



THE UNIVERSITY OF
MEMPHIS®

Student Handbook



The Tennessee Governor's School
of International Studies

Governor's School for International Studies

STUDENT HANDBOOK

The University of Memphis

June 1, 2019

Welcome to the Governor's School for International Studies. As a student of International Studies, you will discover much during the next several weeks. We are glad that you have made the decision to come to learn, and we want to be sure that you have fun while you are here. Following are the Rules and Regulations for this year's Governor's School for International Studies. These regulations have been compiled after careful consideration to provide you with basic guidelines that will ensure your safety and comfort during your stay. Keep in mind that peaceful interaction among nations is predicated on mutual respect. This respect is one of the major tenets of developing acceptable international relations. This same principle applies to the relationships among individuals. When irresponsible behavior is exhibited, tensions develop and misunderstandings arise. When individuals show a lack of respect for others, communication and learning strategies break down.

We previously asked that you and your parent(s) discuss as a family the following rules and regulations, which we have developed to support the cooperative and productive environment that we cultivate at Governor's School. You were then both asked to sign the form, showing that all understood what was being asked of you and that you would assume responsibility to abide by these rules. The rules are reprinted here for your reference.



Personal Behavior

1. You should cooperate, comply with and be courteous to all staff members of The University of Memphis and the Governor's School, including resident counselors, instructors, and guests. As representatives of the Governor's School and The University of Memphis, you are also expected to be courteous to fellow students. Personal decorum is expected at all times.
2. Attendance at all GSIS scheduled events is mandatory. Any exception to this policy must be reported immediately to either the director or associate director. If a situation requires you to be absent from a class, meeting, or special event, report to the appropriate staff member. He/she will write an explanation to the director.
3. Free time activities are limited to those areas designated on the attached map. Any time you leave the immediate campus area, you must be accompanied by at least one other GSIS student or staff member, or a parent or guardian; you must follow the sign-out procedure each time. No activities beyond the restricted area are permitted without the explicit approval of the director or assistant director or when you are in the company of a parent or guardian.
4. GSIS name badges will be worn at all times.
5. Under no circumstances may you drive or ride in/on any vehicle unless specifically authorized by the director or associate director. Bringing a personal vehicle to GSIS is strongly discouraged. Those who bring an automobile will be charged a parking fee, must turn in their car keys to the director, and will not have personal use of that automobile for the duration of GSIS. The keys will be returned to you after you have satisfactorily checked out from Governor's School.
6. You may bring cell phones; however, their use is prohibited at all GSIS classes, meetings, activities, and events unless an instructor gives other directions. Laser pointers are completely prohibited. Unauthorized use and/or possession of the above items will result in confiscation until the end of GSIS and other possible disciplinary action.
7. The use and/or possession of any controlled substances or objects, including but not limited to tobacco, alcohol, drugs, explosives, fireworks, flammable materials, firearms, knives of any type, or any other item that could be construed as a weapon, is absolutely prohibited. **IF IN DOUBT, LEAVE IT AT HOME.** Any violation will result in immediate expulsion.
8. Students are welcome to bring their personal computers, and will have Internet access. Students are expected to make appropriate use of Internet materials and computer files. Inappropriate use will result in the loss of privileges.
9. Students attending Governor's School for International Studies shall abide by the rules and regulations as set forth in the University of Memphis Code of Student Rights and Responsibilities, which can be accessed online at <http://www.memphis.edu/saos/pdfs/csrr.pdf>. Please pay particular attention to Section III, pp. 19–21, concerning Academic and Classroom Misconduct. **The Code of Student Rights and Responsibilities will apply to any behavior not specified elsewhere in the Governor's School Rules and Regulations.**

Residence Halls and University Property

1. Students are personally responsible for property damage to any university facility, equipment, or furnishings. Do not use any material that leaves a permanent mark when attaching objects to the wall, ceiling or furniture. Tampering with emergency equipment, including locks, fire alarms, fire hoses, and or fire extinguishers will result in expulsion.
2. Cooking in the dormitory rooms and the use of all heating elements is prohibited.
3. The dormitory area is closed to all non-GSIS participants. Report the presence of anyone other than GSIS personnel in the residence halls to a counselor or staff member.
4. Coed visitation in dormitory rooms is prohibited.
5. All GSIS students are to be in their own rooms at the time designated by the staff. Please check the daily schedule for times.
6. In the event of an emergency, you will cooperate fully with staff members' instructions. In any emergency, such as illness, injury, fire, etc., notify a staff member on duty immediately. Emergency numbers will be posted prominently in your GSIS notebook and in the dorms.

