

Faculty Handbook

2024-2025

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# **Organization and Governance of College**

## **Welcome**

**You Are Who We Are**

It is with the goal of maintaining excellence in our programs that we welcome you with our Full-Time /Adjunct Faculty Handbook. Through this handbook, valuable information and resources are provided to you in an effort to ensure consistency and efficacy throughout our programs. Much of the information is offered through hyperlinks to the FSW Portal and other important web pages. Accessing this handbook online will offer easy access to additional information through the hyperlinks which ensures that information is current. New information and changes are communicated via emails, in department and school meetings, and from the Office of Provost. Your dedication to teaching, scholarship, and service is a significant contribution to Florida SouthWestern State College.

## **Accreditation**

Florida SouthWestern State College (FSW) as an institution is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. SACS is one of seven active regional accreditation agencies recognized by the U.S. Department of Education to receive Title IV funds (federal financial aid). Regional accreditation is a voluntary, peer reviewed, and self-regulatory process in which each agency examines if each member has established and maintained quality standards. Regional accreditation agencies also have authority over whether a member institution gains and/or maintains their status to offer educational programs. In its guiding accreditation document, *Principles of Accreditation: Foundations for Quality Improvement,* SACS Commission on Colleges states:

“Accreditation by SACS Commission on Colleges signifies that the institution (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that indicate whether it is successful in achieving its stated objectives (p. 1).”

In addition to regional accreditation by SACS Commission on Colleges, a number of FSW’s academic programs have agency accreditation or approvals. As listed on FSW’s accreditation information website:

[FSW Accreditation Site](https://www.fsw.edu/accreditation)

[Southern Association of Colleges and Schools Commission on Colleges](http://www.sacscoc.org/)

[Commission on Accreditation of Allied Health Education Programs](http://www.caahep.org/)

[Commission on Dental Accreditation](http://www.ada.org/en/coda)

[Accreditation Commission for Education in Nursing](http://www.acenursing.org/)

[Joint Review Commission on Education in Radiologic Technology](http://www.jrcert.org/)

[Commission on Accreditation for Respiratory Care](http://www.coarc.com/)

[Commission on Accreditation for Health Informatics and Information Management Information](http://www.cahiim.org/)

[American Bar Association Standing Committee on Paralegals](http://www.americanbar.org/groups/paralegals.html)

**The Southern Association of Colleges and Schools Commission on Colleges**

1866 Southern Lane

Decatur, Georgia 30033-4097

(404) 679-4500

[http://www.sacscoc.org](http://www.sacscoc.org/)

## **Mission**

The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.

## **Program Excellence**

Florida SouthWestern State College (FSW) employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, FSW gives primary consideration to the highest earned degree in the discipline. FSW also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

# **Academic and Student Support**

## **Academic Calendars**

The FSW Portal provides Quick Links access to FSW Calendars for the current academic year. These current year calendars include the Official College Calendar, the Academic Calendar, and the Duty Day Calendar for faculty. Other calendars are also available through the following link:

<https://www.fsw.edu/calendars>

## **Academic Freedom**

As stated in the Collective Negotiations Agreement, 6.1: <https://www.fsw.edu/board/>

## **Academic Honesty and Plagiarism**

In meeting one of the major objectives of higher education, which is to develop self-reliance, it is expected that students will be responsible for the completion of their own academic work.

Florida SouthWestern State College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Therefore, the entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

The full FSW Academic Integrity Policy may be found in the official college catalog under Academic and Academic Policies on the following link:

<http://catalog.fsw.edu/content.php?catoid=11&navoid=638#academic-integrity-policy>

**Academic Misconduct**

**Reporting an Academic Misconduct Report**

**Video**: <https://fsw.mediaspace.kaltura.com/media/t/1_iy3jkx99>

## **Academic Support Centers**

The Academic Support Centers (ASCs) provide drop-in, face-to-face, and live Zoom assistance to FSW students seeking to achieve their academic goals and improve course content understanding. The Centers offer a variety of services and technologies for students, including tutoring, drop-off essay review, specialized software, YouTube tutorials, computer access for academic projects, and more. Our services are provided by professionals and fellow students (peer tutors) to complement and support the classroom experiences and their learning. As listed on the ASC homepage FSW offers the following academic help centers links:

