

# PARENT GUIDE

## Michigan Interscholastic Press Association **SUMMER JOURNALISM WORKSHOP**

Wilson Hall | Michigan State University  
July 29-Aug. 2, 2018  
East Wilson Hall

**We are so excited to have your child 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.

### **QUESTIONS? CONTACT US**

- ▶ Frequently Asked Questions
- ▶ General information
- ▶ Program schedule
- ▶ Workshop policies
- ▶ Campus map



### **QUESTIONS? CONTACT US**

Michigan Interscholastic Press Association  
Main Office: 517-353-6761 (Closed during the workshop)  
Workshop Office: 517-258-0551 (Only open during the workshop)  
Email: [mipa@msu.edu](mailto:mipa@msu.edu) Web: [mipamsu.org](http://mipamsu.org)

# FREQUENTLY ASKED QUESTIONS

## IMPORTANT NUMBERS

<b>MIPA Main Office</b>	517-353-6761
<b>Workshop Office</b> in C108 Wilson Hall	517-258-0551
<b>Wilson Service Center East</b>	517-353-0300
<b>Wilson Service Center West</b>	517-353-0602
<b>School of Journalism</b>	517-353-6430
<b>MSU Switchboard</b>	517-355-1855

## WORKSHOP LOCATION

### East Wilson Hall

219 Wilson Road

East Lansing, MI 48825

For general information about this residence hall, visit <http://liveon.msu.edu/south/wilson>

## MIPA ADDRESS

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

## QUESTIONS?

► For questions before the start of our program, contact the MIPA office at 517-353-6761 or [mipa@msu.edu](mailto:mipa@msu.edu).

## WORKSHOP OFFICE

- MIPA operates a workshop office in Wilson Hall during the program. This is where participants can almost always find someone to help them.
- The workshop office is C108 Wilson Hall, in a space called "The Hive." The office is open every day from 7:30–9 a.m.; 11:30 a.m.–1:30 p.m.; and 4–7 p.m. (and often more than that.)
- Our office phone, 517-258-0551, is staffed 24/7. You can call or text us at this number.

## WELCOME!

Hopefully, you and your child already have downloaded and reviewed our student handbook. (If not, you can get it at <https://mipamsu.org/mipa-summer-workshop/workshop-registration-packet-parent-guide/>.) The student handbook and this parent guide should answer many questions you might have, including arrival and departure times, what your student should pack and where to go.

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

## I HAVE QUESTIONS THAT AREN'T COVERED HERE OR IN THE STUDENT HANDBOOK. 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](mailto:mipa@msu.edu).

We move our office into the dorm the Friday before the start of our workshop. From that point through the end of the workshop, 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 East Wilson Hall. Look for the "MIPA Welcomes Student Journalists" banner and other signage. There are two parking lots between Wilson and Holden halls, along Wilson Road, that you can use on Sunday. The driveway loop in front of Wilson should only be used for quick drop-offs. Parking there will not be allowed.

MSU staff will be on hand to help direct traffic. Please follow their guidance. Obey all traffic and parking rules. Vehicles parked illegally could be ticketed or towed.

We recommend your child has

something to eat before checking in. The first meal is a pizza party on Sunday at 9 p.m.

## WHEN IS DEPARTURE?

Checkout is from noon-1 p.m. Thursday. Your child will be given instructions on where to bring his or her linens. Keys and access cards should be turned in to hall staff in the lobby.

**Students will be charged \$75 for a lost room key, \$15 for a lost shower key and \$10 for a lost access card.** Rooms are inspected before participants arrive and again after they leave. If rooms or furniture are damaged, you will be charged for repairs.

Posted parking restrictions and parking meter fees are enforced on Thursday, so please plan accordingly with your child. The driveway loop in front of Wilson 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 patient as nearly 400 people will be trying to checkout from the dorm at the same time!

We will email detailed information about pickup and dropoff to students and parents in the week before our program.

