

# TRUMAN STATE UNIVERSITY

## INFORMATION TO KNOW

### 2015-2016 CALENDAR

#### FALL SEMESTER 2015

**Aug. 15** - New Student Move-In  
**Aug. 15** - Truman Week begins  
**Aug. 20** - Classes begin  
**Aug. 26** - Activities Fair  
**Sept. 7** - Labor Day  
**Sept. 13** - Downtown Student Welcome  
**Sept. 19** - Family Day (*visit [truman.edu/family](http://truman.edu/family)*)  
**Sept. 23** - Career and Grad School Expo  
**Oct. 2** - National Spirit Day  
**Oct. 8** - First Block classes end  
**Oct. 9** - Second Block classes begin  
**Oct. 10** - Homecoming  
**Oct. 15-16** - Midterm Break  
**Nov. 23-27** - Thanksgiving Break  
**Dec. 4** - Last day of classes  
**Dec. 7** - Finals start  
**Dec. 9** - Reading Day  
**Dec. 11** - Finals end  
**Dec. 12** - Commencement

#### SPRING SEMESTER 2016

**Jan. 6** - New international students arrive  
**Jan. 7-8** - International student orientation  
**Jan. 11** - Classes begin  
**Jan. 18** - Martin Luther King Jr. Day  
**March 2** - First Block classes end  
**March 3** - Second Block classes begin  
**March 7-11** - Midterm Break  
**March 28** - Spring Break  
**April 9** - Holman Family Distinguished Speaker: TBA  
**April 19** - Student Research Conference  
**April 29** - Last day of classes  
**May 2** - Finals start  
**May 4** - Reading Day  
**May 6** - Finals end  
**May 7** - Commencement

For more events taking place on campus, check out the University Master Calendar, available at [truman.edu/event](http://truman.edu/event) or under "Events" on the Truman home page.

In addition to promoting on-campus events, the Truman Master Calendar includes helpful links to the academic calendar and to important dates and deadlines from the Registrar's Office.

### Tobacco-Free Campus

Truman's tobacco-free policy includes the use of cigarettes, smokeless tobacco and electronic nicotine delivery systems, or e-cigarettes.

### CSI a Valuable Resource for Students and Organizations

The Center for Student Involvement (CSI) is primarily responsible for campus programming, student organization development and services, Greek Life-related services, leadership development and recognition programs at Truman.

The CSI website, available at [csi.truman.edu](http://csi.truman.edu), contains helpful links to find involvement opportunities and campus policies. Most importantly, the CSI page includes a list of and descriptions for the more than 200 student organizations active at Truman. You can also find information on how to start a new student organization.

To learn more about involvement opportunities, students can follow the CSI on Twitter @TrumanCSI or on Facebook at Center for Student Involvement.

### How to Promote On-campus Events

Organizations hosting on-campus events can submit them to the Truman Today, University Master Calendar and TruView.

Submissions to the Master Calendar can be made at [calendar.truman.edu/submitevent.asp](http://calendar.truman.edu/submitevent.asp). Truman Today submissions can be emailed to [tmiles@truman.edu](mailto:tmiles@truman.edu). TruView posting requests can be made by completing the form located at [its.truman.edu/File/forms/pipelineannounce.pdf](http://its.truman.edu/File/forms/pipelineannounce.pdf).

All events must take place on campus and be open to the entire University community. Submissions are subject to editing for style and clarity.

### CONTACT

660.785.4016 • [pr@truman.edu](mailto:pr@truman.edu)

### Scholarships Available from University Foundation

The Truman State University Foundation offers thousands of dollars in scholarship funds. Truman offers scholarships in both the spring and fall for upperclassmen as well as incoming students.

With two application periods — October for the spring scholarships and January/February for the following year — there are multiple scholarship opportunities. The Truman State University Foundation offers both endowed and annual scholarships. Students will receive emails to their Truman accounts prior to each deadline for applying. The deadline is also advertised in the Truman Today, on the University website and on the Master Calendar.

