

Fall 1973

The Second Annual TJC Bull Frog Pond Student Handbook

Grand Valley State College. Thomas Jefferson College

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THE
SECOND ANNUAL

T J C

BULL FROG POND

STUDENT

HANDBOOK

AUG 1973

Thomas Jefferson College
BULL FROG POND
published from the Dean's office
editor: Gina R. Schuchman
lay-out editor: Karle Murdock
special thanks to: Sue Laskoski
Mary TePastte

The opinions expressed in the BFP are
those of the contributors or the editor.
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be directed to:

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TABLE OF CONTENTS

(Section One) WHAT (IS, ARE), (A, AN, THE).....	2
Where is GVSC (map).....	21
Map of Campus.....	22
(Section Two) WHERE IS.....	23
(Section Three) HOW TO.....	28
On Teaching; Kahlil Gibran.....	42
Appendix A, about Mary TePastte.....	43
Appendix B, about Kaje and Sue.....	43
Appendix C, Grades and Evaluations by C. Wilson.....	44
When you get to GVSC, be sure to.....	47
Dean's Words.....	48
On Knowledge; Kahlil Gibran.....	49
Next in the Bullfrog Pond.....	50

(Section One)

WHAT

(is, are) (a, an, the)...

ACADEMIC ADMINISTRATIVE ASSISTANT

Same as Administrative Assistant.

ACADEMIC AFFAIRS COMMITTEE (AAC)

- The role of the AAC is being considered it may be changed by the beginning of the year.

ACADEMIC SUSPENSION

- If a student has earned less than 25% of his attempted credit after he has attempted 45 credits he shall be suspended.
- Suspension means that he may not register in any succeeding term until or unless the suspension is cleared.
- "Attempted credits" are only those (transfer credit failures do not count) he has taken as a TJC student.
- See "How to clear an academic suspension".

ADDING (DROP-ADD)

- Officially signing up for an additional credit-earning learning experience after the term has begun.
- See "Dropping".
- See "How to Drop-Add"
- Get Drop-Add form from the forms rack outside of 165 LHH or Records Office, Room 203 LHH.

ADMINISTRATIVE ASSISTANT

- Takes care of the "nuts 'n' bolts" of TJC (except finances).
- Takes care of details of Administration and Procedures.
- Coordinates forms.
- Publishes fall, winter, spring and summer time schedules.
- Oversees and coordinates registration for each term.
- Makes recommendations regarding student and faculty evaluation.
- Reports to Faculty Meeting those students subject to suspension procedures.
- Insures maintenance of student records.
- Insures maintenance of permanent records of Town Meeting, Faculty Meeting, Curriculum Committee, Admissions Committee, Academic Affairs Committee, etc.
- Keeps central records for TJC.
- Available for consultation about school problems.
- Currently Lee Kaufman, Room 164 LHH, ext. 285

ADMINISTRATIVE MANUAL

- Provides a medium for stating, changing and communicating the general philosophies and policies of the college.
- Provides guidance to the administration of the college in its development of operating policies and procedures.
- Expresses the character to the college.
- See "Organizational Manual".
- A copy of the GVSC Administrative Manual is available for study within the library at the circulation desk.

ADMINISTRATIVE SECRETARY TO THE DEAN

(See Appendix A).

ADMISSIONS COMMITTEE

- Consider admissions application to TJC.
- Recommend admissions policy.
- Made up of two faculty and two students.
- (See "How to apply for Admission to TJC".)

ADVANCE

The TJC version of a retreat, traditionally held in the fall and spring (not held in Fall 1972 or Spring 1973).

ALL-COLLEGE SENATE

- Deals only with matters that relate to all, or almost all, of the academic units and staff division at GVSC.
- Should not be concerned with matters that are the internal function of one of the GVSC units.

- Makes final recommendations on the organization and structure of Grand Valley State College and acts upon all proposals for new colleges, institutes, or service units.
- TJC has 3 faculty and 2 students in the All-College

B.A. (BACHELOR OF ARTS DEGREE)

- A CAS degree: basically includes a major, a foreign language and other CAS requirements.
- Previously a TJC degree but replaced by an interdisciplinary degree (B.Phil.).

B.PHIL. (BACHELOR OF PHILOSOPHY)

- The only TJC degree.
- Requirement is a minimum of 180 credits of interdisciplinary study which is:
 - Either a) a wide-ranging program or b) emphasis on a discipline or area or c) teachers certification.
- Consult with your tutor.

B.S. (BACHELOR OF SCIENCE)

- CAS degree-a major without a language plus other CAS requirements.
- WJC-a concentration.
- Previously a TJC degree but replaced by an interdisciplinary degree (B.Phil.).

BULLFROG POND (BFP)

- The TJC newsletter-magazine published from the Dean's Office.
- The BFP is read by TJC people, GVSC people, people interested in TJC, senators, congressmen and other friends of TJC across the country and in other parts of the world.
- Interested persons are welcome to submit articles, stories, poems, drawings, etc.
- Anyone can receive the BFP by mail. (See "How to put a name on the BFP mailing list.")
- Get a copy from forms rack 165 LHH.

CAS CLASS

A course offered by the College of Arts and Sciences (CAS)

CENTRAL RECORDS

- Place where official records for GVSC are kept including transcripts.

- Place where transcript requests are made.
- Room 203 LHH, ext. 327.

CENTRAL RECORDS TRANSCRIPT (SOMETIMES CALLED THE GVSC OR CAS TRANSCRIPT)

- An official graded listing of all credit attempted.
- INCLUDES: A) titles of seminars, exams and CAS and WJC courses B) only the word "Special Study" when special studies are taken C) grades, grade point average (where applicable) D) credit registered for and completed D) cumulative credit completed.
- DOES NOT INCLUDE: A) descriptions or titles of Special Studies B) faculty.
- See "TJC Transcript" and "Evaluation File" and "Transcript".
- See "How to make a transcript request."
- Costs \$1.00 per copy sent anywhere.

CLASS

A scheduled and/or organized credit-earning learning experience.

CLASS TIME SCHEDULE

- A term-by-term list of group offerings (seminars, exams, and some Group Special Studies) which are offered for registration.
- It does not include contract studies.
- Also includes tuition information, course costs, meeting times and places and registration instructions.

CODE NUMBER

- A four digit number which identified course sections, special studies, and anything that is registered for.
- Code numbers must be accurate on the Student Program Schedule because that's what the computer reads.

CAS (COLLEGE OF ARTS AND SCIENCES)

The first and currently largest unit of the Grand Valley State Colleges. The anticipated final enrollment is 3,000 to 4,000

COMMON ROOM

- A large room on the second floor of Lake Huron Hall that can be used as a lounge or a meeting room.
- Not to be confused with "The Commons".

COMMONS

A building on the north side of campus with a dining hall, counselors offices and a snack bar.

COMMUNITY ARTS CENTER

Community-TJC performance and Grand Rapids Public School programs in Theater, Music, dance and crafts. Theater program will start in 73/74 with others to follow. The school program will consist of 1) professional actors performing for small groups in the elementary school classroom 2) improvisational material designed to include the children in the theatrical experience 3) student involvement; observing, assisting, joining the company. The performance program will consist of a season of contemporary plays and events performed at Stage III, TJC's experimental theater located in Grand Rapids. For more information see Mike Birtwistle or Robert Moyer.

COMMUNITY COUNCIL (C.C.)

- "The policy recommending body for student affairs and community life on the Grand Valley campus".
- "Comprised of 10 students and 10 members of the faculty and staff.
- It may devise new policies or revision of current policies which directly affect the quality of campus life."

COMPLETE

- TJC's equivalent to a "grade".
- A student gets this if he has met the standards set for a particular study.
- Completes are never changed to letter grades.
- Same as getting credit.
- Same as "satisfactory".
- See "Incomplete".

CONTRACT STUDY

- The generic term for the modes of learning in TJC where a contract is made between an individual student and one or more faculty.
- Includes Special Studies, Group Special Studies, Floating Seminars, Field Studies, Senior Projects, and Contractural Degree Program.

CONTRACTURAL DEGREE PROGRAM

A program in which a student selects a faculty committee of three and works with plus committee on long range planning of a course of study. Especially recommended for students with definite goals or those interested in graduate and professional schools. For more information see 73/74 GVSC catalog or your tutor.

COURSE COST

- Any cost that a student would have to pay for a specific course besides tuition.
- Usually for books, materials, equipment or pre-arranged field trips.
- The approximate course costs are listed with each course in the TJC Class Time Schedule.

CREDIT (HOURS)

- The numerical unit of value for classes and contract studies.
- A minimum of 180 are needed to graduate.
- Most classes are 5 credits.
- Standard load is 15-17 credits per term. (See "Tuition Costs").

