

**CAÑADA COLLEGE SCIENCE AND TECHNOLOGY DIVISION  
SAN FRANCISCO STATE UNIVERSITY - MESA ENGINEERING PROGRAM  
SUMMER ENGINEERING INSTITUTE 2011  
July 10-22, 2011**

**RULES AND REGULATIONS**

With the safety of the students being the Engineering Institute's primary concern the following rules and regulations will be implemented in the Summer Engineering Institute (SEI) 2011.

**1.0 ATTENDANCE**

- 1.1 Students are required to be on time for all program activities.
- 1.2 ALL students are required to attend all classes, orientations, small group meetings, tours, field trips, and any other assigned activities.
- 1.3 ALL absences or tardiness to any scheduled activities must be reported to, and approved by the Summer Engineering Institute Committee prior to the event.
- 1.4 ALL students must remain on campus for the duration of the program (July 10-22, 2011).

**2.0 HOUSING**

- 2.1 Male students are not allowed in the female dormitory rooms at any time for any reason. Violation is grounds for immediate expulsion from the Program.
- 2.2 Female students are not allowed in the male dormitory rooms at any time for any reason. Violation is grounds for immediate expulsion from the Program.
- 2.3 Engineering Institute students are not allowed any visitors in the dormitories except for parents or legal guardians with advanced notice approved by a SEI staff.
- 2.4 ALL students must be under staff escort when outside the dorm after dark.
- 2.5 ALL students will be assigned rooms and may not change rooms unless authorized by a SEI staff.
- 2.6 ALL students will be held responsible for keeping rooms and dorm premises in good, clean, undamaged condition. The University will bill you directly for ANY and ALL damage done to property (including your room).
- 2.7 ALL students sharing a room will be equally responsible to pay for the cost of missing or damaged items.
- 2.8 Students are expected to return Apartment keys on the last day of the program. ANY student who loses a room key must pay \$50 for its replacement.
- 2.9 No pets allowed in dormitories.

**3.0 CONDUCT**

Summer Engineering Institute students shall be subject to disciplinary actions that may eventually include expulsion from the SEI Program. **The following actions are grounds for immediate SEI Program expulsion without prior warning:**

- 3.1 Causing or threatening physical injury to another person, whether a fellow SEI student, staff member, or other outside person.
- 3.2 Possession of any type of lethal weapon, illegal drugs, or alcohol.

- 3.3 Stealing, extortion, or causing intentional destruction of the school, or the personal property of another person.
- 3.4 Disrupting SEI program activities, or defying the authority of any SEI staff member (i.e., chaperone, instructor, or student assistant.)
- 3.5 Any form of racial or cultural slur or sexual harassment.

It is expected that **all students will treat each other with respect at all times.**

For any type of offense other than those covered in sections 3.1-3.5 above, the SEI Committee shall execute the following procedures in the event that disciplinary action is needed for violating any of the rules of conduct:

**First Warning:** The student(s) will be counseled and these rules will be reviewed with the student. A verbal warning, including progressive disciplinary steps will be given.

**Second Warning:** The student shall be given a written warning and will arrange for a parent conference within 24 hours of warning.

**Final Warning and Cause for Dismissal:** Should a third violation of any of the above rules, the parent will be notified of dismissal of the student.

#### 4.0 ADDITIONAL RULES

**IMPORTANT:** Anyone taking prescribed medication must report it to the Summer Engineering Institute Staff during CHECK IN.

Students are expected to report any health-related matters, accidents, or concerns to the Summer Engineering Institute staff immediately.

Students shall keep Summer Engineering Institute ID badges at all times.

Students are responsible for their personal belongings. We recommend that you keep your room locked at all times. **DO NOT BRING VALUABLES.** The Summer Engineering Institute will not be responsible for lost or stolen articles.

#### 5.0 GENERAL RULES

- No cooking in rooms (hot plates, microwaves, electrical ovens, etc.)
- No TVs, boom box radios, video games
- No automobiles-no passengers (carpools, joyrides, etc.)
- No leaving the grounds without permission of a summer engineering institute officer.
- No littering, horseplay, etc.
- No changing roommates or sleeping in a room other than your own.
- You must be in your own dormitory room at (10:30 PM)
- Wearing inappropriate clothing will not be allowed. Student will be asked to change if clothing deemed inappropriate by the SEI staff.