To apply for a scholarship, students can fill out an application online. For a list that includes all scholarships that have been established through the Truman State University Foundation, visit [truman.edu/giving/establish-a-scholarship/foundation-scholarships](http://truman.edu/giving/establish-a-scholarship/foundation-scholarships).

### Stay Informed on Campus Events with the Truman Today

The Truman Today serves as the University's informational online newsletter announcing campus events, scholarship opportunities, financial aid updates, internship opportunities and University deadlines.

The Truman Today is sent via email every Monday afternoon during the academic year by the Public Relations Office to all students, faculty and staff. Students can also access Truman Today online through their TruView accounts.

## Guidelines for Using the University Name and Logos

During the school year, many Truman offices and student organizations will want to create Truman State University related memorabilia with the name of the University or one of the University logos. The University does have a logo and style guide that contains standards for consistency for the Truman identity system, and if anyone is interested in using the name of the University or its logos, those specific guidelines must be followed at all times.

Because the name and logo are licensed, it is best to work directly with the Publications Office on how the name or logo might be used. Information on the main variations of the logo can be found online at [publications.truman.edu/logo-usages](http://publications.truman.edu/logo-usages). For questions concerning use of the Truman name or logos, contact the Publications Office at 660.785.4692.

## Cash Checks On Campus

The cashier window, located on the first floor of McClain Hall, is available to help Truman students conduct various financial transactions. Cashiers are responsible for processing tuition payments, receiving loan payments, cashing personal checks and selling Lyceum tickets. The cashier window is open from 10:30 a.m.-3 p.m., Monday through Friday.



Links to the main Truman Facebook, Twitter and YouTube accounts can be found directly on the University home page. A collection of other Truman departments and organizations can be found at [social.truman.edu](http://social.truman.edu).

## TruView Helps Students Get Involved

There is always something to do in Kirksville, both on and off campus, and the University has a number of resources available to students.

TruView, each student's one-stop campus portal, can be a valuable tool for finding things to do. In addition to providing access to class schedules, grades, open courses and registration information, TruView includes events from the University Master Calendar. Special events are usually listed in the Campus Announcements section.

Students will also find a "Kirksville" tab on TruView to showcase things happening off campus. Links to sites such as the Kirksville Arts Association, Downtown Cinema 8 and the Parks and Recreation Department, among others, allow students to stay informed and always have something to do in Kirksville.

Pages on the Truman website can also help students find something to do and enrich their college experiences.

The Center for Student Involvement page, available at [csi.truman.edu](http://csi.truman.edu), includes a list of and descriptions for many of the more than 200 campus organizations.

The Student Activities Board page, found at [sab.truman.edu](http://sab.truman.edu), can be used to keep track of all concerts and events SAB sponsors throughout the year.

## Find Student Employment With Tru-Positions

The Financial Aid Office has a centralized student employment website called Tru-Positions. Tru-Positions provides a comprehensive database of existing scholarship service, institutional and work-study positions, including job descriptions and transferable work skills. Access Tru-Positions online at [trupositions.truman.edu](http://trupositions.truman.edu).

## Service Allows Truman Students to Make a Difference in the Local Community

Students looking for ways to get involved at Truman have found volunteering to be fun and rewarding. Finding ways to volunteer is easy with the SERVE Center, along with 12 service-based organizations on campus.

In the 2013-2014 school year, Truman students completed more than 60,000 hours of service. The SERVE Center, which stands for Service, Education, Resources, Values and Exploration, acts as a liaison between the campus and the community by matching volunteer interests with appropriate agencies. The student-staff provides students with out-of-classroom service opportunities which enhance their liberal arts education by offering real-world experiences, aiding in leadership, personal skills and social responsibility.

The University also offers TruService, an interactive database for students, community organizations and faculty, to advertise and recruit volunteers for service and service-learning projects while fostering communication between these parties. Truman students, faculty and staff can create a profile in order to view and sign-up for service activities, track service hours, connect with organizations and create a service résumé. Volunteers can also view the entire list of community agencies and see their contact information, descriptions and websites.

For more information regarding the SERVE Center, visit [serve.truman.edu](http://serve.truman.edu). For information on various service organizations, visit [csi.truman.edu](http://csi.truman.edu).

