

2024

Precollege Summer Experience Handbook

College for Creative Studies

Table of Contents

1. Welcome - pg 4

- a. Contact Information and Program Location - pg 5
- b. Participants Mailing Address - pg 6
- c. Important Program Dates - pg 6

2. Next Steps

- a. CampDoc.com - pg 7
- b. Health Insurance - pg 7

3. Travel to Detroit

- a. Flying into Detroit Metropolitan Airport (DTW) - pg 7
- b. Scholarships with a Travel Allowance - pg 8
- c. Resident Housing - pg 8
- d. Shipping Supplies to campus - pg 8

4. What to Bring and What not to Bring

- a. What to Bring for Living on Campus - pg 9
- b. What to Bring for Class - pg 10
- c. What Not to Bring on Campus - pg 11
- d. Valuables - pg 11
- e. Pocket Money - pg 11

5. Bringing Work Back Home

- a. Shipping Work Home - pg 11
- b. Dunning Fellows Clay Model Shipping - pg 11

6. Program Information

- a. Mandatory Orientation for Commuters and Residents - pg 12
- b. Academic - pg 12
- c. Grade Reporting and Transcripts - pg 13
- d. Attendance and Tardiness - pg 13

7. Campus Resources...

- a. WiFi and Internet - pg 14
- b. Laundry - pg 14
- c. CCS Bookstore - 14
- d. Additional Resources - pg 14
- e. Inclusive Campus - pg 14.

8. Commuter Students

- a. After class and weekend activities for Commuters - pg 14
- b. Mandatory Activities - pg 14
- c. Optional Activities - pg 15

9. Meals - pg 15

10. CCS Support Services

- a. Students with Disabilities - pg 16
- b. Student Advocate - pg 16
- c. Student Wellness Center - pg 17
- d. Mentors - pg 17
- e. Program Coordinator and Security - pg 17
- f. Transportation to Taubman Ctr., Ford Campus, & Field Trips - pg 18

11. CCS Rules and Policies

- a. CCS SmART Card ID - pg 18
- b. CCS Student Code of Conduct - pg 18

12. Additional Rules for Precollege Summer Experience

- c. Smoking and Vaping Policy - pg 21
- d. Controlled Substances and Materials - pg 21
- e. Mandatory V. Optional Programming - pg 21
- f. Sanctioned Field Trips - pg 22
- g. Leaving Campus During Optional Programming - pg 22
- h. Curfew - pg 22
- i. Open Doors in Dorm Rooms - pg 22
- j. Commuter Check in and Check out - pg 23
- k. Sex - pg 23
- l. Daily Check in - pg 23
- m. Program Schedule - pg 23
- n. Attendance Policy - pg 23
- o. Academic Honesty (Plagiarism) Policy - pg 24
- p. Deletion/Destruction of Student Work - pg 24
- q. Demerit System - pg 24
- r. Communication - pg 24
- s. Digital Labs - pg 24
- t. Personal Devices - pg 24
- u. Recording Devices - pg 25
- v. Deletion or Destruction of Student Work - pg 25
- w. Dismissal - pg 25
- x. Photography and Video Use -pg 25
- y. Use Rights - pg 25
- z. FERPA -pg 26

Welcome to CCS

Precollege Summer Experience

We are thrilled to welcome you to CCS as a Precollege Summer Experience student! Most students who have participated in this program found it life changing, giving them clarity while in high school about their creative futures.

This handbook of introductory information has been prepared to help answer questions that you may have. It will provide important information about what to bring, where to go, and other details.

QUESTIONS

If you have questions or concerns about any part of the enclosed information, please do not hesitate to call us (313) 664-7456.

We look forward to meeting you in person!

Jane Stewart
 Director
 Precollege and Continuing Studies
 College for Creative Studies

5

Contact Information

PRECOLLEGE SUMMER EXPERIENCE STAFF

Jane Stewart, Director
 Ann Hawkins, Residence Life Coordinator
 Erin Ellis Swilinski, Assistant Director
 Allie Runyan, Operations Manager
 Angel VanDerHeyden, Department Administrator

PRECOLLEGE AND CONTINUING STUDIES OFFICE

College for Creative Studies
 Taubman Center
 460 West Baltimore, room 602
 Detroit, MI 48202-4034

Office Hours: Monday-Friday 9:00 AM- 4:30 PM

Email: pcs@ccsdetroit.edu

T. 313-664-7456

Jane Stewart's cell phone number for emergencies: (248) 840-1728

HOUSING AND STUDENT LIFE INQUIRIES

Anne Hawkins, Residence Life Coordinator
 College for Creative Studies
 Alfred Taubman Center, Room 620
 460 West Baltimore
 Detroit, MI 48202

Office Hours: Summer hours vary

Email: ahawkins@ccsdetroit.edu

T. 313-664-1520

PRECOLLEGE SUMMER EXPERIENCE INQUIRIES BY MAIL

Precollege and Continuing Studies
 College for Creative Studies
 201 East Kirby
 Detroit, MI 48202

