

Memo



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TO All Deans and Department Heads

FROM Mike Condra

DATE November, 2007

SUBJECT Attached Pamphlet on Assisting Students in Distress

I enclose a number of copies of a pamphlet that has been prepared in this department to provide information to faculty and staff who wish to know how to assist a student who may be in distress.

I recognize that on occasion a member of faculty or staff may have limited contact with individual students (for example an instructor in a large class). On the other end of the range, providing research supervision to a graduate student or on-the-job supervision to a student volunteer may involve much more contact, and thus greater opportunity to observe behaviour and recognize when the student is behaving unusually. In putting together this material, I have tried to make the information useful to faculty and staff in a broad range of situations.

I would appreciate your assistance in providing those in your department with information about this material. The contents can be accessed at the HCDS website (www.queensu-hcde.org) click on the link on the homepage ("September 14, 2007: [Useful information for faculty and staff on recognizing and assisting a student in distress](#)"). Please feel free to make a copy of this PDF file and upload it to your department's website and/or to other areas where you think it would be of use to faculty and staff.

If you have any questions about the material, feel free to get in touch with me.

Thank you