17 CREDIT MAXIMUM RULE

- TJC policy--a student may take a maximum of 17 credits per term.
- Anything above 17 credits must be approved by the dean, and a waiver must be signed.
- Get "TJC Waiver" from forms rack 165 LHH.

CURRENTLY ENROLLED STUDENT

A student who is registered in the current term.

CURRICULUM COMMITTEE

- "Responsible for generation and alteration of curricular structures."
- "Insures that the curriculum is not in conflict with the goals of TJC."
- Three faculty and three students elected by the Faculty Meeting and the Town Meeting, respectively.
- (There is a possibility that the CC & ACC will be combined.)

DAILY GAZETTE

- A daily one-page listing of announcements that is posted around LHH. ▶

- Should be read daily to keep up with important announcements.
- When possible the Gazette takes the place of the bulletin boards and posters that clutter up walls.
- See "How to put something in the Daily Gazette".

DEAN

- Chief academic administrative officer.
- Implements resolutions from the Town Meeting or Faculty Meeting (or) channels resolutions to appropriate body (or) submits to Town Meeting or Faculty Meeting, whichever has not considered the resolution.

DEANS REPORT

An annual report on TJC including statistical data, reports on and evaluation of special projects, admissions report and a historical narrative on the year's activities.

DEFERRED CREDIT

- Available only in CAS
- Similar to "Post Experience Credit"
- For more information talk to Lee Kaufman.

DEGREE

- A title conferred upon students by GVSC upon completion of a program of study.
- See "B.Phil.", "B.A.", "B.S."

DEGREE REQUIREMENTS

- B.Phil. -- 180 credit hours; interdisciplinary distribution.
- No B.A. or B.S. offered from TJC.

DOWNTOWN UNIT

A proposed branch of TJC located in downtown Grand Rapids. At the time of writing the final decision on whether or not to have a downtown unit had not been made.

DROPPING (DROP-ADD)

- Officially withdrawing from a credit-earning, registered for learning experience after the term has begun.
- See "Adding".
- Get Drop-Add form from forms rack 165LHH or Records Office, Room 203 LHH.
- See "How to Drop-Add".

EVALUATION

- Your value judgment of a study.
- An evaluation is written at the end of each term for each credit-earning learning experience. This is your feelings about a class and what you did in it.
- (See Appendix C).
- See "How to fill out an evaluation."

EVALUATION FILE

- The official file in which all of a student's evaluations are kept.
- Cost \$1 to have sent out.
- See "Transcript" and "Evaluation".
- They are kept in TJC records office, 164 LHH.

EXAM

- A learning experience with a pre-set amount of material, designated by the instructor, to cover in one term. The instructor is present at all class meetings though students may not be required to attend. Students are responsible for obtaining the syllabus (in 165 LHH) and in learning the material. An exam (written and oral) is given at the end of the term.
- Exams are listed in the TJC Time Schedule.
- See "How to take an exam."

EXECUTIVE COMMITTEE ON COMMUNITY LIFE AND ACTIVITY (EXCO)

Comprised of the officers of the Community Council and the Vice President for Student Affairs.

EXPERIENTIAL

- "Derived from, based on, or relating to experience."
- Usually in addition to or in place of reading books.

FACULTY

- One of the several people hired to help TJC students.
- A person being paid to give an education.
- A faculty can be a "tutor", a "supervisor", or an "instructor".

FACULTY WORKSHOPS

- Discusses matters relevant to TJC.

FACULTY MEETING

- The regular meeting of the TJC faculty to discuss various issues and topics concerning themselves and the school. It is open to all interested people but only TJC faculty may vote. ▀

- The Faculty Meeting has one-third of the policy-making responsibility in TJC (along with the Town Meeting and the Dean).
- Awards degrees.
- Elects Faculty representatives to all college bodies.
- Chaired by Faculty Meeting Chairman

FACULTY SECRETARY

(See Appendix B.)

FIELD STUDY

- An off-campus total course load individual learning experience for 12-17 credits.
- A maximum of 3 Field Studies may be taken while at TJC.
- A Field Study supervisor is an off campus director of the experience
- Get form from form rack in 165 LHH -- See "How to take a Field Study".

FIELD STUDY COORDINATOR

- The TJC faculty member who can help work out and give information about a good Field Study.
- Has access to other similar coordinators on campus.
- He signs Field Study Forms.
- Currently Gil Davis.

FLOATING SEMINAR

- A 12-17 credit, total course load with no instructor in which the individual curriculum is worked out with a student's tutor.
- This may or may not be for any pre-arranged length of time, product, or "contract".
- See "How to take Floating Seminar".
- Consult your tutor for more details.

FRESHMAN

A student with from 0-39 credits.


FTIAC (FIRST TIME IN ANY COLLEGE)

A student who has never been in any college before coming here.

GAZETTE

See "Daily Gazette".

GRADE POINT AVERAGE (G.P.A.)

You wouldn't believe how difficult it is to explain, 

on paper, what a GPA is. So I gave up. If you want to know ask a) the GVSC Records Office, b) your tutor, c) Lee Kaufman.

GRADUATE RECORD EXAM (GRE)

- A standardized two-part, 8-hour exam that gives graduate schools information about a student's performance.
- Part A-Aptitude reading comprehensive and mathematical aptitude.
- Part B-Achievement- knowledge of a particular area.
- Approximately 80% of graduate schools will require the GRE of TJC students
- The GRE is important for TJC students since they have few, if any, grades to show grad schools and because TJC is a non-traditional school
- For more information see Sally Keitzman (Vice President Hills' secretary) in downstairs JHZ Library executive suite, ext. 224.
- See "Miller Analogies Test."

GROUP SPECIAL STUDY (GSS)

- A special study with two or more students.
- Get form from forms rack 165 LHH.
- See "How to take a GSS."

HIRING COMMITTEES

A part of the 73-74 reorganization proposal. The proposal reads as follows:

At the beginning of each fall term both the Town Meeting and the Faculty Meeting shall elect hiring committees composed of seven members. Together these committees will determine staffing priorities and methods of faculty recruitment. The Chairperson of the Faculty Hiring Committee is responsible for implementing surveys regarding staffing priorities, advertising for applicants and corresponding with applicants. He shall also be responsible for conducting faculty recruitment in accordance with affirmative action guidelines. Both committees may work on initial screening to develop a common pool of applicants. In dealing with motions to invite candidates to campus for interviews, or to fire candidates, the two committees will have mutual veto power. That is, an affirmative motion by either Hiring Committee may be vetoed by the other committee. ▀

All veto actions must be taken within five school days after the original motion has been passed otherwise the original motion is forwarded directly to the Dean for his recommendation. If the Dean agrees with the recommendation, it is forwarded to the Vice-President of the College for his action. If the Dean disagrees with the recommendation it is returned to the Steering Committee with written reasons for his contrary decision. In hiring a candidate the candidate must be approved by both hiring committees, the Dean of the College, the Vice-President of the College, the President of GVSC and the Board of Control.

INCOMPLETE

- What a student gets if he has not met the standards set for a particular study.
- An incomplete can be made up (changed to a complete) at any time with the agreement of the supervisor or instructor who gave the Incomplete.
- Incompletes are recorded in "Central Records Transcript" but not in the "TJC Transcript".
- Incompletes are never changed to letter grades.
- See "How to make up an Incomplete".

INSTRUCTOR

- Commonly known as a "teacher", works with a group of students in Seminars and Exams.
- Evaluates and credits a student's learning experience.

INTERCOLLEGIATE TRANSFER

- A change of college within GVSC.
- Get form in Admissions Office, 254 LHH.
- See "How to Transfer from colleges within GVSC."

INTERDISCIPLINARY

- No one is quite sure but everyone feels strongly that it is important. It is the kind of distribution of discipline a student needs to graduate from TJC.
- Typically, it means "multi-disciplinary" which implies diversity as opposed to specialization.
- See your tutor for more information.

JUNIOR

A student with 85-129 credits.

LANTHORN

- The GVSC student newspaper. Office in Crew House.
- Published bi-weekly.

LATE FEES

- Each term a specific date is designated as the last day of registration. Registration after the designated date will be allowed only with the payment of a late fee as follows:
 - a) After assigned period, but before 1st day of classes\$15.00
 - b) First day of classes.....\$20.00
 - c) Second day of classes.....\$25.00
 - d) Third day of classes.....\$30.00
- The late fee will be waived by the Registrar only under extraordinary circumstances.

LEARNING EXPERIENCE

Self-explanatory generic name. Some learning experiences earn credit some do not. Some are organized, some aren't; some are planned, and some are recognized later. Includes Seminars, Exams, Contract Studies, workshops and unofficial learning experiences.