Participant Mailing Address**[Student Name]**

Precollege Summer Experience
 201 East Kirby
 Detroit, MI 48202
 Dorm room# (Provided by June 24, 2024)

Important Program Dates**Sunday, July 7th**

8:00 a.m. – 1:30 p.m.	Airport Pickups
12:00 p.m. – 2:00 p.m.	Residents Check in and Move In – Taubman Center Lobby
1:00 p.m. – 2:00 p.m.	Commuters Check in, Pick up ID – Taubman Center Lobby
2:00 p.m.– 3:00 p.m.	Optional President’s Reception
3:00 p.m. – 4:30 p.m.	Orientation - Mandatory Students, Parents Optional
5:00 p.m. – 6:00 p.m.	Optional Family Dinner – Taubman Cafeteria

Monday, July 8 - Friday, July 26th

9:00 a.m. – 4:00 p.m. Mandatory Class time for Students

July 9, 11, 16, 18, 23, and 24

6:00 p.m.– 9:00 p.m. Additional Evening Mandatory Studio Time for Students

Saturday and Sunday, July 13th and 14th

10:00 a.m. – 3 p.m. Mandatory Fine Arts and Crafts Workshops for Students

- Commuters who do not want to participate must contact the PCS office (313) 664-7456.

Friday, July 26th

1:00 p.m.– 4: p.m.	Dunning Fellows Final Presentations, Parents optional
1:00 p.m.–4: p.m.	Optional Portfolio Reviews - Valade Galleries
2:00 p.m.– 5:00 p.m.	Student Exhibition for Faculty and Staff
4:00 p.m.	Mandatory Fashion Show for Students

Saturday, July 27th

9:30 a.m. – 11:00 a.m.	Student Exhibition for Families, Optional
8:00 a.m. – 1:00 p.m.	Residents Move out

REFUNDS + PAYMENTS

May 15: Last day for deposit refund
 May 16-31: Refund minus \$300
 June 1: Final Payment due

FORMS DUE

May 31: CampDoc Forms due

Schedule

A tentative program schedule can be found in Appendix C or through this link:

<https://www.enrole.com:443/ccs/resources/10e85ebb-6443-4167-838d-1069ba95a1ce.pdf>

Next Steps

CampDoc.com

You will receive an invitation to join CampDoc.com via email. Please accept this invitation and fill out the health and release forms online by May 31. Included in the CampDoc forms will be a survey that will help us find a compatible roommate for resident participants and airport travel arrangements.

Health Insurance/Protection Plan

All Precollege Summer Experience Students are required to have health insurance. If you do not have insurance you may purchase a short term policy through the CampDoc.com protection plan. For more information please refer to <https://www.travelinsured.com/docnetwork/>.

International students should contact their health insurance provided to confirm that they are covered during the program. International students who do not have health insurance should seek private temporary insurance through services such as GEOBlue.

<https://www.geobluetravelinsurance.com/>

Travel to Detroit

Flying into Detroit Metropolitan Airport (DTW)

Plan to arrive at Detroit Metro Airport before 1:30 p.m. on Sunday, July 7th

Taubman Center, 460 West Baltimore, Detroit MI 48202

Directions from Detroit Metropolitan Airport

I-94 (Edsel Ford Fwy) east to I-10 North (John C. Lodge Fwy). Exit Milwaukee St. (Exit 4C). North to W Grand Blvd, turn right. One block to 2nd Ave. East to Baltimore, turn left. 460 West Baltimore Street.

Travel Itineraries due no later than May 31, 2024 via CampDoc.com

Students flying into Detroit Metro Airport must submit all details of their Travel Itinerary (Arrival and Departure information including airline, flight numbers, arrival and departure times of all flights/legs) through CampDoc.com.

A CCS undergraduate ambassador will be assigned to meet your student at the airport with a professional van service licensed to transport minors. A few days before the program students will exchange cell phone numbers with their ambassador. The ambassadors will meet their students between 8am and 1pm at the baggage claim area holding a sign CCS Precollege. Arriving participants should ask to see a CCS photo ID prior to getting into a vehicle at the airport.

CCS will strive to accommodate unforeseen circumstances. However, you should be ready to hire a taxicab, Uber or Lyft to get to CCS on your own. Cab fare is approximately \$65 one way. Public transportation is not available from Detroit Metro Airport (DTW)

Scholarships with a Travel Allowance

Winners of the Dunning Automotive Design Scholarship, Fashion Design Scholarship and other scholarship winners with a travel allowance will be contacted by a representative to purchase your airfare on your behalf. Students also have the option to purchase their own tickets and submit a receipt for reimbursement.

Resident Housing

All Precollege Summer Experience participants will live in the A. Alfred Taubman Center for Design Education (TC) located at 460 W. Baltimore Street, Detroit, MI 48202. Each loft style room has a private shower and bath; and a pair of sinks outside the bathroom. Each student will have their own bed, dresser and armoire.

