



Student Handbook

**English Today
Summer English Language Programs
July 1-August 10, 2012**

Tufts University
English Language Programs
Medford, MA 02155
Telephone: (617) 627-3568
Email: ESL@tufts.edu
Web address: ase.tufts.edu/ESL

THE TUFTS SUMMER COMMUNITY

The Tufts University Conference Bureau, established in 1973, was created to provide business, industry, government, professional associations and special interest groups with individual conference services and educational programs. The Conference Bureau has developed a series of programs including the Summer English Language Programs. These programs include:

- **English Today (ET)**, a four- or six-week course for students and professionals, at all levels of English ability, who wish to improve their speaking and listening skills while enjoying a productive summer stay in Boston.
- **The Summer Institute for International Scholars (SI)**, a six-week intensive English language and study skills course for intermediate and advanced students planning to attend a graduate program in the United States or Canada.

As part of the Tufts summer community, your residential life and social activities will expose you to students attending these and many other programs. We encourage you to get to know other Tufts summer students and hope that you find our campus a supportive and dynamic learning environment.

BEFORE YOU LEAVE HOME...

We have assembled this list of things to know and remember to assist you in preparing for your four weeks at Tufts University!

CLOTHING

Dress is very casual for class and activities. Be prepared for New England's changing weather and expect rain one day and sun the next. During the summer, Boston and surrounding areas are known for mostly pleasant weather with occasional periods of excessive heat and humidity. The temperature ranges from 60-90 degrees Fahrenheit in the summer (15-32 degrees Celsius).

Don't forget to bring from home

- Plenty of T-shirts and shorts
- A few pairs of long pants
- A sweater or light jacket
- A few "nice" outfits for nights out in Harvard Square and Boston
- Prescription and non-prescription medicines
- Extra eye glasses
- A sweater or jacket for cold nights
- Sports equipment (for example, tennis racquet, athletic shoes)
- Bathing suit & beach towel
- Names and addresses of your friends and family
- Alarm clock
- Umbrella or rain coat
- Sunscreen
- Sunglasses
- Bath size towel (towels provided are small)
- Camera, charger and US power converter
- Ethernet cable if you plan to use a laptop in the dorms

Things you may want to purchase in Boston:

- Shampoo, conditioner, body soap
- Shower basket (to hold toiletry items)
- Mattress pad
- Fan

As a reminder:

- Gratuity, or tip, for waiters at restaurants is not included in meal prices in the United States. The standard amount for good service is 15%.
- You may wish to bring a small amount of U.S. currency to use during the first few days of your program. There is a bank machine in the Campus Center that is open 9am-5pm Monday-Friday.

And last but not least...

Be sure to bring lots of enthusiasm. We are looking forward to an exciting program and are pleased that you will be joining us this summer!

WELCOME TO TUFTS!

GETTING TO BOSTON & TUFTS

Please plan to arrive on either **Saturday, June 30th or Sunday, July 1st, by 6 P.M.** If you require transportation from Boston's Logan International Airport to Tufts, please provide us with your flight information **at least ten days in advance.** Airport transfers are only available on the dates mentioned above. Students arriving on any other day must make their own arrangements. Accommodation is available on campus for students arriving early, at an extra charge. Please check with our office for the most up to date rates and notify us at least one week in advance.

If you arrive at Logan International Airport and are unable to locate a Tufts representative, call us at (617) 627-3568 and we will direct you to a waiting staff member.

If you are arriving by car, please go directly to your residence hall, Lewis Hall, where our staff will greet you. We have enclosed a campus map with directions to Tufts University and Lewis Hall.

REGISTRATION

Our program staff, including members of the resident counselor staff who will be living with you in the dormitory during the program, will be there to assist you with your suitcases and registration. You will receive a Tufts University Summer Programs Identification Card and a Meal Card along with your "Welcome Packet" at the main dormitory. Commuter students should follow the same registration procedure to receive necessary materials.

Your Tufts identification card (ID) allows you to access many facilities on campus. You are required to show your Tufts University Identification Card upon request of any University Official.

Your information packet will include an orientation schedule, public safety information, a map of the public transportation system, local dining information, and campus information, which will be helpful during your stay at Tufts University.

MEALS

Resident meal plans will begin with brunch on **Sunday, July 1st**, and end with breakfast on **Saturday, August 11th**. You will be issued a Conference Meal Card, which allows you to access the dining hall. Damaged or lost cards must be replaced at your expense (\$10).

Refer to MEALS section for additional information regarding damaged or lost cards.

ORIENTATION ACTIVITIES

For times and locations of orientation activities please refer to your welcome packet upon arrival.

