WELCOME!
Welcome to BGSU Summer Music Institute. Whether returning or new, BGSU’s Summer Music Institute is a great week of music making where students get the opportunity to gain experience, develop their talent, meet new friends and work with BGSU faculty, coaches and guest artists. This handbook will help you find the answers to your summer questions and inform you of the expectations and policies as employees of the institute. Please keep this book handy for reference.

THINGS TO KNOW
BGSU maintains a smoke-free, alcohol-free and drug free campus. Ohio prohibits any weapons, including concealed weapons, on BGSU property.

EMERGENCY CONTACTS
CAMPUS SECURITY: Emergency 911 - Non-Emergency (419) 372-2346

PEOPLE TO KNOW

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Susan Hoekstra, SMI Director</td>
<td>2114 MMAC - 419-372-8654, 231-499-1295</td>
<td>Discipline issues – Rec passes, Dining or House concerns/ Parent concerns; All Hands on Deck presenter</td>
</tr>
<tr>
<td>Theresa Clickner, SMI Registrar</td>
<td>2107 MMAC or Wolfe Box Office, 419-372-2506 or 419-575-9807</td>
<td>Back up if Susan is not available</td>
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<tr>
<td>Keith Hofacker, SMI Tech Director</td>
<td>Basement MMAC - 419-372-2954</td>
<td>Facility scheduling;</td>
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<tr>
<td>Tony Cleeton</td>
<td></td>
<td>Photographs; Music Programs</td>
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<tr>
<td>Chris Aftoora, Recording</td>
<td></td>
<td>Recording of student performances</td>
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<tr>
<td>Leslie Galan, Budget Coordinator</td>
<td></td>
<td>NSLA, faculty, vendor, purchases</td>
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<tr>
<td>Karen Weber</td>
<td></td>
<td>Conference Services</td>
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HEALTH CENTER
Health History Forms are necessary for any kind of treatment to the campers. The forms should be kept with a designated counselor for each camp. Students who need to utilize the Health Center must be escorted with the student’s Health History Forms. Student Health Center is open from 8:00 to 4:30 Monday through Thursday and until 11:00 am on Friday. Sick call is at 8:00 am.

HEALTH EMERGENCIES
Health History Forms are necessary for any kind of treatment to the campers. Call Campus Security at 2-2346 - Escort student to the hospital. Call student’s parents. Emergency contact numbers for each camper are with the health forms. Stay with student until crisis is resolved. Notify director of the camp, Susan Hoekstra at 231-499-1295.

HOUSING CONCERNS
For dorm concerns, please consult the front desk in Centennial lobby, which is staffed from 8 a.m. to midnight. After hours phone number is 419-409-1593.
PARKING
ALL vehicles parking on campus need a parking permit. Passes are distributed at check in only. Two different parking passes are available: 1.) For staff, counselors, guests or commuters for the entire week of camp. 2.) For parents for the Friday concert. SMI is not responsible for parking tickets received.

FACILITY USAGE
Performance facilities in Moore Musical Arts Center and the Wolfe Center are scheduled prior to camp starts. In the event of a special concern or issue, please contact Keith at 419-372-2954 PRIOR to using a room that has not been reserved for your camp.

RECORDINGS
Each camp’s final concert(s) are recorded. Chris Aftoora oversees the recording of student recitals. Students receive a CD of the performance via snail mail later in the summer after camps conclude.

SMI PROGRAMS
Programs for faculty, guest artist and student recitals are designed and printed by our SMI office in Room 2018 in MMAC. All materials should be sent to cmapub@bgsu.edu according to the deadlines sent from the publications office.

COPIES
An access code for copies can be gotten from Sherri White in the main office.

PHOTOS
Group photos of all campers, counselors and directors are taken on Monday at 3:00 pm. Campers, counselors and directors should wear their camp T-Shirt for the photo. These photos will be downloadable from the SMI website instead of a printed copy. Candid photos of camp activities will be taken and posted on the CMA Events facebook. Students sign a media waiver.

STUDENT REC CENTER
Admission via SMI ID card. Counselors MUST accompany students to the Rec Center using a 1:10 ratio of students to counselors. Students and counselors can go to the Rec Center as many times as they would like. All participants need to adhere to the rec center usage policies.

MEALS
Meal cards are distributed at check-In. Only one swipe per meal.(In other words, they can’t swipe for someone who forgot their card) We are now charged for replacement cards. Please notify Susan Hoekstra or Theresa Clickner as soon as possible if a meal card is lost. A replacement card will be issued with the appropriate dollar amount.

Due to liability reasons, commuting students who bring their own lunches will not be allowed to go inside the dining hall to eat. They can eat outside with other campers. Students can also buy meals – Prices are Breakfast $7– Lunch $9 and Dinner $ 10
PIZZA PARTY = SUNDAY DINNER
In lieu of Sunday dinner, all camps will have a pizza party at in Centennial Lobby. 9:45
Pizza and pop will be delivered. Counselors are responsible for distribution and clean-up.
One counselor must sign for the pizza and get the receipt to Leslie Galan for payment.

