# **REGISTRATION**PACKET

## Michigan Interscholastic Press Association SUMER JOURNALISM WORKSHOP Shaw Hall | Michigan State University July 30-Aug. 3, 2017

## WE'RE HONORED AND EXCITED . . .

you have chosen to attend the summer workshop at Michigan State University to focus on something we care a lot about: journalism and your student media outlet. We know you have a lot of questions. We've got plenty of answers. Take some time to check out what's in this packet and let your parents see it, too. Be sure to hang on to this info. You'll want to look it over again before the workshop.

## WHAT'S IN THIS PACKET?

- general information
  - what to bring
  - basic schedule
  - workshop policies
    - l campus map

## **QUESTIONS? CONTACT US**

## Michigan Interscholastic Press Association

Michigan State University School of Journalism 404 Wilson Road, Room 305 East Lansing, MI 48824

Main Office: 517-353-6761 (Closed during the workshop) Workshop Office: 517-258-0551 (Only open during the workshop) Fax: 517-355-7710 Email: mipa@msu.edu Web: mipamsu.org Twitter: @mipamsu Facebook: facebook.com/mipamsu #mipa2016



## GET THE MIPA GUIDE FOR YOUR SMARTPHONE

Maps, schedules and more — all about MIPA events. Download the Guidebook app from your app store, then use this QR code to get our guide.



# GENERALINFORMATION

Here is some basic information. Lots of questions might be answered here for you. If you still have questions, you can contact the MIPA office at mipa@msu.edu.

## **CHECK IN**

- Check in will take place from 2:30–5:30 p.m. Sunday in West Shaw Hall. Look for the big "MIPA Welcomes Student Journalists" sign. The opening session is Sunday from 6–7:15 in the neighboring Business College Complex. The first class will be 7:30–9 p.m.
- ▶ PLEASE NOTE: Your first meal will be served at 9 p.m. Sunday. Students are encouraged to eat with their parents before or after checking in. Sunday dining options on campus are limited.
- Also, if you received a registration receipt with a balance due, please make sure you take care of it before camp. You can make an online payment at https://mipamsu.org/payment.

## **PAYMENT POLICY**

All workshop fees must be paid before checking in. No one will be allowed to attend the workshop unless he or she is paid in full. If your school is paying, be sure to call your adviser or the school to make sure this has been taken care of. Students who owe a balance at registration must pay by cash, money order, cashier's check or credit card. We will not accept personal checks after July 10.

## **INTERNET ACCESS**

If you bring a laptop, please bring an ethernet cable with you to connect to the Web in your room (and an adapter if needed to plug an ethernet cable into your computer). Wi-Fi is available in many public spaces on campus, but not typically in dorm rooms. Most classes are held in computer labs, but some are not. If you forget a cable, we will have a few for sale for \$5.

## **REFUND POLICY**

We will give full refunds until July 1, minus a \$40 handling fee. After July 1, refunds of 50 percent are available with a letter of explanation. If for some reason you cannot come to the workshop, you should find someone to take your place. There will be no refunds for no-shows or those who leave early for any reason.

## **HOW TO GET HERE**

Please go to maps.msu.edu to view and print campus and area maps, including construction detour maps. We also have a map of key workshop locations on the last page of this packet. Student drop-off is from 2:30-5:30 p.m. Sunday. Parking is available in the Shaw Ramp, located across the street from Shaw Hall. Parking is free on the weekend. We recommend you enter campus from Trowbridge Road off U.S. 127.

## **BY PLANE, TRAIN OR BUS**

▶ Your best bet is to call a cab (Spartan-Yellow Cab: 517-482-1444) when you arrive at the airport, train station or bus terminal. Costs may vary, but a cab ride from the airport is about \$15, whether it is one person or more. And from the bus terminal, the cost is about \$10. Tell the driver you are going to Shaw Hall on the MSU campus.

## LATE ARRIVALS

If you need to arrive late because of prior commitments, please check in at BOTH the front service desk upon arrival to get your room key AND at the nearby MIPA Workshop Office for other materials. Please contact us ahead of time if you know you'll be late.

## DEPARTURE

- The workshop will conclude at noon Thursday, following the closing session. Some parents enjoy attending this session, but seating is limited. There will be a student pick-up zone in front of Shaw Hall from noon-1 p.m. This zone should only be used for quick pickups. Parking is available at meters in the Shaw Ramp across the street. Please be patient as nearly 400 students are being picked up at the same time. Meters and other campus parking restrictions will be enforced.
- Please make sure that you leave your room by 1 p.m. Also when leaving, double check the room to make sure nothing is left behind. We're sorry, but we cannot send back items left at the workshop.