Each student will share the room with one or two roommates. Roommates will be selected by filling out the Resident survey included in the CampDoc forms. CCS Precollege and Continuing Studies will do their best to find compatible roommates. Roommates will be contacted via email by June 24th.

All resident participants should plan to complete their move-in by 2:30 PM so they can attend

the Mandatory Orientation. Families will use the dorm and freight elevators located at the Baltimore Street entrance of the TC. Families not actively moving in should park their vehicle in the CCS parking structure on Baltimore Street.

Shipping Supplies to Campus

Students traveling to Detroit may wish to send their bedding and personal items to campus ahead of the program. Please send these items to:

Student Name

Precollege Summer Experience
College for Creative Studies
201 East Kirby
Detroit, MI 48070

Taubman furnishings include:

Twin (single) bed per student
Under-bed storage unit (which includes flat file storage) per student
Wardrobe per student
Sofa per unit
Coffee table per unit
1 bedside table per unit
Plain plastic shower curtain liner and rings

What to Bring and What Not to Bring for Living on Campus

Residents may wish to discuss bringing some of the larger/more expensive items on the list with suitemates so they do not end up with duplicate items.

(*Items required for specific majors and/or workshops)

Linens

Twin sheets (regular twin, **not** XL)
Blanket
Pillow
Bath towels/hand towels/washcloths

Specialty Clothing/Accessory

Cotton attire (mandatory for Glassblowing Workshop) and full cover shoes
Clothes can that can get messy

Electronics

Alarm clock or cell phone with alarm
Digital camera or cell phone with camera

Home Goods

Trash bags**
 Snacks
 Toilet Paper**

Cleaning Supplies

Sponges**
 All-purpose cleaning solution**
 Toilet brush**

General

Cell phone
 Laundry detergent**
 Laundry bag/basket
 Toiletries
 Hangers

Optional Items you may want to bring

Money for additional food and art supplies
 Bath Mat
 Mattress pad
 Comforter
 External Hard Drive (recommended for Film and Photo students only)
 Personal-sized refrigerator (check with roommates before bringing one, not necessary)
 TV/DVD player
 Radio/Stereo
 Laptop Computer (not recommended)
 Power strips/surge protectors for electronics
 Trash bin**
 Fan (Taubman Center is air conditioned)
 Decorative shower curtain (plain curtain liner and rings are provided)
 First Aid Kit

*Items required for specific majors and/or workshops

**Items will be provided to students traveling by plane

What to Bring for Class

Digital File Storage

USB Thumb, Flash or Jump Drive (16 GB or larger). CCS will not be able to retrieve artwork left on our server after the end of the class. Bring an USB Drive so you can take your work home with you!

Film and Photography students are recommended to bring a 1Tb external hard drive.

Cameras

Students enrolled in the Film and Photography course will have a DSLR camera provided to them. However students are welcome to bring their own DSLR Camera with your camera's download cord as well as your Owner's Manual.

CCS recommends that all Graphic Design Concept students bring a digital camera or a cell phone with a camera.

All other students should consider bringing a camera or a cell phone with a camera. You will find uses for it.

Art Supplies

CCS will provide art supplies required for classes. Additional supplies can be purchased at the bookstore beginning July 7th. Students may wish to bring supplies that they prefer to work with (e.g. particular brands of pens, markers, colored pencils).

What to NOT to Bring on Campus

Cigarettes, E-Cigarettes

Illicit Drugs

Alcohol

Candles, incense or anything with an open flame

Jewelry and other valuables (there is no safe to store valuables)

Laptop Computers (Computers will be provided for all classwork)

Valuables

CCS takes no responsibility for students' personal property. If you do not have insurance through your own and/or parents' homeowner's or renter's policy, the Office of Student Life can provide information about programs. We also suggest keeping a list of valuables and their driver's license in a safe place.

Pocket Money

Pocket money for vending machines, off-campus activity incidentals. Consider bringing money in the form of a debit card with PIN instead of cash. Students may want to have \$150 - \$300 in spending money. This is optional.

Bringing Work Back Home

Shipping Work Home

Students who create 3D works may need to consider shipping work home, or taking it in hand

as a carry-on item if flying. Prepaid FedEx slips or other shipping account number (UPS) are an easy way to cover the cost of shipping artwork home. Each student is responsible for costs of shipping materials home, if they choose to do so.

Dunning Fellows Clay Model Shipping

Students participating in the Dunning Fellows Automotive Design course will create a one-half ¼ scale clay model of their design. Dunning Fellows have the option to take the model with them. However, students who live out of town will not be able to take their model on an airplane. Students should purchase a prepaid UPS shipping label available through ups.com. The cost to ship the model will be around \$200. When preparing the prepaid shipping label use the box dimensions 36" X 12" X 12" and 30 pounds of weight. CCS will box up your model and ship it to your home using your prepaid label. Shipping the model is not mandatory.

Program Information

Mandatory Online Orientation and Q&A

There will be an orientation live zoom meeting on Wednesday, June 19th from 7:00pm-8:30pm. During the orientation we will provide an overview of the program, review the program rules and policies, and we will have plenty of time for questions and answers.