MEAL TIMES
Session One – THE OAKS
Breakfast: 8:30-9:30
Lunch: 1:30-2:30
* Snack will be delivered in the afternoon at 3:00 p.m. in Kennedy Green Room
Dinner: 6:30-7:30

Session Two – CARILLON
Breakfast: 7:45-8:45
Lunch: 12:45-1:45
Dinner: 5:30-6:30

Session One: 7:30 – 8:30 / 1:00-1:45 / 5:00 – 6:00.

FRIDAY LUNCH:  Box lunches will only be provided for those camps that have 1:00
concerts. All campers with an 11:00 final concert will NOT be provided lunch of any kind.

INTERNET/WIFI
Available ONLY to staff (and campers) 18 years and older. Staff will need to sign up for
WiFi codes at check in. Codes are not shareable.

CERTIFICATES
All campers receive a certificate of completion after their final recital. Certificates are
placed in your mail box for you to write in their names and sign.

SUPERVISION
For their safety, all campers are minors and need to be supervised at all times. Resident
campers will not be allowed off campus. It is understood that a counselor or staff member
needs to know where campers are – whether commuter or resident - at all times. Please
pay SPECIAL attention to commuters, especially those who are under 16.

SOCIAL NETWORKING SITES
In general, BGSU SMI views social networking sites, personal web sites, web blogs
positively and respects the right of employees to use them as a medium of self-
expression. However, faculty or staff who choose to identify themselves as employees at
SMI on these internet venues may be seen as a representative or spokesperson for SMI.
In light of that possibility, please adhere to the following policy:

When identifying yourself as an employee of SMI:
As an employee of SMI on your site, employment policies apply to your site’s content. Any
evidence of activity or behavior prohibited by BGSU policy should not appear. Examples
include, but are not limited to: using obscenities – posting photos of conduct prohibited by
BGSU – bullying, harassing or disparaging other employees or camper

Whether or not you identify yourself as an employee of SMI:
All information about campers is confidential. Respectful use of information about
colleagues is expected. We advise employees to think about decisions made about
content, both verbal and pictorial. Your electronic social networking site is in the public
domain and even if you believe it to be private, it may be accessible to others. Keep in mind that campers may be able to access these spaces. We strongly encourage you to monitor your site for unauthorized postings.

**EMPLOYMENT FORMS**

Directors of each camp are responsible for making sure employees of SMI have filled out the required paperwork, including the signed BGSU SMI Employee Handbook Agreement Form, have received the mandatory background checks as needed and are set up to be paid according to previously specified guidelines PRIOR to camp starts.

**STATEMENT OF ADULT RESPONSIBILITY**

*I understand and accept the following:*

You are a caretaker of students. There is a clear power difference between you and the students (money, mobility, authority, experience, knowledge), and a different set of behavioral expectations. Therefore, the following are unacceptable, and are grounds for dismissal:

1) Romantic or sexual relationships with students  
2) Hazing or initiation rites of students  
3) Being alone with a student in a room with a closed door and no windows.  
4) Sharing adult or pornographic materials with students  
5) Showing disrespect for diversity around students  
6) Participation in piercing, tattooing, cutting or dying of hair, backrubs, sitting on laps, etc. with students  
7) Using or being under the influence of alcohol or drugs around students

**Guidelines for Student-Adult Physical Contact**

*I understand and accept that when touching students, the following guidelines should be followed:*

On the hand, shoulder or upper back. In cases of movement, dance or directly relating to musical elements (such as embouchure, string bow holds, etc.), a student must be asked first, and it should never be against a student’s will (unless in the case of clear and present danger to the student). Whether expressed verbally or non-verbally it should never result in a student’s discomfort. When possible, do this only in the company of others adults. Never in a place on a student’s body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision by another adult or by medical personnel.

**State Laws Pertaining to Child Abuse**

Faculty and staff are considered “mandated reporters,” and are therefore required by law to report concerns. The purpose of the law is to protect the child, and also the individual making the report. A report is based on suspicion of abuse, not proven abuse (physical, sexual, neglect). Allow experts to make the determination if abuse has occurred. Employees with questions or concerns should contact the Director of SMI who will advise to next steps in regards to the incident.
BGSU SMI Employee Handbook
Agreement page

NOTE: All employees are expected to review this handbook and sign their agreement of the policies stated in it and return to Susan Hoekstra, SMI Director, prior to the start of their SMI session. Failure to do this will result in not being able to work at SMI.

In addition to the mandatory background check as needed, I have read and agreed to abide by the concepts and expectations as defined in the BGSU SMI Employee Handbook, including the BGSU SMI Statement of Adult Responsibility.

__________________________________  __________________________________
Name (please print)                                                                             Role in SMI

__________________________________  __________________________________
Signature                                                                             Date

Jeffrey Showell, Dean, College of Musical Arts  Date

__________________________________  __________________________________
Director, Summer Music Institute                                             Date