* [Academic Support Writing Center](https://www.fsw.edu/academicsupport/writing)
* [Academic Support Math Center](https://www.fsw.edu/academicsupport/math)
* [Academic Support College Tutoring Services](https://www.fsw.edu/academicsupport)
* [Academic Support Meet Our Tutoring Staff](https://www.fsw.edu/academicsupport/staff)
* [Academic Support Peer Tutoring Center](https://www.fsw.edu/academicsupport/peertutoring)
* [Library](https://www.fsw.edu/library/)
* [Tutor.com: 24/7 Online Tutoring](https://www.fsw.edu/academicsupport/tutorcom)

**Academic Advising**

Academic Advising is an integral part of a student's success at Florida SouthWestern State College. The mission of the Office of Academic Advising is to provide students with information, guidance, and support as they develop educational goals. Our commitment is to help students develop and understand the benefit of an education plan, to think logically and analytically, to communicate effectively, to seek and evaluate information, and to act with sound judgment to reach goals in a timely manner. Prior to enrollment in the first term, degree-seeking students are required to meet with an advisor as part of the enrollment process. The following link provides locations and hours: <https://www.fsw.edu/advising>

## **ADA Accommodations – Office of Adaptive Services**

At Florida SouthWestern State College, theOffice of Adaptive Services is part of the Dean of Students Office and Student Affairs. FSW proudly accepts our legal obligation with the Americans with Disabilities Act and are pleased to share the responsibility in providing equal access and equal opportunity. The mission of the OAS is to focus on the abilities of each individual while empowering the students with the tools necessary to become self-assured and effective learners, strong problem solvers and successful members of our academic community. OAS, along with the Equity Officer, are responsible for maintaining college-wide compliance to equal access for students, staff, faculty and guests who need assistance. More information can be found at: <https://www.fsw.edu/adaptiveservices>

* [College Operating Procedure 01-0104 - Disability Accommodation and Prohibition of Harassment (PDF)](https://www.fsw.edu/viewdocs/doc/315830)
* [College Operating Procedure 05-0107 - Unlawful Harassment, Discrimination and Retaliation (PDF)](https://www.fsw.edu/viewdocs/doc/299209)
* [College Operating Procedure 03-0614 Recording Classroom Lectures Policy](https://www.fsw.edu/viewdocs/doc/305903) (PDF)
* [College Operating Procedure 01-0105 Service Animals](https://www.fsw.edu/viewdocs/doc/337528) (PDF)

## **Attendance Verification Process**

*All faculty are required to submit attendance verification for all class sections they are teaching every semester. The Attendance Verification process is for Financial Aid purposes. When attendance verification is not completed for a student, he or she will have a hold placed on his or her record and will not receive financial aid until the process is complete.*

**Attendance Verification, Grading, Class List and Training Videos:**

* Attendance Verification Video - <https://fsw.mediaspace.kaltura.com/media/t/1_29pnozzf>
* Attendance Verification Help Guide - <https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=53114>
* Class List Video - <https://fsw.mediaspace.kaltura.com/media/t/0_zvmuaxak>
* Faculty Grade Entry Video - <https://fsw.mediaspace.kaltura.com/media/t/1_atbacnah>
* Faculty Grade Entry Help Guide -<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=88616>

**Some tips:**

* **You may need to verify attendance for some students beyond the attendance verification date.** There are times when students are dropped daily for non-payment and may re-register for your course more than once. Each time a student is dropped, the re-registration is added as a new registration to your roster. Therefore, some students may have been re-added to your classes after you have completed attendance verification and will need the process completed again.
* **Verify attendance for every student.** If a student has not attended your class but you think he or she will, please report the student as not attending and then return to the attendance verification worksheet and report the student as attending if the student does finally attend your class on the last day of verification.
* **The grading status column will show “not started”, as this refers to grade entry.** This will update at the end of the term when grades have been entered and subsequently rolled to the students’ academic history.
* **If you are having difficulty, please be sure to review the linked documents above before contacting your academic Dean or department chair for assistance as needed.**

## **Faculty Responsibilities**

The most current Collective Negotiations Agreement, article 8, details the primary responsibilities of a teaching faculty member. <https://www.fsw.edu/board/>

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." [Family Educational Rights and Privacy Act](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

The law was designed to protect the privacy of students’ educational records and establish the rights of students to inspect and review their educational records. FERPA also was established to provide the student a measure of control over the release of educational record information.