WELCOME RECEPTION

Resident and Commuter Students

Sunday, July 1st

After your arrival, we invite you to join other Tufts Summer English Language Program students for a welcome reception in the evening. Enjoy this time to relax after your long flight and meet your fellow students in a casual, friendly atmosphere.

PROGRAM ORIENTATION

Resident and Commuter Students

Monday, July 2nd

The Summer Residence Life Staff will host a Program Orientation. The goal is to introduce you to Boston and Tufts University. Not only will you be introduced to your Residence Life Staff, you will also learn about the Tufts campus, hear about the shops and services in the area, discover how to use the public transportation system and become familiar with the many activities planned for you this summer.

PEOPLE YOU CAN ASK FOR HELP

The program staff wants to be sure you feel comfortable and confident about your new life on the Tufts University campus. After communicating with all of you via fax, telephone, and email, it will be nice to finally meet you in person!!! So, please stop by the Summer Programs Offices located in Lewis Hall to introduce yourselves and ask any questions you may have. Hours of operation are Monday through Friday from 9:00 AM to 5:00 PM. (*Resident Counselors are available after office hours.*)

TUITION PAYMENTS & SECURITY DEPOSITS

The program staff is available to assist you in determining if you need to finalize any financial matters. Please note that **all tuition payments are due by Friday, June 15th NO EXCEPTIONS.** Full tuition payment is required before you may begin classes. Students who have not resolved problems with their accounts, i.e. unpaid balances, returned checks or invalid credit accounts, by Monday, July 2nd, cannot begin classes on Tuesday, July 3rd. **The \$100 dormitory security deposit must be paid by Tuesday, July 3rd, using cash only.**

The security/damage deposit will be returned at checkout if your account is in order. All payments are to be made at the Summer Program Office in Lewis Hall.

COMMUNICATING WITH FRIENDS AND FAMILY

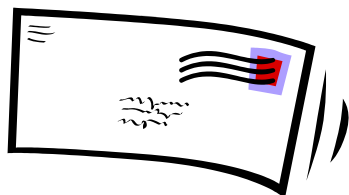
TELEPHONES

Basic phone service is available in residence halls, allowing students to receive incoming calls and make local calls. For international phone calls, **pre-paid telephone debit cards** are for sale at the Lewis Hall Reception Desk.

MESSAGES & MAIL

Messages for students can be left at any time (24 hours) by calling the Conference Bureau switchboard at 617-627-3568. We make every effort to hand deliver emergency messages; routine messages will be posted in the dormitory.

Mail should be addressed to:



Name
English Language Programs
Tufts University Conference Bureau
Medford, MA, 02155-7049

To insure students' privacy, the Summer Programs Office does not give out student addresses or telephone numbers to anyone. Please inform your parents and friends of your summer contact information.

If you provide family and friends with the Tufts University address, please remember to change your address at the end of the summer.

Students are also welcome to send and receive faxes for a fee. Our fax number is 617-627-3856.

EMAIL and WEB ACCESS

As a visiting member of the Tufts University community you may have access to the university network, including wireless connections where available on campus. Details of the procedure you will follow to register your computer with the university network will be available later this spring.

ACADEMIC INFORMATION

Monday, July 2nd

ENGLISH PLACEMENT EXAMINATION

For English Today students, we administer an English Placement Examination to help with class placement. Students will take the examination on **Monday morning, July 2nd, time and location to be announced.**

ORAL INTERVIEWS

English Today students will meet one-on-one for an oral interview with an instructor. Interviews are scheduled to take place immediately following the written exam on **Monday July 2nd**. We ask that you not make any plans during this time. Once you complete the oral interview, you may go to lunch in the cafeteria.

CLASS ASSIGNMENT & SCHEDULES

Your class schedule will be posted in your residence hall in the late afternoon on Monday July 2nd. **Remember that classes begin on Tuesday, July 3rd at 9:00 A.M.**

Core Course

This course meets Monday through Friday from 9:00 A.M.-11:00 A.M. In this “integrated skills” class, you will focus on speaking, listening, reading, writing, and grammar. Your class will be taught by instructors who are experienced in teaching English to international students. Classes generally have 12 to 14 students per section.

Special Interest Electives

On the first day of class, you will choose your elective course. These electives will meet Monday through Friday from 11:30 A.M.-12:30 P.M. Topics include American Culture, American Idioms, and Current Events. TOEFL Preparation will also be offered to intermediate and advanced students who meet standards based upon the placement examination.

Afternoon Workshops

English Today students also have the opportunity to participate in afternoon intensive workshops.