## WHERE CAN I FIND DIRECTIONS TO MSU'S CAMPUS? WHERE IS THE DORM IN WHICH MY CHILD WILL BE STAYING?

Michigan State University has maps and directions for its East Lansing campus at <https://maps.msu.edu>. For 2018, we are using Wilson Hall as our base of operations. Wilson is located near the Trowbridge entrance, in the southwest corner of the main campus. The address is 219 Wilson Road.

## WHAT SHOULD MY CHILD PACK?

Please consult our student handbook. Dress is casual, like what your student

might wear to school. Your child likely will be walking outside to and from class, so pack accordingly (sensible shoes, umbrella, etc.). Also, bring a fan (and a short extension cord). Dorm rooms are not air conditioned, although classrooms and the cafeteria are cooled.

Many students bring a laptop or tablet (check the student handbook to see if one is required for your child's class). We recommend students also bring a laptop lock as added security. An ethernet cord is recommended for Internet access in student rooms; the Wi-Fi system in the residential wings of Wilson Hall is brand new and MIPA has no experience with it to know how well it works.

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, feminine hygiene products, etc.) on hand in our workshop office, and we can make arrangements to pick up other items at an area store. Have your child come see us in the workshop office, or talk to their floor counselor.

## **SHOULD MY CHILD BRING A COMPUTER? CAMERA? OTHER DEVICES**

Some classes have specific technology needs, like cameras, microphones, etc. Please consult the student handbook.

There is not enough computer lab space within walking distance of our residence hall to place all classes into a lab. Classes that require specialized software packages for design, photo editing or video production are held in computer labs. Students in other classes may be asked to bring a laptop, Chromebook or tablet computer on which they can work.

We find that many students in our writing classes actually prefer to bring their own laptop computers so that they can work on assignments outside of class time.

If a class is not located in a computer lab, and a student does not have access to his or her own computer to bring, MIPA does have access to a limited number of Chromebooks we can rent to a student for a nominal fee.

## **I AM UNABLE TO DRIVE MY CHILD TO THE WORKSHOP. WHAT ALTERNATIVE**

## **OPTIONS FOR TRANSPORTATION ARE THERE? DOES A PARENT NEED TO BE PRESENT FOR CHECK-IN AND CHECKOUT?**

As long as payment is complete and we have signed health and policy forms on file, a parent does not need to be present. We do have a permission form we can send you to designate the person or people with whom your child is allowed to check-in or depart. Please contact our office.

Your child can carpool to the workshop with other families from your area, or he or she can reach East Lansing by bus, train or plane. The [East Lansing train and bus station](#) is served by [Amtrak](#), [Greyhound](#) and [Indian Trails](#). It is located on the edge of MSU's campus, less than half-mile from and within sight of Wilson Hall. The [Capital Region International Airport](#) is about 9 miles from campus and is served by several airlines. Detroit Metropolitan Airport can be reached by [Michigan Flyer](#) bus service.

You and your child are responsible for making transportation arrangements between our workshop and the train/bus station or airport. The Lansing airport maintains [a list of local taxi and car services](#) that you might consider.

## **CAN MY CHILD DRIVE TO THE WORKSHOP?**

We prefer student participants 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 participants bring their cellphones 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 this guide.

You can also reach our workshop office in 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 CHILD 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 wasted registration fees; we cannot offer a refund to students who leave early for any reason), 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, 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, 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 workshop office or to talk to a floor counselor. 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. We also can help your child get any personal care items he or she may need.

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 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 child about that when you check in just to make sure you all have everything needed for a safe stay. (You can also talk to us at check in about any concerns you might have.)

## HOW CAN I SUBMIT MY CHILD'S HEALTH OR POLICY FORM?

If you didn't already turn in a signed health or policy form with your child's registration, you can download the forms from our website at <https://mipamsu.org/mipa-summer-workshop/workshop-policies/>. Scan or photograph the forms and email them to [mipa@msu.edu](mailto: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 should not be in living areas of the dorm 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>. 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.** (We also can get you this form ahead of time.)

When your child leaves, he or she will need to visit our workshop office 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 WE HAVE A BALANCE DUE FOR MY CHILD'S REGISTRATION?