## 6.0 THINGS TO BRING FROM HOME

- |   |                                  |
|---|----------------------------------|
| √ Towels/wash cloth   | √ Bathrobe                       |
| √ Toothbrush/paste  | √ Slippers                       |
| √ Hair brush/comb   | √ Alarm Clock                    |
| √ Soap  | √ Flashlight                     |
| √ Deodorant   | √ Comfortable walking shoes      |
| √ Shampoo/Conditioner   | √ Spending Money (Laundry, etc.) |
| √ Sun screen/lotion   | √ Gym Clothes                    |
| √ Long sleeved T-shirts   | √ Clothes Hangers                |
| √ Softball/Baseball mitt  | √ Clothes (of course)            |
| √ Closed toe shoes (must have for field trip, e.g. Hiking or other boots)               |                                  |
| √ Extra blanket (The dormitories provide only one blanket and it may get cold at night) |                                  |

You will need to include sleepwear, shorts, jeans/pants, sneakers, T-shirts, warm jackets and light jacket, as weather in San Francisco is unpredictable. No inappropriate clothing.

There will be opportunities to wash your clothes. However, you should bring sufficient clothing for at least four (4) days as laundry time will be limited as schedule allows.

## 7.0 THINGS TO LEAVE AT HOME

- ▶ Girlfriends/Boyfriends
- ▶ Pets
- ▶ Cigarettes
- ▶ Alcohol
- ▶ Televisions of any kind
- ▶ DVD Player/Stereos/Radios
- ▶ Barbells
- ▶ Inappropriate clothing (revealing, T-shirts with offensive messages, etc.)

## 8.0 LIMITED USE ITEMS

The use of the following items will only be allowed during personal time. If these items are used inappropriately, in a manner that it distracts the ongoing activities or programs, they will be confiscated and returned the last day of the program.

- ▶ Cellular Phones (can be used for emergencies)
- ▶ Ipods
- ▶ CD Player
- ▶ Board games
- ▶ Game boy
- ▶ Laptop Computers (Maybe used only as a part of official SEI activities)

**FAILURE TO ABIDE BY THE ABOVE RULES AND REGULATIONS COULD LEAD TO EXPULSION FROM THE INSTITUTE AND/OR OTHER ACTION DEEMED NECESSARY BY THE UNIVERSITY SECURITY OFFICE.**

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**Form B-1**

**PERSONAL STATEMENT OF CONDUCT AND RESPONSIBILITY**

I, \_\_\_\_\_ am a voluntary participant in the Cañada College-San Francisco State University Summer Engineering Institute 2011. I have enrolled in the program because I am interested in learning about the profession of engineering and the knowledge and skills necessary to become an engineer.

I have read and understand the Rules and Regulations of the program. I agree to abide by the rules of the program as they are explained to me and understand that I may be expelled if my conduct is not acceptable.

I also understand that I will be held responsible for property belonging to the University throughout the program. I understand that while I am personally responsible for the cost of any lost or damaged items, my parent(s) or guardian(s) will be notified of the charges. I know that they have seen a copy of this statement and have agreed to pay for all charges for which I am responsible.

I understand and agree that I will return the key issued to me at the Dormitory and that I am responsible for a key replacement cost of \$50 if I do not return the key.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If student is under 18 years old, Form B-2 must be completed and signed by a parent or guardian, and submitted with Form B-1.

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**Form B-2**

**STATEMENT OF PARENT/GUARDIAN**

I/We are the parent(s)/guardian(s) of \_\_\_\_\_, who is enrolled in the Summer Engineering Institute 2011 at San Francisco State University, School of Engineering. I/We have received a copy of the Personal Statement of Conduct and Responsibility that s/he has signed. I/We understand that intolerable behavior such as interference with learning, any damage to property, or generally unacceptable behavior will result in expulsion.

I/We also understand and agree to reimburse the University for all lost, stolen, or broken property that our son/daughter is responsible for and to pay any bill upon receipt.

Signature: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Date: \_\_\_\_\_