The workshops meet Monday, Tuesday, Thursday and Friday afternoons from 2:00 P.M.-4:00 P.M. Motivated students meet with their instructor to improve written and spoken language skills in a comfortable, workshop environment. The workshops begin on **Monday, July 16th**. *Advance registration is required; however there is limited space for students who decide they would like to participate in the Afternoon Workshops upon their arrival to Tufts.* Students on tourist visas or visa waivers may not enroll in afternoon workshops, since doing so would exceed the maximum number of study hours allowed and violate their immigration status.

LEARNING BEYOND THE CLASSROOM

Language is more than just grammar and vocabulary. It is a reflection of the ideas, values, lifestyle, and culture of a community. To help you learn more about the United States, and to help make English a meaningful language which will come alive for you, we offer a variety of programs to help you learn “beyond the classroom.”

Discover America

Each Wednesday, these tours give students the opportunity to explore aspects of the United States often overlooked by the tourist. Trips may include following Boston’s Freedom Trail, visiting the John F. Kennedy Library and Museum, observing the local government in action, and seeing first-hand an American court trial. All students on F-1 visas must attend at least two of these tours during the summer, in order to comply with U.S. immigration regulations. For students not on F-1 visas and for those participating in the afternoon workshops, the tours are optional.

The American Forum

This evening discussion series allows students to learn about daily life and customs in the U.S. This is the perfect opportunity for you to practice conversational English as you learn about the culture unique to America.

In addition, we hope our full program of activities and supportive residential life environment will provide opportunities for you to enjoy the sights and sounds of Boston, to make new friends from around the world, and to enjoy a memorable summer at Tufts

ATTENDANCE POLICY

Attendance at all scheduled orientations and classes is required. If you are unable to attend a class due to illness or other emergency, please follow the procedure that pertains to your student status.

<u>Residents:</u>	Notify the Residential Counselors or Administrative Office as soon as possible.
<u>Commuters:</u>	Call the Administrative Offices at (617) 627-3568 immediately.

As a student, it is your responsibility to make up all missed work and complete any additional assignments if necessary. Excessive absence may be cause for dismissal from the program.

UNEXCUSED ABSENCES/LATENESS

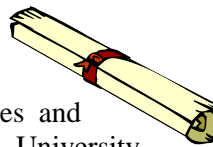
Any unexcused absence is considered a “cut.” If you are not present for class attendance you will be marked absent and your name will be given to the Summer Programs Administrative Office. Chronic absences/tardiness may result in parental consultation, counseling and/or dismissal from the program.

PLAGIARISM

Plagiarism is defined as copying or submitting someone else’s work as your own. Plagiarism or any other form of academic dishonesty is a serious offense against the academic ideals of the University and warrants disciplinary action, which may include dismissal.

GRADUATION

Friday, August 10th, time and location to be announced.



Students who attend the required number of classes and complete all assigned work will receive a Tufts University Certificate of Completion at graduation ceremonies. Special recognition awards are given to students who have made exceptional progress or contributed to the class in other noteworthy ways.

The Summer Programs' Office will mail certificates to those students who leave the program prior to August 6th. Students leaving prior to August 5th must have successfully completed the summer program in order to earn a certificate.

RECREATION & ACTIVITIES

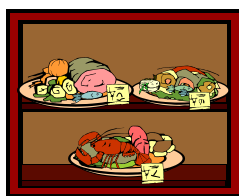
Boston, Cambridge, and the surrounding areas of Massachusetts are fantastic places to explore during the summer months. We have planned an exciting schedule of events and activities, which we hope you will enjoy! Students are encouraged to take the time to explore their surroundings. A calendar with listings of local events (concerts, exhibits, and festivals) will be posted in the residence hall lobby, as will local brochures and newspapers.

Many activities and trips are offered free of charge, however a fee may be required for some extended day trips. In the past, we have visited places such as Newport, Rhode Island; Rockport, Massachusetts; Martha's Vineyard, Massachusetts; and Salem, Massachusetts. We will visit local beaches, museums, festivals, and major tourist attractions. Entrance fees and public transportation fares are not included.

Once you arrive, you will receive an events calendar that will note many of the events we have scheduled. Movies, game nights, tennis and soccer tournaments, barbecues, and dances are some of the activities that will be taking place on campus throughout the summer. Be sure to check our activities bulletin board daily, which lists any additional activities offered or changes in pre-scheduled activities.

All trips and activities are on a sign-up, "first come - first served" basis. Deposits may be required when appropriate. If you are unable to attend a scheduled trip after you have signed up, please notify the Activities Coordinator so that another student may attend.

