

# HARLAXTON COLLEGE

## General Guidance

Summer Session 2019





## **A Message from the Principal**

It is my distinct pleasure to welcome you to our 2019 summer session.

As you know, Harlaxton College is a premier provider of study abroad, and we are unique because we are housed in a spectacular Manor House surrounded by magnificent English countryside. This is a place of wonder that sparks all five senses and fuels the intellect and imagination. You have an entire estate to explore and to call home, classroom, lab, and studio. It is a nurturing space that requires care and that often elicits a kind of awe. There are mysteries and surprises here that work themselves quietly and indelibly into our individual experiences and that remain with us forever.

At Harlaxton, the sense of community is strong. Growth achieved here is real, and the benefits are lasting. From arrival to departure, every discovery you make will help lead to an even larger discovery: that you are part of, functioning in, contributing to, and responsible toward some *thing* – some *world* – greater than yourself and more vast than all your past experiences.

Our world is fascinating and enticing; and, it is diverse, complex, nuanced, contested, at times inscrutable and often difficult. Becoming a responsible global citizen – our collective goal for you – is not only about developing perspective, accumulating cultural capital, and building personal capacity. It is also about action in the world. It is about seeing the difference (perspective), knowing the difference (discernment) and being the difference (action).

As you pass under our wonderful gates, walk our towering halls, and live and study in this marvelous house, be aware that you are not stepping into the calm and comfort of an imaginary past, but into a future that is very much in the making. At Harlaxton, we will help you discover and build your future. That is why you are here, and why the College is here. Let us all make the most of it.

Sincere best wishes,

Gerald Seaman  
Principal  
Summer 2019

## HARLAXTON SUMMER SESSION 2019 CALENDAR

<b>May</b>	26, Sunday	Departure from the US
	27, Monday	Arrival at Heathrow and transfer to Harlaxton. Student Orientation¥
	28, Tuesday	Student Orientation – Convocation and High Table Dinner¥ Faculty Orientation – Convocation and High Table Dinner¥
	29, Wednesday	Classes start – regular morning schedule. Orientation continues after lunch
	30, Thursday	Classes London trip. Depart Thursday afternoon.
	30 – 2 June Thursday - Sunday	London trip
<b>June</b>	from 3 June	Classes*
	7, June	Additional Class Day**
	8, Saturday	York day trip
	9, Sunday	Cambridge day trip
	12 – 16 Wed -Sunday	Paris weekend trip. Depart Wednesday afternoon.
	21 – 23 Friday-Sunday	Edinburgh weekend trip. Depart Friday morning.
	24, Monday	Valedictory Convocation and Farewell Dinner¥
	26, Wednesday	Last day of classes and final assessments/examinations¥
	26, Wednesday	Afternoon: Departure from Manor for those <b>NOT</b> on Italy trip. <i>Students who fly to the US on 27 June are responsible for booking and paying for any overnight accommodation in London</i>
	27, Thursday OR	Flight home from London for those <b>NOT</b> on the Italy trip
	27, Thursday	Departure from Manor for students on end of Summer Session <b>Italy trip</b>
<b>June/ July</b>	27 June – 2 July	End of Summer Session <b>Italy trip</b> . <i>Students who fly to the US on 3 July are responsible for booking and paying for any overnight accommodation in London</i>
	3, Wednesday	Flight home from London for those who are on the <b>Italy trip</b> .