**FSW Bookstore**

FSW Bookstore stocks the textbooks for all courses each semester. If you wish to verify the textbook for your course(s), click on the link below:

 <https://www.fswbucstore.com/home>

## **FSW Library**

Our FSW Library has a comprehensive collection of resources for faculty and students, including books, databases, eBooks, tutorials, research instructions, InterLibrary Loan, and academic support services. Click on the link below to access these resources:

<https://www.fsw.edu/library>

**Citation and Plagiarism Guides:**

* The three major citations styles used at FSW are MLA, APA, and the Chicago Manual of Style. Guidelines can be found at: <https://www.fsw.edu/library/citationguides>
* Plagiarism: Faculty can refer to the [plagiarism guidelines listed in the college catalog](http://catalog.fsw.edu/content.php?catoid=10&navoid=536&hl=plagiarism&returnto=search#academic-integrity-policy). To prevent plagiarism, faculty can require students to complete the FSW Libraries’ Understanding Plagiarism Tutorial, which defines plagiarism, addresses the consequences of plagiarizing, and teaches students how to avoid plagiarizing at: <http://researchguides.fsw.edu/UnderstandingPlagiarism>.

## **FSW Resources from Canvas**

FSW Resources has a navigational tab with access from every Canvas course: <https://webapps.fsw.edu/online/ResourcesTab/index.html>

## **New Faculty Mentoring**

## **Mentors**

Mentorship has been defined as an influential factor in developing and retaining new faculty. New faculty are assigned a mentor for two semesters during the first year of their hire.

**Online Learning**

**For guidelines and/or policies governing online instruction:**

Visit the eLearning homepage below to access information on Announcements, eLearning Procedures, Proctored Exams, and other helpful links. You will need to select the “Faculty” section.

**FSW eLearning web site:** <https://www.fsw.edu/elearning>

**Student Engagement and College Service Opportunities for Faculty**

**Student Engagement and Campus Activities:**

Student Engagement is an important facet of the Florida SouthWestern State College experience. In keeping with this philosophy, Student Engagement sponsors a variety of academic, cultural, social, and developmental activities and events at Florida SouthWestern State College. These activities are designed to provide a more enjoyable and multifaceted campus experience. To find more information on student activities and programs, see Florida SouthWestern State College's online events calendar or contact the Student Engagement office on your campus, or via email at:[engage@fsw.edu](mailto:engage@fsw.edu).Current Registered Student Organizations are listed at the following link <https://fsw.presence.io>

**Faculty Student Organization Advisors:**

As stated in the *Student Club Handbook*, the role of an advisor is important to the direction and success of the club/organization. FSW requires that every registered student organization have a faculty or staff Advisor. Primarily, the advisor serves as a resource person for the organization. Advisors counsel and advise students by acting as a facilitator and guide. They assist students through their thinking process and challenge them to go beyond the status quo. Advisors also provide continuity for an organization by passing along valuable information regarding the organization’s history, traditions, and past accomplishments. An active advisor improves the effectiveness of their respective organization while assisting in the positive development of its student members. For more detailed information from the handbook please contact Student Engagement at the following link: <https://www.fsw.edu/studentengagement>

## **Student of Concern**

Documenting your concerns to others with the appropriate department can help you determine how to respond (for example, by referring a student for counseling, BIRT/Bucs CARE, Early Alert, Academic Misconduct Report, informing the Dean of Students or consulting with FSW Police Department), and provide additional context for the situation. You can access the BIRT/Bucs CARE, Early Alert, Academic Misconduct Report, FSW Police, and Counseling Services information at <https://www.fsw.edu/studentofconcern>. Please also visit [www.fsw.edu/bucscare](http://www.fsw.edu/bucscare) for additional information including the college-wide Food Pantry for students in need.

## **Student Surveys**

The Office of Academic Assessment is involved in administering a number of surveys throughout FSW. Some surveys are college-wide while others are only select courses. Below are descriptions of some of the major surveys conducted at FSW through the Office of Academic Assessment. In addition to the below highlighted surveys, the Office of Academic Assessment also assists departments in surveys specific to their field.

The Student Opinion Survey (SOS) is a digitally-based student survey conducted college-wide each fall term (and spring, for certain departments). The survey provides an opportunity for students to provide feedback on the course(s) in which they are enrolled as well as some self-report items about themselves and their progress in the course. To access Student Opinion Surveys, log into your Portal Account, click on the College Resources and click on the Student Opinion Survey link under the Office of Academic Affairs.