MASTER CLASS SCHEDULE

- Listing of a) classes, b) times, c) faculty, d) rooms.
- Posted in secretary's office.

MILLER ANALOGIES TEST (MAT)

- A standardized exam that gives graduate schools information about a student's abstract reasoning and creative thinking abilities.
- See "Graduate Record Exam".
- For more information see the GVSC Admissions Office, Room 254 LHH, ext. 344.

MODES

- The officially recognized forms of learning experiences in TJC; such as: Special Study, Field Study, Group Special Study, Floating Seminar, Seminar, Exam, Senior Project, Workshop.
- Subject to change.

NEW STUDENT

- A student newly admitted to TJC or, a student never before in TJC.
- This condition lasts one term, then a student becomes a "returning student".
- See "Returning Students", "Currently Enrolled Students", "Re-entering Students", "FTIAC".

NON-RESIDENT STUDENT

- A student whose legal residence has been designated as outside-of-Michigan for the purpose of tuition payment.
- For further information see Lee Kaufman or the GVSC Registrar (Room 203 LHH, Ext. 347).
- See "Tuition Costs".

ORGANIZATIONAL MANUAL

- Describes the basic goals, organization and procedures that have been adopted by GVSC.
- Included are such things as "Definitions and Objectives" of GVSC; Organizational Schemes of CAS, TJC, and WJC; and "Organization and Procedure" of GVSC administration.
- See "Administrative Manual".
- A copy of the "Organization Manual" is available for study within the library at the circulation desk.

PERMANENT TUTOR

Same as "tutor".

PERMISSION TO JOIN

- What you need to be allowed to register for a Group Special Study -- every student needs to fill out this form to get into a GSS.
- Get form from forms rack 165 LHH.

POLICY DECISION

"The creation, interpretation and implementation of the goals of the college, the student body, and of specific academic programs and extra curricular activities sponsored by the college."

(As passed by the T.M. Steering Committee, May 23, 1972.)

POST EXPERIENCE CREDIT

- Receive and get credit in a later term for work done in a previous term. Usually arranged before the work is done.
- Get form from forms rack, 165 LHH.
- See "How to get Post Experience Credit".

PROMOTION TENURE AND RETENTION COMMITTEES

A part of the 73/74 reorganization proposal. The proposal reads as follows:

At the beginning of the fall term both the Town Meeting and the Faculty Meeting shall elect promotion, tenure and retention (PTR Committees). Each of these committees shall consist of seven members. The faculty PTR

Committee must consist of at least five tenured faculty members. The PTR committees have the responsibility of making decisions for contract renewal, tenure and promotion. As with the hiring committee positive motions passed by one PTR committee may be vetoed by the other PTR Committee. All the veto actions must be taken within five school days after the original motion otherwise the original motion carries. The Chairman of the Faculty PTR Committee is responsible for soliciting and implementing the plans for faculty evaluation and making a report to the Dean of the College concerning the deliberation of the two committees. He is also responsible for reporting back to the committee the final action of the Board of Control. All on the tape decisions are forwarded to the dean for action. He may endorse the decision and forward it on to the right person or college or return a contrary decision to the PTR Committee giving reasons for his decision. If after reconsideration by the PTR committees the Dean and the committees continue to disagree the issue is forwarded along with written documentation supporting both points of view to the Vice President for his adjudication. Both PTR Committees and the Dean are responsible for developing quantifiable criteria for making their evaluations. These criteria must be made public.

RAVINE

- An inverted ridge which drains GVSC parking lots. Runs by Seidman and Huron.
- 10,000 or fewer years old.
- A fine woods with deer, fox, racoons and other wildlife.

RE-ENTERING STUDENT

A student who was in TJC and has not been enrolled in at least the one preceding term (not including summer).

REGISTRAR

The legally recognized person in GVSC who handles records. Stu Post, ext. 344 - Bruce Tweddale, ext. 347 - both located on the second floor of LHH.

RESIDENT STUDENT

- A student whose legal residence has been designated as Michigan for the purpose of tuition payment.
- For further information see Lee Kaufman or the GVSC Registrar, Room 203 LHH, ext. 347.

RESOLUTION ◆

"A formal expression of opinion, will or intent voted by an official or assembled body."

RETURNING STUDENT

- A student who is in TJC during the present term and who was in TJC during the preceding term.
- (Summer term only counts as the Preceding Term if you were a student during it.)

SECRETARY

- There are 3 types of secretaries at TJC:
- "Administrative Secretary to the Dean"
- "Faculty Secretary"
- "Student Secretary"
- See Appendix A & B.

SEMINAR

- A learning experience with from 2-20 students and 1 or 2 faculty. The average seminar size is 12. There is usually a central topic to discuss/read/think/write/learn about. Attendance requirements are made by the instructor (or class).
- Seminars are listed in the TJC Time Schedule.
- See "How to take a Seminar."

SENIOR

A student with 130 and above credits.

SENIOR PROJECT

A special study designed to pull together a student's knowledge of a subject or his entire college education.

SOPHOMORE

A student with 40-84 credits

SPECIAL STUDY

- A learning experience with one student and one or more faculty supervisors, covering a pre-arranged area.
- Get form from forms rack, 165 LHH.
- See "How to take a Special Study".

STUDENT

A person paying to get an education, and enrolled in school.

STUDENT CENTER

A new building on the south side of campus with a cafeteria, bookstore, meeting rooms, student activities office, game room, Dean of Student Affairs, craft room and conference center. It should be opened by Fall 1973.

STUDENT PROGRAM SCHEDULE

- The official list of learning experiences (with titles, code numbers and credits) which the student registers for each term.
- This is the main form used for registration each term. It is filled out and signed by the student's tutor.
- Copies go to the student, Administrative Assistant, and Central Records.
- Get a schedule form from the forms rack outside 165 LHH.

STUDENT SECRETARY

- A part-time secretary (usually a student) paid to sit at the desk in 165 LHH, answer phones and try to help with any problems.
- This job is important to TJC as the secretary takes care of the basic questions that come up during the day. If he or she can't answer a question Mary TePaste can usually help.

SUPERVISOR

- Not to be confused with "instructor", this person has either some expertise in the area or has some skill in researching and learning a subject.
- Handles Special Studies and Group Special Studies.
- Evaluates and credits students' learning experience.

SWITCHBOARD (TJC)

In 165 LHH - manned by TJC student secretary includes all faculty extensions. If a faculty member does not answer by the third ring, the secretary will answer to take a message or try to connect you.

TEACHERS CERTIFICATION

- The recommendation by the Educational Studies Institute (EdSI) that a student be issued a legal certificate to teach in Michigan schools.
- Granted only upon fulfilling certain program requirements of the Ed.SE
- For more information see Lee Kaufman, Room 164 LHH, ext. 285 or Gloria Aranoff.

THOMAS JEFFERSON COLLEGE (TJC)

Opened in September, 1968, as the School of General Studies, Thomas Jefferson College is a four-year liberal arts college with a freely structured experimental program emphasizing interdisciplinary approaches to learning. It is designed for the student who is as interested in exploring his personal and academic potentials as a human being as he is in specialization in a given subject. Less emphasis is placed on

preparing students to carry out specific vocations than on preparing them to cope creatively with kaleidoscopic changes in their world. The program gives the student both freedom and responsibility in defining his own curriculum, guided and counselled by a faculty member who serves as a tutor.

Thomas Jefferson College (TJC) was developed in accord with Grand Valley's stated commitment to decentralization. The first college, the College of Arts and Sciences (CAS) offers TJC its educational resources and facilities, its co-curricular activities, and its administrative and technical staff, leaving faculty and students of the TJC community free to develop new methods and curricula within the framework of the liberal arts tradition. (Copied from 1971-72 GVSC catalog.)

TOWN MEETING (TM)

- The body that has one-third of the policy-making responsibility (with the Dean and the Faculty Meeting) composed of all students.

TJC TRANSCRIPT

- "Official non-evaluative report of credit earned."
- Includes: a) amount of credit registered for in any term, b) amount of credit completed in that term, c) cumulative credit completed, d) title of any CAS or WJC course completed e) title of any TJC exams, f) title and description of TJC seminars and contract studies, g) faculty and credit for each course.
- Doesn't include: a) titles and descriptions of studies not completed, b) grades in CAS and WJC classes, c) evaluations.
- This is the transcript that is sent when a transcript request is made, unless otherwise requested.
- See "How to make a transcript request."
- It costs \$1 per copy sent anywhere.