- \* Classes are normally held Monday - Thursday, 8:30 – 10.25 am and 10.30 am - 12.25 pm
- \*\* Additional Class Day – extra day of classes in addition to the normal Monday – Thursday schedule
- \*\*\* Some classes may have laboratory sections in the evening
- ¥ Required attendance

# Harlaxton Summer Session 2019

## Class Schedule

(Classes start on Wednesday 29 May)

	8.30 – 10.25 am	10.30 am – 12.25 pm	Lunch	Afternoon
<b>Monday - Thursday</b>	<p><b>BIOL 199</b> Special Topics in Biology: Viruses and Public Health (Anne Bost) Room 128 (12)</p> <p><b>ECON 102</b> Principles of Micro-Economics (Amanda Kerr) Drawing Room (10)</p> <p><b>ES 103</b> Fundamentals of Environmental Science Room 130 (18)</p> <p><b>NURS 395</b> Dynamic Integration: Health Issue (Gayle Roux, Judith Halstead) Music Room (15)</p> <p><b>SOC 230</b> Social problems in the Modern World (M Plikuhn) Culpin Room (20)</p> <p><b>THTR 495</b> Independent Study in Contemporary European Theatre (Eric Renschler) Reading Room</p>	<p><b>BIOL 460</b> Special Problems (Cris Hochwender) (Slab)</p> <p><b>ENGL 120</b> Introduction to Literature (Kristina Hochwender) Drawing Room (10)</p> <p><b>BRIT 280</b> Cultural Capitals of Britain and Europe (British Faculty) Library Seminar Room (20)</p> <p><b>NEUR 499</b> Special Topics in Neuroscience: Neural and Behavioral Resilience (Michael Kerchner) Music Room (15)</p> <p><b>REL 212</b> Living World Religions (Mark Waters) Room 128 (12)</p> <p><b>SOC 386</b> Death and Dying (Mari Plikuhn) Culpin Room (20)</p> <p><b>THTR 110</b> Introduction to Modern Theatre (Eric Renschler) Room 130 (18)</p>	Lunch is served in the Refectory: 11.30 am until 1 pm	<b>All courses:</b> field trips, cultural travel and other related academic activities may take place during the afternoon.
<b>Friday</b>	Trips (see calendar for College arranged trips) and independent personal travel			

## HARLAXTON COLLEGE RESOURCES

### HARLAXTON BOUTIQUE

The Harlaxton Boutique is regularly open for the sale of Harlaxton clothing, souvenirs, postcards etc. Opening times are posted on the door to the shop.

### HEALTH CENTRE

The Health Centre, where the **College Nurse** is located, can be found along the ground floor stone corridor, second turning on the left after the second set of fire doors. The nurse is normally available Monday, Tuesday and Thursday mornings from 8 am until 10 am.

A **doctor** is available at the surgery in Croxton Kerrial (4 miles from Harlaxton) each weekday. Arrangements to see a doctor are made through the Health Centre. Please note: a taxi to and from the surgery costs about £25. You are responsible for paying this cost and any prescriptions charges (payable to the surgery) on the day.

### IT AND COMPUTING SERVICES

Computer labs with printing and copying facilities are located near the Library in the Manor and in the Carriage House, with workstations in the Library for academic research. These are all open 24/7. There are also computers in the Student Development Office area for travel information and bookings which are accessible when the office is open.

The College requires all **laptops to have up-to-date anti-virus protection**. Please see Mark Crowson if you need help to install an appropriate program. His office is just beyond the Library.

**Wireless** access is available across the campus and access details are on the Information Sheet in your packs. Please let us know of any difficulties. You are allowed to connect up to 3 devices.

### LIBRARY

The library is open 24/7. Please sign out all items borrowed on the sign-out sheets provided.

### LOST PROPERTY

For lost property, whether this is something you have found or something you have lost, contact Reception.

### REFECTORY and BISTRO

Refectory Opening Times	
Breakfast	7.30 am – 8.30 am
Lunch	11.30 am – 1.00 pm
Dinner	5.30 pm – 7.00 pm
BISTRO	
Monday – Thursday	8.15 pm – 11.00 pm

### SPORTS CENTRE

Sports Centre Normal Opening Times	
Monday – Sunday	6.00 am – 11.00 pm

### TELEPHONE AND FAX/SCAN MACHINE

Local calls (01476 prefix) are free when made from the red telephone box outside the Student Development Office. This can be used to book taxis, or order pizza etc. from Grantham

There is a **Fax/Scan machine** (number 01476 403030), in the Business Office (8 am – 5 pm, Monday – Friday).

