We are so excited to have your daughter or son join us at the MIPA Summer Journalism Workshop. We’ve been doing our program on Michigan State University’s campus since 1984.

Our staff is focused on the welfare of our campers and will work to provide an environment that is comfortable, clean, fun and most importantly — safe and secure. Nearly all of our instructors and staff members live on site with students, and we have staff assigned to live with students on each floor to provide 24-hour supervision and support to campers while they are away from home at MSU.
Hopefully, you and your student already have downloaded and reviewed our registration packet. (If not, you can get it at http://mipamsu.org/events/mipa2015.) This handbook should answer many questions you might have, including arrival and departure times, what to pack and where to go.

We also cover some of the most common questions we get from parents below:

I HAVE QUESTIONS THAT AREN’T COVERED HERE OR IN THE REGISTRATION PACKET. WHO CAN I CALL?

If you’re contacting us before or after the workshop, call the regular MIPA office at 517-353-6761 or email mipa@msu.edu.

We move our office into the dorm the Friday before the start of our workshop. From this point forward, please call our workshop office at 517-258-0551. This number is monitored around the clock for the duration of our program.

WHEN IS CHECK-IN? WHERE DO I PARK?

Check-in is from 2:30-5:30 p.m on Sunday in West Shaw Hall. Look for the “MIPA Welcomes Student Journalists” banner. Parking is available for free on Sunday in the parking ramp across the street from Shaw Hall. The driveway loop in front of Shaw should only be used for quick drop-offs. Parking there is not allowed.

Please be careful not to park in the bus transportation area across the street from the dorm. This surface lot is clearly marked for buses only.

Please be patient as nearly 400 people will be trying to checkout from the dorm at the same time!

WHAT SHOULD MY CHILD PACK?

Please consult our registration packet. Dress is casual, like what your student might wear to school. Your child will be walking outside to and from class, so pack accordingly (sensible shoes, umbrella, etc.). Also, bring a fan (and perhaps a short extension cord). Dorm rooms are not air conditioned, although classrooms and the cafeteria are cooled.

Students will be provided a basic linen pack with sheets and towels, a pillow and a blanket upon check-in.

If your student forgets a personal care item, we can probably help. We keep some basic items (toothbrush, toothpaste, deodorant, etc.) on hand in our workshop office, and we can make arrangements to pick up other items for your student at an area store. Have your son or daughter come see us in 135 West Shaw Hall, or talk to their floor counselor.

CAN MY CHILD DRIVE TO THE WORKSHOP?

We prefer students not drive because of liability concerns and limited parking on campus. However, if your child has no other option but to drive to the workshop, please contact us. You will need to complete a permission form and pay a parking fee. Your child will need to turn his or her keys in to us for the duration of our program.

HOW CAN I CONTACT MY CHILD DURING THE WEEK?

Most students bring their cell phones with them to our workshop — and that’s OK. We do ask students to turn off their phones during scheduled class times, so there will be large blocks of the day when your child should not be answering his or her phone. The best time to reach your child will be during recreation or meal times. Please consult the schedule in the registration packet.

You can also reach our workshop office in

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IMPORTANT NUMBERS

- MIPA Workshop Office in 135 West Shaw: 517-258-0551 (call or text: this number is monitored 24/7. This office is only open during workshop week. To reach MIPA before or after the workshop, call our regular office.)
- MIPA’s Regular Office at the School of Journalism: 517-353-6761 (closed from the Friday before the workshop through workshop week)
- Shaw Service Desk East 517-355-8987
- Shaw Service Desk West 517-355-9255
- School of Journalism 517-353-6430
- MSU Switchboard 517-355-1855

The driveway loop in front of Shaw should only be used for quick pickups (student and belongings should be on the curb waiting for you). Parking there is not allowed.

Please be careful not to park in the bus transportation area across the street from the dorm. This surface lot is clearly marked for buses only.

Please be patient as nearly 400 people will be trying to checkout from the dorm at the same time!
Shaw Hall via phone or text at 517-258-0551. We staff this line 24/7 during the workshop week, and we can get a message to your child quickly if there is an urgent situation.