TRANSCRIPT

- The official document that shows the credit and courses taken term by term.
- Official copy kept in Central Records (203 LHH).
- Unofficial copy kept in TJC Records office
- There are three different kinds of transcripts: 1) "TJC transcript" and 2) "Central Records transcript" (sometimes called the GVSC or CAS transcript), and 3) "Evaluations File".
- For their contents see under their specific title.

TRANSCRIPT DESCRIPTION

A 40 word or less description of a learning experience which will appear on the "Central Records Transcript".

TRANSCRIPT REQUEST

- A request by a student, faculty member or administrator for a copy of a student's transcript. The transcript can be sent to a college or kept by the student.
- Tutors can get copies of transcripts for GVSC use free.
- Each transcript request costs one dollar.

TRANSCRIPT TITLE

A (20 spaces or less) title of a learning experience to appear on the official transcript.

TRANSFER STUDENT

A student who was at another college (including CAS, WJC) and is now in TJC.

TUITION COSTS (SEPT. 1973)

Resident students: \$11.50 per credit

Non-resident students: \$29.00 credit

TUTOR

- The TJC faculty member who advises you and signs various forms.
- Same as permanent tutor.
- This should be a person who you can really work well with in deciding what classes and contract studies you'll take.
- You are encouraged to change tutors if you feel you can work better with someone else.
- See "How to change tutors".
- Often called an "Advisor" in other institutions.

VARIABLE CREDIT

- Offering a course for different amounts of credit, depending on level and amount of involvement.
- Alternative amounts of credit are usually specified in the class time schedule.
- Only those courses specified as such have variable credit but other seminars can often be taken as a Special Study for a different amount of credit than the amount offered.

WAIVER

- An individual suspension of a TJC rule, regulation or policy.
- Waivers should be submitted on a "TJC Waiver Form" to the Academic Affairs Committee.
- Get form from forms rack, 165 LHH.

WARNING

- A friendly reminder for a student to begin to take notice of what he is doing (or not doing); he is getting close to "Academic Suspension".
- See "Academic Suspension".

WILLIAM JAMES COLLEGE (WJC)

William James College is the third baccalaureate degree granting college at Grand Valley State College. Its first students were admitted in the fall of 1971.

The intellectual focus of William James College is psycho-social humanism, that is, a humanism which includes not only traditional literary, philosophical, and scientific views of man, but also a perspective on the problems of our age derived from contemporary behavioral sciences. William James College will be future-oriented, in the sense that its programs aim to satisfy society's projected needs; it will be career-oriented, because its programs will lead to clearly defined professional opportunities, but in addition will be designed to prepare students for advanced studies if they wish; it will be person-oriented, because its programs will stress intellectual growth and personal maturation within a community of learners. Many of its courses will be concerned with problems rather than with "subjects" and will be transdisciplinary in character.

WJC CLASS

A course offering in William James College (WJC).

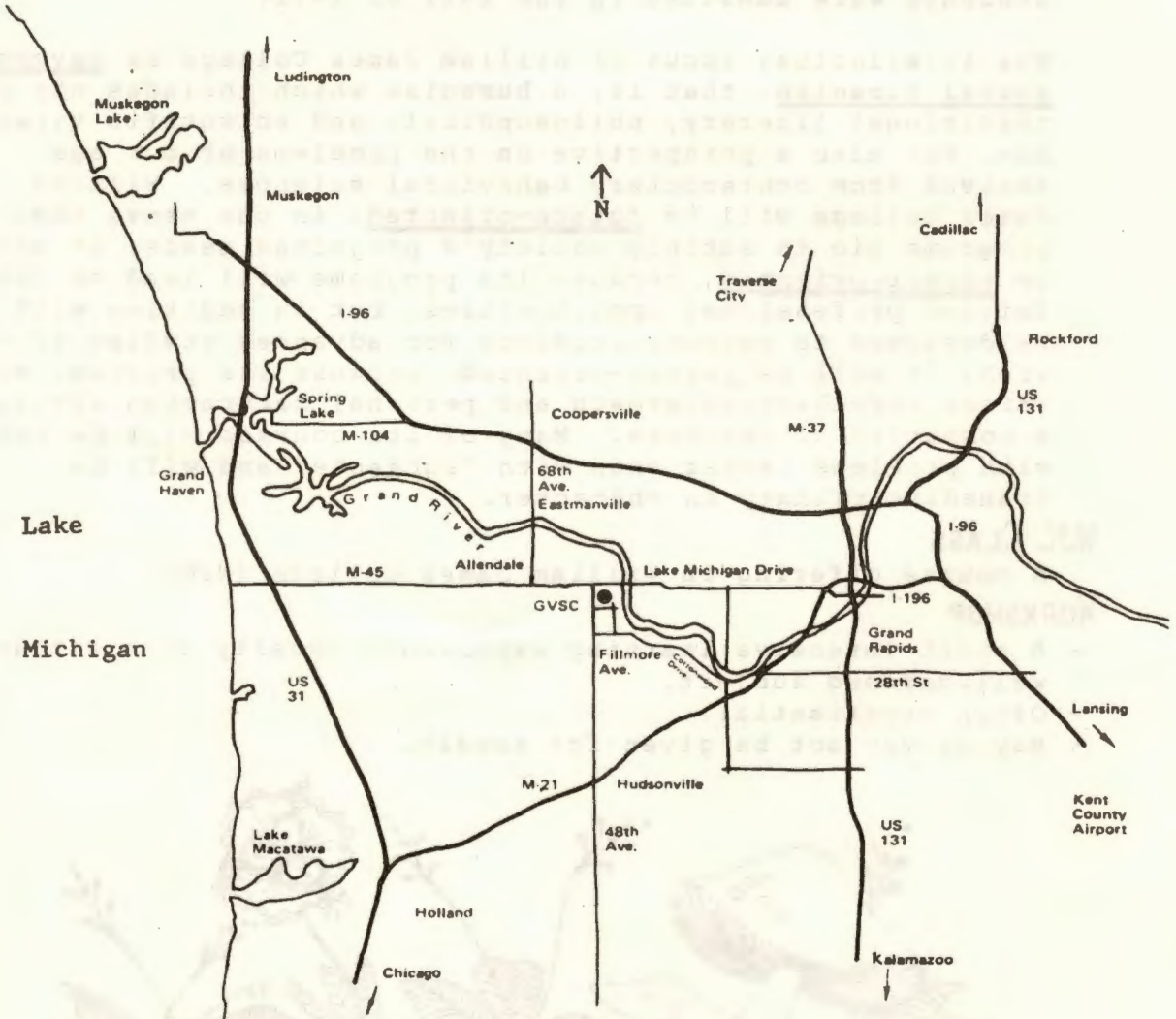
WORKSHOP

- A short intensive learning experience usually on a single, well-defined subject.
- Often experiential.
- May or may not be given for credit.



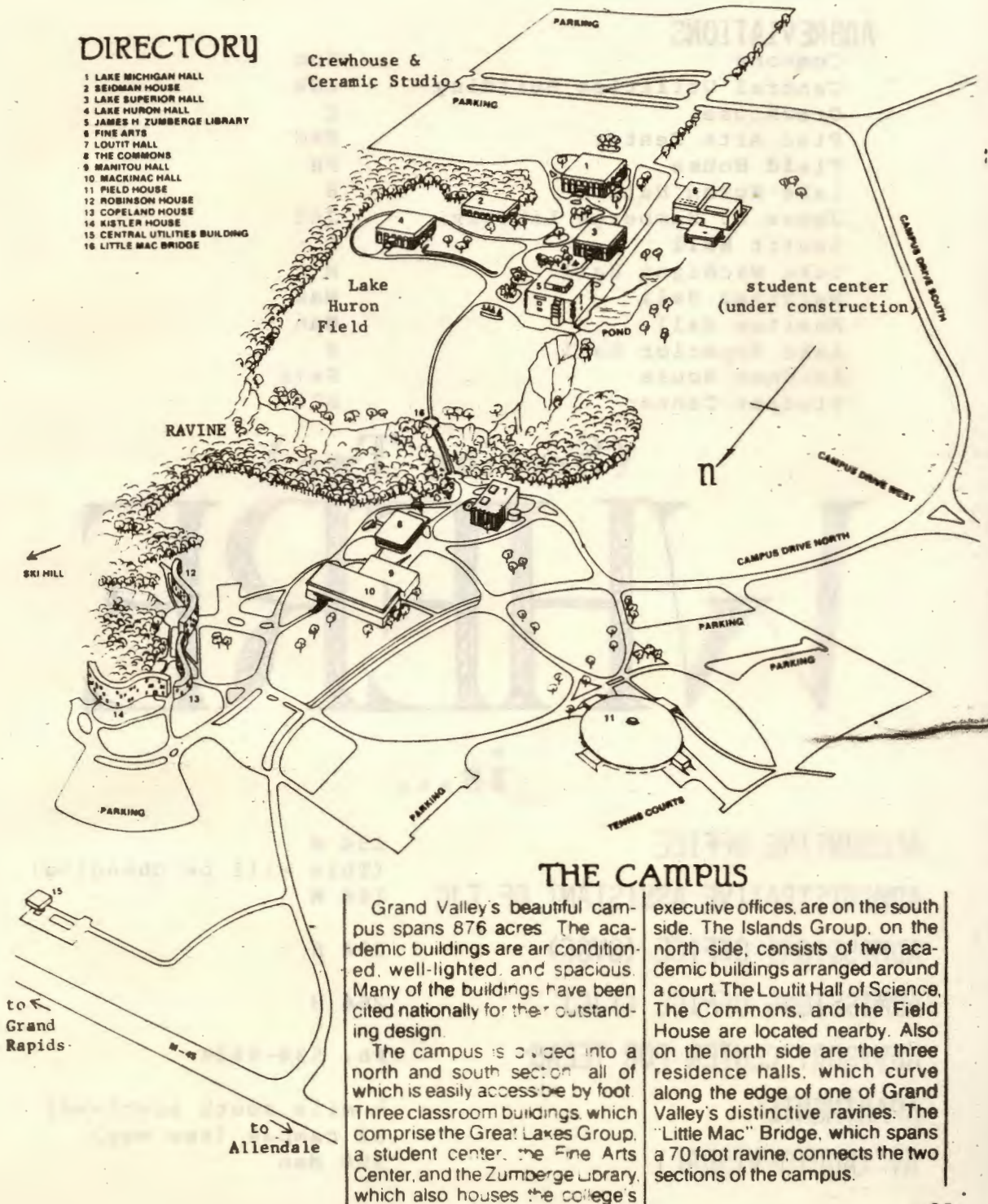
WHERE IS . . .