## **ACADEMIC PROCEDURES AND POLICIES**

### **PROCEDURE FOR ADDRESSING STUDENT ACADEMIC CONCERNS**

Harlaxton College embraces a culture that encourages students to seek informal resolution to academic concerns by directly contacting the faculty member or administrator who has the authority to respond and deal with the matter. Such concerns may relate to teaching or course-related matters or to other services provided by the college.

If after speaking to their professor a student feels their concern remains unaddressed they may next bring it to the Principal of the College who can facilitate an informal resolution. If no informal resolution follows students should submit a written and signed statement setting out their concerns and the resolution sought.

### **ADDITIONAL COURSE FEES**

Some courses require an additional course fee to cover field trip costs etc. Information concerning any such fees is included in the relevant course syllabus.

### **ATTENDANCE POLICY**

Harlaxton College operates a mandatory attendance policy that is binding on all faculty and students.

In the Summer Semester only ONE unexcused absence will be allowable. Additional unexcused absences will attract an overall grade penalty of a third-of-a-letter grade for each unexcused absence (e.g. one additional unexcused absence would result in an A- being reduced to a B+).

Students are responsible for the academic consequences of their failure to attend class.

### **GRADE APPEALS AT HARLAXTON COLLEGE**

Any student who questions a course grade should speak initially to the professor for that course. If after discussion the professor is unwilling to change the grade, and the student is not satisfied with the reasons given, the student may then pursue this with the Principal of Harlaxton College.

Any student wishing to take their grade appeal to the Principal should set out their case in writing, with a copy going to the course professor. For Harlaxton College such appeals should normally be submitted before the end of the semester of study at Harlaxton College.

A change of grade will occur if both the professor and the Principal approve. A signed 'change of grade form' confirming the change is forwarded to the Office of the Registrar in Evansville.

Students are advised to keep copies of all relevant documents or correspondence until a decision is reached.

Full details of the Grade Appeals process can be found in the University of Evansville Student Handbook:

<https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>

The normal procedures outlined in this Student Handbook apply at Harlaxton College, with the role of the Admissions and Standards Committee replaced by the Principal of the College.

### **HONOR CODE**

Harlaxton College operates a version of the University of Evansville Honor Code (see Course syllabus for details).

## STUDENT LIFE POLICIES

### ALCOHOL

The legal drinking age in Britain is 18. While you are here, enjoy visiting British pubs – they are a part of the local culture – but remember to exercise responsibility and moderation in your approach towards alcohol consumption.

On campus drinking is normally allowed only in the Bistro, and **only of drinks purchased in the Bistro**. For special events there may be a bar in the State Rooms or wine served at dinner. In these instances drinking is confined to the State Rooms being used. With the exception of the above, possession and consumption of alcohol on campus is strictly prohibited. This prohibition extends to student rooms, the grounds, Sports Hall, playing fields, and all vehicles used by the College. Student Development staff, College drivers and Security and Assistance Officers will confiscate any alcohol brought onto campus and the Director of Student Development will hold accountable those deemed responsible. Empty alcohol bottles in student rooms will be construed as evidence of policy violation. Intoxicated persons will not be allowed on vehicles used by the College.

### CARS

If you hire a car and park it on the campus, it must be registered with the Reception/Security Office. Parking is allowed only in the Visitors' Car Park.

### COMMUNITY EXPECTATIONS AND POLICIES

Community expectations and policies will be covered during orientation.

Discipline is based on the codes and rules of the University of Evansville. Disciplinary action taken at Harlaxton will be recorded and may be shared with the Dean of students at the student's home campus for inclusion in a student's permanent record.

### DRUGS

The use, possession, or distribution of non-prescription drugs is illegal in Britain and prohibited by Harlaxton College. If you have a drug dependency problem please ask for help. The matter will be treated in the strictest confidence.