MEALS



A meal plan is included in the tuition fee. Meals are served in the university-dining hall, which offers several areas where entrees are prepared. Areas include pizza, deli bar, a carving area, traditional hot entrees, extensive salad bar, vegetarian choices, pasta bar and a char broiler area. Kosher meals can be arranged in advance for an additional fee. Please notify the Summer English Language Program Administrative Office at 108 Packard Avenue of special meal needs prior to your arrival.

Resident meal plans will begin with brunch on **Sunday, July 1st**, and end with lunch on **Saturday, August 11th**. You will be issued a Conference Meal Card, which allows you to access the dining hall. Damaged or lost cards must be replaced at your expense (\$10). All problems and/or concerns relating to your Conference Meal Card must be reported to the Administrative Office.

TRAVEL MEALS



For day trips when students are away from campus during the time when lunch is served on campus, students are responsible for purchasing their own lunches. We make every effort to return to Tufts in time for the evening meals, but cannot be held responsible if meals are missed due to late return to the university. In certain cases, optional activities may include dining options off campus and participating students will be responsible for the cost of those meals. Options and estimated costs for those meals will be provided at the time of trip sign-up.

SPENDING MONEY

Although we offer many activities that are free of charge, students will be responsible for public transportation costs (between \$1.70 and \$2.00 per ride for the subway and between \$1.25 and \$1.50 for the bus) and/or the entrance or usage fee (amusement parks, miniature golf, bowling, etc.) for other activities, 1-2 days per weekend. Weekend trips generally cost between \$15-\$20 for entrance and/or transportation fees. While spending habits vary with individual tastes and needs, we have found that students generally use between \$150 and \$200 per week in spending money.

Most students spend money on snacks, entrance fees, public transportation, and occasional dinners in restaurants. We organize several trips to discount outlet stores, (Polo Ralph Lauren, J. Crew, Gap, etc.) and students often spend money on clothing. We also strongly recommend that students bring a credit card with them, since they tend to offer the best exchange rate, and you will not need to carry paper currency. Bring any spending money in the form of travelers' checks in denominations of \$20 or less. The reception desk at Conference Bureau Headquarters can cash up to \$20 of travelers checks per day, Monday through Friday.

LIVING IN THE DORMITORY

ROOMMATES

Our housing goal is to expose students to new ways of thinking and diversity. Learning to listen to, respect the rights of and compare views and ideas with other residents can be valuable for all. For this reason, we make every effort to match students from different cultures and geographical areas. We encourage students to become immersed in the program and speak English while in class, during activities, and in the residence hall. On rare occasions students may seek to change their room assignments, but are first required to speak with a Resident Counselor and/or Program Director. The staff will work with the student to determine if a room change is the best course of action. Room changes are not permitted during the first two weeks of the summer program. Changing rooms without written authorization from the Program Director will result in a \$50.00 penalty.

If one of your friends is also applying to the program and you would like live near your friend, you should both contact the administrative office to request that you are assigned a room in the same hall. In order to facilitate wider cultural understanding and encourage the use of English in the dorms students who speak the same native language will not be housed together.

Single rooms are available at an additional charge.

NON-RESIDENT STUDENTS

Some of our students may be attending classes but may not be living in the residence hall. We encourage our resident students to get acquainted with our non-resident students, and to include

them in their plans whenever possible. We also encourage our non-resident students to take advantage of the workshops and activities!

HALL MEETINGS

All resident students may gather with the Resident Counselors for periodic hall meetings. At hall meetings, students will be informed about upcoming activities and will discuss residential life concerns and program issues. Hall meetings are required and they provide students with the chance to take a study break and to have fun!



LOCK OUTS AND LOST KEYS

Students must carry their room key with them at all times. Students should be aware there is no storage available for their valuables in our office. Valuables should be kept in their rooms and it is therefore important that students lock their door when leaving their room. After the first week of the program, a \$5.00 charge will be made against the security deposit should a staff member be required to admit a student who has been locked out of his or her room. There is a \$55.00 charge for a lost room key set.

COOKING

Due to Tufts University regulations, no cooking is allowed in residence hall common kitchens during the summer months. Students may use the refrigerator to store items for short periods of time. Students are responsible for their own items stored in the refrigerator.

LAUNDRY

Coin operated washers and dryers are located in each residence hall. The Conference Bureau provides laundry detergent, but some students choose to buy their own. We recommend that you get a supply of quarters upon your arrival. One load of laundry costs \$1.50.