## **Syllabus**

The course syllabus is a teaching and learning contract instrument that is well-designed and defines the student learning outcomes for the course organized as a partnership between the instructor and the student. As in any partnership, rules need to be clearly defined and the responsibilities of each party articulated. Students must know how they will master each of the learning objectives. To access a copy of the specified syllabus for your course, log into your Portal Account, select Document Manager, VP Academic Affairs, (academic year) Syllabi.

## **Testing Services**

The Florida SouthWestern State College Testing Centers provide testing services at each of the four FSW locations: Charlotte, Collier, Hendry/Glades, and Thomas Edison (Lee). Information concerning available tests, testing center locations, and hours of operations are available by visiting:<https://www.fsw.edu/testing>.

Ground Course Make-up Exams and Adaptive Services Testing are two areas for which faculty often request test proctoring assistance. In order to streamline the process, a [Ground Course Make-up/Adaptive Services Exam Submission Form](https://www.fsw.edu/testing/makeupexamform) is available in the FSW Portal. The link to the form is permanently located in the ***Faculty Academics*** section of the Portal under ***Faculty Resources***. The[Tips for Ground Course Test Form Submission (PDF)](https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=113888) provides helpful hints for successful form completion and is permanently located in the ***Faculty Academics*** section of the Portal under ***Faculty Dashboard/Faculty Dashboard and Training Materials***.

## **Textbook Selection and Course Materials**

**Refer to Textbook Selection in the most current Collective Negotiations Agreement, 8.4** <https://www.fsw.edu/board/>

## **Turnitin**

Turnitin is the leading academic integration tool that can be used through our Canvas site to provide formative feedback and plagiarism checking of the student’s submitted work. This feature can be used by instructors and students prior to final submission of their assignment. This external tool can be activated for most assignments in Canvas. Join the FSW TurnItIn Toolkit within Canvas by clicking on the Faculty Resources menu option to access guides and stay updated with new features.

Toolkit URL: <https://fsw.instructure.com/courses/1085457>

# **Professional Development and College Service**

## **Academic Research Council (ARC)**

**PURPOSE:**

The Academic Research Council (ARC) grant has been established at the College to provide faculty with funding to enhance professional expertise, to enhance the student learning experience, and to provide the College learning community with new or enriched student learning experiences.

Link for eligibility, deadlines, and more information: <https://www.fsw.edu/facultystaff/ospr/arcgrant>

## **Committee Meetings**

The schedule for committee meetings is found on the Vice President for Academic Affairs web page:

<https://www.fsw.edu/vpaa/academiccommittees>

## **Faculty Professional Development**

The Faculty Professional Development Committee (FPDC) designs, develops, and assists in presenting programs for faculty professional growth and scholarship. Programs are designed to assist both full-time and adjunct faculty. Examples of professional development activities:

## Faculty Professional Development Calendar: <https://fsw.catalog.instructure.com/browse/trainingcalendar>

## **FPD Travel Funds**

Link to eligibility, deadlines, application process: <https://fsw.mediaspace.kaltura.com/media/t/0_0b6hbyzl>

## **FEE Awards**

Link for eligibility, deadlines, application process:

<https://webapps.fsw.edu/enterprise_apps/webforms/showform.php?form=foundation_edu_excellence_fee_award4>

# **International Education**

The Center for International Education (CIE) at FSW plays a key role in positioning the College to fulfill its mission of preparing students to live and work productively in a global society. The CIE works closely with faculty members who are interested in developing study abroad programs around their courses that offer students the opportunity to study in an international context while also providing a transformative experience abroad. Faculty are crucial in helping students see how studying abroad can be used to their advantage, such as for capstones and honors projects. The CIE serves as a resource for students, faculty, and staff who wish to explore international programs and other globally focused opportunities. For more information visit: [www.fsw.edu/internationaleducation](http://www.fsw.edu/internationaleducation).

## **Sabbaticals**

A sabbatical is an extended professional leave during which time a faculty member is relieved of regular job duties to pursue professional development.For more information, refer to Sabbaticals in the Collective Negotiations Agreement, article 11. <https://www.fsw.edu/facultystaff/ospr/sabbatical>

## **Faculty Recognition**

FSW recognizes faculty excellence through an awards programs described on the following page: <https://www.fsw.edu/tlc/recognition>

The awards are as follows:

* [**FSW Faculty Teaching and Instruction Excellence Award**](https://www.fsw.edu/assets/pdf/tlc/recognition/FSWTeachingExcellenceAward.pdf) **(PDF)** - recognizing full-time faculty who have exceeded the expectations for Teaching and Instruction
* [**FSW College, Profession or Community Service Excellence Award**](https://www.fsw.edu/assets/pdf/tlc/recognition/FSWServiceExcellenceAward.pdf) **(PDF)** - recognizing full-time faculty who have exceeded the standards for College and Community Service
* [**FSW Master Teacher Recognition** - recognizing full-time faculty who have a track record of exceptional teaching and are interested in passing along their knowledge, but have limited discretionary time to do so.](https://www.fsw.edu/tlc/recognition#masterteacheraward)
* [**FSW Professional Development and Scholarship Excellence Award**](https://www.fsw.edu/assets/pdf/tlc/recognition/FSWPDandScholarshipExcellenceAward.pdf) **(PDF)** - recognizing full-time faculty who have exceeded the standards for Professional Development and Scholarship
* [**FSW Best Workshop Award**](https://www.fsw.edu/tlc/recognition#workshopaward) **-** recognizing the outstanding work of our volunteer presenters and facilitators in the TLC.
* [**FSW Adjunct Faculty Recognition** - acknowledging the contributions adjunct faculty make to the college.](https://www.fsw.edu/tlc/recognition#adjunctaward)

**Faculty Evaluation**

**FSW Faculty Evaluation**

The primary purpose of faculty evaluation at Florida SouthWestern State College is to promote individual and institutional continuous-improvement. The College recognizes the need for a consistent system for evaluating its faculty. However, the College also acknowledges the diversity among its faculty and has, therefore, adopted a system of evaluation that values that diversity, recognizes that progress may occur in many directions, and asserts that many types of activities make valuable contributions to the College’s success and growth. Hence, the underlying philosophy of this Faculty Evaluation Plan (FEP) is that evaluation of faculty performance is a complex process that should promote equity and consistency for all individuals. The FEP is designed to enhance faculty development, while also promoting the mission of Florida SouthWestern State College and its need for continuous improvement. The faculty evaluation process is intended to encourage and support professional development, promote personal reflection and self-assessment, planning and establishing goals, and experimentation on the part of each faculty member. It also provides a positive environment and collegial context for review of teaching purposes, strategies, and materials.

During the Spring Semester of each academic year each full-time faculty will complete the Faculty Self-Assessment and Goals form and deliver it to the appropriate Academic Dean/Supervising Administrator according to the timeline in the contract. All full-time annual faculty and continuing contract faculty undergoing review are evaluated on three components of their performance to which flexible area weights are assigned. Every five years, all faculty are required to complete a portfolio evaluation.

Refer to Faculty Evaluation under the Collective Negotiations Agreement, Article 9 <https://www.fsw.edu/board/>

## **Negotiation Agreement**

The current Florida SouthWestern State College Collective Negotiations Agreement can be found on the Portal: <https://www.fsw.edu/board/>

## **Teaching & Learning Center**

Provides programs, services, and resources to full-time and adjunct teaching faculty at Florida SouthWestern State College. Each campus has designated a physical space for the Teaching and Learning Center, where faculty can meet, share ideas, and consult Florida SouthWestern State College Library teaching and learning resources: <http://www.fsw.edu/tlc>

# **Health and Safety**

FSW is committed to the safety and wellbeing of our community and to all employees. Further information can be found at the following links:

* FSW Alert Link: <https://www.fsw.edu/alert>
* Annual Security and Fire Safety Report Link: <https://www.fsw.edu/campuspolice/annualreport>
* Campus Police Department Link: <https://www.fsw.edu/campuspolice>

**Drug/Tobacco Free**

Florida SouthWestern State College is dedicated to promoting an environment of overall wellness for each person who attends or visits our beautiful campus. We are invested in academic achievement and developing life skills that promote wellness ideals. For more information visit <https://www.fsw.edu/tobaccofree/>

**Equity Officer**

The Equity Office in conjunction with College administration, staff, and faculty coordinates the College’s compliance with appropriate statutes, laws and regulations related to civil rights, including equity and access. Additionally, the Equity Office ensures the submission of the Annual Equity Update and conducts investigations or collaborates with the administration to review or investigate complaints of harassment or discrimination based on race, sex, gender identity, color, age, religion, national origin, ethnicity, disability, sexual orientation, marital status, pregnancy, genetic information or veteran’s status. For more information please visit:

<https://www.fsw.edu/humanresources/equityofficer>

## **Faculty Parking**

Parking at Florida SouthWestern State College is regulated to provide for the safe flow of traffic, avoiding property damage (i.e., parking on the grass may damage irrigation systems) and providing access for handicapped persons, emergency vehicles and authorized persons in certain areas. Each campus has adequate parking available. Parking is permitted only in marked parking spaces. For more information visit: <https://www.fsw.edu/campuspolice/parkingrules>

## **Florida Right to Know**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about the number of criminal offenses, hate crimes and arrests on and around their campuses. For more information visit: <https://www.fsw.edu/about/righttoknow>

By October of each calendar year, Florida SouthWestern State College compiles a campus security report covering the past three consecutive years. Statistics are collated from monthly reports on file in the Campus Police Department offices and the various sheriffs' offices.

The Annual Security Report is available at:<https://www.fsw.edu/campuspolice/annualreport>

## **Mental Health Counseling**

**Counseling for Students**: Students experience a great many stresses in their lives: sorting out one’s identity, establishing and maintaining relationships, coping with anxiety and depression, dealing with losses, handling academic demands and navigating financial issues. To help with these tasks, the FSW Counseling Office provides a variety of free and confidential services including consultation, on campus short term counseling and off campus outreach programs that are designed to help students overcome challenges that occur while trying to meet their intellectual, interpersonal and developmental goals. The following link provides office locations and contact information for each campus: <https://www.fsw.edu/mentalhealthcare>

**Counseling for Employees**: FSW offers a complimentary Employee Assistance Program (EAP) for all employees in regular positions within FSW and their dependents. It is a free, confidential service providing assistance to help resolve problems affecting employees’ personal lives and/ or job performance. Link:<https://www.fsw.edu/employeeservices/eap>. Employees may also contact the Southwest Florida Employee Assistance Program directly by calling 1-800-624-5544 or they can also be found on the web at: https://www.fsw.edu/mentalhealthcare. Additionally, employees are able to see the counselors available through the FSW Counseling Office. The following link provides office locations and contact information for each campus:<https://www.fsw.edu/counseling>

## **Sexual Harassment**

Florida SouthWestern State College is committed to maintaining an educational and work environment in which no member of the College community is excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any College program or activity on the basis of race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, pregnancy, genetic information or veteran's status. Gender-based andsexual harassment, including sexual violence, are forms of sex discrimination which in the educational environment may deny or limit an individual’s ability to participate in or benefit from College programs or activities. For more information visit: <https://www.fsw.edu/sexualassault>

**Storm Advisory**

In the event of a storm, Florida SouthWestern State College activates its plan when a hurricane is projected by the National Weather Service to impact our area. The plan is designed to promote the safety of the FSW community, protect the College’s facilities, and to provide for continuity of the College’s operations. When the College is facing the potential impact of a storm, a storm advisory update informing about the potential threat will be posted on the FSW Alert page: <https://www.fsw.edu/alert>.

A guide has also been prepared to provide students and their families with information so they will be better equipped to plan and respond to a potential evacuation of FSW and Lighthouse Commons at this web link: <https://www.fsw.edu/housing/hurricane>

# **Miscellaneous**

## **Athletics @ FSW**

**The Official Athletics Site of FSW Homepage** provides links and information to the athletic programs offered at FSW including baseball, softball, women’s volleyball and both men’s and women’s basketball. The FSW athletics department’s mission is to continually enhance a program that attracts, develops and graduates student-athletes who, under the guidance of high-quality staff, experience not only academic growth, but also social and professional growth:<http://www.fswbucs.com/landing/index>

Suncoast Credit Union Arena, located on the Lee Campus, is approximately 75,000 square feet and hosts the FSW Buccaneers’ basketball and volleyball teams, and a student athletic center. The arena seats approximately 3,500 fans and includes six skyboxes, a hospitality event center, competition courts that convert into recreational courts, athletic office space, student, faculty and staff wellness, and an athletic center with a fitness pavilion, men’s and women’s locker rooms and a weight training area:<http://www.fswbucs.com/facilities/suncoast_arena>

## **Fine & Performing Arts @ FSW**

ARTS @ FSW provides links and information about the art and cultural offerings at Florida SouthWestern State College. FSW's Fine and Performing Arts program offers students the opportunity to enhance their education with a variety of courses in visual arts, theatre, and music. This page also provides information about upcoming events and activities campus-wide including links to Barbara B. Mann Performing Arts Center, Bob Rauschenberg Gallery and the Rush Collections Gallery:<https://www.fsw.edu/artsfsw>