**MY DAUGHTER OR SON IS HOMESICK. WHAT SHOULD I DO?**

Resist the urge to jump in your car and rush to MSU. Call us at 517-258-0551. We want to know about this as soon as possible. We’ll check on your child and provide some extra attention and support to help him or her cope with being away from home (maybe for the first time) and we’ll stay in contact with you. If our staff is able to intervene early enough, we almost always are able to help our students get through being homesick — and their week quickly turns around. This can save you the long drive to campus, and it ensures your child has the rich experience of being at a campus workshop.

We find that if a student gets homesick, it’s most likely to happen by midday Monday — our first full day of camp. But once students get through Monday, things tend to be OK. Monday often feels like the longest day of camp. For students who might be here on their own or without a close friend, they haven’t had much of a chance yet to meet other people or get to know their instructor. And Thursday seems so far away!

By midday Tuesday, we find moods are very different. Students get time to interact more with each other and our instructors and staff. They get engaged in structured activities outside of class too, including our MIPA Cup Tournament, where each of our classes compete against each other in a series of challenges. We also try to do a few special events just for students who are at the workshop by themselves.

**WHAT HAPPENS IF MY CHILD IS ILL OR INJURED?**

The first step if your child is ill or injured is for him or her to contact our office in 135 West Shaw Hall. We can be reached via phone or text at 517-258-0551.

We have basic first aid kit in our office and can help immediately with small things (headaches, scrapes, etc.) We also can help your child get any personal care items he or she may have forgotten.

We do not have medical personnel on staff, but there is an on-campus clinic or a nearby urgent care center for non-life threatening situations. If a matter is urgent or life-threatening, we will act quickly to get your child to the hospital and we will keep you updated on the situation. (We should have your phone number on file from the health form that you submitted with your child’s registration.) We will send a staff member with your child if he or she needs to visit the clinic or go to the hospital.

If you have specific health concerns about your child, please don’t hesitate to contact us. If you indicated a health issue or special need on the form when you registered, we may talk with you and/or your student about that when you check in just to make sure you all have everything needed for a safe stay.

**HOW CAN I SUBMIT MY CHILD’S HEALTH OR POLICY FORM?**

If you didn’t already turn in a complete health or policy form with your child’s registration, you can download the forms from our website. Scan/photograph and email them to mipa@msu.edu or fax them to 517-355-7710.

We must have these forms on file before students check in.

**CAN MY CHILD HAVE VISITORS? CAN I VISIT?**

Your child should not have visitors outside of immediate family members and cannot have overnight guests. Immediate family members can visit during non-class times. We request that any guests remain in the public areas of the building. Visitors of the opposite gender are not permitted in campers’ living areas outside of move-in and move-out.

Anyone remaining in the building after closing hours without proper permission will be escorted out of the building and will be considered to be trespassing.

**HOW CAN I FOLLOW ALONG WITH WHAT’S GOING ON AT THE WORKSHOP?**

We have students writing about what’s going on at the workshop at The Upstart, [http://theupstart.mipamsu.org](http://theupstart.mipamsu.org). You also can follow MIPA on Twitter, Facebook and Flickr. (Search for MIPAMSU.)

**MY CHILD NEEDS TO LEAVE THE WORKSHOP FOR A SCHEDULED APPOINTMENT OR ACTIVITY, BUT WILL RETURN. WHAT SHOULD WE DO?**

If your child needs to leave with you or another adult for any reason during the workshop, please let us know when you check in. You will be asked to complete a permission form that details when your child has permission to leave and who has permission to check your child out of the workshop.

When your child leaves, he or she will need to visit our office in 135 West Shaw Hall with the adult who is picking him or her up to check out. They should go to the office to check in upon return.

Students who leave the workshop without permission may be sent home.

**MY CHILD WILL ARRIVE LATE OR NEEDS TO LEAVE EARLY. WHAT SHOULD WE DO?**

If you will be arriving late, please contact us right away so that we know when to expect you. If you need to leave early, let us know so that we can go over early checkout information with you.

**HOW CAN I FIND OUT IF I HAVE A BALANCE DUE FOR MY CHILD’S REGISTRATION?**

Contact us at 517-353-6761 or mipa@msu.edu. Any remaining balance due must be paid before your child checks in.