RENTAL SERVICES



The reception desk at the Conference Bureau Headquarters has postcards, stamps, coffee, tea, juice, and a variety of snacks available for purchase. Additional fans may be rented; irons and ironing boards may also be borrowed from the Conference Bureau Reception Desk. Board games and sports equipment including ping-pong paddles, tennis rackets, volleyballs, basketballs, and soccer balls are also available for loan at the residence hall front desk. Students must sign-out sports equipment and leave their meal card at the front desk of their residence hall.



CURFEW

All Summer English Language Programs students are expected to sign in and sign out of the residence hall whenever they will be out after 7:00 P.M. and indicate where they are going on the sign-out sheet. **All students under the age of 18 must sign out of the residence hall whenever they will be out after 7:00 P.M. and indicate where they are going on the sign-out sheet, and must return to the residence hall by 12:00 A.M. Sunday through Thursday and 12:30 A.M. Friday and Saturday.**

Failure to abide by the curfew and sign-in policy is considered a serious violation of community rules. Students violating these regulations are subject to disciplinary action, which may result in the suspension or dismissal from housing and Summer Programs.

OVERNIGHT PERMISSION

For students under age 18: If your parents/guardians have authorized overnight sign-out privileges, you may request overnight sign-out on Friday and Saturday nights. Overnight sign-out request forms are available from the Program Director. You must give your written request to the Program Director **at least 48 hours in advance**, of when you would like to leave.

The request must include the name and telephone number of the supervising adult (who must be 25 years of age or older), the complete address and telephone number of your destination, and your departure and arrival information. The Program Director will contact your parents/guardians and the supervising adult to confirm the arrangements, and will notify you as to whether your request has been granted.

If your parents/guardians have not authorized overnight sign-out privileges, you are not permitted to leave campus overnight. We will notify parents/guardians and the police **immediately** if we learn that a student has left campus overnight without the expressed consent of his parents/guardians, and/or without following sign-out procedures. Students enrolled in English Today must follow *sign-in/out* procedures in their Residence Hall.

DAY VISITORS

For security purposes, students must meet all visitors in the lobby. Students are responsible for the conduct of their guests including any damage caused to university property. Any guest(s) not remaining overnight may not stay in the residence halls after 12:00 A.M. Sunday - Thursday and 12:30 A.M. Friday and Saturday.

OVERNIGHT GUESTS

Students are permitted to have one overnight guest on Friday and Saturday evenings. Guests can stay no more than two nights. Students requesting overnight guests must gain approval from the Resident Director at least 24 hours in advance. In addition, the guest(s) must be registered with the Resident Counselor on duty and Conference Bureau. An *Overnight Guest Request Form* must be completed at the Front Desk of your residence hall. Each overnight guest will be assigned to a vacant room in the residence hall and will be charged an overnight guest fee. Host residents are responsible for the behavior of their guests. When entertaining guests, residents should be considerate of roommates and hallmates.

OVERNIGHT GUEST FEE

All overnight guests must be registered in a separate room and will be charged a linen and room fee. (Single \$47.00/Double \$57.00)

CHECK-OUT

Students may checkout of the residence hall **Friday, August 10th and no later than 10:00am on Saturday, August 11th. All remaining students will be taken to the airport at 12:00pm.** Please plan flights accordingly. Transportation to the airport is provided if we receive flight information **at least one week in advance.**

RESIDENCE HALL POLICIES

When you arrive at Tufts, you will be assigned a room in a dormitory. Dormitory rooms are equipped with a bed, a desk, a chair, a bureau, and a lamp for each occupant. We will provide you with a pillow, a blanket, sheets and towels, however the towels are small so *we suggest that you bring a bath-sized towel from home.*

Living in a university residence hall with many other people can be fun and interesting, yet challenging to many students. Students are expected to respect their roommates and neighbors and follow state, local, and university policies. Each student will be assigned a roommate and will share a double room in a Tufts University residence hall. A limited number of single rooms are available for an additional charge. Single-sex community bathrooms are located on each hall. At the time of your arrival, you will receive linens, a pillow, a blanket and a fan. **NOTE: See Tips, Suggestions & Reminders for a list of additional items that students often purchase shortly after they arrive on campus.**

CONDUCT

We offer students a learning and living situation, which is similar to what they would experience in college. In turn, we expect students to take on the responsibilities of being a member of our community and to behave in a mature manner at all times. Adherence to program policies is a condition of each student's enrollment at Tufts University Summer Programs.

Students are expected to respect their neighbors' and roommates' rights and follow local, state, and university policy. It is sometimes helpful to remember that these rules are established to protect members of the community. Most rules are based on common sense and promote the consideration of others.