Zoom Link: <https://collegeforcreativestudies.zoom.us/j/96392916052>

Meeting ID: 963 9291 6052

In Person Orientation

Mandatory for Students, Optional for Parents

MANDATORY ORIENTATION + ID PICK UP, Sunday, July 7, 2024

When	What	Who	Where
12:00 p.m.- 2:00 p.m.	Check-in, ID pick up	Resident participants, parents optional	Taubman Lobby
1:30 p.m. - 2:30 p.m.	Check-in, ID pick up	Commuter participants, parents optional	Taubman Lobby
2:00 p.m. - 3:00 p.m.	President's Reception	Optional for parents and participants	2nd Floor Cafeteria
3:00 p.m. - 4:15 p.m.	Orientation	Mandatory for participants, parents optional	T*1100
4:15 p.m. - 5:15pm	Taubman Tour	Commuter participants only	T*1100 Hub
5:00 p.m. - 6:00 pm	Family dinner	Optional for parents and participants	2nd Floor Cafeteria

- Commuter students must come to campus to get their ID between 1:30-2:30 PM and stay for Orientation which begins promptly at 3:00 PM.
- Parents are invited to attend Orientation from 3:00 – 4:30 PM and may join us for dinner. However, we ask that parents plan on leaving the campus by 6:00 PM.

Academic

Coursework, Grades and College Credit

You are expected to utilize the classrooms to work. Painting is not permitted in the dormitory. Open Studio time is scheduled to allow you to work on homework, so use your time well. Students are expected to complete coursework and homework as assigned and on time.

At the end of the term, each PCSE student will receive a letter grade for each course they take. PCSE grades for credit courses are scaled from A - F. Students who earn a grade of C or better will earn three college credits. Students earning a C- or lower will not receive college credit. PCSE college credits are elective credits transferable to any college or university in the United States.

The grading policy for credit courses is published in the CCS Course Catalog and can be found at ccsdetroit.edu.

Students are graded on their performance and attendance in Major Studio, Drawing and Digital Workshops, and Open Studio. Grades will be based on the completion of assignments, participation in the classroom and out-of-class activities related to the learning process, e.g. field visits and sketchbooks. The following (and possibly other criteria listed by your Instructor) will be considered when determining your final grade:

- completion of projects and assignments in a timely manner
- willingness to listen and incorporate advice into projects
- ability to communicate verbally about your ideas
- sincerity of effort when implementing the skills and practices being taught
- willingness to think outside the “box”
- willingness to take chances and make mistakes
- ability to use research and development phases of a project to inform your process and final outcomes
- ability to work independently
- willingness to work with others

All student grades are tracked via CCS Transcript.

Grade Reporting and Transcripts

Grading is based on work performed, growth in ability, attendance and attitude. Final grade reports are available through [Canvas](#), the week after classes end provided there are no restrictions (holds) on the student’s record.

Final grades are NOT mailed. Students can access their final grade and/or request an official or unofficial transcript for free via Canvas using their CCS-issued login and password. A copy of individual student transcripts can also be requested through Parchment for a minimal fee. Find this link also on our website:

www.collegeforcreativestudies.edu/student-resources/student-services/advising-and

[registration](#)

Attendance and Tardiness

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day's assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor's attendance policy should be discussed with that instructor.

Attendance is taken daily in each morning and afternoon session; students with excessive absences may be penalized. Students who miss 20 percent or more of their scheduled class time may receive a whole grade reduction or potentially fail the course. Exceptions can be made for excused absences, though students are always expected to make up any and all missed assignments.

Tardiness also affects a student's academic success and can be disruptive to the rest of the class. Students who arrive 15 minutes or more late for class may be considered tardy. Three tardies in any class may be considered an unexcused absence.

Students should speak with the instructor about the reason for absences and for excusing them. More extenuating circumstances such as a serious medical issue, a family emergency, or a situation beyond the student's control that may result in multiple absences require appropriate documentation within two days of the missed class time in order for the absence to be excused. Excusing absences or other exceptions to this attendance policy is at the sole discretion of the instructor.

Campus Resources

WiFi and Internet Access

All students will have access to WiFi on the CCS campus. Students should log into the secure WiFi network using their username and password. The WiFi password 'watsonpeacock2018' is subject to change.

Laundry

There is a laundry room on each floor of the TC building where students can wash clothes. The coin operation mechanism is turned off during the PCSE program, and machines are free.

CCS Bookstore

Students can purchase art supplies, CCS swag and clothing, snacks, drinks and very basic toiletries in the CCS Bookstore. Summer hours are posted on our website and at the store entrance.

- See also **What to Bring**

Additional Resources

- The Commuter Lounge is located on the 2nd floor of the TC
- There is a Fitness Center for Resident student use in the TC
- A list of food sources that deliver will be provided for students who wish to order out at their own expense.