## **RESIDENCE HALL**

Everyone will be staying at Shaw Hall. Females and males will stay on separate floors. Two people will live in each room. There are community bathrooms on every hallway and a unisex/family restroom on each floor. Because the rooms are not air-conditioned, you will want to bring a fan. The cafeteria does have air conditioning.

## **MEALS & SNACKS**

- Your first meal will be at 9 p.m. Sunday so plan ahead! Three meals a day will be provided on Monday, Tuesday and Wednesday, and breakfast will be served on Thursday in the Shaw Hall cafeteria. MSU's cafeterias include multiple menu items for each meal. If you have special dietary needs (or severe food allergies), please contact the MIPA office. We can accomodate most requests, as long you give us enough advance notice. We can also put you directly in touch with the chef if you have a serious dietary issue.
- Vending machines are available in Shaw Hall. Bring change, as the front desk is not able to make change. There is a Starbucks in the Business College Complex next door (open from 7 a.m.-4 p.m. weekdays) and a convenience store in the nearby International Center. There also are Sparty's convenience stores in various locations across campus.

## SCHEDULE

You'll be attending class during the day and in the evening. Come ready to work hard and play hard. When you arrive, you will be given a complete schedule. A basic schedule is included in this packet.

## **GETTING TO CLASS**

Most casses will be a short walking distance from Shaw Hall. All students are expected to attend every session. Attendance will be taken. If you are not sure where your class is being held, please ask someone. We'll be glad to help you! Some classes will be held at Lansing Community College. Students attending classes off campus will be transported by bus. Please listen carefully to your instructors when they explain how to get to your particular location.

## WE GOTTA SAY THIS

You will be expected to represent your school in a fitting manner by following the rules of the program. Failure to follow the program rules may result in implementation of disciplinary action, which may mean removal from the program. These rules will be reviewed on the first day of the workshop.

## IMPORTANT

Please call us immediately if you have any special needs. We are happy to help, but we will need to have time to make arrangements.

## **HEALTH CENTER**

▶ The on-campus Olin Heath Center is open from 8 a.m.-5 p.m weekdays for appointments. The services of the center are similar to those one would receive from a family physician. Call 517-884-6546 if non-emergency medical care is needed during the week. Students who have a health emergency will be transported by ambulance to an area hospital, accompanied by a workshop staff member.

## PHONE

Phones are not provided in dorm rooms. You may wish to bring a cellphone, but be aware that neither MIPA nor MSU can be responsible for damage or theft. All phones must be turned off during class time, including evening sessions.

## **CARS ON CAMPUS**

For liability reasons and lack of parking, cars are not allowed on campus unless you have recieved prior permission and have purchased a parking permit. Contact the MIPA office for details.

## VALUABLES

We advise you to leave valuable items such as jewelry, clothing, unneeded electronic devices, etc., at home. Neither MIPA nor MSU can be responsible for damage, lost or stolen articles. Please check your insurance policy before arriving. Students should keep their rooms locked. Contact the MIPA office with questions.

## RECREATION

- IM East is located nearby on Shaw Lane. Please take your nametag and access card to enter. Basketball, volleyball, racquet ball, wally ball and an indoor track are available for your use. The weight room is strictly prohibited. Hours for IM East are 8 a.m.-8 p.m.
- Feel free to bring outdoor sports equipment (we will have some too). Some students may want to swim during dinner break, and time will be scheduled to walk to the campus pool together after class. The pool is located at IM West, which is a 20-minute walk from Shaw Hall. Outdoor pool hours vary, but generally it is open from 10:30 a.m.-6 p.m. You may also consider renting a bike from MSU Bikes. MSU has lots of things to do.

## FOR YOUR INFORMATION

MIPA Office	517-353-6761
MIPA Office at Shaw Hall	517-258-0551
Shaw Service Center East	517-355-8987
Shaw Service Center West	517-355-9255
School of Journalism	517-353-6430
MSU Switchboard	517-355-1855

#### **MIPA ADDRESS**

MIPA

Michigan State University School of Journalism 404 Wilson Road, Room 305 East Lansing, MI 48824 http://mipamsu.org

# **WHAT** TO **BRING**

Here are some suggestions for things you should pack.

## NOTE TO EVERYONE:

Please make sure any equipment and personal belongings (cellphones, iPods, cameras, laptops, etc.) you bring are insured. Check your insurance and your school's. We're sorry, but neither MIPA nor MSU can be responsible for any losses incurred at the workshop. If you bring a laptop, we recommend you bring a lock as a precaution.

#### DRESS IS CASUAL . .

- ▶ and sensible like you wear to school. Shorts and T-shirts are fine. Be prepared for warm weather. Some public areas of the residence hall have air conditioning, as do classroom spaces, but your room is not air conditioned. Many students bring one set of "dressier" clothes for the closing ceremonies on Thursday morning. There will be a variety show and other fun activities for workshop participants on Wednesday evening.
- You are only staying four nights. Try to pack as lightly as you can. Everything goes smoother for check-in and check-out if everyone isn't carrying everything they own. If you know who your roommate will be, try to get together and talk about who's bringing what so you don't duplicate.

