

# Florida Atlantic University

## ACADEMY FOR COMMUNITY INCLUSION

### Student Handbook 2024 - 2025



The mission of the Florida Atlantic University Academy for Community Inclusion is to increase overall independence in employment, self-determination, and community experiences for individuals with intellectual and developmental disabilities

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# Overview

**Florida Atlantic University's (FAU) Academy for Community Inclusion (ACI)** is a college program for individuals who have graduated from high school and who have been diagnosed with intellectual and developmental disabilities. The program allows students to earn certificates in *Supported Employment*, *Supported Community Access*, and *Supported Community Living*. These certificates will be offered in an inclusive college environment on the FAU Jupiter and Boca Raton campuses. The program will allow students to participate in college activities and events as any college student would while they attend FAU.

FAU Academy students have the opportunity to take classes to increase their employment readiness, their independent living skills, and their ability to advocate for themselves. The classes in the *Supported Community Employment* certificate track include both volunteer and paid work opportunities. The work opportunities are facilitated by job coaches who support not only the students, but also the employers. The *Supported Community Access* classes will help students develop skills that will increase their ability to advocate for themselves and use community resources effectively. Students taking the *Supported Community Living* certification track increase their independent living skills by taking classes in personal finance, reading for life, and by living in the dorms on campus. All of the certificate tracks require that students take elective classes outside of the Academy. These are selected by the students with help from their Academy advisor and represent interest areas for the students.

Students enrolled in the FAU ACI will experience:

- Core classes that emphasize life and social skills, independent living, academic skill development and enrichment, and workplace and community skills;
- In and out of class support to enhance self-advocacy and self-determination skills;
- Person-centered planning, advising, and internships based on the student's individual strengths; allowing opportunities that match the student's skills and interests;
- A peer mentor during select fall and spring semesters;
- A faculty mentor during the first summer semester;
- A wide variety of employment options that lead to greater job independence;
- Support on the job by job coaches;
- Full integration into social and community life of the University;
- Experienced instructors, advisors, and job coaches to support each student; and
- Collaborative partnerships with educational agencies and community businesses.

Learn more at the Academy's website:

<http://www.coe.fau.edu/academicdepartments/ese/aci/>

# WELCOME to the FAU Academy for Community Inclusion

*Dear FAU Academy for Community Inclusion Student.*

*Congratulations and welcome to college!*

*You have made taken a big step toward taking charge of your learning. The Academy for Community Inclusion is designed to help you learn how to take more control of your life. We have developed courses and experiences that will help you become more independent and more confident about the decisions that you make.*

*The Academy will give you a chance to go to college with some college students who are your age, and some who might even be older. FAU's Jupiter Campus is very diverse. That's one reason why it is the perfect place to begin your college career. As an FAU Academy for Community Inclusion Student you are an **FAU student first**. You will have an OWL Card, take part in campus events, attend student activities, football games, and concerts. And you will have to follow the rules and policies that ALL FAU students follow. Everything that anyone would do as a student at FAU.*

*This handbook goes along with the FAU Student Code of Conduct and the Student Planner. We have placed all the important information in one place for you. During orientation and the first weeks of school, you will read and review this handbook so that you understand the rules you need to follow while you are in the Academy and at FAU.*

*This is an important step for you. We know that you will learn a great deal while you are a student in the FAU Academy for Community Inclusion and we look forward to learning along with you. Welcome to FAU!*

*Sincerely,  
The Academy Staff*

## Academy Staff

The courses in the FAU Academy for Community Inclusion will be taught by many different faculty and staff from FAU. When students begin each class, the faculty teaching the course will introduce themselves to the class and give the class provide information about when office hours are, how students can contact them, and expectations for success in the course. One of the ways college is like high school is that you will have different instructors for each class.

There are also some people who are very involved in how the Academy for Community Inclusion operates. These individuals are the Academy staff. You should get to know who these people are and what their jobs are within the Academy.

### **Dr. Rangasamy Ramasamy: Principal Investigator**

Dr. Ramasamy has an office in Boca, but will be on campus at times to teach students, meet with students and work with the other project staff. Dr. Ramasamy's email is [rramasam@fau.edu](mailto:rramasam@fau.edu)



### **Dr. Gwen Carey: Associate Director**

Dr. Carey has an office in Jupiter (EC 202E). She teaches courses focused on self-determination and community access. In addition, Dr. Carey coordinates ACI's mentoring program. Dr. Carey can be reached by email at [gcarey@fau.edu](mailto:gcarey@fau.edu)