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

## I NEED TO MAKE A PAYMENT. HOW DO I DO THAT?

You can make a payment online at <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 his or her 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 (less than \$10) 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, contact our office at [mipa@msu.edu](mailto:mipa@msu.edu) or 517-353-6761. Once the workshop starts, your student should 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 after July 10, but we can try.

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 the 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 your 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 this guide and the student handbook. We also go over our main policies with participants during the opening session.

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. A letter to parents and/or school advisers may follow disciplinary action. The program fee will not be refunded. 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 as long as we can give them advance notice. Please talk with us when you check in if you have any questions.

## **MY CHILD NEEDS SPECIAL ACCOMODATIONS. 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 floor counselors who live in their own rooms on each floor with students, and activity assistants who supervise 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, dorms that feature community bathrooms on each floor require a key to access the shower area. 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 may be not the only group using the residence hall or other university facilities during the time of our workshop. Other student groups could be staying in the dorm on separate floors from our students and cafeterias in some buildings are 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 or Harrison Road to go into the city of East Lansing for any reason.

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/visitmapsu/>.

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>

# PROGRAM RULES

This is a copy of our program rules as they appear in our Student Handbook. Please go over these expectations with your child before the start of our program so you both understand them. A program orientation for participants is included as part of our opening session on Sunday. Participants and parents also must sign a policy form detailing our core rules before participants will be allowed to check in. Please don't hesitate to contact the MIPA office if you have any questions or concerns. Thank you!

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. 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.

Participants and parents must sign a policy form detailing our core rules before participants are allowed to check in. Neither the policy form nor this page of rules are all-inclusive. MIPA reserves the right to take any reasonable actions necessary to address health or safety issues during our program.

Program rules and expectations will be reviewed during an orientation for participants on Sunday night. We encourage participants and their parents to review these rules before our program begins.

## COMING TO AND LEAVING CAMPUS

- ▶ Participants may not leave campus without workshop staff permission for the duration of our program. That includes crossing Harrison Road or Grand River Avenue into the city of East Lansing **for any reason**.
- ▶ No program participants are to be in a car for the duration of the program without workshop staff permission.
- ▶ If it is necessary for a participant to temporarily leave the workshop for any reason, parents must complete a permission form available from MIPA. Participants must check out and in at the MIPA workshop office in C108 Wilson Hall when coming or going from the program. The adult with whom they are leaving should also come to our office. Participants may only leave the program with people designated by parents or guardians on the permission form.
- ▶ For safety reasons and because of limited parking, MIPA strongly discourages participants from driving

to the workshop. If a participant 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. Participants 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 participant may receive because of wrongful parking.

- ▶ Michigan State's campus is a safe place, but we still strongly encourage program participants to travel on campus with a friend. This is a simple precautionary act to promote safety.

## VISITORS & GUESTS

- ▶ Non-relative guests are not permitted and participants are not to leave campus without permission. Visitors must check in at the MIPA workshop office and must remain in public areas of dormitory.
- ▶ Overnight guests of any kind are not permitted. 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.
- ▶ Visitors are not allowed in residential areas outside of the check-in and checkout periods.

## ATTENDANCE

- ▶ Participants are expected to attend all class sessions and required meetings. Attendance will be taken at least twice daily during class, at all special sessions and during bed checks. If you are not where you are supposed to be, we will be looking for you.
- ▶ Under no conditions are you allowed to sleep in or take a break other than those scheduled. If you are ill and unable to go to class, you or your roommate should contact your floor counselor or an administrative staff member in the workshop office.

## CURFEW

- ▶ Participants must be in the residence

hall by 10 p.m. each night and in their rooms by 11 p.m. You are not permitted to leave your floor or the dorm between 11 p.m. and 6 a.m.

- ▶ The building is locked from 10 p.m. until 6 a.m.
- ▶ Participants who miss curfew will not be allowed to stay at the workshop. Their parents will be called immediately.
- ▶ Participants must be in their rooms and available at bed check times. LIGHTS OUT AT 1 A.M.