Sign Up for Emergency Text Message Notification

Students interested in receiving emergency notices through the text messaging function on their phones can sign up for this service through TruView. On the TruView main page, under "Update and View My Personal Information," click on "Emergency Text Messaging." The Emergency Response Guide is also available on the DPS website at police.truman.edu.

Kirksville Textcaster

Sign up at kirksvillecity.com to receive updates regarding city news and announcements, parks and rec information and public safety notices. Messages can be sent via text or email, and participants can select what messages they want to receive.

Helpful Truman Websites and Phone Numbers

WEBSITES

Home Page.....	truman.edu
Master Calendar.....	calendar.truman.edu
News at Truman.....	trumantoday.truman.edu
IT Services.....	its.truman.edu
Residence Life.....	reslife.truman.edu
Public Safety.....	police.truman.edu
Center for Student Involvement.....	csi.truman.edu
Student Activities Board.....	sab.truman.edu
Student Government.....	senate.truman.edu

PHONE NUMBERS

Academic Affairs.....	660.785.4105
Business Office.....	660.785.4149
Center for Academic Excellence.....	660.785.7403
Center for Student Involvement.....	660.785.4222
<b>Emergencies.....</b>	<b>911</b>
Financial Aid.....	660.785.4130
Food Services.....	660.785.4197
Health Center.....	660.785.4182
Information Center.....	660.785.4636
Kirksville Regional Airport.....	660.665.5020
Library.....	660.785.4038
Parking Services.....	660.785.7400
Public Safety.....	660.785.4176
Recreation Center.....	660.785.4847
Registrar.....	660.785.4143
Residence Life.....	660.785.4227
Student Activities Board.....	660.785.4722
Student Affairs.....	660.785.4111
Student Government.....	660.785.4193
Truman Bookstore.....	660.785.4212

Sexual Assault or Other Gender-Based Offenses

If you experience a gender-based offense such as sexual harassment, sexual assault, stalking, violence between intimate partners, or non-consensual sexual contact, please do the following:

- Preserve evidence (put your clothes in a bag, do not shower; keep others out of the place where the incident occurred).
- For a confidential consultation, call the Student Health Center (660.785.4182); University Counseling Services (660.785.4014), after hours call 911 and ask for the counselor on call; or Victim Support Services (office-660.665.0020, crisis line-660.665.1617).
- If you wish to report a crime that occurred on-campus, call Public Safety (660.785.4176); after hours call 911.
- If you wish to report a crime that occurred off-campus, call the Kirksville Police Department (660.785.6945); after hours call 911.
- If the perpetrator is a student, you may report the offense to the Institutional Compliance Officer/Title IX Coordinator (660.785.4031).
- If the perpetrator is a member of the faculty or staff, you may report the offense to the Institutional Compliance Officer/Title IX Coordinator (660.785.4031).

Keeping the Campus Beautiful

The Truman Grounds Crew does an amazing job of keeping campus looking beautiful. Please help keep it looking great by putting your trash in the trash cans, using walkways and sidewalks rather than cutting across grassy areas, and using the crosswalks on Franklin Street and not cutting across the median.

Cyclists Need to Follow Campus Guidelines

Bicycling is a popular mode of transportation for many to and from campus. As the school year begins, the Department of Public Safety wants to remind all cyclists of the campus guidelines.

Anyone operating a bicycle must obey the same traffic control regulations that apply to cars and motorcycles, such as stopping for stop signs and riding in the right-hand portion of the roadway. Bicycles ridden after dark must be equipped with a headlight, large red reflector on the rear, and white or amber pedal and spoke reflectors.

Bicycles parked on campus must:

- not be attached to any trees or light poles;
- not be left in buildings, entrances, ramps or any other hazardous location;
- be left in campus bicycle racks.

Bicycles which are illegally parked are subject to parking tickets and/or confiscation by the Department of Public Safety. Bicycles should be ridden on streets, not on sidewalks, lawns or parkways that are property of Truman. Students are strongly encouraged to register their bikes with Public Safety. Registration permits are issued free of charge. More information may be found at police.truman.edu/parking-services.



