

College WISE

Information and Policy

Absences

If the participant will not attend camp on a specific day for which he or she is registered, please notify the camp as soon as possible by calling **940-565-4000**. Refunds will not be given for any missed days.

Arrivals and Departures

Drop-off will take place from 4:00pm-4:45pm at Rawlins Hall on Sunday. Those providing transportation for participants may park in spaces labeled "**Visitor or Eagle**". Program staff will be located through the front entry doors, where registration will take place. A parent or other authorized person may accompany the participant to his or her residence hall room to drop-off personal items. If a participant does not stay in the residence hall, he or she should arrive at Rawlins Hall by 7:45am Monday-Friday of each week.

Check-out will begin **Friday at 1:00pm at Rawlins Hall**. Participants are responsible for arranging their own transportation to and from the program site. There are no arrangements for participants to stay in the residence hall overnight on Friday's or Saturday's.

Early Pickups: Please notify program staff in advance, at 940-565-4000, if a participant will need to be picked up early, so we may plan accordingly. Program staff must know the name of the individual picking up the participant. The participant will need to sign out when they leave the program and sign back in before re-joining the program. Participants who are minors will not be able to leave without pre-authorization.

Attire

Participants are expected to wear clothing appropriate for a causal work setting. T-shirts (no tank tops), shorts (no short shorts), and shoes that will allow them to be active (i.e. sneakers, not flip-flops) are typically worn. If clothing is not appropriate for the workplace, the participant will be requested to change.

Background Screening

All College WISE (CW) staff have undergone and passed a background screening. Any unscreened staff, volunteers, or guests (i.e. special content experts, speakers at field trip locations) do not have unsupervised contact with participants.

Behavior Expectations

In an effort to provide all participants with a safe and educational experience, it is important all participants exhibit proper behavior and self-control, consistent with acceptable workplace behaviors. Participants are expected to respect program staff and fellow participants at all times. Inappropriate, sexual, disruptive and/or violent behavior while at camp will not be tolerated. Examples of inappropriate behavior include, but are not limited to, fighting, name calling, bullying, foul language, entering rooms of the opposite sex, destruction of property, arguing, disrespectful or illegal actions, and inappropriate physical contact. Appropriate physical contact, such as high-fives and side-hugs are acceptable.

CW program staff reserves the right, upon notification of parent/guardian, to dismiss any participant for conduct deemed detrimental to the well-being of other participants, staff, or to the overall operation of the camp.

Day Activities

The day time activities are aimed at demonstrating skills necessary to be successful in higher education settings. The program is led by the CW Director, with participants being exposed to a variety of classroom presenters. In addition, participants travel throughout the UNT campus to connect with people who provide information to contribute to their educational journey.

No more than five (5) participants are grouped together with a CW Counselor, who ensures participants are appropriately engaged in activities. Two additional staff are on-site to attend to support needs and assist in participant engagement. Program activities begin promptly at **8:00am** each day and end at **3:30pm**. At the end of the day, participants are escorted by their Counselor to Rawlins Hall to begin the evening portion of the program. The

schedule allows for overlap of CW staff shifts to aid in communication to assure the needs of each participant is addressed.

Our program counselors consist of a combination of Undergraduate and Graduate students, majoring in a variety of subjects including Rehabilitation Studies, Special Education, and Counseling. All have had experience working in classroom, camp settings or with minors in general. Counselors participate in a training session, prior to the beginning of the program, which includes accommodations, safety measures, curriculum content and classroom management strategies.

Evening Activities

Evening Activities focus on independent living and recreational activities. As student engagement is a factor in college success, the evenings are devoted to developing independent living skills for university community life. Participants travel on and off campus to engage in activities, including using public transportation, grocery shopping, and recreation. The evening activities are conducted by a Residential Leader and four Residential Instructors. Participants are assigned to groups led by Residential Instructors. Program activities begin promptly at **3:30pm** each day and end at **9:30pm**. At the end of the evening activities, participants are allowed free time before room check. The schedule allows for overlap of CW staff shifts to aid in communication to assure the needs of each participant is addressed.