#### WHAT IS PROVIDED

Two towels, one pillow, one pillow case, one set of sheets and a blanket are provided.

#### **EVERYONE BRING**

- 🕨 a fan
- spending money, including change for vending machines
- robe/appropriate sleepwear (community bathrooms)
- alarm clock
- 🕽 a fan
- phone charger
- backpack to carry class materials
- bathing suit (optional)
- I lock for pool locker (optional)
- 🕽 a fan
- soap, shampoo, etc
- hair dryer
- umbrella or other rain gear
- sunscreen
- did we mention a fan?

#### HEALTH ISSUES? FOOD ALLERGIES? OTHER NEEDS?

Please contact us immediately if you have any special needs. We are happy to help, but we will need to have time to make arrangements. Campus cafeterias work with students who have specific food needs all the time, and everyone will have several choices at every meal to help you find something you can eat. If you have a severe food allergy, we can put you in touch with the chef.

Refrigeration is available if required for routine medications. These must be presented at check in. Medications must be in original containers and labeled by the issuing pharmacy. Administration of medication is the responsibility of the camper. Workshop personnel will not administer or supervise administration of any medication.

#### **QUESTIONS?**

Contact the MIPA office at 517-353-6761 or mipa@msu.edu.

## **CLASS SUPPLIES**

#### ALL STUDENTS BRING:

- USB flash drive to copy/hold computer files
- ethernet cable and adapter (if needed) if you want to connect a laptop to the Internet in your room (no Wi-Fi in dorm rooms)
- copies of your newspaper or yearbook or video productions if you are on staff
- Inotebook to take notes
- pens and pencils
- Good attitude, desire to learn, ability to have fun

#### **PLUS THESE ITEMS:**

#### **BROADCAST BOOT CAMP**

video camera, mic and tripod (if you own them or if you can borrow your school's)

#### **DESIGN & 'EDGE' COURSES**

magazines, photos, Pinterest posts and other examples that provide you with design inspiration

#### **CREATIVE ILLUSTRATION TECHNIQUES**

 digital camera, if available to you
 cables and other equipment needed for camera

#### MONEY MATTERS

 advertising forms, contracts, rate sheets, etc. & advertising policies

#### THE UPSTART

- smartphone or digital camera with video capability
- audio recorder or smartphone, if available

#### WEBSITE BOOST CAMP

access to your media outlet's website & social media accounts

#### WRITING COURSE & MIDDLE SCHOOL EXPERIENCE STUDENTS

- laptop or tablet computer \*see note
  audio recorder or smartphone, if
- available • dictionary, thesaurus and stylebook
- dictionary, thesaurus and stylebook (optional)

#### YEARBOOK

access to your yearbook publisher's online design software

\*Some writing courses may be in a computer lab, and a laptop or tablet will not be required in those cases. We will follow up with you so that you know for sure. We also have a limited number of Chromebooks students who do not have access to a laptop may rent.

> Sports Photography Shoot Like a Pro

Beyond the Basics

P	Ю	DTO	00	CLASSES:	

Here's what you should bring to camp for your photo class. Please follow the grid to be prepared. If you have a question about something listed here, please email mipa@msu.edu, and we will help you figure it out. Remember to check your insurance situation, as we cannot be responsible for lost or damaged cameras.

Digital camera-point and shoot (no sharing with classmate)	X		
Digital camera with manual controls (no sharing with classmate)	X		
A digital SLR camera (no sharing with classmate)	Х	Х	Х
Data storage card (camera specific)	Х	Х	Х
Extra data storage card (camera specific)	Х	X	X
Batteries (camera specific)	Х	X	X
Battery charger	X	х	х
Lens cleaning tissue or cloth	Х	х	х
Card reader—if available	Х	X	X
USB/flash drive to hold images	х	x	х
Interchangeable lenses-if available	x	x	x
Tripod-if available	x	x	x
External flash-if available	х	x	x
Camera manual-if available	х	x	x
Reporter's notebook	X	x	x
2-3 folders/large manilla envelopes for handouts & project submission	х	x	х
Student's portfolio-if available		x	x
USB cord that works with camera	x	х	x
money for county fair field trip (about \$6 admission, plus spending money, if desired)	X	х	х

# BASICSCHEDU

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

## SPECIAL EVENTS

## **ADVISER DAY**

**Tuesday is 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 https://mipamsu.org/mipa-summer-workshop/adviserday/. Yearbook students may get a chance to meet with their yearbook publisher representative. Wear 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.