**I NEED TO MAKE A PAYMENT. WHAT’S THE BEST WAY TO DO THAT?**

You can make a payment online at [http://mipamsu.org/payment](http://mipamsu.org/payment). Also, we accept cash, money orders and all major credit cards at check-in. Sorry, we cannot accept personal checks at check-in. Any remaining balance due must be paid before your child checks in.

**SHOULD MY CHILD BRING CASH? HOW MUCH?**

That depends. You’ll want to talk with your child about their needs. There is an ATM in the residence hall if your child has an ATM card. Otherwise, students might need a few dollars for snacks (from the snack machines or by ordering out), basic equipment like ethernet cords or to visit the MSU Dairy Store (yum!). Meals, from dinner late Sunday to breakfast Thursday are provided.

Students in some of our photography classes — Shoot Like a Pro and Sports Photography — often take a field trip to the local fair or other events to take photos. Students are responsible for the admission fee (usually about $5) and any food they buy.
CAN MY CHILD CHANGE HIS OR HER CLASS?
In many cases, yes — even after the workshop starts. Before the workshop starts, contact our office at mipa@msu.edu or 517-353-6761. Once the workshop starts, your student should come visit our office to talk with our workshop director. Requests should be made by Monday of the workshop.

WHO WILL MY CHILD BE ROOMING WITH?
CAN HE OR SHE REQUEST A ROOMMATE?
Many of our students request another student from their school to be their roommate. This should happen when your child registers. In almost all cases, roommate requests are honored. We strongly recommend both potential roommates request each other. This helps prevent problems. We may not be able to honor roommate requests made within one week of the workshop, or after check-in begins.

We try to place students from the same school in adjacent rooms. If your child does not request a specific roommate, we will pair him or her with another student at the workshop. We make roommate selections based on age and interests of our students. For example, we would not pair a middle school student with a high school senior. We do not put students in singles. In some cases, students may be placed in triples with two other students.

Once we assign roommates, we will email students with that information. Make sure you child is checking his or her email!

WHAT IF THERE IS A DISCIPLINARY ISSUE?
Please review our workshop policies with your son or daughter. You both should have signed our policy form when your child registered, and our core policies are summarized in the registration packet and in a booklet that your child will receive when he or she checks in.

Disciplinary action may be taken by workshop staff and may include verbal warnings, detention, inability to participate in organized activities/programming and/or dismissal from the program. Students who endanger the safety and/or well-being of themselves or others will be immediately dismissed from the program. If there is a disciplinary issue that results in your child being removed from our program, you will be called to pick up your child immediately — regardless of the time of day. Such issues are rare at our program.

MY CHILD HAS FOOD ALLERGIES OR A SPECIAL DIET. WHAT SHOULD WE DO?
Hopefully, you’ve already told us about any allergies or dietary needs in the health form. If not, please contact us right way. MSU’s culinary services staff is great about meeting the needs of our students, and we should be able to accommodate most requests. Please talk with us when you check in if you have any concerns or questions.

MY CHILD NEEDS SPECIAL ACCOMMODATIONS. WHAT SHOULD WE DO?
Please contact our office so that we can talk with you about potential arrangements. Classes are up to a 10-minute walk away from the dorm. The residence hall is accessible, as are classroom buildings.

WILL MY CHILD HAVE ADULT SUPERVISION?
Yes. We take attendance during every class period, and do bed checks every night.

Our instructors and administrative staff stay in the dorm with students. We also have several floor counselors who live on each floor with students, and activity assistants who help during scheduled recreational activities.

IS CAMPUS SAFE?
MSU’s campus is a very safe place, but it’s also a big place. Making smart choices, like walking around campus with a group and being careful not to leave valuables or electronics unattended/unsecured, helps prevent problems.

The residence hall in which your child is staying has several security features. The residential wings of the building require an access card to enter. In addition, the community bathrooms on each floor require a key to access the shower area and all student rooms have a key. Your child will be issued the access card, shower key and room key at check in. Students should keep their room doors locked. Avoid bringing valuables that will be left unattended. Police will be contacted in the event of a personal property theft. Neither MSU nor MIPA is responsible for stolen personal property.