Grand Valley State College



DIRECTORY

- 1 LAKE MICHIGAN HALL
- 2 SEIDMAN HOUSE
- 3 LAKE SUPERIOR HALL
- 4 LAKE HURON HALL
- 5 JAMES H. ZUMBERGE LIBRARY
- 6 FINE ARTS
- 7 LOUITT HALL
- 8 THE COMMONS
- 9 MANITOU HALL
- 10 MACKINAC HALL
- 11 FIELD HOUSE
- 12 ROBINSON HOUSE
- 13 COPELAND HOUSE
- 14 KISTLER HOUSE
- 15 CENTRAL UTILITIES BUILDING
- 16 LITTLE MAC BRIDGE



THE CAMPUS

Grand Valley's beautiful campus spans 876 acres. The academic buildings are air conditioned, well-lighted, and spacious. Many of the buildings have been cited nationally for their outstanding design.

The campus is divided into a north and south section, all of which is easily accessible by foot. Three classroom buildings, which comprise the Great Lakes Group, a student center, the Fine Arts Center, and the Zumberge Library, which also houses the college's

executive offices, are on the south side. The Islands Group, on the north side, consists of two academic buildings arranged around a court. The Loutitt Hall of Science, The Commons, and the Field House are located nearby. Also on the north side are the three residence halls, which curve along the edge of one of Grand Valley's distinctive ravines. The "Little Mac" Bridge, which spans a 70 foot ravine, connects the two sections of the campus.

BARS	8 miles west of Allendale; Standale; Grand Rapids; etc SC
BOOK STORE	
BOWLING ALLEYS	Allendale
CAMPUS ACTIVITIES OFFICE	SC
CAMPUS MINISTRY	2nd Floor H
CAMPUS POLICE	141 M
CENTRAL RECORDS	2nd Floor H
CENTRAL UTILITIES BUILDING	(see map)
COLLEGE OF ARTS AND SCIENCES	480 Mac
COMMON ROOM	northeast corner of 2nd floor of H
COMMONS	(see map)
COMMUNITY COUNSELLING MINISTRY	Ph. 456-1586
COMPUTER CENTER	314 Man
COPELAND HOUSE	(see map)
COUNSELLING OFFICE	214 H
DEAN OF TJC	166 H
DORMS	(see map)
DRUG HELP FLYING SQUAD	Grand Rapids, ph. 456-3535
(problems, referral, and listening service)	
DRUGSTORES	Allendale; Standale; Jeni- son; etc.
DUPLICATING	CUB
EDUCATIONAL STUDIES INSTITUTE	210 H
ENVIRONMENTAL STUDIES INSTITUTE	206 L
FACULTY MAILBOXES	165 H

FACULTY OFFICES

Andersen	264 H
Aranoff	G.R.
Ayyangar	129 H
Birtwistle	G.R.
Cash	229 H
Davis	G.R.
Diller	on leave
Efron	123 H
Gostnell	266 H
Gibson	268 H
Haggard	127 H
B. Harrison	222 H
E. Harrison	128 H
Heuer	125 H
Kaufman	164 H
King	223 H
Klein	226 H
Loizeaux	267 H
Mage	227 H
Rodin	G.R.
Shechtman	101 H
Smith	228 H
Van Syoc	221 H
Vas Dias	124 H
Warren	G.R.
Wilson	224 H
Zelnick	263 H
(Grand Rapids faculty will share 129 H)	

FIELD HOUSE

(see map)

FINANCIAL AIDS OFFICE

248 H

FINE ARTS BUILDING

(see map)

FOOD ON CAMPUS

Hot: SC; Snack Bar in Commons; Commons Dining Room in Commons.

Machines: near 165 H, dorms; Seid.; Commons; FH

FORMS RACK, TJC

Outside 165 H

GENERAL ADMINISTRATION OFFICES	JHZ Library Basement
GRAPHIC ARTS	CUB
GROCERY STORES	Allendale; Standale; Jenison; G.R.; etc.
HEALTH SERVICE	Downstairs Seidman
HOUSING OFFICE	164 M
KISTLER HOUSE	(see map)
LAKE HURON HALL	(see map)
LAKE MICHIGAN HALL	(see map)
LAKE SUPERIOR HALL	(see map)
LAUNDROMAT	Standale; Jenison; G.R.,
(Students living in the dorms or the apartments have washers and dryers available on the first floor of those buildings)	
LIBRARY	(see map)
LOUIS ARMSTRONG THEATRE	in the FAB
LOUTIT HALL	(see map)
MACKINAC HALL	(see map)
MANITOU HALL	(see map)
NEW FOOD CO OP (Health Foods)	see Posters
PARTY STORE	Bowling Alley in Allendale
PERSONNEL OFFICE	121 M
PIZZA	College Inn; Pizza Shop Arturo's in Standale
PLACEMENT OFFICE	248 H
PLANNED PARENTHOOD	435 Cherry, SE, G.R. Ph. 459-3101

PLANT DEPARTMENT	141 M
POOL TABLES	SC; Allendale
GVSC PRESIDENT'S OFFICE	22 JHZ Library
PROJECT REHAB (rehabilitating people with drug problems)	Ph. 456-3922
PUBLIC PHONE	Dorms; FAB; M; Com
RADIO STATION	SC
REGISTRAR	203 H
ROBINSON HOUSE	(see map)
SECRETARIES OF TJC	165 H
STUDENT MAILBOXES	Common Room in H
STUDENT CENTER	(see map)
SWITCHBOARD (GVSC)	M
TENNIS COURTS	(see map)
THOMAS JEFFERSON COLLEGE	165 H
URBAN STUDIES INSTITUTE	115 Seid
VD CLINIC	1619 Walker NW, G.R. Ph. 456-3431
VETERINARIAN	Standale; Coopersville
WILLIAM JAMES COLLEGE	107 S



(Section Three)

HOW

to...

FIND OUT WHAT'S HAPPENING

- Read Daily Gazette (most important)
- The daily and weekly GVSC notices posted around campus
- The Bullfrog Pond
- Read the Lanthorn
- Ask around
- Read bulletin boards (Common Rooms and suite windows)

APPLY TO TJC

- Fill out GVSC application form and TJC application; follow instructions on those forms
- For specific information ask Dan Andersen, Director of Admissions, Thomas Jefferson College, Allendale, Michigan 49401, (616) 895-6611, ext. 271.

GET A B. PHIL. DEGREE

- Consult with your tutor
- See "How to Graduate"

MAKE A BUDGET REQUEST

- See T. Dan Gilmore room 165 H, ext. 357

CHANGE A NAME ON THE BULLFROG POND MAILING LIST

- Place old and new address with zip codes on paper

- and give to student secretary, TJC secretary, Mary T's mailbox or BFP box in 165 H.
- (ZIP CODES ARE NECESSARY)

PUT A NAME ON THE BULLFROG POND MAILING LIST

- Write on paper: name and address and zip code, leave with student secretary or TJC secretary or in Mary T's mailbox in 165 H.