## CELLPHONES

- ▶ **PLEASE TURN YOUR PHONE OFF WHEN IN CLASS OR SEMINARS.** We know you have them — and they're a valuable tool for journalists — but please be considerate of speakers, instructors and other participants.
- ▶ In the event of a family emergency, we encourage parents to call the workshop office. We can get a message to program participants who are in class or involved in other activities.
- ▶ Also, please know that we cannot be responsible for lost or stolen items, including your cellphone.

## HOUSING POLICIES

- ▶ MIPA aims to provide safe and comfortable spaces for all of our participants to live and work during our summer workshop. Please contact the workshop office if you have any concerns.
- ▶ Participants are expected to stay in the dorm room assigned to them. Participants may not switch rooms or roommates without workshop staff permission.
- ▶ MIPA tries to honor roommate requests made prior to July 10. Participants who request each other as roommates usually are placed together. Most of the time, participants from the same school are placed in adjacent rooms. MIPA also considers the age of participants and their media interests in making

roommate assignments.

- ▶ Wilson Hall has suite-style bathrooms, with two rooms sharing a bathroom. Be courteous in sharing bathroom time with your roommate and suite mates.
- ▶ Do not enter the residential area of the opposite gender. Boys will not be allowed on girls' floors and girls will not be allowed on boys' floors AT ANY TIME! Violating this rule will result in immediate dismissal from the program.
- ▶ Participants should not enter areas of the residence hall that are not in use by our program. This includes, but is not limited to, unused residential floors; classrooms, offices and residential areas in use by other youth programs and maintenance areas of the building. Areas of the building in use by MIPA will be clearly marked.
- ▶ Do not remove screens from building windows or throw items from windows.
- ▶ Do not create excessive noise or horseplay.
- ▶ Participants must comply with all security measures and procedures specified by MSU Police and Residence Education and Housing Services. Participants will receive an orientation about these measures and procedures during the opening session. Additional information is clearly posted in campus buildings.
- ▶ Floor counselors will be living in their own rooms throughout the building to provide supervision during our program. Their doors will be marked so that you know where you can go if you need assistance. Your floor counselor will meet with you on your floor at 10:45 p.m. Sunday. This is a very important meeting. Floor counselors will be on duty from about 5 p.m. until 7 a.m. each day. Please cooperate with them at all times. Feel free to ask them for help during these hours. They are nice people!
- ▶ Do not damage university or personal property. Parents will be financially responsible for damage. Please check your room for damages upon arrival and report them immediately to a service desk. If you do not report the damages until later, the university may charge you for the repair costs. Do not move or replace university furniture in lounges or in your room.
- ▶ Please help to keep the residence hall clean by picking up paper cups and other waste material throughout the week. Please clean up after yourself in

the classroom as well.

- ▶ Keep your room key and access card with you at all times. **Do not trade keys or cards with anyone.** If you lose either, report it immediately to the workshop office. We can help you get a replacement — and hopefully someone will have already found your card and turned in it to the workshop office. **You will be charged for keys or cards that are not turned in at the end of the workshop: \$75 for a lost room key, \$15 for a lost bathroom key and \$10 for a lost access card.**

## SAFETY & SECURITY

- ▶ Participants must abide by all local laws and University regulations and may be removed from the program for violation of such rules.
- ▶ Participants may not possess or use alcohol, tobacco, illegal drugs, fireworks, guns or weapons. Michigan State University is a tobacco-free campus. Tobacco products should not be brought to campus, regardless of the age of the program participant.
- ▶ The following behaviors will not be tolerated:
  - ▶ Hazing and bullying (physical, verbal or cyber-bullying)
  - ▶ Violence of any kind
  - ▶ Sexual harassment, sexual abuse, and other sexually inappropriate conduct
  - ▶ Harassment of participants or staff for any reason, including harassment in violation of the [University Anti-Discrimination Policy](#)
  - ▶ Theft of property
- ▶ Misuse or damage of University property is prohibited and participants may be financially responsible for such damage or misuse.
- ▶ Do not tamper with fire alarms, safety or security equipment.