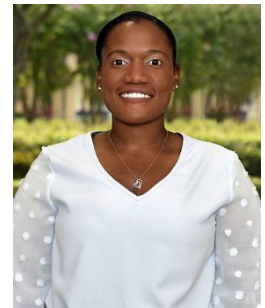


**Dr. Angelica Downey: Faculty**

Dr. Downey has an office in Jupiter (EC 202J). She teaches class and works with students in the Academy every day. Dr. Downey is involved with finding jobs and working with the job coaches in the program. Dr. Downey's email is [downeya@fau.edu](mailto:downeya@fau.edu)

**Dr. Brianna Miller: Faculty**

Dr. Miller's office is located on the Boca Raton campus in the Education Building, in room 431. Her email is [bjosep28@fau.edu](mailto:bjosep28@fau.edu). Dr. Miller works with on-campus supports and services and creating campus partnerships for students.



**Dr. Kaley Adams: Faculty**

Dr. Adams has an office on Boca campus (ED 445). She teaches class and works with students in the Academy every day. Dr. Adams' email is [krobinson2014@fau.edu](mailto:krobinson2014@fau.edu) .

### **Stefanie Kenney: Employment Specialist**

Ms. Kenney provides job coaching both on and off campus. In addition, Professor Kenney works with employees to secure internship sites for student and leads our post-grad program. Her email is [Kenneys@fau.edu](mailto:Kenneys@fau.edu).



### **Heather Graeve: Job Coach/Student Services Liaison**

Ms. Graeve provides job coaching support on campus. In addition to job coaching, she assists students and families during the registration process. Her office is on the Jupiter campus. Ms. Graeve can be reached by email at [hgraeve@fau.edu](mailto:hgraeve@fau.edu).



### **Robert Bush: Job Coach**

Mr. Bush job coaches on and around the Boca Raton campus. His office is located on Boca Raton campus (ED 472). In addition, he provides support for our post-grad program. Mr. Bush can be reached by email at [rbush2024@fau.edu](mailto:rbush2024@fau.edu) .

### **Nina Bachemin: Support Manager**

Ms. Bachemin manages the day to day administrative and fiscal operations. Her office is on Boca Raton campus (ED 444). Ms. Bachemin can be reached by email at [nbachemin2015@fau.edu](mailto:nbachemin2015@fau.edu).

# System of Supports

## Job Coaches, Mentors, and Advisors

The certificate programs in the Academy for Community Inclusion have one thing in common. They are all built around the idea that students need support to become more productive. To be a good employee, sometimes you need support on the job. One of the people who will do that is called a job coach.

A job coach helps you figure out how you can do your job better, more efficiently and helps you problem solve when you need it. To be a successful college student sometimes you need someone who can help you figure out the best way to get things done. When a class that you are in has a work experience assignment, you will have a job coach to help you learn your job. They will be there to help you learn the job and then there to evaluate you on the job. Later they will let you do your job by yourself and check in on you to see how you are doing.

A peer mentor is a successful college student at FAU who has volunteered to help you become successful at FAU. The best way to get to know about college is to have another college students show you how to succeed. Your professors can tell you, but other students can show you! Peer mentors can also help you with your school work.

They won't do it for you, but they can give you tips about how to get stuff done, after all they are successful students!



Sometimes it is good to have a mentor who is able to help you understand what it's like to be an adult. Sure, you can talk to your mom or dad, or even your older brother or sister. But having a faculty or staff mentor at FAU is even better. Students in the Academy can have a mentor who is a member of the faculty or staff. These mentors are here to listen to you, help you think through what's going on in college.

Every student at the Academy will have a program advisor. This person will be there to answer questions when you are learning all about the Academy. They will also help you when you are preparing for your Student Planning Meetings. Your program advisor is also the person who can help you make decision about courses, certificates, and job opportunities.

When you put all those people together, you will have a **team** of people to support you. When you are working you will have a job coach. When you are learning how to be a college student, you'll have a peer mentor, you will even have a faculty or staff mentor who will be there for you to talk with about college and life beyond college, and you will have an advisor who knows the program in the Academy and can help you pick the right classes and right experiences to make your time at FAU the best for you.



# Core Program Plan

The FAU Academy for Community Inclusion will help you to open doors for you to life beyond school. In this program you will take classes, have jobs, join clubs, and attend sporting events; all the things college students do. You will also work and study hard to pass your classes.

Some of the classes will be ones designed especially for you. Other classes will be ones that have been designed for every student at the University. The classes in your program are arranged to help you earn certificates. There are three certificates that you can work toward. But before you can jump into the certificates, we need to get to know you.

During the first semester in the Academy you will take three pre-requisite classes:



In these courses you will learn some very specific skills that are important for you to learn before you go on to the certificates. These three (3) classes will also help you get to know the program and will help us get to know you.