PUT SOMETHING IN THE BULLFROG POND (BFP)

- Write down on paper and specify that it should go into the BFP or call in simple messages to GVSC, ext. 357 or 265.
- Put in Bullfrog Pond box in 165 H
- Give it to the editor
- Make sure information is complete -- who, what, when, where, why
- Articles, stories, poetry, drawings, photos are welcome.

CALL OFF-CAMPUS FROM GVSC EXTENSION

- Dial 7 then the number (if it is long distance, you'll not be able to do it)
- Call from a pay phone (Library, Commons, SC, Dorms)

CALL TJC

- From GVSC ext: 357, 358 or 265
- From off campus: 895-6611
- From long distance: (616) 895-6611 - see above

TAKE A CAS CLASS

- Check Records Office to see if the class is still open
- Consult with tutor
- Register at the TJC Registration

DECIDE ON WHAT CLASSES TO TAKE

- Consult with tutor
- Consult with friends
- Consult with parents
- Consult with someone you trust or like
- Consult with self
- Check Class Schedule (offerings)

HELP THE COMMUNITY

See Mary T. e.g. housing, social activities, orientation.

ENROLL IN THE CONTRACT DEGREE PROGRAM (CDP)

-See Time Schedule

WORK OUT COURSE SCHEDULE

- Consult with your tutor
- Consult with supervisors and instructors if necessary to decide what to take
- Fill out Student Program Schedule

FIND HOW MANY CREDITS YOU HAVE EARNED

- Ask Records Office (203 H)
- Look on your transcript (Cumulative Credits Completed)
- See TJC Records

PUT SOMETHING IN THE DAILY GAZETTE

- Write down the message and specify as going into the Gazette, put in Mary T's mailbox in 165 H
- Call in simple messages to GVSC, ext. 357 or 265.
- Note how many days the message should be in the Gazette.

HOW TO DROP-ADD

- In order to simply add one or more credit-earning learning experience? get a multi-copy Drop-Add form from the forms rack or 203 H. Fill in name(s) and code numbers of the experiences to be added. You will need the instructor's signature and then Lee Kaufman's if the class is closed or just Lee Kaufman's signature if the class is open. Submit the form to the Central Records Office. Payment for additional credit must be made the same day. Any adding must be done the first 5 days of classes.
- In order to simply drop one or more credit-earning learning experiences: get a multi-copy Drop-Add form, fill in name(s), code number(s) of experiences to be dropped. Get Lee Kaufman's signature and submit to Central Records. Refund will be made on the following schedule, if form is turned in to the Records Office:

- 1) prior to the 1st day of classes, refund is 80%

- 2) within the 1st five days of classes, refund is 60%
- 3) within the 2nd five days of classes, refund is 40%
- 4) within the 3rd five days of classes, refund is 20%
- 5) if action is later, no refund will be made.

Appeals because of extraordinary circumstances will be reviewed by the Tuition Appeals Committee.

- In order to drop and add one or more credit-earning learning experiences so that the total number of credits to be registered for will change, get a multi-copy drop-add form. Fill out as above.
- In order to drop and add one or more credit-earning learning experiences so that the total number number of credits to be registered for will not change, get the single-copy drop-add form and fill out as above.
- For more information ask your tutor or Lee Kaufman.

FILL OUT AN EVALUATION

- See Appendix C
- Get Study Evaluation form in 165 H
- Fill out
- Submit to the supervisor or instructor for his evaluation
- Completed form should be sent to Lee Kaufman, 164 H.

MAKE AN EVALUATION FILE

- At the time of graduation consult with Lee Kaufman (164 H)
- Arrange in chronological order the evaluations you wish to be part of the file
- If you want to add or expand the file, do so (See "How to Write an Evaluation")
- When the file is finalized, it cannot be added to or subtracted from.

GET EVALUATIONS SENT TO A SCHOOL

- Have Records Office (203 H) send them (cost is \$1)

TAKE AN EXAM

- Consult with your tutor

about a specific exam

- To register for a different amount of credit the study must be taken as a Special Study
- Register

FIND FACULTY

When they are at school:

- Check schedules on their office doors
- Give them a call
- Check master class schedule in 165 H
- Ask secretary or student secretary (leave message in box or with secretary)

When they are not at school:

- Call them at home (only if you know they won't mind or if its important); leave message in their box or with secretary
- Call Missing Persons

LEAVE A MESSAGE FOR A FACULTY MEMBER

Tape to his door

Leave in his mailbox

Leave with student secretary

Call his TJC extension


TAKE A FIELD STUDY

- Get form in 165 H
- Consult with your tutor and agree on what you'll do
- Fill out form
- Get tutor and Field Study Coordinator's (Gil Davis) signatures
- Keep goldenrod copy for your personal reminder
- Register

GET CREDIT FOR A FIELD STUDY

- At the end of the study consult with Field Study Coordinator.
- Decide on the transcript title (20 spaces or less) and transcript description (40 words or less)
- Fill in bottom of yellow copy of form (which tutor has)
- Get tutor's signature
- Sign it yourself
- Submit to Lee Kaufman

APPLY FOR FINANCIAL AID

- Go to Financial Aids Office (248 H) 

- Ask someone there about your specific situation
- You may talk to a Financial Aid secretary, Jim Moored or Ken Fridsma

TAKE FLOATING SEMINAR

- Get "Floating Seminar" form from forms rack, 165 LHH.
- Consult with your tutor
- Fill out a form
- Submit to Lee Kaufman (164 H)
- Register

GET CREDIT FOR FLOATING SEMINAR

- Get "Floating Seminar Credit Designation" form (FSCD) from forms rack, 165 LHH
- For each experience you wish credit for there must be a 20-space or fewer transcript title and a 40-word or fewer transcript description and a numerical designation of credit.
- The tutor signs for each description and title that the student did by himself
- An instructor or supervisor signs for each credit-earning learning experience in which he has worked with the student
- Tutor signs the completed form
- Submit to Lee Kaufman

GET FOOD (ON CAMPUS)

- Student Center
- Snack Bar
- Dining Commons

FILL OUT A FORM

- These are NCR (No Carbon Required) forms but press hard (type if possible)
- Make sure writing goes through to all copies
- Fill in all requested information
- Get proper signatures (see specific form)
- Submit to proper person or AAC

MAKE FRIENDS

- Talk to people
- Walk with people
- Look at people
- Ignore people
- Wink at people

- Touch people
- Hug people
- etc., etc., etc.

GRADUATE

- Consult with your tutor well in advance of your prospective graduation date
- Keep in contact with your tutor throughout your college career
- At registration of the term in which you are going to graduate, fill out a diploma card
- During that term you will be asked to come in and fill out the actual graduation forms
- This is an important part of your college experience and must be done in person

TAKE THE G.R.E. (GRADUATE RECORD EXAM)

- See Sally Kietzman in Room 11, JHZ Library or call ext. 224

GET YOUR OPINIONS HEARD

- BFP
- Lanthorn
- Steering Committee or Town Meeting
- Faculty Meeting
- Dean
- Tutor
- President Lubbers

FIND HOUSING

- Check GVSC Housing Office (161 LMH), Newspapers: Grand Rapids Press, Grand Haven Tribune, Muskegon Chronicle.
- Check local flashes: Hudsonville Shopper, Zeeland Flash, Advance etc., most are available at local Post Office and stores.
- Check with "Looking for a Place Desk" near 165 H. this fall 1973
- Check and put ads in BFP, Daily Gazette, newspapers, etc.
- Put up a notice on the TJC Housing Board (outside 165 H)
- Ask around

GET AN INCOMPLETE

- Don't meet the standards set for a particular study
- Don't turn in course title and description for Special Studies at end of term

MAKE UP AN INCOMPLETE

- Meet the standards set for a particular study
- Turn in the course title and description for Special Studies at the end of the term
- Must be made up with the person who gave the Incomplete.

TAKE (DO) AN INDEPENDENT PROJECT

- See "How to Take a Field Study"

SEND TJC INFORMATION PACKET TO SOMEONE

- Write on paper: Name and address and zip code and give to student secretary on 165 H or in Mary T's mailbox.

MAIL A LETTER FROM TJC

- Place in green "out box" on desk in 165 H or 125 H

RECEIVE MAIL AT TJC

- Have mail addressed to: (Your name), Thomas Jefferson College, Huron Hall, Allendale, Michigan, 49401
- Student mail will be put in student mailboxes in East Common Room (upstairs in H).

