The College of New Jersey
SUMMER SCHOLARS PROGRAM 2020

PROGRAM POLICIES

Timeliness: Everyone is to be on time for **ALL** activities. "On time" is defined by the old adage, "five minutes early is on time, and on time is late." We expect all students to be present and accounted for **BEFORE** each event begins.

Meetings: All workshops, tutoring sessions, and events are **mandatory** unless otherwise stated.

Attendance: Attendance is required and recorded at every class, workshop, and event. Make sure you are present and _on time_ (see above).

Scheduled Courses: A syllabus will be distributed for each course on your schedule detailing course requirements, learning goals, and academic integrity. Each student is responsible for maintaining satisfactory progress and seeking academic support. Please feel free to ask your professor/tutor any questions that you may have regarding the syllabus.

Tutoring: Every student is required to participate in tutoring, during their designated tutoring hours. Student staff/PAs will be conducting supervised tutoring that will take place virtually at designated areas. Please try to be in an environment free from distractions (i.e. other people, social media, telephone calls, games, etc.), and which will allow you to engage in conversation with your tutor. During your tutoring time, your attention should be strictly on the tasks at hand.

Free Time: Your schedule for this summer allows for times during the day at which you are not required to be in a particular session or course. We advise that you use this time to work on course assignments and prepare for meetings with your tutor. You should commit some of your break time to relaxation and nourishment.

SPARC: At the end of the Summer Program, the Summer Program Academic Review Committee (SPARC), which includes EOF Staff, Summer Faculty and the Virtual Engagement and Activities Coordinator, will meet to evaluate satisfactory progress and fall matriculation. A notification will go out to parent(s)/guardian(s), upon a student selected for SPARC review. Students who fail to demonstrate satisfactory progress and measurable effort may be asked to leave the program.

Cell phones: Each professor will advise you of if and how cell phones may be used during their class sessions, as they may encourage you to conduct searches, or take pictures of presentation slides, etc. The cell phone policy may be discussed with your professors on a case-by-case basis. In the absence of a specific policy, please follow proper cell phone etiquette. This means you should not be on your cell phone during class times, scheduled activities, tutoring, or meetings. If you have any questions about proper etiquette, please ask your advisors, instructors, or PAs.

Technology: To engage in the Summer Scholars Program, students are expected to have a computer with a camera and high-speed Internet. Students who have been loaned College technology must sign a contract indicating their responsibility for the items borrowed. As always, everyone is expected to use technology respectfully and responsibly. The general expectation is that each student will appear on camera for their courses. Please be aware that as higher education professionals, we have a duty to report incidents in which a student or minor child is or appears to be harmed or in danger.

TCNJ Conduct: As a participant in the Summer Scholars Program at TCNJ, students are bound to the TCNJ Student Conduct Code, as found here - https://conduct.tcnj.edu/resources/policies/. Please read through all policies included therein. Although you are not on campus this summer, you must still adhere to the Expectations and Standards for Off-Campus Conduct.

Program Conduct: The Summer Program prohibits:
- Non-compliance with directives.
- Disruptive or obstructive behavior.
- Computer misuse.
- Indecent behavior or sexual harassment (in the face-to-face or online environment).
- There is zero tolerance for abusive language and/or profanity.

- Threats and threats to use a weapon or personal item to cause others harm and/or for intimidation will be grounds for immediate dismissal. We do not tolerate bullying; hate crimes, or any other form of harassment. Each reported incident is investigated, documented, and sanctioned in accordance with the severity of the violation, which may include immediate removal from the program.

Visitors: *No "visitors" allowed.* Due to potential privacy concerns, we ask that you try as best as possible to engage in your courses, workshops, and tutoring sessions away from others who are not participating in the same. Although the information shared in your courses is not confidential, please do not have anyone "sit in" on your courses, tutoring, or workshop sessions. Any violation of that trust could result in a dismissal from the TCNJ Summer Scholars Program.

Illness: If you are too sick to go to class or participate in a scheduled event (tutoring, or workshops), you are expected to immediately notify your assistant director.

Drugs/Alcohol: Any student caught using or in possession of illegal drugs (or improperly using prescription drugs) or in possession of or consuming alcohol will automatically have their admission to The College of New Jersey **revoked**, **NO EXCEPTIONS.**

Student Expectations for Remote Learning and Netiquette: In remote learning, communication is a bit different than in a face-to-face setting. Because we are missing body language cues and immediate feedback from one another, it is very important to understand some common rules for good online etiquette. This ensures that the message you intend to convey is received correctly. The guidelines that govern your behavior in the online environment are referred to as "netiquette." You are expected to maintain proper decorum in the online environment.

The guidelines below apply to all communications that will take place as part of your remote learning, including but not limited to: Zoom, email, phone, Google suite, social media platforms, comments, chats, Canvas, and discussion boards.

These guidelines will help us create a meaningful learning environment where everyone's contributions are respected and valued.

Summer Scholars are required to follow the guidelines below:
- Create a space and dedicated time for learning.
- Be camera-ready! Students should have their camera on for the entirety of all classes, tutoring, workshops, and meetings.
- Ensure that your device is charged so that you are ready to join class on time.
- If you experience technological difficulties, contact your assistant director.
- Sign into the classrooms daily, on time, and be ready to participate actively.
- Keep cell phone on silent or off while logged on for remote learning.
- Use the given breaks in the day to be productive.
- Seek help when needed from (professors, advisors, program assistants, etc.)
- Create balance by taking opportunities to work offline and upload tasks.
- Use a calendar to organize your time.
- Demonstrate learning by completing assignments.
- Communicate with your professors and examine their feedback.
- Extended time will be provided for students that receive modifications or accommodations as determined by the Accessibility Resource Center (ARC) – https://arc.tcnj.edu/
- Demonstrate online learning etiquette when communicating with peers, professors and staff using respectful language and behavior.
- Wear attire acceptable for online remote learning.
- Social media can pose risks to student privacy; do not post or share any classroom communication material or unauthorized use of pictures involving other peers, staff and faculty.
- If absent for any reason, reach out to your advisor via email.
- Be patient with yourself and everyone else; we are all learning together!

We wish for you to have a positive experience at The College of New Jersey. If in doubt of any rules or situations that may arise during this program, consult your EOF Assistant Director or the EOF Associate Director immediately. **PLEASE DO NOT GUESS!**