At the end of the 1<sup>st</sup> semester, you will lead your planning meeting. At this meeting you will share your:

- self-determination goals,
- career and employment goals, and
- independent living goals.

Your instructors will give you and others at the meeting feedback on how you did during the 1<sup>st</sup> semester of classes at FAU. Everyone at the meeting will listen to your presentation and the feedback that is shared. Then, everyone at the meeting will talk about whether or not the Academy is a good fit for you. **If the answer is “YES”, then you will be OFFICIALLY ADMITTED to the Academy and with your advisor, design a plan of study. Your first semester at FAU in the Academy is a probationary semester.** It is a time for you to learn all about the program and a time for us to learn all about you.

The most important skill you will learning each of these courses will be evaluated in the **Mastery Assignments** in your classes. For example, in the Learning with Technology 1 class, the Mastery Assignment is to develop a PowerPoint Presentation©. This assignment is very important to you and your program. We set a minimum grade that you can earn and still go on with the next class in the certificate. You must earn an

85% (which is a B) on the mastery assignment to move forward. If you do not earn an 85% or B, then you will need to retake the class to get more practice. This is not a bad thing—it just means that you need more time to get this project right and to learn all the skills needed to be confident in completing the task. Each of the prerequisite courses as well as the last courses for each track has a Mastery Assignment.

One very important part of the Academy is your ability to communicate how you work best and what strategies work best for you when you are learning or working. Your classes will help you become more confident and a better advocate for yourself. All the pre-requisite classes will help you build up your self-advocacy skills.

At the end of your first semester, you will lead your **Student Planning Meeting**. Several very important things happen at your planning meeting.

- First, **YOU** will talk about your goals, strengths, challenges, and the things you know work for you to do well in school and at work.
- Second, you and the people you invite to your meeting will hear how you have done in your pre-requisite classes. The team will hear what grade you have earned and if you have completed all the objectives of the course. Students in the Academy must earn a 2.0 grade point average (GPA) in order to continue in the program. That means that if you added up all your grades, you are earning at least a “C” grade or better in all your classes, even those that do not have a Mastery Assignment. Students who do not have a 2.0 GPA may be asked to leave the program because they are not making good progress or the program is not helping them improve their skills.
- Third, you and your team will discuss your potential in the Academy. That means that you and your team will decide if the Academy for Community Inclusion and the certificates that it offers are right for you. Everyone at your student planning meeting is there to help you make good choices. They will listen to you and will help you make a plan for success. You will have a student planning meeting every year to look at your goals, see how far you have come, set new goals and celebrate your achievements.

Besides the three (3) classes listed above that you take during your first semester, you will take another course, **Launch Pad**, that will help you learn all about FAU. This class will meet every day, for about an hour, and will provide a time and place to get organized and get ready for the day. You will attend Launch Pad every semester that you need it. But we expect that over time you will need it less and less.

On the next pages you will see the Certificate Programs listed and the courses that are part of each certificate underneath them. You will also be required to take a few classes outside of the Academy to complete your certificates. These classes may be taken for credit or audited. You will learn about these classes in your Launch Pad classes.

# Academy Courses and the Certificate Programs

## Prerequisite Classes (Taken in the 1<sup>st</sup> semester Fall):

### **SLS 1200: Increasing Personal Effectiveness (2 credits)**

This course reviews key strategies for personal growth, analyzes personal strengths and weaknesses, identifies personal goals and motivates the participant toward these goals.

### **SLS 1304: Career Exploration (2 credits)**

Structured for self-directed and individualized career exploration. Includes systematic review of career development and exploration with the use of assessment materials and computer-based career development programs such as YES, Self-Directed Searches, and preferential inventories. Includes the formation of an individual work portfolio.

### **SLS 1570: Learning with Technology 1 (2 credits)**

An introductory course on today's technology basics to include cellphones, tablets, and other types of common technology tools to help students become more skilled in their use in college and on the job. Students will also learn skills and techniques in using productivity tools and applications.

## Required Courses:

### **Launch Pad (Taken every semester) (0 credits)**

This course will orient students to the campus, university and community. It will provide a complete overview of the skills and knowledge necessary for students to succeed in the ACI program. Registration is limited to participants in the Academy for Community Inclusion.

### **HSC 2100: Health, Fitness for Life (2 credits)**

A study of the strategies and techniques of healthful living. A wellness model will provide the framework for this course. Personal health and fitness appraisals will be conducted. \* Program Note: This course is required in the second semester of the ACI Program.