### FAST FOOD DELIVERIES

If you order pizzas or Chinese meals etc. to be delivered you must be waiting in Reception at the appropriate time to meet the delivery. You must receive and pay for your delivery outside: delivery personnel are not allowed into the Manor or Carriage House.

### FIRE AND FIRE DRILLS

Because of the age and interior wood construction of Harlaxton Manor and the Carriage House, fire is our greatest safety concern at Harlaxton College. We ask each student and faculty member to serve as informal "fire wardens" to help us identify and correct fire hazards and to reduce fire risks. To that end, please begin by making yourself completely familiar with the fire instructions in your room.

If a fire alarm should occur:

- Leave the building; gather in the Schroeder Front Courtyard at the front of the Manor.
- Never delay to collect your belongings.
- Never return to the building unless given the all clear.

- DO NOT use the lift.
- Make sure someone knows you are present at the evacuation point so the Fire Brigade does not search for you.

To help prevent fires, these principles must apply:

- Please do not use hair dryers near heat sensors on ceilings. When the alarm goes off the building is evacuated and the Fire Brigade will send an appliance: carelessness therefore creates hardships for many. Fines for setting off a fire alarm, even if accidental, may be assessed to an individual person or a room.
- Playing with fire extinguishers is a serious disciplinary and community offence. It places your life and others' lives in danger and is prohibited.
- Smoking and the use of e-cigarettes creates fire risks and is prohibited inside and near all Harlaxton College buildings.
- Cooking food creates a danger and is prohibited in student rooms.
- Candles and incense, or any naked flame, are an especial danger and are prohibited.
- Please do not dry clothing on lamps. We have had serious danger of fire from this action.
- The Fire Brigade, on a recent inspection, witnessed several laptops charging while sitting on soft surfaces such as clothing or beds. The laptops were heating up, and the inspectors told us this was a serious danger. Please do not leave laptops or other appliances charging while you are away, especially on a soft or flammable surface.
- Unauthorized fires of any sort are prohibited on the grounds of the College, for obvious reasons.

**Please note:** In the interests of fire safety, authorized members of staff will conduct periodic safety checks of College rooms throughout the semester.

**Please remember:** no charging of laptops or any other electrical appliances whilst you are out of the room.

**Please note:** Fines for setting off a fire alarm, even if accidental, may be assessed to an individual person or a room.

The assembly point for all persons in the Manor and Carriage House at the time of a fire alarm will be the Schroeder Front Courtyard.

### **GENERAL DAMAGE**

The College relies on all residents to treat these delicate, historic and important buildings with due care and respect. Any damage (other than normal wear and tear) caused by a resident will be charged to that resident directly. Where such damage is un-attributable, the College may, at its discretion, levy an appropriate charge on a room, a corridor, or the student body as a whole.

### **NO SMOKING POLICY**

In compliance with British law, smoking is not allowed anywhere inside or adjacent to Harlaxton College buildings; this includes your bedroom. Likewise, the use of e-cigarettes/vaping is not allowed in or adjacent to any Harlaxton building. There is a designated smoking area between the main Manor House and the Carriage House.

### **PERSONAL DATA**

It is important that the College has up-to-date information about you, including emergency contact details. If there are any changes to the information that you originally provided please let the Student Development Office know about this straight away.



## **VISITORS AND GUESTS**

Harlaxton is your home, and your guests are welcome, but we rely on you to offer hospitality only to those guests you would welcome in your own family. Past, painful experience has caused us to be cautious about extending visiting privileges to the Manor—it is a matter of safety for the whole Harlaxton community.

**All visitors, whether to the Manor or the Carriage House, must report to Reception/Security upon arrival, and again when departing from campus.**

**All non-resident guests** and visitors are required to vacate Harlaxton Manor property and grounds by no later than 12 midnight. Meals, when available, may be purchased at the Reception/Security Office if non-resident visitors wish to share a meal during the course of their visit.