## MEDIA WORK

- ▶ 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. Program participants who appear in such news coverage typically are identified by name. Participants may decline to be interviewed for news coverage.
- ▶ The use of cameras and other digital recording devices/apps are prohibited in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

- ▶ Participants may also be photographed or videotaped for use in MIPA or MSU promotional and educational materials.

## DISCIPLINARY ACTION

- ▶ Participants who violate workshop rules will be made aware of their violation. Depending on the seriousness of the violation, disciplinary action may include verbal warnings, detention, inability to participate in organized activities/programming and/or dismissal from the program. Participants who develop a pattern or history of violations may be dismissed from the program.
- ▶ Workshop personnel will immediately remove a participant from our program for any action that endangers the health or safety of the participant, other program participants, workshop staff or any other person. This includes, but is not limited to, violence of any kind, bullying, harassment and the violation of any university rule designed to protect health and safety.
- ▶ Participants who enter the residential area of the opposite gender will be dismissed from the program.
- ▶ Violation of federal or state laws will result in immediate dismissal from the program and may result in the involvement of local police.
- ▶ If a participant is dismissed from our program, parents will be called to come pick up their child immediately. A letter to parents and/or school advisers may follow disciplinary action. The program fee will not be refunded.

# PROGRAM SCHEDULE

Here's the general schedule, which can change. Participants will receive an updated schedule when checking in.



## 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/adviser-day/>. 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 schedule when you check in, and your instructor may give you a more in-depth schedule to use during the week.

### CLOSING SESSION AWARDS CEREMONY

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

## PARENTS — HOW TO CONTACT YOUR CHILD DURING THE PROGRAM:

- ▶ You can call your child's cellphone, but please call during recreation or meal times. We request participants turn off their cellphones during class and evening sessions.
- ▶ Contact our workshop office at any time during the program if you need to leave a message for your child, or if there is an urgent matter. We will find him or her. That phone number is 517-258-0551

## FOLLOW THE WORKSHOP FROM HOME

- ▶ Parents can find coverage of the workshop by our Upstart student journalists at <http://theupstart.mipamsu.org>.
- ▶ You can also follow MIPA on [Facebook](#) and [Twitter](#).

## CONTACT US DURING THE WORKSHOP

- ▶ Our whole staff spends the week living and working alongside our program participants, so the normal MIPA office is closed. **But you can reach the MIPA Workshop Office in Wilson Hall during the workshop at 517-258-0551.** We'll be moving to Wilson on Friday before the workshop and will 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 email [mipa@msu.edu](mailto:mipa@msu.edu) at any time. We closely monitor our email.

## SUNDAY

2:30 – 5:30 p.m.	Check in/Registration
6 – 7:15 p.m.	Opening session, C102 Wilson Hall
7:30 – 9 p.m.	Class with large groups
9 p.m.	Pizza, Cafeteria
9 – 10:45	Recreational Activities
10:45	Meetings with floor counselors on assigned floor
11:15	Bed check
1 a.m.	Lights out

## MONDAY

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 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