## **The FAU Academy for Community Inclusion Certificate Tracks:**

Three distinct certificate programs (**Supported Employment, Supported Community Access, and Supported Community Living**) are offered by FAU Academy for Community Inclusion. Academy students may choose to earn one, two, or all three of the certificates. The student's Academy support team will assist with choosing the most appropriate track/s while developing the student's flight plan.

### **I. Supported Employment**

The supported employment track provides students with the skills necessary to engage in competitive employment. Students will have the opportunity to explore various careers as well as learn about many of the "soft skills" that are needed for success in the workplace. **Soft Skills** are skills such as getting to work on time, working with co-workers, and the right way to talk with your supervisor. Students will develop employment goals, professional portfolios, and specific skills for their career. At the end of the certificate, students will have an internship on a job where they could be paid for their time on the job.

### **II. Supported Community Access: The Self Determination Track**

The supported community access track offers students the opportunity to explore the many ways in which they can fully participate within their community. Student will learn about agencies that provide services within the community and how to make use of these services. The courses in this certificate help students learn how to make the most of community resources and will gain valuable knowledge about themselves and their community. At the end of the certificate, students will develop a personalized "life plan" that combines goals, resources, and pathways to attaining their goals.

### **III. Supported Community Living**

The supported community living track enables students to learn the skills they need to live as independently as possible. Students will take courses in which they learn about their personal health and well-being, managing time, money and stress, and how to effectively communicate with roommates in a shared living space. Students will also participate in a residential living experience where they live on campus with roommates and experience "dorm life". The Residential Living Experience (SLS 1251) and Living with Roommates (SLS1250) classes are required before Academy students can live in the dorm or have an on-campus residential experience.

## Certificates and Courses

The following courses for the three (3) certificates are offered through the Academy for Community Inclusion.

|  |
|--|
| <b>Pre-Requisite Courses</b>                           |
| SLS1200: Increasing Personal Effectiveness (2 credits) |
| SLS1304: Career Exploration (2 credits)                |
| SLS1570: Learning with Technology 1 (2 credits)        |
| <b>Required Course</b>                                 |
| Health and Fitness for Life (2 credits)                |

| <b>Supported Employment</b><br>(20 Credits)        | <b>Supported Community Access</b> (20 Credits) | <b>Supported Community Living</b> (20 Credits)  |
|--|--|---|
| SLS 1305: Professional Career Development          | SLS 1201: Personal Development                 | SLS 1571: Learning with Technology 2            |
| SLS 1350: Employability Skills                     | SLS 1601: Being Safe, Staying Safe             | SLS 1602: Living with Roommates                 |
| SLS 1354: Workplace Relationships                  | SLS 1251: Social Skills                        | SLS 1250: Residential Experience                |
| SLS 1266: Getting around in the Community          | ISS 1121: Community Citizenship                | REA 1105: Reading for Life                      |
| SLS 1392: Business Technology for Community Living | SLS 1281: Diverse Communities                  | HSC 2400: Basic First Aid                       |
| SLS 2340: Professional Portfolio                   | SLS 1603: Community Resources                  | SLS 1605: Personal Finance for Community Living |
| SLS 2930: Career Seminar                           | SLS 1224: Recreation and Leisure Skills        | SLS 2222: Personal Wellbeing                    |
| SLS 2943 Career Internship                         | SLS 2225: Life Planning                        | SLS 2604: Effective Living                      |
| 2 Electives (1 must be outside the Academy)        | 2 Electives (1 must be outside the Academy)    | 2 Electives (1 must be outside the Academy)     |

# The Difference Between High School & College

Many students struggle during their first year in college because they have a difficult time adjusting to the differences between high school and college. The freedom, less structure, less time in class, less access to teachers, and the need for self-monitoring and personal initiative can be challenging for any student.

| <b>Laws and Responsibilities</b>  |   |
|---|---|
| <b>High School</b>  | <b>University</b>   |
| Students receive special education and other supports based on the student's needs and their disability.  | Special education services like personal aides, special buses, and IEPs are not available.  |
| Federal law like IDEA and Federal rules like FAPE must be followed.                                       | Federal laws like Section 504 and ADA are followed. These laws have to do with "equal access".  |
| Students go to school until they turn 22 and they may not get a diploma when they are done.               | Any student who is accepted to the University and certificate program is supported as long as they make progress toward a program goal and keeps their grades up. |
| School attendance is required.  | Students are responsible for getting themselves to campus and to their classes on time.   |
| School district identifies student needs.   | Student is responsible for explaining to others what their strengths and challenges are and how they learn best. Students must be their own self-advocate.        |
| The IEP determines classes, services, and accommodations for each student                                 | The university designs the programs and the students are responsible for advocating for accommodations.   |
| School personnel modify programs and materials based on the student's IEP.                                | The student planning meeting, led by the student who suggests accommodations that work for them.  |
| Students have a case manager who advocates for them and monitors progress.                                | Students are responsible for self-advocacy, goal setting, and decision making.  |
| The goals of high school special education programs are to help students earn their diploma and graduate. | Students enrolled in the program work toward certificates that help them be more independent in their adult life.   |