Inclusive Campus

CCS is an inclusive campus community, and provides both gendered and non-gendered bathrooms. Students may use either the gendered or non-gendered bathrooms. Single occupancy, non-gendered restrooms are available near the Ford Cafeteria in the Kresge Ford building and in the Taubman Center. Please note that CCS restrooms are not reserved exclusively for our summer students, and that CCS college students and other adults may be using the bathrooms at the same time.

Students will be placed in housing based on answers provided in the CampDocs survey. If you have special considerations regarding placement, please indicate them on your CampDoc survey or contact the Director, Jane Stewart (313) 664-7457. We will do our best to accommodate all of our Precollege students.

Commuter Students

After-class and Weekend Activities for Commuter Students

We highly encourage commuter students to participate in as many activities as possible! There are no additional costs to participate in activities as a commuter. Participating in activities will help you meet a wider group of creative people, be involved with the group and provide an in-depth feel for CCS campus life. If you aren't sure what's happening next, just ask your mentor.

Mandatory Activities

Class time, studio homework times, guest speakers and weekend workshops are mandatory. For clarity please refer to the tentative three week schedule. Mandatory activities are highlighted red, meals are highlighted yellow, optional activities are highlighted blue. The three week schedule is subject to change. Copy and paste this link to download a copy of the three week tentative schedule:

<https://www.enrole.com:443/ccs/resources/10e85ebb-6443-4167-838d-1069ba95a1ce.pdf>

Optional Activities

Commuter students are highly recommended to participate in after class and weekend activities. Your mentor will keep you informed with what is going on, where and when things are happening. You are welcome to use transportation provided to and from the activities. Commuters must confirm their plans by 1pm every day with their mentor.

Meals

Breakfast, lunch and dinner are served daily for residential and commuter students. Students do not have to purchase additional food, but may choose to do so. All meals are served in the 2nd Floor TC Cafeteria. Students enrolled in “2D Hand Drawn Animation” and “Painting, Ceramics, and Metals” will eat lunch on the Ford Campus.

Students are responsible for attending scheduled meals, and meals are served promptly at the start of meal service times.

All meals will include gluten-free options and options for vegetarians and vegans. All foods available in the café are peanut free. Students with special dietary needs or food allergies are requested to note their needs on the CampDoc allergy and dietary restriction forms. Students need to identify themselves and or communicate their dietary needs to the kitchen staff. Accommodations can be made; however, please note that not all dietary restrictions or preferences can be accommodated. Students with severe allergies or special dietary needs are advised to bring supplemental food items with them. There is room for a dorm-size refrigerator in your room, however a refrigerator is not necessary. There are no cooking utensils or facilities in the room. There is a microwave in the all-purpose room on the dormitory side of the TC and in the Cafeteria, which can be accessed outside cafeteria hours. There are also vending machines in the common areas. Purchases of food outside prepaid meal plans are at the student’s expense.

Although the cafeteria may have some Halal and Kosher offerings, they do not follow strict Halal and/or Kosher meal preparation practices.

Additional option: Unaffiliated offsite food vendors—such as pizza delivery—do deliver to the Taubman Center. Students are solely responsible for any food ordered in.)

CCS Support Services

Student with Disabilities

Students with disabilities are encouraged to disclose any disabilities that may affect their academic learning to the College prior to beginning classes. You may choose to disclose at any

time during the semester but remember – retroactive accommodations cannot be made after an assignment is due or an exam has been taken. Disabilities accommodations are not meant to guarantee academic success at the College but are meant to provide equal access to educational opportunities to all individuals regardless of disabilities.

To request accommodations, medical documentation must be submitted substantiating the disability prior to accommodations being set in place. To discuss accommodations options and to learn more about the process, please contact the Dean of Students Dan Long at either 313-664-7675 or dlong@collegeforcreativestudies.edu . Additional information can be found at <https://www.collegeforcreativestudies.edu/student-resources/student-services/students-with-disabilities>

Student Advocate

The Student Advocate provides students with a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus. Students are expected to adhere to standard office and academic procedures elsewhere on campus, however the Advocate provides a supplemental resource for students. The Student Advocate’s primary role is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why. The Student Advocate will:

- Assist students in accomplishing the expeditious resolution of their problems and concerns.
- Provide confidential and informal assistance to students
 - Advocate for fairness
- Act as a source of information and referral

Examples of student concerns brought to the attention of the Student Advocate include: ● Facility Issues

- Environmental safety issues within classrooms/labs
- Campus safety
- A problem with a particular faculty or staff member
- Office hours not accommodating to student needs
- Student to student issues
- Harassment
- Vandalism
- Suspicion of theft

Student Wellness Center

The Student Wellness Center is closed during the summer semester.

Mentors

All commuter and residential students will have a Mentor assigned to them. Mentors are current CCS Undergraduate students; some attended PCSE when they were in high school. All Mentors live on campus. Resident Mentors live on the same floor with their resident students

for the duration of the program to ensure that they are available at all times to meet the needs of PCSE students. Mentors are responsible for communicating details about onsite and offsite activities to commuter students so that they may take full advantage of any program-related events. Commuter mentors will sign students in and out of campus. They will also meet regularly with their Mentor – e.g. at lunch periods and during field trips – for answers to questions, guidance, information and help. Each mentor will be assigned up to eight students.