After 10 p.m., the exterior doors of the building are locked and the front entrance is staffed to monitor anyone entering the building. Please be aware that MIPA is not the only group using Shaw Hall during the time of our workshop. Other groups will be staying in the dorm on separate floors from our students and the Shaw Hall cafeteria will be open to the public during meal times.

During the day, we ask students to use the “buddy system” when they leave the dorm. Students mostly move in herds to and from class. Students are not allowed to leave campus without permission of our office — that includes crossing Grand River Avenue to go into downtown East Lansing.

All of our staff members must pass a university background check to work at the MIPA workshop.

WHO CAN I CONTACT FOR LOST AND FOUND ITEMS?
Lost and found items during the workshop may be held at the residence hall service center or the workshop office. After camp is complete, lost and found items will be turned into the residence hall community director’s office. Please contact a service center to inquire about lost items.

WHAT IS MIPA?
MIPA stands for the Michigan Interscholastic Press Association. We’re a statewide nonprofit group of middle and high school journalism programs across the state. Our members are the school newspapers, yearbooks, video programs and news websites your student likely works on at school. We provide a variety of programming throughout the school year, including conferences and contests. We’re based in the MSU School of Journalism.

HOW CAN I LEARN MORE ABOUT SENDING MY CHILD TO MSU?
If your child is interested in journalism at MSU, the School of Journalism hosts a reception for interested high school students and their parents in December. This event, called Big Ten Journalism, includes a chance to tour our facilities and meet with faculty and MSU students. You can learn more about this free event at http://mipamsu.org/events/visitmsu/.

If your student is interested in a different major, other programs across campus do similar events. Contact that program for more information.

For information on a general campus tour with the Office of Admissions, visit http://admissions.msu.edu/visitCampus/dailyPrograms.asp.
SPECIAL EVENTS

- Students who participate in our special events can win great prizes!
- Dress like a movie star avoiding the paparazzi. Wear your favorite sunglasses and most fun hat on Monday.
- Be an action hero on Tuesday. Dress like your favorite movie hero. Please, no weapons or simulated weapons. You’re heroic enough without them.
- Tuesday is also Adviser Day. Check with your adviser to see if he or she is coming to the workshop for a day. Have him or her register at http://mipamsu.org/events/mipa2015.
- Be a journalism super fan on Wednesday by wearing your staff shirt or school shirt.

MIPA’S GOT TALENT VARIETY SHOW!

- Be in our annual variety show Wednesday night! Bring whatever you need for props, music, etc. We’ll have mics and amps.

MORE EVENTS . . .

You’ll get an updated copy of this schedule when you register, and your instructor will give you a more in-depth schedule for you to use during the week.

CLOSING SESSION

- See who earns a Sparty Award for outstanding work during the week. Some students like to dress a little nicer for this event. Parents are welcome to join us, but seating is limited.

PARENTS THIS IS IMPORTANT:

- You can call your student’s cell phone, but please call during times when they are not scheduled to be in class. We request students turn off their cellphones during class or group time.
- Please remember payment must be received in full for your student to be able to attend the workshop. If your child’s school is paying, you might give a quick call to the school business office to make sure payment has been made.
- This rarely happens, but we feel compelled to mention it: If a student is dismissed from the workshop for disciplinary reasons, parents will be called to come pick up their child immediately, regardless of the time.

FOLLOW THE WORKSHOP FROM HOME

- See the blog of last year’s workshop at http://theupstart.mipamsu.org. We will be adding to the blog during the week.
- You can also follow MIPA on Facebook, Twitter and Pinterest. You might even see some of your student’s work show up there!

CONTACT US DURING THE WORKSHOP

- Our whole staff spends the week in Shaw Hall living and working alongside students. You can reach the MIPA Workshop Office in Shaw Hall during the workshop at 517-258-0551. We’ll be moving to Shaw the Friday before the workshop and could be hard to reach that day. But leave us a message and we’ll get back to you.
- If you have a question before the workshop, you can call our regular office at 517-353-6761. And you can always email mipa@msu.edu at any time. We closely monitor our email.

BASIC SCHEDULE

Here’s the basic schedule, which may change a bit before you arrive. Students will get a new one when they check in. Parents, feel free to print this and keep it handy so you can see what your student is doing at any given moment.

### SUNDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 – 5:30 p.m.</td>
<td>Check in/Registration</td>
</tr>
<tr>
<td>6 – 7:15 p.m.</td>
<td>Opening session, N130 Business College</td>
</tr>
<tr>
<td>7:30 – 9 p.m.</td>
<td>Class with large groups</td>
</tr>
<tr>
<td>9 p.m.</td>
<td>Pizza, Cafeteria</td>
</tr>
<tr>
<td>9 – 10:45</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>10:45</td>
<td>Meetings with floor counselors on assigned floor</td>
</tr>
<tr>
<td>11:15</td>
<td>Bed check</td>
</tr>
<tr>
<td>1 a.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

### MONDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 – 8:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9 – 11:30</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 – 1 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30 – 4</td>
<td>Class</td>
</tr>
<tr>
<td>4 – 5</td>
<td>MIPA Cup Tournament</td>
</tr>
<tr>
<td>5 – 6:30</td>
<td>Dinner</td>
</tr>
<tr>
<td>7 – 9</td>
<td>Evening Session</td>
</tr>
<tr>
<td>9 – 11</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>11</td>
<td>Students must be on assigned floor</td>
</tr>
<tr>
<td>11:15</td>
<td>Bed check</td>
</tr>
<tr>
<td>1 a.m.</td>
<td>Lights out</td>
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### TUESDAY

<table>
<thead>
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<th>Event</th>
</tr>
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<tbody>
<tr>
<td>7:15 – 8:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9 – 11:30</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 – 1:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30 – 4:30 p.m.</td>
<td>Class</td>
</tr>
<tr>
<td>4 – 5:30 p.m.</td>
<td>MIPA Cup Tournament</td>
</tr>
<tr>
<td>5 – 6:30</td>
<td>Dinner</td>
</tr>
<tr>
<td>7 – 9</td>
<td>Evening Session</td>
</tr>
<tr>
<td>9 – 11</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>11</td>
<td>Students must be on assigned floor</td>
</tr>
<tr>
<td>11:15</td>
<td>Bed check</td>
</tr>
<tr>
<td>1 a.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

### WEDNESDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 – 8:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9 – 11:30 a.m.</td>
<td>Class</td>
</tr>
<tr>
<td>11:30 – 1 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30 – 4:30 p.m.</td>
<td>Class</td>
</tr>
<tr>
<td>4:30 – 5:30 p.m.</td>
<td>MIPA Cup Tournament</td>
</tr>
<tr>
<td>5:30 – 6:30 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>6:45 – 8:15 p.m.</td>
<td>MIPA’s Got Talent Variety Show</td>
</tr>
<tr>
<td>8:30 – 11 p.m.</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>11:30 p.m.</td>
<td>Students must be on assigned floor</td>
</tr>
<tr>
<td>11:45 p.m.</td>
<td>Bed check</td>
</tr>
<tr>
<td>1 a.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

### THURSDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 – 8:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9 – 10:45 a.m.</td>
<td>Class</td>
</tr>
<tr>
<td>11 – Noon</td>
<td>Closing Session, N130 Business College</td>
</tr>
<tr>
<td>Noon – 1 p.m.</td>
<td>Check out</td>
</tr>
</tbody>
</table>
This is a copy of the policy form parents and students agreed to when registering for the summer workshop. Parents and students should review these rules and discuss them before coming to the workshop.

POLICIES

DEAR STUDENTS AND PARENTS,

We know you will have a great experience at the workshop, but we do have some policies we need to enforce to make the week enjoyable and safe for everyone and to ensure the success of future workshops.

Therefore, please review the following items together to ensure that you understand all of our rules. This is a copy of the policy you signed when registering for the workshop.

REFUNDS

- Full refund until July 1 minus $40 non-refundable deposit. You may receive a 50 percent refund after July 1. We’re sorry, but people who register, do not cancel and do not appear at the workshop will not receive a refund.
- Students who are sent home from the workshop for disciplinary reasons will not receive a refund. Students who choose to leave the workshop early for any reason will not receive a refund.