|   |   |
|---|---|
| Schools help students connect with community agencies.                                    | Students are responsible for making connections for agency supports.          |
| Teachers are responsible for telling the students about changes in courses and schedules. | Students are responsible for keeping up with class information and schedules. |

| <b>Classes</b>   |  |
|--|--|
| <b>High School</b>   | <b>University</b>  |
| Students follow a school-directed schedule and proceed from one class to another.  | Students must manage their own time and schedules.   |
| General education classes dictated by state/district requirements.   | Course requirements are set by the department, program, and professors. Students are required to know and follow the course requirements and should talk with the professor when direction is needed.  |
| Typically, a school year is 36 weeks long; some classes extend over both semesters. Summer classes may be offered but are not used to accelerate graduation. | Academic year is divided into semesters that are 15-week long in the Fall and Spring. Summer semester is shorter, and is part of our program. Not going in the summer may make it harder to get the classes you need.  |
| Class attendance is usually mandatory and monitored carefully.   | Attendance policies may vary with each instructor. FAU requires students to attend all classes. (Hint: Lack of attendance may impact performance.)   |
| Classes generally have no more than 30-35 students.  | Class size varies. Some can be large (100+) others may be small (12-20).   |
| Textbooks are typically provided at little or no expense.  | Textbooks and other things that you might need (like a computer or lap top) can be expensive. Students are responsible for getting their own textbooks and materials for school. This can include computers.   |
| Guidance is provided for students so they will be aware of graduation requirements.  | Programs have their graduation requirements determined and students are responsible for knowing what they need to do to complete programs and graduate. (Hint: You are responsible for monitoring your progress and seeking advice.)                             |
| Modifications that change course outcomes may be offered based on the IEP.   | College classes are designed for the entire class, not individual students. It is the responsibility of the students to discuss strategies that work best for them with the faculty member. Accommodations are allowed, but modifying the content is not common. |

| <b>Instructors</b>   |   |
|--|---|
| <b>High School</b>   | <b>University</b>   |
| Grade and check homework.  | May assume homework is completed and students are able to perform on a test.  |
| May remind students of incomplete assignments.   | May not remind students of incomplete assignments. (Hint: It's your responsibility to check with your instructor to see if requirements are being met.)   |
| May know students' needs & contact students when they see the student is having trouble. | Are usually open and helpful, but expect students to make appointments to get help when needed.   |
| Maybe available before, during and after class.  | May require students to attend scheduled office hours.  |
| Your teachers are certified teachers and experts at teaching all types of students.      | Are Content Experts but not necessarily formal training in teaching methods.  |
| Often provide students with the information that they miss when absent.                  | Expect students to get information from classmates when they miss a class.  |
| Present material to help students understand what is in the textbook.                    | Some faculty members do not follow the textbook, but what they talk about in class adds to what is in the text. (Hint: You need to connect what the instructor tells you with what you read in your books.)   |
| Often write information on the board or overhead to be copied for notes.                 | Some faculty lecture nonstop. If they write on the board, it may be to support the lecture, not summarize it. (Hint: Good notes are a must or a tape recorder may be used. But ask the professor, first.)   |
| Teach knowledge and facts leading students through the thinking process.                 | All faculty in college expect students to think independently and connect seemingly unrelated information.  |
| Often take time to remind students of assignment and test dates.                         | All college faculty expect students to read, save, and refer back to the course syllabus. (Hint: Syllabi are your way of knowing exactly what is expected of you, when assignments are due, and how you will be graded.) The syllabus may be available on Blackboard. |

If you want to know more about how college is different from high school you can go to this web site and listen to the webinar found on the website.

<http://video.son.rochester.edu/hanna/DHanna%20output/story.html>



# Behavior Expectations for Students

Every student in FAU Academy for Community Inclusion is a student at FAU first and a member of the Academy programs second. All FAU students are required to follow the FAU Student Code of Conduct. Any student can find the Student Code of Conduct at this web location:

<http://www.fau.edu/artsandletters/new-pdfs/4.007.Student%20Code%20of%20Conduct.pdf>

This document is very long and very difficult to read. During Launch Pad, your instructor will help you read through it. This is VERY important. Remember that you will be responsible for following all the rules in the Student Code of Conduct. If you remember that the Code of Conduct requires that all students are expected to be responsible and respectful.