Noise Disturbance Policy

Within the residence halls, noise or sound of any type that clearly can be heard outside one's immediate room that is found objectionable by any member of the community is unacceptable. A system of "quiet hours," which has been established reflects times when students most often study or sleep. During these periods noise should not be heard outside the room in which it originates nor should noise in the lounges or hallways be intrusive to those who have their doors closed: Violation of Quiet Hours as posted in the residence hall will be dealt with as a student disciplinary matter by the Resident Counselor and Resident Director.

"Quiet Hours"	WEEKDAYS (Sunday through Thursday):	11 PM - 7 AM
	WEEKEND (Friday and Saturday):	1 AM - 8 AM

"Consideration Hours" outside designated "quiet hours," are also times when residents should consider their neighbors' rights. Students may be cited for violating the noise policy outside the designated quiet periods.

Illegal Drug Policy

Any member of the Tufts Community including students participating in the Summer Programs illegally possessing, using, selling, providing, sharing or distributing drugs or drug paraphernalia will be subject to judicial action which will result in suspension or dismissal from the Summer Program and Tufts University Housing.

Alcohol Policy

Under Massachusetts law, only individuals who are 21 years old or older may drink or purchase alcohol. Students under 21 possessing or consuming alcohol will be dismissed from the program

and Tufts University Housing. Rules and regulations apply both ON-CAMPUS and OFF-CAMPUS. Unacceptable behavior by a student or guest as a result of abusing state, local, and university alcohol policies will result in the suspension or dismissal from the summer program.

The University considers both the welfare of its students and adherence to state law to be of central importance. Its policy is to provide help to anyone who is seeking assistance with an alcohol, tobacco, or other drug problem. Anyone seeking assistance, advice, or information may approach the residential staff, the Health Service, Counseling Center or Summer Programs Administrative Office without fear of disciplinary consequences.

All spaces within the residential properties are categorized as either “private” or “common.” Private spaces include student bedrooms with a **CLOSED** door. Common spaces include student bedrooms with an **OPEN** door; the exterior walkways and grounds adjacent to a residence hall; building entries, lobbies, balconies, bathrooms, corridors, kitchens, lounges, porches, stairways, and study rooms; and any other residence hall areas accessible to all residents or a property, except those specifically listed under the private category. The following are policies that students must understand and obey:

- Persons under the age of twenty-one may not keep, consume, or transport alcohol in or about any residential space.
- Persons twenty-one years of age or older may keep or consume alcohol in private spaces only.
- Regardless of age, no person may keep or transport a keg or beerball, empty or full, in or about any residential space.
- Regardless of age, no person may keep or consume alcohol in common areas of a residence.
- Regardless of age, no person may bring open containers of alcohol into a residence hall.

Smoking Policy



Smoking is not permitted in Tufts University classroom buildings, dining halls, and residence halls. Smoking is prohibited in private dormitory rooms, as well.

Harassment

To “harass” is defined as to disturb persistently, to torment, to bother continually, to pester, or to persecute another person based on race, religion, ethnic or national origin, gender, sexual orientation, disability, or age.

On the Tufts University campus and many other campuses, as well as in the workplace in the United States, there is a strict policy governing this offense.

All members of the Tufts community should be able to live, study, and participate in university life free from interference from others. For example, uttering racial and religious slurs or displaying derogatory graffiti, directed at individuals or groups and intended to create a hostile environment, constitutes harassment. Characterizing behavior as a "prank" or "practical joke" does not change its harassing nature if the object of the joke is not a willing and active participant; thus, phone calls at odd hours, repetitious teasing that an individual finds offensive, misuse of message boards, and any other behaviors calculated to annoy, embarrass, or distress are harassing behaviors, are prohibited, and are subject to disciplinary action.

If you experience harassment, you may consult in complete confidentiality with the Resident Director or Summer English Language Program Director, who will advise you of alternatives for handling the situation.

Sexual harassment is a form of gender discrimination and is thus in violation of university policy as well as federal and state statutes. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors when:

- Submission to such conduct is made either explicitly or implicitly a term and condition of an individual's status as a student.
- Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting him or her, or for the awarding or withholding of favorable academic opportunities, evaluations or assistance; or other verbal or other physical conduct related to gender when such conduct has the purpose or effect of substantially interfering with the individuals' performance in study by creating an intimidating, hostile, or offensive environment in which to learn.

Verbal abuse also may constitute harassment. No student should feel that parts of campus or any university-sponsored activities are off limits because he or she will be subject to verbal harassment because of either gender or sexual orientation. Verbal abuse will be treated as a disciplinary infraction and will be subject to appropriate disciplinary action.