Program Coordinator and Security

If students need assistance with anything, there is always someone around. During the day you should contact your assigned Mentor (see **Mentors** above) or the Precollege Studies office. Security staffs the Campus Safety Offices and the front desks of the Taubman Center (TC) building 24 hours a day, 7 days a week. If something goes wrong, contact Taubman Center Security x1444 from a campus phone or (313) 664-1444 from a cell phone. In addition, you can call the Wayne State University Police at any time, as they work in partnership with CCS – (313) 577-2222.

Transportation between the Ford Campus, Taubman Center and Field Trips

Most classes will be held in the Taubman center. The “2D Hand Drawn Animation” and the “Painting, Ceramics and Metals” classes will be held on the Ford Campus. CCS will provide transportation between the Taubman center and the Ford Campus. Other classes such as Digital Film and Photography; Blender 3D Modeling; Drawing Studio, Content Creation and Design; and Character Concept Art and Visual Development may have some studio classes held on the Ford Campus. CCS will provide shuttle bus transportation for these one- or two-day classes.

For larger groups of students traveling to the Ford Campus or to various off site field trips yellow school buses will be used. Students will travel in a 10 students to every one adult chaperone ratio. At least one adult professional staff member will attend every field trip.

CCS Rules and Policies

CCS SmART ID Card

Students will be given a CCS ID upon your arrival. **Students are expected to have your CCS ID on you at all times.** Resident students will need to use their ID to get into their rooms. Security will not allow you access to the Dorm section of the TC building if you do not have a resident ID. IDs are also used to verify your dining plan. There is a \$20 replacement fee for lost IDs.

Students will also be required to follow any rules put in place before or during the dates of the program. Students will be notified of new policies and/or rules that they will be required to follow.

There are NO exceptions to the following rules. Breaking any of these rules will lead to appropriate disciplinary action and may include issuance of a demerit or expulsion without refund from the program. Demerits can be considered appropriate disciplinary action in some cases. Three demerits constitute grounds for expulsion.

CCS – Student Code of Conduct Overview

All student participants of the College for Creative Studies Summer Youth and Teen Programs are subject to and required to follow the CCS Student Code of Conduct during participation in the PCSE or any Programs, on or off campus. Included in the package are additional rules applicable to participation in the PCSE which all student participants in the PCSE are subject to and required to follow.

Students will also be required to follow any rules put in place before or during the dates of the applicable Program(s) in which they are participating. Students will be notified of any modifications or new policies and/or rules that they will be subject to and required to follow.

There are NO exceptions to the following the CCS Student Code of Conduct or applicable policies and rules. Any student found to be in violation of the CCS Student Code of Conduct or applicable policies or rules will lead to appropriate disciplinary action and may include issuance of a demerit or expulsion from the PCSE or the Programs without refund. Demerits may be considered appropriate disciplinary action in some cases. Three demerits constitute grounds for expulsion.

CCS Student Code of Conduct

The Code of Student Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code of Conduct is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences. Any student who commits a violation of the Code of Student Conduct is subject to discipline, up to and including dismissal/expulsion from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.
2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or committing off-campus violations of federal, state or local law that cause a substantial disruption of CCS, a CCS community member (as defined below) and/or CCS' education and/or operational activities, or have an adverse effect on CCS, the pursuit of

its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).

3. Committing acts of sexual assault (including but not limited to stranger, date, or acquaintance rape), or other forms of coerced sexual activity.

4. Engaging in acts of physical abuse and/or actions that intimidate, bully, harass, threaten, coerce, or otherwise endanger the health and safety of one's self or another.

5. Engaging in fighting or disorderly conduct, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.

6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.

7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.

8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.

9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized aforementioned materials on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas without permission from the appropriate CCS official.

10. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:

- a. all handguns, rifles, and shotguns;
- b. all longbows, crossbows, and arrows;
- c. all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
- d. all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns;
- e. all fireworks;
- f. all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
- g. any martial arts weapons, e.g., nunchucks and throwing stars;
- h. any substance that is considered poisonous;
- i. any item used as a weapon in the commission of a crime; and/or
- j. any operative animal trap or other device that is used to ensnare animals.

11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other

than academic, flammable materials or hazardous substances on CCS property, or failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.

12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).

13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire or interfering with the response of CCS or municipal officials to emergency calls.

14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official or law enforcement when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.

15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.

16. Committing acts of dishonesty including but not limited to the following:

- a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions);
- b. furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member;
- c. forging, altering, or misusing any CCS document, record, or instrument of identification;
- d. tampering with the election of any CCS-recognized student organization;
- e. attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group; and/or
- f. Gambling on CCS property or engaging in unauthorized canvassing or soliciting.