PAYMENT

- Workshop fees must be paid in full before we allow students to check in — even if the student’s school is paying for part or all of the tuition. Please verify payment with your adviser and/or school office before coming to the workshop. We will not allow ANY student to check in with unpaid tuition for ANY reason. Students who owe a balance at registration must pay by cash, money order, cashier’s check or credit card. Sorry, we will not accept a personal check at check in.
- Students who register after the registration deadline MUST pay by money order, credit card or cashier’s check and pay a $30 late fee.
- Bounced checks will be assessed a $30 service fee and the student will be removed from registration until a credit card payment, money order or cashier’s check for the amount of the workshop plus the service fee has been received. If the original course the student signed up for has been filled when the replacement fees arrive, the student will need to make another selection.

COMING TO AND LEAVING CAMPUS

- Students may not leave campus without workshop staff permission for the duration of our program.
- No students are to be in a car for the duration of the program without workshop staff permission.
- If it is necessary to spend the evening away from the residence hall, parents must write a permission note, and it must be given to the workshop student director. Students must check out and in with the workshop office.
- Visitors must check in with the workshop office. Guests are not permitted on residential floors. Overnight guests are not permitted.
- For safety reasons and because of limited parking, MIPA strongly discourages students from driving themselves to the workshop or commuting. If a student must drive, there is a parking fee of $10 that must be paid upon registration. Contact the MIPA office at 517-353-6761 or mipa@msu.edu for more information. Student must turn in car keys to workshop staff for the duration of our program. MSU and/or MIPA cannot be responsible for any damages to a vehicle or for any tickets a student may receive because of wrongful parking. Students who do not notify workshop staff that they have a car on campus may be sent home and no refund will be given.

LOST OR STOLEN ITEMS

The workshop and/or university will not be held responsible for lost or stolen items, such as cameras, cellphones, iPods, computers, etc. Please make sure you have adequate insurance coverage. Students should keep their rooms locked at all times.

PERMISSION TO RIDE IN A VEHICLE DRIVEN BY WORKSHOP STAFF

- Your son or daughter may be riding in a vehicle if he or she is in an off-campus class or needs a ride to the on-campus health facility, etc.
- Any vehicle your child would be in will be operated by workshop instructors/staff or a professional bus driver.
- MSU or workshop personnel will not transport your child to a medical facility in an emergency. An ambulance will be called if your child needs emergency transportation. Workshop personnel will accompany your child.
- By signing this form, you release Michigan State University, its Board of Trustees and employees; and the Michigan Interscholastic Press Association, its executive board, workshop personnel, volunteers and students from any and all costs, claims, injury or illness resulting from your child’s participation in the program. You are advised to consult your own health and auto insurance carriers in case of injury.

GENERAL RULES

- Students may not possess or use alcohol, illegal drugs, fireworks, guns or weapons. University policy forbids smoking in university buildings.
- Do not damage university or personal property. Do not remove screens from room windows or re-arrange, disassemble or alter dorm room furniture. Parents will be financially responsible for damage.
- Parents/students will be charged for lost keys and access cards.
- Students must be in the residence hall at 10 p.m. each night and in your room by 11 p.m. Students are not permitted to leave your floor or the dorm between 11 p.m. and 6 a.m. (unless prior arrangements have been made with workshop personnel).
- The following behaviors will not be tolerated:
  - Hazing and bullying (physical, verbal or cyber-bullying)
  - Violence of any kind
  - Harassment of workshop participants or staff
- Do not enter the residential area of the opposite gender.
- Do not create excessive noise or horseplay, including removal of screens from windows or throwing items from the windows.
- Attend all workshop activities, including classes and evening sessions.
- This list is not all-inclusive. Students will be provided a program handbook upon registration.

CONSEQUENCES

- Workshop personnel will have the option to remove a student from the workshop for violation of our rules. If a student is dismissed from the workshop, parents will be called to come pick up their child immediately. A letter to parents and/or school advisers may follow disciplinary action.
- Violation of federal and/or state laws will result in immediate dismissal from the program.

JOURNALISTS WORKING!

- Participants may be interviewed, photographed or videotaped for class assignments, as part of Coverage of workshop activities by our Upstart student journalist team or by workshop or university staff for promotional materials. The resulting work may be published for educational purposes and to promote MIPA and MSU activities.

This is a copy of the policy form parents and students agreed to when registering for the summer workshop. Parents and students should review these rules and discuss them before coming to the workshop.