CHANGE ADDRESS ON GVSC MAILING LIST

- Fill out form in Records Office 2nd floor H

PLAN A TJC PARTY

- Get Town Meeting to help.

GET POST EXPERIENCE CREDIT

- Get form from the forms rack, 165 H
- Consult with your tutor and supervisor or instructor
- Fill out form
- Sign it
- Get tutor's signature
- Get instructor's or supervisor's signature
- Submit to Lee Kaufman

SEE SOMEONE ABOUT PERSONAL PROBLEMS

- Talk to someone you trust
- Talk to your tutor

- Talk to GVSC counseling office (214 H)
- Do it your own way

SOLVE PROBLEMS

- See your tutor
- See Lee Kaufman in 164 H, ext. 285
- See Dan Gilmore in 165 H, ext. 357
- See student secretary in 165 H, ext. 265
- See whoever is involved
- See President Lubbers, downstairs Zumberge Library, ext. 244

PUBLICIZE THINGS

- Put announcement in: Daily Gazette or BFP or have a poster made (Bob Hart, Graphic Arts in CUB) or make your own posters.

GET POLICY DECISION MADE OR CHANGED

- Put item on Town Meeting agenda, discuss there, and get them to make the decision.
- Call a Town Meeting
- Get item put on Faculty Meeting Agenda
- Talk to members of committees
- Push

INFLUENCE POLICY AND HIRING

- Student Personnel Interview Committee
- Town Meeting
- Talk to members of FM, Dean, TM--attend a meeting of the above.
- Get an item put on agenda of an above meeting.
- See Town Meeting room for list of current members.
- See Daily Gazette for meeting times.

REGISTER

- Consult with your tutor
- Decide on what to take
- Fill out "Student Program Schedule"; include date, student number (very important), term and year, study titles, number of credits (very important) code numbers (very important), hour and place of meeting, total number of credits
- Get tutor's signature
- Make sure all Contract Studies forms have been submitted (See individual type)

REPORT A BUSTED FACILITY

- Call GVSC ext. 255

REPORT A FIRE

- On GVSC: Call ext. 255, or dial "0"
- Or call: (from GVSC ext.) 7-895-4991 or 7-458-1441
(from off-campus 458-1441)

SEE

- The GVSC President - make appointment with secretary, room 22 JHZ Library, ext. 244
- A Vice President - make appointment with appropriate secretary
- The Dean - make appointment with TJC secretary in 165 H or Call ext. 357
- The Academic Administrative Assistant - make appointment with TJC secretary in 165 H or call ext. 357.
- The Faculty - attend a Faculty Meeting
- God (Be here now?)
- See "How to Find a Faculty"

PROPOSE A TJC SEMINAR

- Get "Proposal for TJC Seminar" form from forms rack, 165 H.
- Fill out approximate title and description (and other information)
- Try to get a faculty member to agree to be the instructor.
- If you have a preference for which faculty member you'd like to instruct the seminar, tack the form under his name in the Commons room.
- If you have no preference or are unsure of who should instruct it, tack the form under "Find Me a Leader".

TAKE A SEMINAR

- Consult with your tutor
- Consult with the instructor if you want more information about a specific seminar
- To register for a different amount of credit the study must be taken as a Special Study
- Register

TAKE (DO) A SENIOR THESIS

- Consult with your tutor

- Decide on a thesis to defend
- Fill out a Special Study form
- Submit to Lee Kaufman (164 H)
- Register

TAKE A SPECIAL STUDY

- Get form from forms rack outside of 165 LHH.
- Consult with your tutor and/or supervisor
- Fill out form
- Get proper signatures
- If supervisor is a GVSC faculty member, the form goes to Lee Kaufman
- If supervisor is not a GVSC faculty member, the form goes to the Academic Affairs Committee, room 165 H.
- Student, keep goldenrod copy for your personal reminder
- Consult with the supervisor to decide when you'll meet
- Register

GET CREDIT FOR A SPECIAL STUDY

- At the end of the study consult with your supervisor(s)
- Decide on the transcript title (20 spaces or less) and transcript description (40 words or less)
- Fill in bottom of yellow copy of form (which supervisor has)
- Get Supervisor's signature
- Sign it yourself
- Submit to Lee Kaufman(164 H)

PROPOSE A GROUP SPECIAL STUDY

- Consult with your tutor if you don't know what you want to do
- Consult with the supervisor if you know what you want to do
- Fill out form
- Get supervisor's signature
- Indicate number of students desired and prerequisites (if any)
- Submit to Lee Kaufman if supervisor is a GVSC faculty member or to the AAC if the supervisor is not a GVSC faculty member.
- It will be posted in the Common Rooms
- If you want a GSS to be listed in the Class Time Schedule, it must be submitted at the same time

seminars are approved.

- Reasons for doing a Group Special Study: 1) Too late for seminars 2) to limit number of students 3) to limit who specifically is in a group study 4) to require prerequisites

TAKE A GROUP SPECIAL STUDY

- Get "Permission to Join" form from forms rack, 165 H.
- Fill out transcript title from original proposal form
- Indicate credit desired
- Get tutor and supervisors' signatures
- Get student signatures if required by original
- Submit to Lee Kaufman
- Register

GET HOLD OF STUDENTS

Get address or phone number from student secretary or Mary T. or dial "0" on GVSC phone.
Call Directory Assistance (411)

GET AN ACADEMIC SUSPENSION

- Earn less than 75% of your attempted credits after attempting 45 as a TJC student
- Students on Academic Suspension will be sent a letter informing them of the action
- May be appealed to Lee Kaufman. The appeal will be channelled, if necessary to Dean Gilmore then to the faculty of the student's unit
- Reasons for appeal: 1) error, 2) extraordinary circumstances
- See "How to Clear Academic Suspension"

CLEAR ACADEMIC SUSPENSION

- Make up Incompletes (must be approved by supervisor or instructor)
- The student should demonstrate, to Lee Kaufman, that a sufficient number of credits have been completed before the last day of registration of the term that he is intending to register in
- See "How to get an Academic Suspension"

WORK OUT TEACHERS CERTIFICATION

- See Kaufman in 164 H or Gloria Aranoff

CALL A TOWN MEETING

- Ask the Faculty Meeting
- Ask the Dean
- Petition by 1/3 of the members of the Town Meeting.

CHANGE TUTORS

- Get form from the forms rack, 165 H.
- Fill out form
- Get agreement of new tutor
- Submit to Lee Kaufman

SEE YOUR TRANSCRIPT

- Ask TJC Records to see your official copy.
- Ask Records Office (203H)
- If you want your own unofficial copy either ask your tutor to get you one free (or) pay the Records Office \$1 to get an official one.

MAKE A TRANSCRIPT REQUEST

- Go to Records Office (2nd floor LHH)
- Request and fill out form, pay money

GET A COPY OF YOUR TRANSCRIPT

- Ask your tutor to get you an unofficial copy free or pay Records Office \$1 for a copy

CHANGE COLLEGES WITHIN GVSC (INTERCOLLEGIATE TRANSFER)

- Get Intercollegiate Transfer form in Admissions Office (254 H)
- Get signatures of Lee Kaufman
- Submit to the Dean of the College you are transferring to

GET A RULE OR POLICY WAIVED

- Get a Waiver form from the forms rack in 165 H.
- Consult with your tutor
- Answer questions on form as completely as possible, get tutor's signature
- Submit to AAC

TAKE A WJC CLASS

- Check Records Office to see if the class is still open
- Consult with tutor
- Register at the TJC Registration



“ Then said a teacher, Speak to us of teaching.

And he said:

No man can reveal to you aught but that which already lies half asleep in the dawning of your knowledge.

The teacher who walks in the shadow of the temple, among his followers, gives not of his wisdom but rather of his faith and his lovingness.

If he is indeed wise he does not bid you enter the house of his wisdom, but rather leads you to the threshold of your own mind.

The astronomer may speak to you of his understanding of space, but he cannot give you his understanding.

The musician may sing to you of the rhythm which is in all space, but he cannot give you the ear which arrests the rhythm nor the voice that echoes it.

And he who is versed in the science of numbers can tell of the regions of weight and measure, but cannot conduct you thither.

For the vision of one man lends not its wings to another man.