If a student in ACI fails to demonstrate appropriate conduct, the concern will be discussed directly with the student. If a student's conduct continues to be disruptive or irresponsible, the Academy staff will request a conference with the students and their guardian(s). Behaviors that continue to be disruptive and disrespectful or behaviors that may cause harm to self or others may lead to the student being sent home for a short period of time, being placed on probation, or dismissal from the program. If a student violates University Policy and is referred to Student Affairs, an Academy staff member and/or the student's mentor will accompany the student to the disciplinary hearing. In these cases, Academy students are subject to the same penalties and consequences that would apply to every student at FAU.

# University and Academy Policies

## University Attendance Policy

Students are expected to attend all of their scheduled University classes and to complete all course objectives as outlined by the instructor. When a student misses a class, it affects the student's grade. The effect of absences on grades is different for each class and is determined by the instructor. University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. If you are a member of a University athletic or scholastic team, musical and theatrical performances or debate team, and you have to miss class because of your University activities, you will be excused from being in class, but not excused from completing the work assigned. It is the student's responsibility to give the instructor notice prior to any anticipated absence and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Punctuality and attendance are critical to success at college. In fact, just "showing up" may be the most important thing students do. One goal of the Academy is to have an environment that is organized so you will understand what is going on, and supportive of you as you learn new exciting things. We will do our best to support you, but you have many responsibilities too.

The list below are the responsibilities of an Academy for Community Inclusion student. These will help you understand how college is different from high school:

- All students are responsible for keeping their own schedule or classes and work.
- All students are responsible for getting to campus or job on time and ready for the day.
- All students are responsible for dressing appropriately for their job.
- Students are expected to attend classes, participate in class activities, work cooperatively in group activities, and complete assignments on time.
- Students in the Academy will participate fully in their Student Planning Meetings, by sharing goals, working with faculty and staff to develop a plan for your program, and respond honestly and thoughtfully regarding dreams and goals for yourself.
- All students are responsible for keeping communication open between themselves and instructors; students will email instructors if they are absent and will meet with their instructors upon their return to classes.
- All students are required to secure competitive employment prior to graduation.

## **Policies related to Grading, Making Progress, and Retention**

All students at FAU are graded using the same scale. To pass a class, you must earn an "A", "B+", "B", "B-", "C+", "C", or "S". When a student gets a "C-" or lower (D+, D, D-, F or U) they have failed the class. Passing classes is very important for keeping you in the Academy. When your "cumulative grade point average" drops below 2.0, you will be placed on probation by the University. The Academy instructors will meet with you and help you figure out what you must do to raise your grade point average and stay in the program. If your grade point average stays below 2.0, you will be asked to leave the Academy and the University.

In April of each year, every student in the Academy will lead their Student Planning Meetings. At these meetings you will describe your goals and plans for the future. There will be a team of people at the meeting who will help you figure out a way to reach those goals. The team will include you, and your family, ACI instructors, and anyone else who you choose to invite. After you set these goals and the path to reach them, you will be evaluated on how well you are making progress toward meeting your goals. The team will look at the grades you have earned in your classes, activities you are participating in, and reports from your job coaches and supervisors on the job. We will also listen to you and your opinion about how you are doing on reaching your goals.

## **Grievance and Appeal Procedure**

Every organization has rules and procedures. We all know that we have to follow the rules just to get along with others and to work together easily. Most times we don't have a problem following the rules. But sometimes the rules and procedures seem unfair. Sometimes you may not know that you have broken a rule. In those cases, where you and rules are not in agreement, you have the right to "due process" and you have the right to appeal the rule or policy for reconsideration. This process is described in the Student Code of Conduct on page 6 #8. The rules that the Academy follows for student conduct are the same as the rules for every student at the University.

# STUDENT RESOURCES

## OWL Card

All students are required to have an OWL Card, which serves as your official photo identification, debit card, Owl Bucks card, library card, key for residence hall, meal card for those who have meal plans, and your ticket to many FAU events, including sporting events. You will need to present your OWL card to receive the benefits of the many services offered at FAU.



To obtain your OWL Card, visit the OWL Card Center in the SR building and go to the registrar's office. This office is on the first floor of the SR building, room 139. Bring with you a photo ID, either your driver's license, military ID or passport. You must also be registered for classes within the current semester.

OWL Cards **DO NOT** work like bank debit cards off of the FAU campuses. But you can purchase OWL Bucks or a meal plan, and you will be able to use your OWL Card to eat in the dining hall. OWL Bucks are a prepaid declining balance account designed for students, faculty and staff which allows account holders to make purchases everywhere that OWL Bucks are accepted. Anyone with an OWL Card may open an OWL Bucks account. OWL Bucks is a spending option at participating campus locations, including all on-campus dining locations, convenient stores and many retail locations, including the Bookstore.

