









August 1989

# JUNIOR ADVISOR HANDBOOK

1989-1990



Williams College

W P 001490



August 1989

To the best of my knowledge this is the first attempt to gather information about the experience of being a Junior Advisor. Although the Junior Advisor program has been a distinguishing feature of the college for at least sixty-five years, there is remarkably little written on it. My brief researches have found Junior Advisors already well-established by 1930. The program has always had the two features that differentiate it from all other resident advisor programs. Junior Advisors are selected by students rather than the administration and they are unpaid. The character of the program has changed through the decades. In the early years Junior Advisors were instrumental in helping with fraternity rushing. In later years their primary role was ensuring that freshmen did not run afoul of college regulations including those regarding parietals, Chapel attendance, and cutting classes. This handbook attempts to show where the Junior Advisor program is now.

This handbook has been a labor of love by [REDACTED] '89 and a number of other past JA's. I would like to thank all of them for the efforts they have made in bringing this book to its first fruition. It is a book designed to grow and change and let me encourage all readers to send me proposed revisions and expansions. I want also to thank those who were able to give me some initial feedback in these final days of preparation. Given the length this has already grown to, I hesitate to mention further reading, but you should also become familiar with the Student Handbook, which covers some of this information in more detail.

Two things should be emphasized about this handbook. It is not designed to tell you how to be a JA. That is up to you. You will choose the approach and style that makes you comfortable. The goal of this handbook is to acquaint you with the range of problems you may encounter, skills you might find useful, and offices and policies you should know about. We want to provide information, not dictate a model. Second, the range of problems outlined here may be a bit overwhelming at first. You won't face all of them, some of you may face none of them. In all cases know that there are places to turn for advice and always remember to look out for yourself first. Being a Junior Advisor is a precious and rewarding educational experience, one certainly at the heart of the educational mission of the College. As such it will be a challenge, it can also be enjoyable. I wish you all the best.

William R. Darrow  
Dean of Freshmen

W P 001491



# FRESHMAN DISCUSSION GROUP

1. Rushing season. September 19-25
  - A. Over emphasis of rushing and fraternity question.
  - B. Social aspect and attitude toward non-fraternity men.
  - C. Consolations and hope if not chosen during season.
2. Honor System September 26-October 2
  - A. Spirit rather than mere letter.
  - B. To cover outside assignments.
  - C. The unwritten law of avoiding suspicion by not leaving alone from examinations.
3. North Adams - Hoosic - Spring Street October 3-9
  - A. Liquor - women
  - B. Responsibility of individual to college.
  - C. Wasting time.
4. Methods of study, and place. October 10-16
  - A. Time schedule
  - B. Library
5. Freshman year, what it means in reference to rest of college year October 17-23
  - A. Over-burdened with activities
6. College customs, traditions, history. October 24-30
7. Value of wide acquaintance in own class and outside October 31-November 6
8. (Left open that place may be filled by vital question) Nov. 7-13

Suggestions on each topic to be supplemented by individual leaders.

If topic two is not sufficiently clear consult Dyke Sterling of Honor System Committee.

*Dr. Ruz - 704*

WILLIAMS COLLEGE  
JOSEPH H. TWICHELL, COLLEGE PASTOR  
WILLIAMSTOWN, MASSACHUSETTS

## Freshman Discussion Groups.

### Hours of meeting.

#### Williams Hall

Entry A - Wilcox } Sunday 9 P.M.  
Kepner }

" B - Keep - (inmate)

" C - Shepler } Thursday 9 P.M.  
Butcher }

" D - Saunders } Monday 9 P.M.  
Salsbury }

" E - Spear } After Sunday Chapel.  
Hilmar }

" F - Dunn } Sunday evening.  
Fall }

#### Sage Hall.

Entry A - Herbrich } After  
Bongartz } Sunday  
Chapel.

" B - Fitts } ditto  
Mandell }

" C - Finley } ditto  
Harper }

" D - Robinson } Tuesday  
Reiley } 2.30 P.M.

" E - Harlow } After  
Dudley } Sunday  
Sterling } Chapel

" F - Asch - ditto

#### Sage Hall Annex

Cunningham } After  
Putney } Sunday  
Chapel.

#### Farley House.

Foster } After  
Kollender } Sunday  
Chapel.



## Junior Advisor System.

### I. Introductory.

The system is an excellent one and has been improved by several minor changes in administration. These changes would be advantageous: first, the selection of advisors; second, the method of running the system.

### II. Qualifications and

#### Junior Advisor System

##### A. Qualifications.

The following suggestions were handed to me shortly before the close of the last year by Messrs. John G. Haviland and Dexter K. Strong. I understand that Mr. Rohrbach collaborated with them. All three were Junior residents of the Freshman dormitories during the past college year. The suggestions have my approval. They are not binding but express opinions based upon experience and may be of service to those responsible for the future administration of the System. Copies of the enclosed may be had at my office for distribution to the Freshmen, if desired.

