

## CHECK-OUT

Check-out occurs at the end of each semester except in Richardson Towers and the Carpenter Complex. Richardson Towers is on a 10-month contract and the Carpenter Complex is operational year round. At the end of the fall semester students must vacate the building and turn in their key(s). An RA will check their room at the time of the student's departure to ensure that all appliances are unplugged, all garbage has been disposed of properly and all needed items are being taken with the student. No student will be allowed to enter the residence hall during the break. Inventory sheets are completed and forwarded to the Central Office for those students who are not returning or who have been assessed charges.

At the end of the spring semester, all students' belongings must be removed from the building and all inventory sheets must be completed and forwarded to the Central Office. The University does not provide any storage areas during the academic year. Any items left in the building during periods when the halls are closed (Spring Break, Winter Break) are done so at the students accord. **Residence Life does not claim responsibility for any items left in the buildings.**

## PROGRAMMING

Perhaps the most creative aspect of residence hall work is programming. The Department of Residence Life and Dining Services accepts four philosophical assumptions for programming:

1. Young adults of college age are experiencing an intense period of personal development.
2. A college education is more than the instruction received in the classroom and laboratory.
3. Out-of-Classroom educational experiences contribute to the personal, social, and intellectual development of the individual.
4. The residential environment can be developed to optimize the opportunity for learning and personal growth. (Mizer, 1977)

With these philosophical assumptions in mind, a complex programming system has been developed.

### OPENING PROGRAMMING/WELCOME WEEKS

During the first 6 weeks of the fall semester, the department is committed to offering students a wide variety of programs that will enable them to become acclimated to The University of Memphis. Each year the Department of Residence Life and Dining Services, SAC, and other segments of the university will present different programs. It is important that each staff member in the department take an active role in inviting students to attend and participate. It is also expected that the energy and participation needed to produce these programs will be supplied. It is our hope that encouraging as many students to participate will decrease staff burnout and fulfill the objectives of the programs.

### RESIDENT ADVISOR PROGRAMS

Resident Advisors are responsible for providing the residents with personal, academic and community development programs. These programs may be designed for individual floors or complexes. Each RA must produce a minimum of 3 programs a month with one in each area. Two or more RAs, with the approval of the Assistant Area Coordinator, may also jointly produce programs.



### PAC Development Programming Model

#### Personal Development =

1. **Current Events** - program that focuses on a recent event in our world (ex. round table discussion regarding a "hot" media topic, election news, debates, etc.)
2. **Health and Safety Issues** - program that focuses on increasing residents' awareness of health and safety issues (ex. fitness week, fire safety workshop, etc.)
3. **Human Relations and Individual Growth** - program that focuses on relationship or self-improvement issues (ex. roommate game, anger management, girl/guy talk, how to manage time wisely, how to avoid credit card debt, etc.)
4. **Multi-Culturalism** - program that promotes understanding and appreciation of differences and diverse cultures (ex. international food and games, Black History Month, guest speaker from a GLBT group, etc.)

\* Each RA must produce 1 Current Events program, 1 Health and Safety Issues program, 1 Human Relations and Individual Growth Program, and 1 Multi-Culturalism program each semester.

### **Academic Development =**

Learning-focused programming that promotes academic success (ex. study skills, study sessions, tutoring, academic mentoring, academic goal-setting, career choices, etc.)

### **Community Development =**

Social and community service programs that are focused on community development (ex. game night, coffee house, block party, luau, community clean-up, canned food/clothing/toy drive, bake sale, etc.)

\* Each RA is responsible for a minimum of 1 personal development, 1 academic development, and 1 community development program per month.

### OTHER PROGRAMS

Residence Life is also committed to supporting the other programming bodies at the university. The Student Activities Council, Black Student's Association, Student Government Association, Residence Hall Association, and other campus organizations sponsor hundreds of programs during the academic year. It is important that the residence halls actively promote these activities and support their educational and social qualities.

### POLICIES CONCERNING PROGRAMMING

#### Purchase Orders

Items purchased for programs must come from the current vendor list. A Request for Purchase form must be submitted to the Accounting Clerk (Accounts Payable) a minimum of 24 hours prior to the date of purchase. You will receive a Purchase Requisition form to be taken to the vendor. It will state the amount of funds available and a reminder that The University of Memphis is tax exempt.

Upon completing the purchase, the cash register receipt and a copy of the purchase requisition should be returned to the Accounting Clear with an additional copy given to the Area Coordinator. This should be done within 24 hours of completing the purchase. A common problem is when RAs lose receipts. Take extra effort to ensure that all receipts are turned over to the Area Coordinator within 24 hours so that he/she can keep accurate records of the programming budget.

#### Food

Small refreshment items (chips, cookies, drinks, and snacks) may be bought (through the vendor list for serving at programs) by obtaining a purchase requisition. However, any meal type items must first be

approved through the Business Officer II. This includes meals, cookouts, or bringing in an outside food vendor.

### Outdoor Amplification

The Outdoor Amplification committee must first approve any program that amplifies sound outdoors. This form may be obtained through the Associate Dean of Student Life.

## RESIDENCE HALL ASSOCIATION

The Residence Hall Association, better known as RHA, coordinates many social, educational, and cultural activities within the hall and across campus. Residence Hall Association also represents resident hall students to the campus and the community at large. Students actively involved in RHA take part in planning activities and represent students' interest in policy decisions affecting the residence hall community. Residence Hall Association has a wide variety of interests ranging from investigating the condition of laundry facilities to reviewing Tennessee Board of Regent policies. Active participation in RHA can offer invaluable leadership and organization experience.

## HALL COUNCIL

Each residence hall has a Hall Council that represents its student population. The council has regular meetings and is encouraged to develop programming that will enhance community living in the building.

Hall Councils should have a regular meeting time and consist of an Executive Board and representatives from the floors in the building. The professional staff advisors should be present at all meetings to serve the council in the development of the organization. The Hall Council may also challenge policies such as quiet hours. It is very important to keep your supervisor informed of Hall Council activities.

## RESIDENCE HALL JUDICIAL PROCEDURES

The Department of Residence Life and Dining Services at The University of Memphis expects the discipline process to be educational. Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re-education. In order to accomplish this educational goal, the department has set a series of behavioral standards. These standards include processes and procedures which address individuals and groups who may forfeit certain privileges due to inappropriate behavior. **The student's right to "due process" is always maintained and sanctions are imposed with the student's development in mind.**

There are two basic methods for handling violations of university policy in the residence hall. The Office of Judicial Affairs may choose to administer the disciplinary process through university-wide established procedures, or, the Department of Residence Life and Dining Services may choose to administer the disciplinary process on a contractual basis. When a contractual basis is utilized, the process becomes less formal and a "give and take" atmosphere occurs between the administrator and the student. The decision as to the course of action selected will be based upon the violation and communication between the Dean of Judicial Affairs and the Area Coordinator.

The department will follow these general guidelines with incidents involving residence hall students.

For violations involving visitation, noise, pets, cooking/microwaves, open flames (candles, incense, lanterns, etc.) and other irritations in a residence hall room, the Assistant Area Coordinator will meet with the appropriate person(s) involved to investigate what actually occurred. Based upon these findings the Assistant Area Coordinator will have the following options:

1. To document the situation.
2. To meet with the resident to verbally warn them of the policy violation.