing and other gatherings. Such events should be arranged in advance with the Resident Director to ensure that there will not be conflicts. After September 11, it will be particularly important to clear lounge use in advance as the regular-year residence staff may request that the common areas be kept open for their preparations.

NOTE: Students will move in to their fall housing on Friday, September 11. Coordinating events after this dispersal can be difficult, so make sure plans for upcoming gatherings are established in advance of the move.

On September 11, SoCo staff and students move out of the SoCo dorm and into their Autumn Quarter housing in the afternoon after class and through the evening. At the same time, Oxford students will move to other temporary on-campus housing. BOSP will provide you with details on the location of this temporary housing in June. On this day, the class meeting will meet in the afternoon instead.

Residential Policies

Sophomore College is designed to be a short-term, academically intense experience. Students should be mindful that their activities maintain the intellectual tone of the program. When gathering in lounges and dorm rooms, we ask that all students respect the rights of their classmates to a clean and quiet environment. Students are encouraged to seek out free-time activities that violate neither Stanford policies nor the rights of other Sophomore College students. Student-organized parties detract from the academic focus and are prohibited during Sophomore College. As during the regular academic year, student conduct is guided by the Fundamental Standard

and the Honor Code. All Stanford policies including the policy on Alcohol and Controlled Substances, Policy on Smoke Free Environment, and the Noise Policy remain in effect and will be strictly enforced.

Meals

All SoCo staff and students will receive a full board meal plan during the time they are in residence, which includes three meals each weekday, and two meals a day on weekends. Faculty may eat with their students in the dining halls for any meal. Faculty may also bring guests to dining service.

Oxford students are required to bring their meal cards with them to the dining halls every time they plan to eat. The card has to be swiped at the entrance. Meals will be served in a specified dining hall close to the SoCo dorm at roughly the following times:

Monday-Friday:

Hot breakfast from 7:30-8:30 a.m.

Continental breakfast from 8:30-9:00 a.m.

Lunch from 11:30 a.m.-1:00 p.m.

Dinner from 5:00-6:30 p.m.

Saturday and Sunday:

Brunch from 10:30 a.m.-12:30 p.m.

Dinner from 5:00-6:30 p.m.

Box lunches or dinners may be requested from dining services at least one day in advance. These are often useful for field trips. Since the meal plans have been pre-paid by Sophomore College, we strongly encourage you to arrange for box lunches or dinners whenever possible.

The Oxford students' first meal will be dinner on August 30. All staff and students will continue to dine at Wilbur Dining Hall until dinner on September 18.

Recreational Facilities

The Stanford campus features several gyms, a track, tennis courts, swimming pools, and more. It is planned that Oxford students will have at least partial access to these recreational facilities.

Transportation

Stanford has a free campus shuttle system called the Marguerite.

<http://transportation.stanford.edu/marguerite/>

Optional Bicycle Rental: Oxford students may choose at their own expense to rent bicycles from the Campus Bike Shop. Please consult their website for further information on rental details and costs:

<http://campusbikeshop.com/page.cfm?pageID=88>

Health Insurance and Medical Attention

You must have your own personal health insurance that covers you for medical treatment in the USA and show proof of this insurance to Stanford before you arrive. There are many excellent medical care providers located very close to Stanford and BOSP will give you a list of some providers before or when you arrive on campus.

You will be able to use the on-campus student clinic Vaden Health Center, but will have to pay fees for any treatment or services.

Expectations & Liability

STUDENT ELIGIBILITY AND EXPENSES

All absences from Sophomore College, including weekends, must be approved by the faculty instructor. Students cannot be absent for more than two days between September 1 and 18 and may not arrive late to the program if it will cause them to miss a class meeting. Students cannot be absent for more than two weekend days during the program except for reasons of religious observance.

As during the regular academic year, student conduct is guided by the Fundamental Standard and Honor Code. Admission to the program may be revoked at any point if a student is found to be ineligible or in violation of the Fundamental Standard or Honor Code.

KEYS AND DAMAGE POLICY

While charges for housing and food will be covered for you, you are responsible for the condition of the room assigned to you. You will be responsible for all damage, loss, and/or charges to the room. Any such damages will be charged to the individual student, including any wall damage. The charge will depend on the extent of the damage to the wall or carpet and can be in the excess of \$3,000.

"Flipping" beds (changing the bed frame heights): Any flipped beds will need to be flipped back upon departure. The beds need to be at the lowest or middle frame setting otherwise there will be extra labor charges to the individuals in the room. The fee for housekeeping to adjust a bed can be in excess of \$81.00.

Upon your arrival you are issued a room and entrance key. A fee of \$80 to \$200 will be charged should you fail to return these keys at the appropriate check out kiosk for your SOCO residence by September 11, no later than noon. Returned keys will be accepted at the required time only on this date. No returned keys will be accepted early or outside of office hours. There will be no exceptions.

The (Stanford) Honor Code

A. The Honor Code is an undertaking of the students, individually and collectively:

1. That they will not give or receive aid in examinations; that they will not give or receive un-permitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
2. That they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include:

- * Copying from another's examination paper or allowing another to copy from one's own paper
- * Un-permitted collaboration
- * Plagiarism
- * Revising and resubmitting a quiz or exam for re-grading, without the instructor's knowledge and consent
- * Giving or receiving un-permitted aid on a take-home examination
- * Representing as one's own work the work of another
- * Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

The (Stanford) Fundamental Standard

The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. It states:

"Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University."

Over the years, the Fundamental Standard has been applied to a great variety of situations. Actions which have been found to be in violation of it include:

- Physical Assault
- Property damage; attempts to damage University property
- Theft, including theft of University property such as street signs, furniture, and library books
- Forgery, such as signing an instructor's signature to a grade change card
- Sexual harassment or other sexual misconduct
- Charging computer time or long distance telephone calls to unauthorized accounts
- Misrepresentation in seeking financial aid, University housing, discount computer purchases, or
- other University benefits
- Misuse of University computer equipment or e-mail
- Driving on campus while under the influence of alcohol or drugs
- Sending threatening and obscene messages to another student via e-mail, phone or voice-mail

There is no standard penalty which applies to violations of the Fundamental Standard. Infractions have led to penalties ranging from formal warning and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and precedent in similar cases are considered.