If you wish to discuss an incident or want more information about sexual harassment, please consult the Resident Director or Summer English Language Program Director.

Vandalism

Residence halls and their populations are held responsible for all university property assigned for their use and may be financially liable for its destruction or loss. In cases where Tufts property is damaged or lost, charges may be made to the entire hall population or to specific individuals or groups found to be responsible.

SAFETY IN THE DORMITORIES

Cooperation

University Officials, including residential staff, must enforce university rules and regulations. Students who obstruct university officials in the performance of their duties will be subject to disciplinary action.

Firearms, fireworks, weapons, & explosives

Firearms, including BB guns, pellet guns, firecrackers, and other explosives are prohibited on campus. They are illegal and subject to Massachusetts law. Nunchucks are in the same category as firearms. Utility knives will be confiscated if used as weapons. Spring loaded knife blades are not permitted in the residence halls. ***Tufts University Police is notified immediately*** if any of these items are found in a student's possession.

Fire safety

The following behaviors are prohibited and may result in disciplinary action:

- producing open flames (candle burning for any reason)
- burning incense for any reason
- obstructing/blocking fire exits or escapes, corridors, or stairways
- not cooperating with university or emergency personnel during and alarm

- tampering with or misusing fire or life safety equipment (including extinguishers, exit signs, lighting, door alarms)
- registering a false fire alarm or emergency call (including misuse of emergency telephone or "panic" button)
- placing clothing or other fabrics over lights or electrical fixtures
- operating a halogen light and halogen light bulbs are prohibited in the residence halls
- propping open exterior or fire doors
- hanging or draping flammable tapestries or blanket-sized material as room dividers or over lights, electrical outlets, or other fixtures

Evacuation

Fire alarms must be treated as indication that an emergency exists. Residents and guests should never assume that an alarm is false or a drill, as delay in responding could be fatal. Persons failing to vacate promptly during a building alarm are subject to disciplinary action up to expulsion from residency.

Roofs, windows, ledges, porches, balconies, and fire escapes

Students are not permitted on the roof of any residence hall. In addition to personal danger, walking on roofs creates damage that can result in leaks for top floors bedrooms.

Porches and balconies (above the ground floor); windows; ledges; fire escapes; and the like are not to be used as entrances or exits to the building - such use compromises the security of the property.

Health and safety inspections

In emergency situations, the university reserves the right to enter and inspect any student's room without notice and to affect any other steps necessary and advisable in the interest of health and safety. Routine room inspections may be made by staff members who carry Tufts ID cards. Inspections may be made to check for fire and safety hazards and condition of university property. In cases of non-emergency inspections or maintenance calls, students will be given at least 24 hours advance notice.

Other Dormitory Policies

The following behaviors are prohibited and will result in disciplinary action; and where applicable, the full cost of repairs or replacement. This list is not all-inclusive; students should use common sense.

- removing university owned furniture and equipment from lounges, storerooms, kitchen areas, etc.
- painting walls, ceilings, doors, or any other university property
- removing screen or storm windows
- building, installing, or keeping a loft or platform other than one provided by the university
- installing personal locks or chains on bedroom doors, closet doors, or window sashes
- installing outside radio or TV antennas
- accidental damage to the property of another individual or the residence hall
- malicious or negligent damage to university or personal property
- sports play/roughhousing inside a residence (sometimes called "hall sports")
- using/connecting any cooking appliance in private bedrooms
- propping open exterior or fire doors
- hanging or draping flammable tapestries or blanket-sized materials such as room dividers
- installing/altering electrical wiring or fixtures
- using a gas, charcoal, wood, or electrical barbecue within ten feet of any residence

- throwing objects (including water balloons) inside the building or from a window, porch, etc.

There are various Residential Life policies and procedures that resident students are required to follow. These policies and procedures will be reviewed during the program orientation and will be posted throughout the residence hall.

CONSEQUENCES

Residential Sanctions may include:

Letter of Warning: A letter of warning is written notice to the student indicating that specific behavior or activity is not compatible with the demands of residence living. The student is officially warned that further unacceptable behavior will result in more serious judicial action.

Residential Probation: Residential Probation is a status that may be imposed for behavior that indicates unwillingness or inability to accommodate the normal standards of residence living. Periodic contact with the Program Director may be required. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of residential standard during the probationary period, will result in more serious judicial action.

Imposition of a Fine: A fine is the mandatory payment of a specific sum of money imposed as a result of an offense.

Early Curfew: The student will be required to stay in the residence hall or in his or her own room (usually 9:00 P.M).