## 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

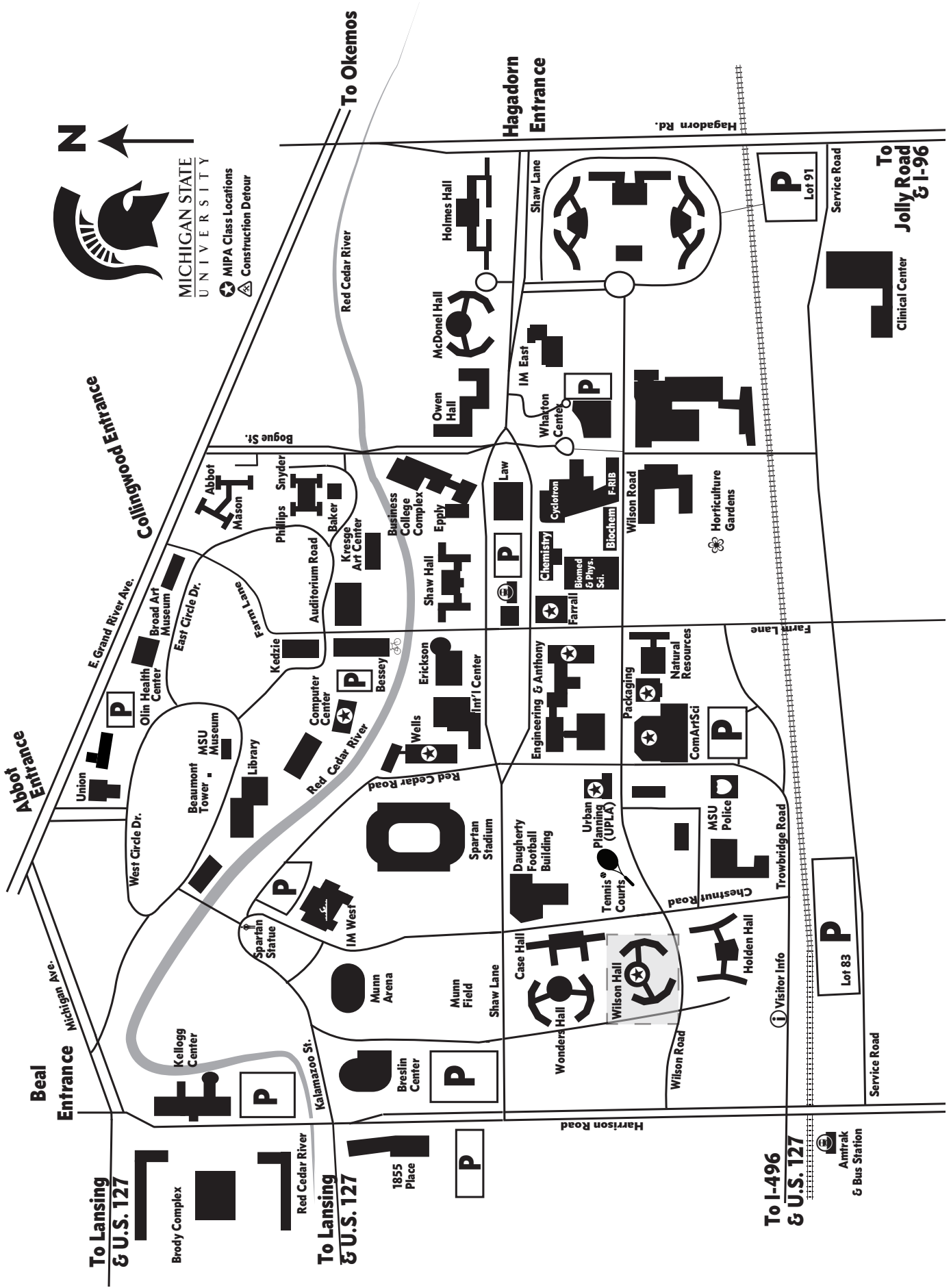
## THURSDAY

7:15 – 8:45 a.m.	Breakfast
9 – 10:45 a.m.	Class
11 – Noon	Closing Session, C102 Wilson Hall
Noon – 1 p.m.	Check out





**MICHIGAN STATE UNIVERSITY**  
MIPA Class Locations  
Construction Detour



**Beal Entrance**

To Lansing & U.S. 127

Brody Complex

To Lansing & U.S. 127

1855 Place

**Hagadorn Entrance**

Hagadorn Rd.

To I-496 & U.S. 127

Amtrak & Bus Station

Service Road

Lot 83

Lot 91

Service Road

Lot 91

Service Road

Lot 91

Service Road

To Okemos

To Jolly Road & I-96

Clinical Center

Service Road

Lot 83

Service Road

Service Road

Service Road

**Abbot Entrance**

Michigan Ave.

E. Grand River Ave.

West Circle Dr.

East Circle Dr.

Farm Lane

Bogue St.

Kalamazoo St.

Red Cedar River

Red Cedar Road

Shaw Lane

Harrison Road

Shaw Lane

Chestnut Road

Wilson Road

Wilson Road

Shaw Lane

Trowbridge Road

Farm Lane

Service Road

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