The Residential Leader serves as a supervisor and lead instructor for the independent living portion of the camp. This position is responsible for implementing activities to encourage the development of independent living skills among participants. As a leader, this position will serve as a point of contact for parents and guardians in the evening.

The Residential Instructors (RI) ensure participant engagement in program activities related to independent living and recreation. RI's provide instruction and support in the areas of meal planning, cooking, laundry, and additional independent living skills as needed. These staff members assist campers to determine safe, meaningful, and engaging recreational activities.

Hygiene

The participant is responsible for maintaining appropriate hygiene and wearing appropriate clothing during the program.

In Case of an Emergency

If you need to reach program staff or a participant during the day, please contact 940-565-4000. The person at the extension will assist you in contacting the appropriate program staff. If you need to contact staff or a participant in the evening, please contact Rawlins Hall at 940-565-3727. If an injury or illness occurs, the participants' parent/guardian will be immediately notified.

Meals

Meals will be provided during the CW program. While most meals will be taken in the dining hall, participants will plan and prepare meals during the program. Options for those with dietary restrictions will be provided. Please visit Bruce Hall's website for a list of dining options: <http://www.dining.unt.edu/brucehall>

CW staff are not responsible for monitoring participants' dining choices. Staff will provide guidance, but the participant is solely responsible for choosing meals appropriate to their dietary restrictions and needs.

Medication

Upon arrival to the program, the participant must check-in medications and submit the Medication Form. Medication must be in an original container, prescribed for the participant. CW staff will provide oversight to ensure proper dosage is consumed, but are unable to administer medications. The participant is responsible for self-administering medications. Medication will be checked-out and returned to the participant on Friday afternoon when the participant departs the program. UNT cannot keep medication on-site, unless the participant is present.

Overnight Staff

Two CW staff are available overnight to ensure individuals are safe in their assigned rooms at the appropriate time. Staff are required to remain awake and alert. Staff will provide assistance to participants, as needed, during overnight hours. The evening shift begins promptly at **11:30pm** and ends at **8:00am**. The schedule allows for overlap of CW staff shifts to aid in communication that assures that the needs of each participant is addressed.

Parent/Guardian Communication

CW staff are available to discuss any questions or concerns you have regarding the program or a specific participant. Please direct all contact to 940-565-4000 and the appropriate program staff will be notified.

Personal Assistance

Program participants are responsible for arranging personal assistance. The CW Director should be contacted to assist in arranging lodging or meals for personal assistants, as needed. Program fees do not cover cost associated with personal assistant services.

CW staff are unable to assist with activities of daily living, including bathing, dressing, grooming, feeding, etc. Staff may provide prompts, as needed, to ensure the participant is appropriately prepared for each day.

Personal Items

Participants are encouraged to leave valuable items at home, as UNTWISE will not be responsible for lost or stolen items. Participants may wish to bring a limited amount of spending money. No more than \$25 is recommended.

Registration Fees

Program fees cover all lodging, meals, materials, and fees associated with use of university classroom space. Applications are not complete until all applicable fees have been paid in full. Payment may be made via check, purchase order, service authorization, or credit card.

Refunds

Refunds will not be issued after May 1, 2018.

Room Assignments

Each participant will have his or her own bedroom, with a shared bathroom. Participants will be appropriately assigned rooms based on age and gender. Males and females will not have adjoining rooms and will not be allowed in each other's rooms. A participant may be dismissed from the program for entering the room of the opposite sex.

Sun Protection and Drinking Water

We have a very large campus and will spend some time outside walking to and from activities. Participants will be given the opportunity to take breaks, as needed, while traveling around campus and the community. UNTWISE will have water available to participants at all times. Participants are encouraged to bring sunscreen to apply daily.

Technology

We use a variety of technology applications during our program. These include computers, televisions, and projectors. Participants are encouraged to bring personal assistive technology needed to engage in activities. If you have concerns about a participant's use of technology, please contact program staff at 940-565-4000.

Travel

Each session will consist of both on-campus and off-campus trips. For on-campus trips, participants will walk and/or be transported by the UNT Bus System. For off-campus field trips, participants will utilize the DCTA public bus system. Participants will not be allowed to utilize either transportation systems or navigate the campus without supervision from program staff.