## **SUNRISE SINGLES**

Are you the only member of your staff here? Join MIPA staff and other "singles" Monday for breakfast.

## 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 cellphone, 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 coverage of last year's workshop at <a href="http://theupstart">http://theupstart</a>. mipamsu.org. We will be adding to this site during the week.
- Vou 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.

## **SUNDAY**

2:30 – 5:30 p
6 – 7:15 p.m.
7:30 – 9 p.m.
9 p.m.
9 – 10:45
10:45
11:15

.m.

Check in/Registration Opening session, N130 Business College Class with large groups Pizza, Cafeteria **Recreational Activities** Meetings with floor counselors on assigned floor Bed check Lights out

## MONDAY

1 a.m.

7:15 – 8:45 a.m.	Breakfast
9 – 11:30	Class
11:45 – 1 p.m.	Lunch
1:30 – 4	Class
4 – 5	MIPA Cup Tou
5 – 6:30	Dinner
7–9	Evening Sessio
9 – 11	Recreational A
11	Students must
11:15	Bed check
1 a.m.	Lights out

urnament ctivities be on assigned floor

## TUESDAY

7:15 – 8:45 a.m.	Breakfast
9 – 11:30	Class
11:45 – 1:30	Lunch
1:30 – 4 p.m.	Class
4 – 5 p.m.	MIPA Cup Tournament
5 – 6:30	Dinner
7–9	Evening Session
9 – 11	Recreational Activities
11	Students must be on assigned floor
11:15	Bed check
1 a.m.	Lights out

## WEDNESDAY

7:15 - 8:45 a.m. Breakfast 9 – 11:30 a.m. Class 11:30 – 1 p.m. Lunch 1:30 - 4:30 p.m. Class 4:30 - 5:30 p.m. **MIPA** Cup Tournament 5:30 - 6:30 p.m. Dinner 6:45 – 8:15 p.m. MIPA's Got Talent Variety Show 8:30 – 11 p.m. **Recreational Activities** 11:30 p.m. Students must be on assigned floor 11:45 p.m. Bed check 1 a.m. Lights out

## THURSDAY

7:15 - 8:45 a.m. 9 – 10:45 a.m. 11 – Noon Noon – 1 p.m.

Breakfast Class Closing Session, N130 Business College Check out

# POLICIES

## DEAR STUDENTS & PARENTS,

We know you will have a great experience at our workshop, but we do have some policies we need to enforce to make the week enjoyable and safe for everyone. We've summarized these policies below and will provide a program handbook to students and parents. Please sign this page to indicate that you understand and agree to our rules. Return this form to MIPA with your other registration materials.

## REFUNDS

- ▶ Full refund until July 1 minus \$40 nonrefundable 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 for violating workshop rules 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 July 10 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 registration amount plus the service fee has been received.

## 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 temporarily leave the workshop, parents must complete a permission form available from MIPA. Students must check out and in with the workshop office.
- Visitors must check in with the workshop

This is a copy of our core rules (found in the policy form you and your student are asked to sign to complete registration). Parents and students should review these rules and discuss them before coming to 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 to the workshop. If a student must drive, parents must complete a permission form and there is a parking fee of \$10. Contact the MIPA office at 517-353-6761 or mipa@msu.edu for details. Student who drive 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.

## LOST OR STOLEN ITEMS

MIPA and/or MSU will not be held responsible for lost or stolen items, such as cameras, electronics, 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 child may ride in a vehicle to attend off-campus workshop activities or if he or she needs a ride to the on-campus health facility, etc.
- Any vehicle your child would be in will be operated by 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.

## **GENERAL RULES**

- Students may not possess or use alcohol, illegal drugs, fireworks, guns or weapons. The use of all tobacco products is prohibited on campus.
- Do not damage university or personal property. 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 their rooms by 11 p.m. Students are not permitted to leave their floor or the dorm between 11 p.m. and 6 a.m.
- The following behaviors will not be tolerated:
  - Hazing and bullying (physical, verbal or cyber-bullying)
  - I Violence of any kind

I Harassment of 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.

## 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 or state laws will result in immediate dismissal from the program.

## **MEDIA RELEASE**

- As this is a journalism workshop, participants may be interviewed, photographed or videotaped for class assignments or as part of news coverage by our Upstart student journalist team. Students who appear in such news coverage typically are identified by name.
- Participants may also be photographed or videotaped for use in MIPA or MSU promotional and educational materials.

## **STUDENT NEEDS**

Prior to your arrival at the workshop, please inform us of any special needs — including but not limited to diet (allergies, vegan or vegetarian, etc.), accessibility needs due to a disability or medical issues — so that we can work with parents and students to address those needs. MIPA staff cannot administer prescription medications.