## OWL Central



There are many student organizations and activities that you can join in while you are at FAU. The Council of Student Organizations (COSO) is part of the Department of Student Involvement. These opportunities can range from joining a student organization, campus employment, sports clubs or even assisting in research with faculty. You have a passion or a desire and we will find a way for you to get connected here at FAU. No matter what time of day or which day of the week it is, there is something in which you can get involved in. The easiest way to do this is to go to OWL Central (<https://fau.collegiatelink.net/>) and find out what is happening on campus. You can also go to the Burrow and talk with the students who sit at the Operations Desk. They will help you checkout sports equipment; like basketballs, ping pong balls and paddles, soccer equipment, or Frisbees. The Student Government offices are also located in the Burrow. Student Government has

a calendar that lists all the on-campus activities. You can find this calendar by going to this web site: [Events Calendar](#).

## Counseling Services



FAU has counselors who are available to talk with you when you feel overwhelmed, anxious, depressed, or need a person to talk to. To see a counselor, you must make an appointment. To schedule an appointment, call or visit their offices. The wait for appointments may be a few days to a couple of weeks. We encourage you to call as early in semester as possible. Appointments are provided to students in the order that they are scheduled.

When you make an appointment you will need to spend some time talking with the counselor so that they can understand what you need and how to help you. The first meeting may take about 30 to 50 minutes. You should go to the counseling office about 30 minutes before your appointment to fill out some paperwork. Sometimes the counselor will be able to help you figure out a solution to your problems very quickly. Sometimes you have to come back several times to get the help you need. The counselor will help you by listening to you and helping you develop a plan.

Jupiter: Student Resources (SR), Room 110, 561-799-8635

Boca: Student Services Building (SSB), Room 229, 561-297-2277



## Student Health Services

If you should feel sick while you are on campus there is a place that you can go to get help. The Student Services Clinic has locations on both campuses. A nurse is there to help you if you need General Medical Care. For example, if you have a cold, sore throat, a rash, or get injured on campus. If you are very sick, you can be seen by the nurse, but she may refer you to your regular doctor for more care. You can call the nurse and make an appointment by calling 561-799-8678.

Jupiter: Student Resources (SR) 106, 561-799-8691

Boca: Student Services Building (SSB) 240, 561-297-3512

## Student Accessibility Services

Students with disabilities are helped on all FAU campuses by the Student Accessibility Services. If you need help for note taking, extra time for taking tests, special technology, or other learning supports that have worked for you in the past, you can get that help by registering with the Student Accessibility Services (SAS) office. You have to register with that office to get those services. To register for SAS, you should speak to your Academy instructors and make an appointment with the advisor in the SAS office.

## The Writing Center

The University's Writing Center (WC) is devoted to supporting and promoting academic and professional writing for all members of the FAU community, including undergraduate and graduate students, staff, faculty, and visiting scholars.

Students can make appointments with the Writing Center tutors to get help with their writing assignments. TO set up the appointment you need to go online (<http://www.fau.edu/ucew/wconlineappt.php>). You can make an appointment to meet in person or using SKYPE. Once you make an appointment, you are responsible for keeping that appointment or cancelling the appointment BEFORE it is time for the appointment.

Jupiter: Library 202B

Boca: General Classroom South (GS) 215, 561-297-3498

## University Police

The University police are here to keep you safe and help you when needed. The Police Department on campus is open 24 hours a day.

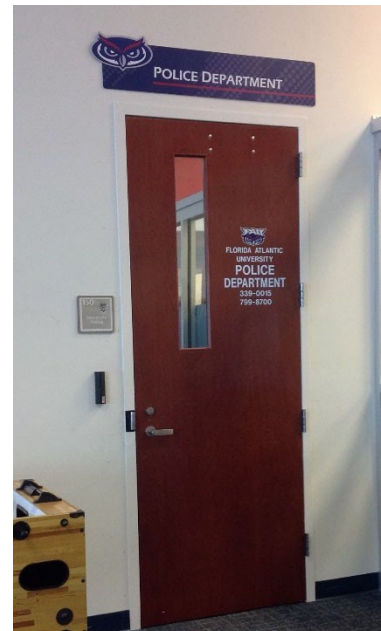
It is strongly recommended that all students download the Owl Ready app.

<https://www.fau.edu/emergency/what-to-do/owl-ready/>

Emergency: 911

Jupiter: 561-339-0015

Boca: 561-297-3500



## Computer Labs



These open labs are open to all FAU students, and allows them to complete class assignments, conduct research, and perform any other FAU-related academic work. If you have money on your OWL Card then you can print out what you are working on in the computer labs.