17. Engaging in acts of theft, misuse or abuse of the CCS computer network_[MJS1], or violation of the CCS Technology Use Agreement, including but not limited to:

- a. unauthorized entry into a file, to use, read, or change its contents;
- b. unauthorized transfer, deletion or storage of a file(s);
- c. unauthorized use of another person's login/password;
- d. use of computing facilities/networks to interfere with the work of another;
- e. use of computing facilities/networks to send inappropriate or obscene messages; and/or
- f. use of computing facilities/networks to interfere with the normal operation of CCS.

18. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.

19. Possessing, distributing or being under the influence of alcohol except as expressly permitted by law and CCS policy.

20. Engaging or participating in abuse of the campus judicial system, including but not limited to:

- a. falsifying or misrepresenting information before a CCS official;

- b. disrupting or interfering with the orderly conduct of a judicial proceeding;
- c. instituting a judicial complaint knowingly without cause;
- d. attempting to discourage an individual's proper participation in, or use of, the judicial proceeding;
- e. attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding;
- f. harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding;
- g. failing to comply with the sanction(s) imposed under the Code of Student Conduct; and/or
- h. influencing or attempting to influence another person to commit an abuse of the campus judicial system.

21. Planning, directing, or committing acts of hazing/bullying, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.

22. Committing violations of rules and regulations duly established and promulgated by other CCS departments.

23. Desktop (non-portable) vaporizers (including e-cigarettes or vape pens/devices) are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.

Additional Rules for Precollege Summer Experience

Smoking and Vaping

Michigan state law prohibits minors under the age of 21 from smoking and vaping. Any student participant violating these laws will be subject to discipline, up to and including dismissal/expulsion.

Controlled Substances or Materials

No student will possess illegal or controlled substances, which include tobacco, marijuana, alcohol, narcotics, drugs prohibited by law, and prescription medications not prescribed for use by the student. All prescribed medications must be listed on the Student Medical History form. Sharing prescription medication is illegal and dangerous. Students found providing or sharing, or suspected of providing or sharing, their prescription medication with any person will be expelled without refund. Students found consuming or sharing, or suspected of consuming or sharing, medication not prescribed to them will be expelled without refund.

Mandatory v. Optional Programming

All student participants in the PCSE are required to attend all mandatory class times, studio home work sessions, and guest speaker appearances.

Other PCSE activities offered on evenings and weekends are highly encouraged, but are optional for students over the age of 16. A schedule will be provided to each PCSE student clearly identifying mandatory and optional activities.

Students under the age of 16 are required to participate in all PCSE activities unless they are signed out of the program by an authorized adult.

Students over the age of 16 must choose between participating in the optional activities, staying in the Taubman building, or leaving campus. Students are required to let their mentor know their plans for each evening by 1pm daily. Students who leave campus without informing their mentors will be subject to discipline, up to and including dismissal/expulsion.

Commuter students who do not wish to participate in mandatory activities, such as the weekend workshops or guest speakers, must get approval from the program director or the residence life coordinator.

Students who are signed out of the PCSE or Program will not be supervised by CCS faculty or staff. CCS is not legally responsible for any students under the age of 16 who have been signed out by an authorized adult, or over the age of 16 who have signed themselves out, or students who fail to follow sign out procedures.

Sanctioned Field Trips

CCS may offer off-site field trips for PCSE students. These field trips may be mandatory parts of the classroom curriculum or optional activities during after-hours and weekends. During these sanctioned field trips CCS will endeavor to maintain a 10 to 1 ratio of students to adult chaperones and use transportation providers licensed to transport students.

Leaving Campus During Optional Programming

All Precollege Summer Experience residents over the age of 16 may leave campus during times where participation is not mandatory. Students leaving campus must return by the 10:00 pm curfew.

All resident students leaving campus and not returning on the same day for an overnight or weekend away from campus must be signed out by an authorized adult listed on the CampDocs form.

Students under the age of 16 must be signed out in person by a parent, guardian, or authorized adult indicated on the CampDoc form with their mentor every time they leave campus. Students must return by the designated 10:00 PM curfew.

CCS assumes no legal responsibility for students who leave campus. Students who leave campus are legally responsible for themselves.

Curfew

All Precollege Summer Experience resident students must be signed back in by 10:00 pm. Students must be on their designated floor by 10:30pm. Failure to sign in by 10:00 pm or be on their designated floor by 10:30 pm will result in disciplinary action.

Open Doors in Dorm Rooms

Residents who live on campus must keep their dorm room door open while any guest that does not reside in the room is present in the room. Guests are limited to commuters or other resident students of the Precollege Summer Experience programs. (See visitors)

Campus Hours for Commuter Students

CCS policy prohibits non-residential guests from remaining on campus after 10:00 p.m. daily. Therefore, all Precollege Summer Experience Commuter students must leave campus no later than 10:00 p.m. unless participation in official CCS PCSE activities require a later departure.

Sex

All sexual activity is prohibited during the PCSE on any CCS property or during an CCS activity on or off campus. Students found to be engaging in any sexual activity during any PCSE activity or program on or off campus will be subject to expulsion without a refund. If either partner is under the age of 16, all individuals involved will be referred to law enforcement for additional legal consequences.