Visits from Family and Friends

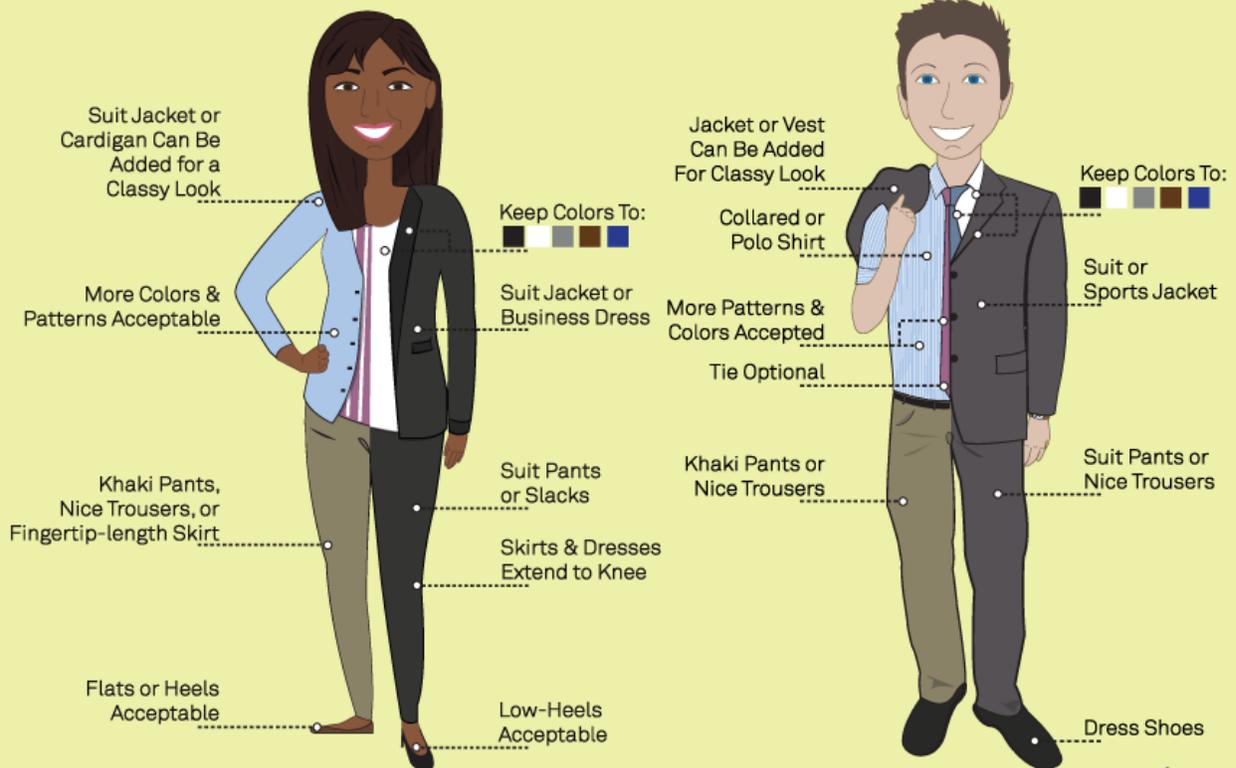
While we appreciate and welcome family and friends, the College WISE program is designed to encourage independent living skills and decision making. As such, we request visits to the program be limited and scheduled. This is to ensure confidentiality of all participants and to minimize program disruption. All visitors must sign-in and out with the leader on duty.

Wi-Fi

Wi-Fi will be available to all participants in the residence hall. CW staff will not monitor use of Wi-Fi outside of scheduled program activities.

Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



Tips for Success in Any Business Situation



- 1 When in doubt, dress conservatively.
- 2 A suit (suit & tie for males) will suffice in most situations
- 3 Make sure your outfit is wrinkle-free.
- 4 Stick with solid colors and tighter-woven fabrics or simple patterns.
- 5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
- 6 Wear a belt and a watch.
- 7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- 8 Shirts with lettering or graphics should not be worn.
- 9 Check your outfit for missing buttons, lint, or a crooked tie.
- 10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).