You need to bring with you a “thumb drive” to save all your work because you cannot save your work on the lab computers. The Computer Lab in the Library is open when the library is open and the computer lab in the Honors College is open the following times:

## University Library

All of the FAU libraries work together. The Library has posted hours for the weeks when classes are in session and special hours during vacations and holidays. The Library posts hours outside of their entrance doors.



# Campus Life

## Using Cell Phones

We use cell phones for many reasons. One very important reason we use cell phones is to help keep us safe. When you come to campus you should EMAIL the Academy to let us know that you are on campus. You should do the same thing when you leave campus for work or to go home.

**The EMAIL address you are to use is [fauaci1@gmail.com](mailto:fauaci1@gmail.com)**

**Every faculty member has their own rules about using cellphones in class. It will be written in the syllabus and discussed in class.** If you are not sure, you should email the instructor and ask what their policy on cell phones in class. Many faculty members feel that using a cell phone in class is very disrespectful. It is better to ask first than be thought of as a rude student.

## Daily Planner

Organization is an important part of being a responsible student. Launch Pad course will help keep you organized. But you still need to take responsibility for keeping your own schedule and appointments. FAU has a student planner that you can use, or you can use one that you buy yourself. You could also keep your appointments online in your cell phone. You will learn how to do that in your technology class, if you don't already know how to do that. But you get to choose which way, in your phone or in a planner works best for you.

## Three-ring Binder, Backpack, and Flash Drive

All students should have a three-ring binder with pockets to store their syllabi and assignments. Students are encouraged to share their course syllabi with their families to keep them informed of what they are studying and their assignments. Most students find a backpack essential for hauling their books, laptops, notebooks, and other materials around the campus. There are lockers that you can use in the BURROW if you have many things to carry with you. Ask at the Burrow Desk for the locker you can use. Every student must purchase a USB flash drive where you can store your Academy work. This Flash Drive should be at least 8 GB.

## Personal Laptops

Some of your classes require you to have and use a laptop. When you get to your Learning with Technology and Career Awareness classes, you will talk about what technology you know how to use and what technology you will bring to school with you. If



you are working with Vocational Rehabilitation, they may be able to purchase a laptop for you. Every student is responsible for taking care of their computer, and are responsible if it gets broken or damaged.

## **Release and Exchange of Information**

When a person reaches 18 years of age, they have the rights and privileges of adults. FAU is not allowed, by law to release any information in your files to anyone except the student, in accordance with the Family Educational Rights and Privacy Act (FERPA). That means that if your parents call the counseling office and ask how you are doing, they are not allowed to legally give your parents any information, unless you give your parents the right to know that information. The same thing is true for your grades in your classes. You **MUST** give your parents' permission to get information about your grades in each of your classes.

Sometimes it is necessary for your parents to know what is going how you are doing at the Academy. It is also important for people at FAU who work with you to know how you are doing outside of the Academy. For that reason, we will ask you to sign an Authorization for Release of Information and the form to the Academy Office (SR 253) where it will be kept in your file and will **ONLY** be used when needed. *Academy Students are required to sign this form as part of the admission process.*

The Student Accessibility Office, Student Health, and Counseling Services also has information release forms that you and your parent complete at Orientation to make sure you can use those services when you need them.

# Important Contact Info

**Dr. Gwendolyn Carey**

Contact email: [gcarey@fau.edu](mailto:gcarey@fau.edu)

**Dr. Brianna Miller**

Contact email: [bjosep28@fau.edu](mailto:bjosep28@fau.edu)

**Dr. Angelica Downey**

Contact email: [downeya@fau.edu](mailto:downeya@fau.edu)

**Dr. Kaley Adams**

Contact email: [krobinson2014@fau.edu](mailto:krobinson2014@fau.edu)

**FAU Academy EMAIL for check in and check out is:** [fauaci1@gmail.com](mailto:fauaci1@gmail.com)

**My Academic Advisor is:**

Contact email:

Contact phone #:

**My Peer Mentor is:**

Contact email:

Contact phone #:

**My Faculty/Staff Mentor (summer only) is:**

Contact email:

Contact phone #:

**My Job Coach is:**

Contact email:

Contact phone #:

**Campus Police:** 561-339-0015 - Jupiter  
561-297-3500 - Boca

**Student Health Services:** 561-799-8678 – Jupiter  
561-297-3512 - Boca

**Counseling Office:** 561-799-8635 - Jupiter  
561-297-3540 – Boca

**Student Accessibility Services:** 561-799-8585 – Jupiter  
561-297-3880 - Boca