Daily Check-In

All PCSE students are required to check in daily at mandatory programming times. If a student fails to check in they will receive a warning demerit.

Field Trips

Students are expected to stay with the group and participate in the events taking place as part of camp or activities offsite. Commuter students who participate in CCS-organized offsite activities must notify their mentor in advance.

Visitors

No person under the age of 16 is allowed on CCS campus unattended at any time.

PCSE students are not allowed visitors on campus. No student should bring friends, siblings, etc. to

campus with them at any time.

Parent(s)/Guardian(s) wishing to meet students are welcome to meet in the lobby during non-mandatory class times. Students over the age of 16 are welcome to leave campus for various reasons (dinner out, shopping, etc.) Students under the age of 16 must inform their mentor that they intend to leave by 1pm of the day of departure. Students under the age of 16 must fill out a temporary leave form and have it signed by a parent, guardian or authorized adult indicated on their campdoc form in person with the mentor at the time of departure.

Program Schedule

It is highly recommended that participants plan to attend all sessions and activities. All mandatory sessions scheduled for class should be used productively; doing homework, working in a studio, learning from peers, etc.

Attendance Policy

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day's assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor's attendance policy should be discussed with that instructor.

Academic Honesty (Plagiarism)

Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism— defined as the use of another's words, ideas, visual or verbal material as one's own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes. Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

Demerit System

Students will receive disciplinary action for not following the above rules and policies. For each violation students will receive at least one demerit. Demerits will be issued by the Director of Precollege and Continuing Studies and/or the Resident Life Coordinator. A first demerit will result in a warning. A second demerit will result in a call home to parents or guardians. A third demerit will result in an expulsion from the program without refund. The Director of Precollege Continuing Studies and/or the Resident Life Coordinator have complete discretion over the number of demerits issued as it relates to the seriousness of the infraction.

Communication

Students will be attending a rigorous schedule. Please establish a regular “call to check-in” day and time between parents and student. Students get wrapped up in classes, new friends, activities, etc. Having a set time to talk will help you stay in close communication.

Parents should be aware that if their child does not answer the phone right away, they might be in class, on a field trip or doing homework. Cell phones are allowed in the classroom, but may be taken away if they become a distraction. Cellphones are allowed outside of class and scheduled activities.

Digital Labs

No student will bring food or drink into any of the digital labs on campus. Labs are open and available only during building hours for email and internet access. The Open Lab is located on the second floor of the Taubman past the cafeteria.

Personal Devices

Cell phones, iPods, e-Readers, etc. and headphones are not allowed in studios when Instructors are presenting material. Students may be allowed to use such devices during independent work or in open studios. However, students are required to follow individual Instructor’s classroom guidelines for use. Instructors have the right to collect devices and hold them if they are a distraction.

All student participants of the CCS Precollege Summer Experience are required to follow the **CCS –Student Code of Conduct and Additional Precollege Summer Experience Rules** set forth here and those set forth in all the current policies included in this package. Students will also be required to follow any rules put in place before or during the dates of the program. Students will be notified of new policies and/or rules that they will be required to follow. There are NO exceptions to the following rules. Breaking any of these rules will lead to appropriate disciplinary action and may include issuance of a demerit or expulsion without refund from the program. Demerits can be considered appropriate disciplinary action in some cases. Three demerits constitute grounds for expulsions.

Recording Device

Cameras and other digital recording devices are not allowed in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

Deletion/Destruction of Student Work

The deletion or destruction of digital files, another student’s artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences.

Dismissal

The College reserves the right to dismiss a student at any time for academic dishonesty or improper behavior. Improper behavior is defined as, but not limited to, actions by an individual that may be detrimental to the student, other students at the College, or damaging to College property. It also includes violations of civil, state or federal law. See Code of Conduct below.

Photography and Video Use

CCS reserves the right to use photography or videotapes of College students either in class or on the CCS campus for advertising and promoting CCS and its programs. Students who do not agree to comply with this release policy should notify the College in writing when they register.

Use Rights

CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for the inclusion in CCS's permanent collection and archives.

FERPA – The Family Educational Rights and Privacy Act

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. The College requires all employees to comply with every aspect of the Family Educational Rights and Privacy Act. Basic tenets of the act are listed below; a full statement is available at the PCS office.

1. FERPA stands for Family Educational Rights and Privacy Act. It essentially means that student educational records are protected and that students have rights associated with the maintenance and disclosure of information in their records.
2. FERPA covers privacy related to grades and includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.
3. FERPA prohibits any person connected with the institution--including administrators and faculty-- from improperly disclosing student information.
4. Students may authorize the release of their educational records through written documentation – but only the student has the exclusive right to decide whether or not to authorize the release
5. Students must sign an authorization form, even when disclosing their educational record to their parents.

6. Access and privacy of a student's educational records continues even after they graduate or leave the institution.

The full FERPA Policy is available at the PCS office. All TAs must sign a confidentiality agreement.