And even as each of you stands alone in God's knowledge, so must each one of you be alone in his knowledge of God and in his understanding of the earth.”

from The Prophet by Kahlil Gibran 1923

❖ APPENDIX A ❖

Here are some of the things Mary TePastte does at TJC:

- 1) Personal Secretary to the Dean.
- 2) Supervisor of professional, clerical staff and student employees.
- 3) Basic secretarial work.
- 4) Handles housing problems.
- 5) Helps in direction, co-ordination and organization of TJC projects (e.g. National Poetry Festival, "Advance", and TJC functions generally).
- 6) Assists in admissions procedures and interviews.
- 7) Does promotional work.
- 8) Acts as a liaison between parents and students.
- 9) Is a "one man" information office for faculty, students, and outside community.
- 10) Is responsible for decision-making in areas such as office management, personnel, some budget items and human relations.
- 11) Acts as an intermediary in problems affecting the college.
- 12) Corresponds with visiting faculty, arranges visits on campus and schedules events while visitors are on campus.
- 13) About a dozen other things.

APPENDIX B

Here are some of the things Kaje Sanders and Sue Laskoski do at TJC:

- 1) Basic secretarial work & do approximately 60% of TJC's typing. Type letters, exams, class handouts, schedules,

memos, Bullfrog Pond, records and registration forms, transcript evaluations.

- 2) Takes dictation of short letters and memos from faculty and composes routine letters for faculty.
- 3) Handle mail for faculty and students.
- 4) Schedules appointments for faculty and often reminds them of their appointments.
- 5) Keeps track of TJC's budget expenditures.
- 6) Requisitions supplies and forms.
- 7) Answers phone.
- 8) Handles requests and inquiries for information.
- 9) Works with administration, faculty, staff and students.
- 10) Many other things.

APPENDIX C

GRADES -- EVALUATIONS
by Cam Wilson

At TJC a written self-evaluation and an instructor's written evaluation together replace the traditional grading system. These evaluations are written for each study taken, usually at the end of the term. In cases of "Incomplete" the evaluations are written when or if the study is finally completed.

The evaluations go into TJC Records and can be sorted through just before you graduate for ones that you don't want to be there permanently. The ones you choose to keep are put into a permanent evaluation file. (See "How to have evaluations sent").

Frequently, the evaluations are half a (single-spaced) type-written page with the student's self-evaluation appearing on the top and the instructor's on the bottom half. As you can guess, there is a form for this, (Room 165 LHH). The evaluation can be longer or shorter, as you wish.

Writing the evaluation is an integral part of completing a study. Some faculty members think them so important they will not grant credit until it is done.

After a month the details fade

The reason is simple: even a month after a study is complete, the details that make an evaluation unique and useful are fading beyond easy recall. You will be amazed at how easy it is, by May, to forget even the names of the studies you were doing in October! You'll have to stop and think for a minute. And it gets worse the more studies (and therefore quaters) you have to sort through.

The following guideline questions have helped people write their evaluations. They bring focus to different aspects of the study. You can either a) write your self evaluation as soon as a study is done or b) take extensive notes at that time to use in writing the evaluation statement later on. Both approaches work. Use the one that sits best with you.

Evaluations are a fascinating record

File with your Permanent Tutor whatever evaluation notes you make. Your instructor for the study will send him a copy of the finished evaluation. Together these make a fascinating record to read one, two or four years into your stay at TJC.

Note: If you do not get an evaluation statement in the mail from your instructor within a month after you have finished the study, make it a point to ask him for one. Just as yours becomes less accurate (and therefore less useful) with delay, so does the instructor's.

Questions for Notes for Evaluations

HOW AM I FEELING RIGHT NOW ABOUT THIS CLASS?

WHAT SPECIFIC EVENTS DO I REMEMBER FROM THE CLASS OR STUDY?

(Briefly list them as they come to mind.)

WHAT DO THESE EVENTS MEAN TO ME? THAT IS, WHY DO I REMEMBER THEM?

WHAT HAPPENED TO ME IN THIS CLASS OR STUDY?

IS WHAT HAPPENED TO ME DIFFERENT FROM WHAT I EXPECTED WOULD HAPPEN?

HOW DID I HANDLE THE DIFFERENCE?

WHAT DID I DO IN THIS CLASS?

WHAT THINGS IN MY LIFE DO I DO DIFFERENTLY NOW FROM WHAT I

DID AT THE BEGINNING OF THE QUARTER?
DID THIS CLASS MAKE ANY CONTRIBUTION TO THAT CHANGE?

HAS THIS CLASS OR STUDY INFLUENCED MY PLANS FOR NEXT QUARTER?
IF YES, HOW YES?
IF NO, HOW NO?

Things to Include in a Self-Evaluation

NAME OF COURSE, TERM YEAR, INSTRUCTOR.
WHAT I DID
WHAT I LEARNED
AN EXAMPLE
BOOKS I READ, TITLE & AUTHOR'S LAST NAME.



HOUSING BOARD

There is a bulletin board outside of 165 Huron for TJC students who either need a place to live or have room for others in a house or apartment. Students are welcome to put up notices on the board or to send notices to TJC by mail. Don't forget to give a phone number and/or address where you can be reached. ALSO, if you have or need a place you can write to us and we will connect you with other people who have ads up. Please try to keep the information as up-to-date as possible. GOOD LUCK.

WHEN YOU GET TO GVSC

Come to TJC in 165 H (See map.)

Find out who your tutor is from Lee Kaufman

Talk to your tutor, ask questions, get to know him (you'll be working closely with him).

BE SURE TO

- 1) Keep records that are sent to you from school (transcript evaluations, grade reports, etc.).
- 2) Check with your Tutor about requirements (?).
- 3) Check the accuracy of records that are sent to you.
- 4) Make evaluations.
- 5) Read the Bullfrog Pond and the Daily Gazette and bulletin boards.
- 6) Keep your address up-to-date with Mary T. in Room 165 H.
- 7) Know what's required by a supervisor or instructor in a specific learning experience.
- 8) Periodically check with your tutor, supervisors and/or instructors during the term.
- 9) Check with somebody if you think something is wrong or if you don't know something; usually with your Tutor or Lee Kaufman. Don't Hesitate
ASK as soon as possible.



DEAN'S WORDS

Last year was a difficult one. The unit system designed for handling the problem of rapid growth proved interesting and personally rewarding for some faculty, but in retrospect it created more problems than it solved. That's putting it mildly. In my opinion it was a sociological and psychological disaster. As an administrator trying to keep in touch with what was happening in both units, I became pitifully schizophrenic; the Unit I faculty (the veterans) became slightly sadistic in taunting the Unit II faculty (the virgins) for their sins of omission, while the Unit II faculty appropriately exhibited the beginning stages of mass paranoia.

Hobbled by my schizophrenia and feeling alienated I proceeded to ensure that alienation by escaping back to the administrators womb of memo writing, formal appointments, and an incredible number of meetings. In short I became a bureaucrat. Armored with new suit and silk tie, blank memo forms, two assistants, a dictaphone, and a certain crispness in my demeanor, I sat in my office. In doing this I discovered several things: (1) I don't like being a bureaucrat (for the same reason I don't like swimming -- I can't swim) (2) The most rewarding aspect of my job at TJC is being with the people at TJC; and (3) I really enjoy power, but power earned through respect and knowing, not arbitrary power; and (4) that if I can't function as a human being and as a dean I'd rather be a bartender.

Next year I plan to teach more, have more time to hang out in the commons, attend fewer meetings outside TJC, worry less, and in general have more fun. We will be one unit again with one faculty, one student body, and if I'm correct, one dean. We'll have a new and better organization scheme where students will be able to see their power options easier, and the TJC Art Center will be starting in Grand Rapids. For the first time in a long time, I'm looking forward to September.

"And a man said, speak to us of self-knowledge.

And he answered, saying:

Your hearts know in silence the secrets of the days and the nights.

But your ears thirst for the sound of your hearts knowledge.

You would know in words that which you have always known in thought.

You would touch with your fingers the naked body of your dreams.

And it is well you should.

The hidden well-spring of your soul must need rise and run murmuring to the sea;

And the treasure of your infinite depths would be revealed to your eyes.

But let there be no scales to weigh your unknown treasure;

And seek not the depths of your knowledge with staff or sounding line.

For self is a sea boundless and measureless

Say not "I have found the truth" but rather, "I have found a truth."

Say not "I have found the path of the soul." Say rather, "I have me the soul walking upon my path."

For the soul walks upon all paths.

The soul walks not upon a line, neither does it grow like a reed.

The soul unfolds itself, like a lotus of countless petals. "

from The Prophet by Kahlil Gibran 1923



UP-COMING FANTABULOUS FEATURES
FROM
YOUR DEDICATED BULL FROG POND

Letters to the Editor and TJC.....David I. Schuchman
Views on Education.....Warren Marshall Edwards
Description of Field Studies.....Gil Davis
Rumor of the Week.....Buffy and Bib
Thoughts from Cameron
A Requiem Mass for Unit II.....John Warren
A Message from T. Dan Gilmore, our Beloved Dean
And much more...

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