

Teaching Fellow Resources for Undergraduate Students in Need of Additional Support
Assembled as a project of the Yale Graduate Student Assembly (GSA) Spring 2018

As a teaching fellow, you may encounter students who come to you with issues that require support beyond what you can individually provide. You are not expected to handle these issues alone, but you should feel prepared to direct students to the appropriate resources. Some of those resources are highlighted below.

I. Residential College Deans: An Essential Resource

- A. From the [Handbook for Instructors of Undergraduates in Yale College](#): “The residential college deans are members of the Yale College Dean’s Office located in each of the fourteen residential colleges. The college deans are in general charge of their students’ academic welfare and progress. They know their students well, and **whenever an instructor wishes to discuss any matter relating to a student’s situation, the residential college dean is almost always the first and best person to call**. Residential college deans are eager to cooperate in any way possible with instructors, and instructors are urged to take full advantage of the assistance that a college dean may be able to supply.”
(<http://catalog.yale.edu/handbook-instructors-undergraduates-yale-college/residential-college-deans/>)
- B. Residential college deans not only look out for their students’ academic progress, they are also a first resource for any personal or family issue that a student may be facing. It is appropriate to reach out to the dean for concerns that fall outside of the scope of academic matters.
- C. To use Canvas to find out what residential college your student is in, go to “Photo Roster” and select “List View.” This will produce a list of all students that includes their college. To find the corresponding Dean for your student, search this [directory](#) (<https://yalecollege.yale.edu/residential-college-heads-and-deans>).
- D. General guidelines regarding contacting Deans
1. You should never worry alone about a student (and if you aren’t sure if you should be worried, that’s a good time to reach out). You may not be the only one who is noticing a given issue, and the Dean may already be aware that there’s a problem.
 2. It’s better, if possible, to flag something earlier in the semester, when the Dean still has enough time to intervene to help the student, rather than later.

3. Generally, any noticeable shift in a student's behavior or performance (e.g. repeated absences, not responding to emails) is worth flagging to a Dean.
- E. If you can't reach the Dean and you are concerned that the matter needs to be dealt with right away, you can reach out to the student's [Head of College](#). (<https://yalecollege.yale.edu/residential-college-heads-and-deans>).
1. If the concern is even more immediate (i.e., you are concerned about the student's well-being in the next hour/next 24 hours), you can reach out to the Yale Police Department. Their non-emergency number is (203) 432-4400; email: safe@yale.edu.

II. Additional Resources

A. Mental Health

- a. [Yale Health Acute Care](#). A medical professional is on call for mental health concerns 24/7. You can walk a student to Yale Health (55 Lock Street), or you can call and ask for assistance (203-432-0123). Website: <https://yalehealth.yale.edu/directory/departments/acute-care>
- b. [Walden Peers](#): Yale peer counseling organization. Anonymous and confidential hotline- available 8pm - 8am: (203) 432-TALK (203-432-8255). Email: walden.counseling@gmail.com. Website: <https://walden.sites.yale.edu/>.
- c. [Chaplain's Office](#): Phone: (203)-432-1128. Website: <https://chaplain.yale.edu/>.

B. Academic Support

- a. Residential College Writing and Quantitative Tutors. [Writing](#): <https://ctl.yale.edu/tutoring/writing/residential-college-writing-tutors>. [Quantitative](#): <https://ctl.yale.edu/tutoring/quantitative-reasoning-science/drop-residential-college-mathscience-tutors>.
- b. [Center for Teaching and Learning](#): <https://ctl.yale.edu/undergraduates>.

C. Overall Wellbeing

- a. First-Year Counselors ([FroCos](#)) (if applicable): <https://yalecollege.yale.edu/students/academic-planning/advising/advising-programs/first-year-counselor-program>.
- b. Cultural Centers
 - i. [Afro-American Cultural Center](#): <https://afam.yalecollege.yale.edu/>
 - ii. [Asian-American Cultural Center](#): <https://aacc.yalecollege.yale.edu/>
 - iii. [La Casa Cultural: Latino Cultural Center](#): <https://lacasa.yalecollege.yale.edu/>
 - iv. [Native American Cultural Center](#): <https://nacc.yalecollege.yale.edu/>
- c. Office of International Students and Scholars ([OISS](#)): <https://oiss.yale.edu>

- d. [Office of LGBTQ Resources](https://lgbtq.yale.edu/): <https://lgbtq.yale.edu/>
- e. [Chaplain's Office](https://chaplain.yale.edu/): Phone: (203)-432-1128. Website: <https://chaplain.yale.edu/>.
- f. [Yale Health Student Wellness](https://yalehealth.yale.edu/directory/departments/student-wellness): Phone: (203) 436-5464. Website: <https://yalehealth.yale.edu/directory/departments/student-wellness>
- g. [Yale Well Initiative](https://yalewell.yale.edu/): Website: <https://yalewell.yale.edu/>
- h. [Consent Communication Educators](https://cce.yalecollege.yale.edu/): An undergraduate peer resource committed to creating "a more positive sexual and social climate on campus." Website: <https://cce.yalecollege.yale.edu/>

D. Sexual Misconduct, Harassment, and Bias

- a. **Teaching fellows are mandatory reporters.** As a TF, "you need to report *any* incident that *might* fall within [Yale's definition of sexual misconduct](#)." (from Yale Center for Teaching and Learning handout "Reporting Sexual Misconduct: Teaching Fellow Guidance and FAQs," Fall 2016). Website for Yale's definitions of and policies around sexual misconduct: <https://smr.yale.edu/find-policies-information/yale-sexual-misconduct-policies-and-related-definitions>.
- b. [SHARE](#) (Sexual Harassment and Assault Response & Education): A confidential and anonymous resource for members of the Yale community. Website: <https://sharecenter.yale.edu/>. Phone: 203-432-2000 (available 24/7).
- c. [Dean's Designees](#): From the Yale University website: "Dean's designees have been identified by Yale College and the dean of each school as community members with the responsibility to receive student concerns and offer advice and guidance in relation to equal opportunity, diversity and inclusion, and discrimination and harassment." Website: <https://student-dhr.yale.edu/deans-designees>
- d. [Title IX Coordinators](https://provost.yale.edu/title-ix/coordinators): <https://provost.yale.edu/title-ix/coordinators>
- e. [Consent Communication Educators](https://cce.yalecollege.yale.edu/): An undergraduate peer resource committed to creating "a more positive sexual and social climate on campus." Website: <https://cce.yalecollege.yale.edu/>

E. Other Concerns

- a. The [Yale College Dean's Office](https://yalecollege.yale.edu/deans-office/office-dean-college)- if you aren't sure where to go for help, contact the Dean's Office. Website: <https://yalecollege.yale.edu/deans-office/office-dean-college>. Phone: 203-432-2900.

*Primary assembly of this document by Lucy Armentano and Lucy Caplan, in collaboration with several faculty members and administrators, for a project for the GSA (Spring 2018)