## Plan Now for Future Internships

Tremendous opportunities are available to students through internships, usually in their junior and senior years, but the key is to plan ahead.

For non-University sponsored internships, many departments have a coordinator that can help students locate an internship. Coordinators guide students to a database which details where past students have interned and provides them with contact information for the supervisors.

The Career Center consults many students interested in finding internships. The Center offers several resources, such as brochures for each major listing where past students have interned or found permanent work, as well as a host of online resources and a database of internships completed by previous students of all majors. The data is taken from information submitted by graduating seniors.

Some students take the initiative to find their own internships. Truman students have found internships at a number of various locations, including a wild horse sanctuary in California, Dreamworks and Lionsgate movie studios and Apple.

Truman sponsors the Missouri Government Internship Program and the Harry S. Truman Presidential Museum and Library Internships. Truman is also an affiliate of The Washington Center Internship Program.

### Missouri Government Internship

The Missouri Government Internship Program offers a unique opportunity for juniors or seniors to intern at the Capitol in Jefferson City with a public official, legislator or state agency.

The supervised internship, which is open to all majors, provides an inside look at state government. The interns

live in Jefferson City during the spring semester and receive a stipend of \$2,500. They may also earn up to 15 hours of credit.

### Truman in Washington

Students interested in spending a summer in Washington, D.C., are given that opportunity through the Truman in Washington Internship Program affiliated with The Washington Center for Internships and Academic Seminars. To be eligible for the Truman in Washington Internship Program, students must have at least a 3.25 grade point average. Selection for the program is competitive, with the University sponsoring only five students to participate during each summer semester. The annual program awards participants credit hours for internship work and an independent study project.

### Presidential Museum and Library Internship

The Harry S. Truman Presidential Museum and Library Internship provides an opportunity for a student to spend a summer at the Truman Library, located in Independence, Mo. The internship is open to all Truman juniors and seniors who meet University requirements for an internship. Students can earn up to 10 hours of credit for this full-time, eight-week, unpaid internship.

After being selected by a University committee and the Truman Library staff, the intern may work in a variety of areas of the Library including archives, public relations, marketing, educational programming, museum development or visitor services. Assignments are based on interns' abilities and interests along with the Library's needs. The internship offers a five-hour (in-state) tuition scholarship.

## TRANSPORTATION OPTIONS

### AIR TRAVEL

Cape Air offers three daily flights to and from St. Louis Lambert Airport. Call 660.665.3057 or visit [capeair.com](http://capeair.com) for commercial flight information and to purchase tickets.

### TRAIN TRAVEL

The Amtrak station is only 12 miles south of Kirksville in La Plata. Two passenger trains (eastbound and westbound Southwest Chief) stop daily to board and drop off passengers. Call 800.USA.RAIL, or go to [amtrak.com](http://amtrak.com) to purchase tickets.

### BUS SERVICE

A Greyhound bus stops daily at a location on the north side of Kirksville. Service is available from most locations with transfers. Tickets are available on [greyhound.com](http://greyhound.com).

### PUBLIC TRANSPORT

Kirk-Tran is a public transit service that offers a shuttle service at a cost of \$2 per one-way ride. Kirk-Tran operates from 6 a.m.-6:30 p.m. Monday-Friday. Call 660.665.8404 to schedule a ride.

### CAR RENTALS

Enterprise Rent-A-Car  
2611 S. Franklin St.  
660.665.3396

### TAXI SERVICES

[visitkirksville.com/getting-here](http://visitkirksville.com/getting-here)

### Activities Fair

2-5 p.m. • Aug. 26  
Student Union Building

Campus organizations will be on hand to distribute information and answer questions. This is a great way to learn more about the numerous campus organizations available at Truman.

### New Student Welcome

5-7 p.m. • Sept. 13  
Downtown Kirksville

Businesses, churches and organizations will have tables set up on the courthouse lawn offering coupons, product samples and more. There will be free food for students presenting a Truman ID. For more information, call 660.665.3766.