**Overnight guests**, who are in most cases family members or friends from home, may book College guest rooms or, with approval of the Director of Student Development, any vacant student rooms. Guests may not, however, stay in occupied student rooms. A list of rates for rooms, which includes meals when available, can be obtained from Reception and we ask for payment upon arrival. Please confirm the booking with Reception before the arrival of your guest.

**Overnight guest accommodations are limited and subject to the following guidelines:**

- Guests are allowed a maximum of seven nights stay on campus.
- All guests must be signed in at Reception upon arrival.
- No guests are allowed on campus in the first week or from the last day of class.

### **Children and Young Visitors**

You are very strongly advised not to invite children and young people staying at or visiting the Manor back to your rooms. There are plenty of public areas where you can meet your young residents or visitors.

## **WEEKEND CHECKOUT**

So we might have some sense of where to contact you in an emergency and so we know when you are or are not in residence should there be a fire or other emergency, we ask you to complete a weekend checkout form for each week of the summer. You will be emailed a reminder each week to go into your **myHarlaxton** account to fill out the questionnaire and complete the itinerary. Faculty as well as students complete this form. House points will be deducted for missing the deadline.

Consistent offenders will be fined and may be held accountable via the student code of conduct. If you have questions, please reach out to the SDO prior to the deadline time in order to troubleshoot the issue.

## HOUSEKEEPING RESOURCES AND POLICIES

### CLEANING:

You and your roommates are responsible for keeping your room clean. Members of the Manor Housekeeping Team are responsible for the public areas of the Manor.

**Basic Cleaning Supplies**, together with a vacuum cleaner, are available on each hall. Members of the Housekeeping Team will advise on any particularly difficult problems.

**Sheet Exchange** is on Monday between 1.00 and 2.00pm at the Housekeeping offices, off the stone corridor near the Health Centre. Please note that in order to get fresh sheets you need to bring your old ones. The College will provide you with one towel, which you are responsible for laundering through the session. There is **no towel exchange**, though extra towels are readily available for purchase in local shops. **Laundry detergent tablets** for use in the laundry washing machines may be purchased from Reception.

### REPAIRS:

A 'Fix-It' list is located on a board opposite the main Reception desk. Please report any maintenance problems here. For immediate concerns, please contact the Student Development Office.

### ELECTRICAL APPLIANCES:

- Many smaller personal electronic appliances are easy and cheap to obtain in the UK. Consider doing this rather than bringing your own from the States, as yours will not likely be rated for UK current;
- At the beginning of every semester or summer session the College may experience several power outages because residents plug their non-UK-rated US appliances into UK plugs without stepping down the current by using a step-down convertor;
- Electrical current is different in the UK, and is much, much more powerful. If you have a separate 220V service for your electric clothes dryer, electric oven, or air conditioning at home, then you have something similar to what is used for all appliances in the UK;
- Electrical outlets are different in the UK, too. Have a look at the plug on your electric stove or electric clothes dryer in the States. It will likely have an over-sized plug with three blade-like prongs. That's close to what is used for all appliances in the UK;
- Adapting your US plug to fit a UK outlet is not the same as stepping down the current using a step-down convertor;
- Many computers and other digital devices (e.g. tablets and smart phones) operate on any electrical current in the world and use an internal switch to regulate the current. To know if yours does this, look at the excessively tiny specs on the power source cord. If it says 110V – 240V, then you will need only to adapt your US plug to a UK outlet. We sell adaptors in our boutique and at Reception. You can also find them at Target and Walmart, and elsewhere in the States. If your power source cord says anything else, then you will need to convert the UK power into a current that is appropriate to your US appliance. Because the UK current is greater than in the US, this is done using what is called a step-down convertor. You need to purchase your step-down convertor in the US; you will have trouble finding one in the UK;
- UK current and European (i.e. France, Spain, Italy) current are the same. UK and European electrical outlets are different. Often, you can purchase a step-down convertor that has a European plug (two elongated and rounded prongs) and that also comes with a UK outlet adaptor. With this, you will be prepared to use your US-rated appliances in the UK and on the continent.