H. A. Garfield.



## I. Who should run the system.

Junior Advisor  
System.

## I. Introductory.

The system is an excellent idea that can be bettered by several minor changes in mechanism. Three changes would be advantageous: namely, first; qualifications and duties of Advisors; second, method of choice; and third, one man to run the system.

## II. Qualifications and duties.

## A. Qualifications.

1. Best men in the class.
2. Good character.
3. Accept obligations entailed in a way that will be satisfactory to Student Council, and President.
4. No drinking in their rooms in the Freshman Dormitories.

## B. Duties

1. In general take judicious charge of entry without being too dogmatic, and in such a way as to call for respect on the part of the Freshmen.
2. Stop all drinking in a way that will not cause hostility.
3. Keep all women of questionable character out of the dorms.
4. Stop all tampering with the firehose, and the rest of the equipment of the building.
5. Conduct the discussion groups in the early part of the year.
6. It is not required, but acceptable to have lunches or teas in the early part of the year in order to get well-acquainted with the Freshmen.
7. Get to know Faculty Advisor for the entry and have him over to meet the Freshmen, and also to make arrangements about getting the Freshmen invited out to the home of the Faculty Advisor.
8. Go to Student Council with any matter that cannot be dealt with, or to the Faculty Advisor, which is often a nice way to get out of a difficulty.
9. Be on confidential terms with the Faculty Advisor for the Whole system of Junior Advisors.
10. Go to Mr. Twitchell about any matter where he can help out.
11. Explain Fraternity-Non-Fraternity Situation to the men before rushing season and pay particular attention to non-fraternity men after that time.



## II. Who should run the system.

1. Dr. Garfield should have general charge.
2. Mr. Twichell should have charge of individuals and their personal troubles, and should be in close touch with the Advisors. In fine, he should deal with them (freshmen) from the social, moral, and religious point of view.
3. Mr. Agard should have charge of explaining to the Advisors their duties, and he should be the man responsible for the running of the mechanism of the system. He should pick Faculty Advisors and explain their duties to them. This will bring Mr. Agard as Dean of Freshmen into closer contact with the freshmen problems.
4. There should be a Faculty Advisor to each entry to have charge of the intellectual interest of the Freshmen, and invite them to his house socially, thus aiding Mr. Twichell.
5. These men in general should work together with the Student Council in running the system, picking the Advisors, and explaining policy to them.
6. Possibly a Senior, who has been a Junior Advisor, to act as a source of advice and information.

## IV. Method of choice.

1. Present Advisors consult with Dr. Garfield, Mr. Twichell, Mr. Agard, and Faculty Advisors in suggesting names to the Student Council.
2. Student Council O. K. them, if it sees fit.
3. Dr. Garfield, Mr. Twichell, and Mr. Agard in cooperation with the Student Council should bring pressure to bear on the suggested men as individuals in order to secure the men, who are best fitted for the job.
4. After this individual work the whole group should be called together and have their duties explained, their relation to Dr. Garfield, Mr. Twichell, Mr. Agard, and the Faculty Advisors explained, and above all that they are a picked body of men who have been chosen for a position of great honor, and that they must take their jobs seriously in order to be of benefit to themselves, the Freshmen, and above all the welfare of Williams College.

## V. What the position of Junior Advisor should be.

1. One of great honor.
2. Representative of the fraternities and Commons Club (in proportion of 7 - 3).

VI. In conclusion, it should be stated that the system has been steadily improving since its inauguration, and that it is without doubt a benefit to the college, and could be much more so, if the above plans could be put into effect.



INSTITUTE OF POLITICS

WILLIAMSTOWN, MASSACHUSETTS, U. S. A.

August 24, 1929

Dear Mr. Grow:

A meeting of the incoming Freshmen will be held in the Auditorium of Jesup Hall at 8:30 Wednesday, September 18th, and I am writing to each Junior Adviser asking him to arrange if possible to return to College Tuesday, September 17th, the day on which the Freshmen arrive in Williamstown, and to be present at the meeting Wednesday morning.

I am enclosing herewith a copy of the letter sent to the Junior Advisers in 1929 and a copy of the letter sent in 1930. At no time during the year are the services of the Junior Advisers of so much assistance as during the first few days of the College year and at no time are the Junior Advisers afforded such an opportunity to meet the Freshmen assigned to them and to explain to them different matters connected with college life.

Sincerely yours,

I realize that this is asking you to curtail a little your summer vacation, but venture to hope that you will find it possible as well as agreeable to add this to the service which you are proposing to render to the College and to the Freshmen.

Trusting that the summer has brought you rest and recreation, I remain

Very sincerely yours,

Mr. Brimson Grow  
5621 University Avenue  
Chicago, Illinois