Community Service/Special Project: In some circumstances, a student may be required to do community service either on campus or be assigned a special *project related to the offense*.

Suspension of Visitation Privileges: The student is barred from entering one or all residences for a stated period of time. We also reserve the right to ban non-residents.

Immediate Dismissal from Tufts University Housing: Written notice by the Program Director of conduct that clearly demonstrates unwillingness or inability to function appropriately in the residential living situation. Parent/Guardian will be informed of dismissal.

Immediate Dismissal from Summer Programs and Tufts University Housing: Written notice by the Program Director of conduct that clearly demonstrates unwillingness or inability to function appropriately in the residential living situation and/or program academic setting. Parent/Guardian will be informed of dismissal.

The Tufts University Summer English Language Programs staff may refer to and follow policies and procedures outlined in Habitats, published by the Tufts Residential Life Office, and The Pachyderm, published by the Dean of Students Office, as appropriate. Copies of these publications are available for reference in the Program Office.

Student Appeal Process

Students are entitled to one appeal of a disciplinary decision. Appeals of decision on any level must be made in writing to the Program Director within one calendar day of the initial notification of disciplinary action. In any appeal, the outcome may leave the original penalty unchanged, increase or decrease the severity of the original consequence, or call for a new judicial meeting.

HEALTH CARE WHILE AT TUFTS UNIVERSITY

HEALTH INSURANCE

All students enrolled in Summer Programs at Tufts University are required to have health insurance. Students permanently residing outside the United States are eligible to be covered by a health insurance policy free of charge while on a summer program at Tufts. This insurance policy covers most accidents and illnesses occurring while on the program. However, it does not cover any pre-existing conditions, routine examinations, or optional treatments.

Tufts University advocates that students behave responsibly when consuming alcohol. Please be aware that expenses incurred for injuries resulting from the use of alcohol or intoxicants, or any drugs unless prescribed by a physician, are the responsibility of the student. In addition, the health insurance policy does not include treatment for self-inflicted injury, suicide, or any attempt thereof.

Please be aware that you are responsible for any health expenses incurred that may not be covered by the insurance policy. To be enrolled, you must return the Enrollment Confirmation Form at least ten days before the start of the program.

HEALTH SERVICE

For routine health problems, Tufts University Health Service is available Monday-Friday from 8:30 A.M. to 4:00 P.M. The Health Service is closed between 12:00 PM and 1:00 PM. **All students must be accompanied by a member of our residential or administrative staff to request services.** Before going to the Health Service, please stop by the administrative office in order to arrange for a staff member to accompany you.

There will be an initial health service fee (between \$30.00 and \$70.00) per visit, for which you can seek reimbursement from the insurance company. Students must bring all paperwork from the Health Service to our administrative office and fill out a claims form in order to request a reimbursement from the insurance company. It is important that you keep all receipts. A medical report will be completed by the residential life staff member following any incident that requires medical attention.

Students must check with the Health Service reception area to make an appointment. Most accidents and short-term illnesses will be covered by the university insurance policy, however a fee will be charged for optional treatments performed at Tufts University Health Service.

A member of the residential staff will also accompany any student requiring hospitalization.

Students will receive additional information on Health Service billing procedures during the program orientation.

COUNSELING CENTER & MENTAL HEALTH SERVICES

The Tufts University Counseling and Mental Health Service (CMHS) is available without charge to students enrolled in the summer programs. The Counseling Center offers individual consultation, brief counseling, and referral services. It also offers psychiatric services which focus on medication evaluation and management.

However, given the brief nature of most summer programs, it is unlikely that a summer student would be offered medication in this context. Students who have mental health issues (including Attention Deficit Hyperactivity Disorder (ADHD)) for which medication is prescribed by a clinician at home should continue contact and treatment with that provider.

All CMHS staff members abide by standards of professional ethics as well as state and federal laws protecting privacy. This means that, except in certain circumstances which primarily involve ensuring safety, or where the student is a minor, no personal or identifying information about you will be disclosed to anyone outside of CMHS without your permission.

The CMHS is located in Sawyer House, at 120 Curtis Street, at the corner of Curtis Street and Curtis Avenue. Summer hours are Monday through Friday, 9:00am – 4:00 pm. Appointments can be made in person, or by calling 617-627-3360 (ext. 7-3360 on campus).

Health insurance provided by Tufts University to participants in the Summer English Language Programs does not cover pre-existing psychiatric for the duration of the 4 week program. If students seek treatment off-campus, they are responsible for full payment of services rendered.

The information provided in this Student Handbook is as accurate as possible but is subject to changes in facility schedules, class schedules, services, costs, or activities.

NOTES