### HOT WATER:

**Caution - water** from the **hot taps** may be very **hot**. Please take care.

**NEED HELP?** Please contact House Manager, Mickey de Vos or any member of the Housekeeping Team.

## FINANCIAL POLICIES

### **ATM:**

The easiest way to obtain and manage money while you are at Harlaxton is via the ATM located at Reception. The ATM is 'Free' to use which means that neither Harlaxton College nor our bank will charge you a commission. However, please note that your bank will levy their normal charge (if any) for cash withdrawals. In other words, the cost of using the Harlaxton ATM is the same as it would be when using an ATM from any of what the British call the 'High Street' banks (we are connected to the same LINK network).

The maximum withdrawal is £250, but some US banks will impose an international cash withdrawal limit which may be a lower amount. Since the ATM is available 24/7 we would strongly advise you to withdraw small amounts frequently rather than withdraw and carry around large amounts of cash. The minimum withdrawal is £10.

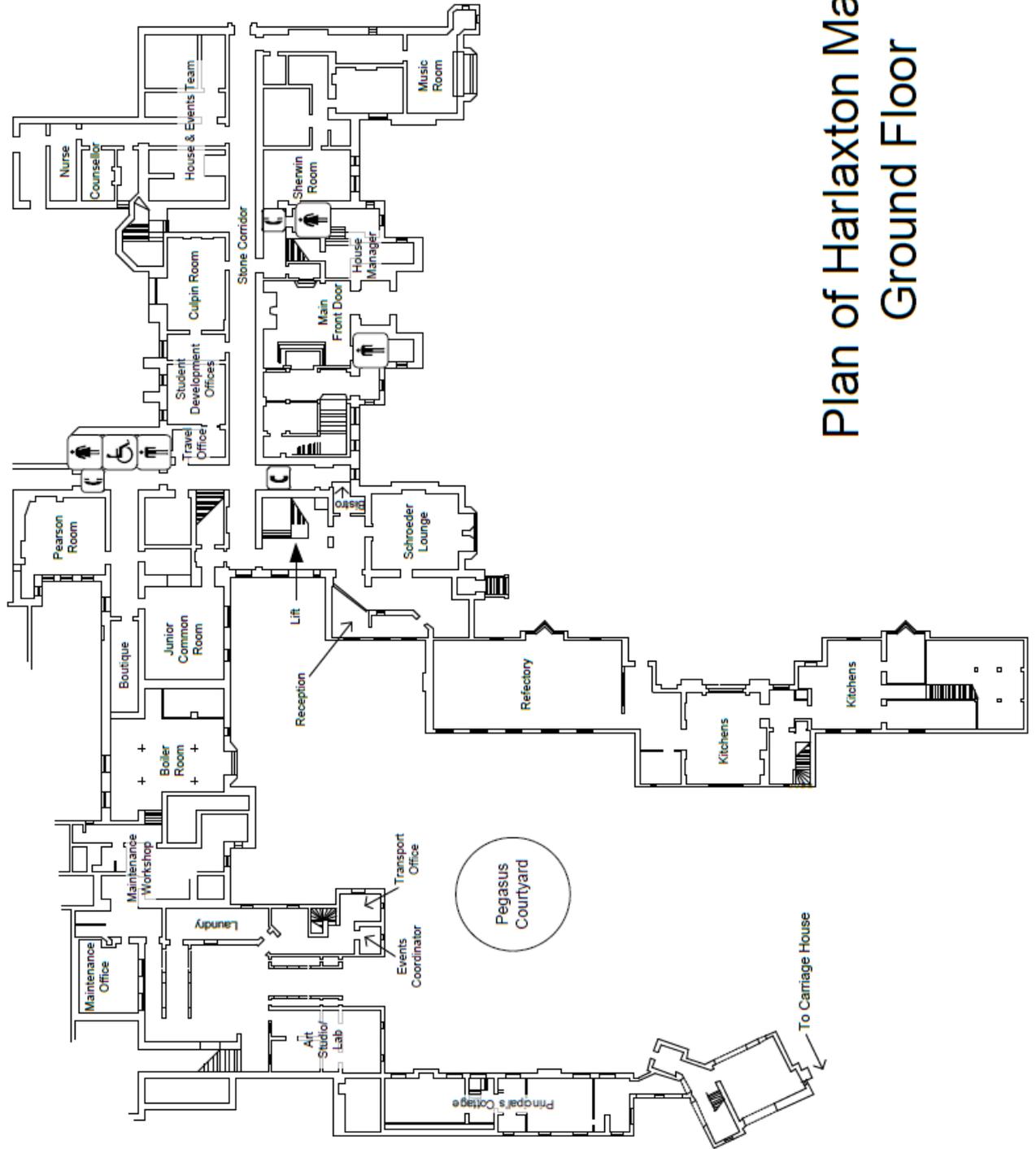
**FOREIGN CURRENCY EXCHANGE:** The Business Office is happy to help you with other financial transactions, including:

#### **Credit/Debit Card cash transactions.**

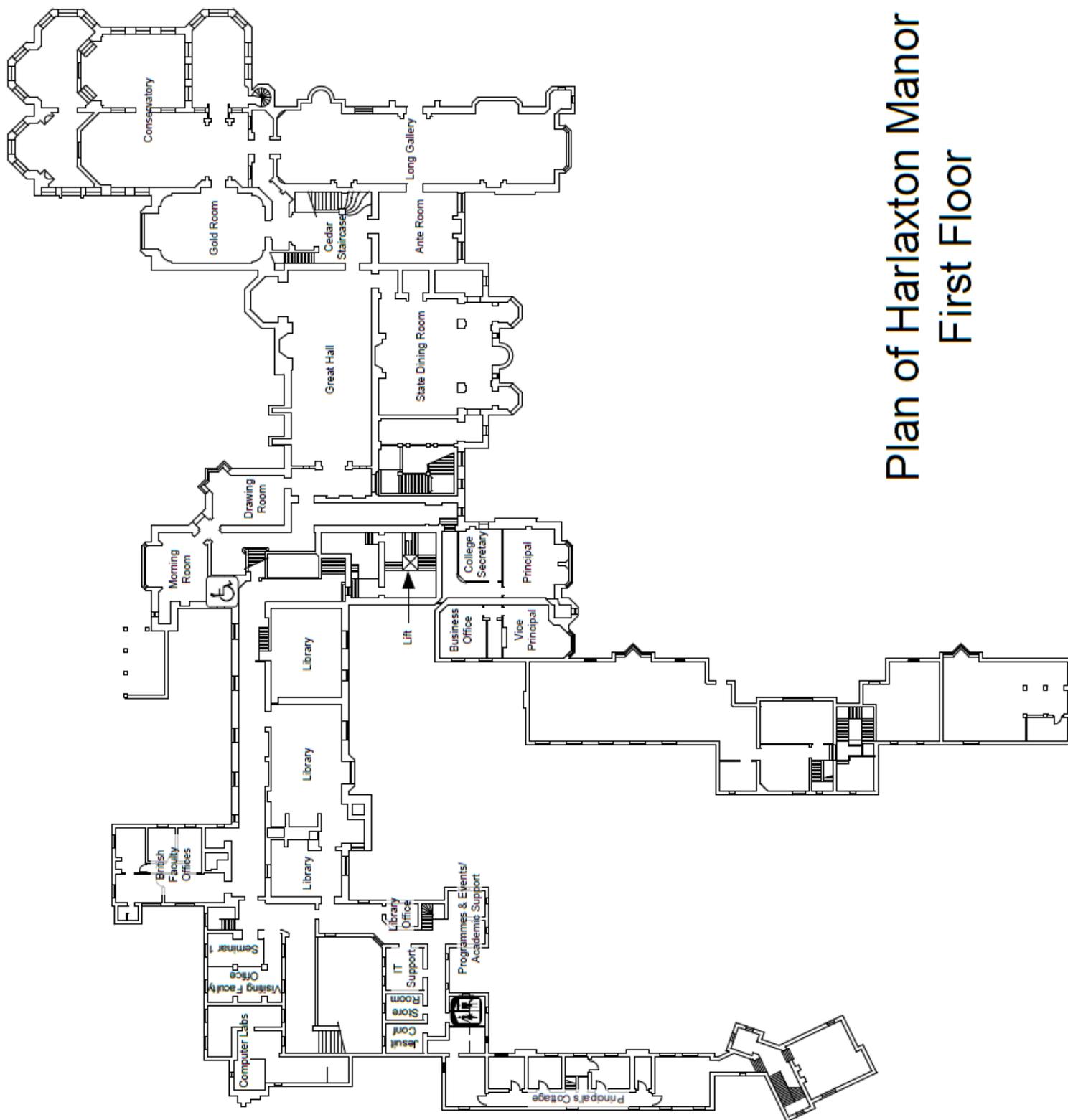
If the ATM machine is unavailable or will not work with your card, you may use your credit/debit card to withdraw cash in the Business Office. The maximum amount you may withdraw in a single day is £200, and there will be a 2.5% commission/administration charge. Remember, it is cheaper to use the ATM.

**STUDENT DEBTS:** All sums of money due to the College must be paid by the due date. If you are late in paying, an interest charge of 1% over the bank interest rate per month will be charged. All College debts, including any fines and/or interest, must be paid prior to departure.

**OPEN:** Monday – Friday 8.30 am – 12 noon and 1 pm – 4.30 pm



# Plan of Harlaxton Manor Ground Floor



# Plan of Harlaxton Manor First Floor

# TRANSPORT TIMETABLE

## SUMMER SESSION 2019

The following will be adhered to as closely as possible. Except in emergency cases, or at the discretion of the College, there will be no additional service beyond these.

### Monday - Friday

#### THE MANOR – Pegasus Courtyard

##### From the Manor to Grantham

8.10 am  
1.10 pm  
3.10 pm  
4.10 pm

#### GRANTHAM - The Bus Station

##### From Grantham to the Manor

8.30 am  
1.30 pm  
3.30 pm  
4.40 pm

**N.B.** there is no scheduled transport on Saturdays or Sundays.

**SUNDAY CHURCH RUNS** to various churches in Grantham may be available (**subject to sign-ups**) on **Sunday, 9 June**. Please sign-up on the sheet posted on Reception notice board by no later than **12 noon on the previous Thursday, 6 June**.

#### DRIVERS ARE AUTHORISED TO ENFORCE THE FOLLOWING:

1. Maximum number of passengers – 16 in each shuttle bus. Overloading invalidates the insurance.
2. Seat Belts must be worn. No standing is allowed.
3. Take extra care when leaving the vehicle – be aware of other road traffic.
4. No smoking is allowed on any College vehicle.
5. No food or drink will be consumed on any College vehicle.
6. No student carrying alcoholic drinks, of any sort, will be accepted on any College vehicle.
7. Large luggage and bicycles will not be carried on any College vehicle.

ANY ALTERATIONS TO THE ABOVE SCHEDULE WILL BE  
NOTIFIED BY EMAIL

Useful telephone numbers		Taxis	
Harlaxton Manor Reception	01476 403000	Street Cars Taxi	01476 590008
Security out of hours	01476 403033	Grantham Taxi	01476 594594
		Can Cabs	01476 575557