Disciplinary Procedures

1. Formal disciplinary action is reported in writing.
2. Disciplinary reports are submitted to the director and associate director who take appropriate action. This will normally involve meeting with the student. A copy of the disciplinary report is placed in the student file.
3. After repeated incidents or whenever deemed necessary by the director in consultation with Governor's School staff, parents or guardians of a student will be notified that the student is on disciplinary probation and faces expulsion from GSIS if such behavior persists. Disciplinary probation will involve some limitation of free-time activities.
4. A student may be expelled without disciplinary probation and without pre-notification of parent or guardian, either for a single incident (such as violation of controlled substance or damage to emergency devices) or for a pattern of misbehavior deemed sufficient by the director.

Miscellaneous Information

Sign-out/sign-in book

The sign-out/sign-in book is located at the main desk in the dormitory. When you leave the dorm or campus, you must sign out with date, time, destination, with whom, and estimated time of return. When you return, sign in with name, date, and time. All who sign out together must return together.

Bulletin Board

The GSIS bulletin board is located on the main floor of the dormitory. CHECK the bulletin Board between 7-8 a.m. and 5-6 p.m. DAILY for notices of schedule changes. Project meetings, faculty meetings, advisor meetings, etc., will be posted on the bulletin board. You are responsible for being aware of and abiding by schedule changes.

Identification Cards

To receive your UofM ID, you will need to show a picture ID. KEEP YOUR ID WITH YOU AT ALL TIMES.

Class Preparatory Time (CPT)

This program requires rigorous preparation and our schedule provides extensive study time. You will need to make your own arrangements for additional preparation time.

During CPT, students should be in one of these places:

- In his/her own room and quiet;
- In the library; or
- In residence hall lounges, working with other students and/or faculty.

All of these places should be conducive to studious concentration (quiet music, no television, no cards or games, and no pizza). Dormitory rooms, halls and lounges must be quiet during these hours. If more extensive study hours are needed, the schedule will be adjusted.

Roll Sheets

Always sign in before the beginning of plenary sessions. You must be signed in and in your seat before the plenary begins.

Bookstore Hours

Monday – Friday 8:00 a.m. to 4:30 p.m.

Saturdays 10:00 a.m. to 2:00 p.m.

Closed Sundays

Field Trip

As you look through your schedule, you will find a field trip has been planned. This trip was selected to provide experiences that are related to the international themes of the program or are planned to enhance the overall enjoyment of your summer experiences here at Governor's School. We want you to have a good time, but please observe the following:

Travel: When we make a trip as a group, you are always to go and return on the same bus or vehicle. Because we do not want to leave anyone behind, we will take roll frequently during these trips.

Buddy System: Before the return trip begins, be sure your seatmate is on/in the vehicle.

Departure Times: When the schedule shows a departure time, be ready at least ten minutes before the shown departure time. Always be ready to leave on time.

Remember to be on your best behavior when we are traveling as a group. You are The Governor's School for International Studies. Your behavior reflects on the entire program.

Athletic Facilities

As an undergraduate student at The University of Memphis, you are automatically eligible to use university athletic facilities. Your membership is coded into your University ID. For up-to-date hours of operations and activities, check the schedule on the website of Campus Recreation and Intramural Services (CRIS) at <http://www.memphis.edu/cris/hours.php>.

Other...

- Washers and dryers are available.
- Drink and snack machines are in the lounge.
- Mail will be delivered to the dormitory by the Resident Counselors. If you are expecting a package, check with your Resident Counselor or a faculty member on duty. There will be no mail on the weekends.
- Light Wraps: You might need to take a sweater or long sleeve shirt to classes. Sometimes the air conditioning can be quite cool.

Important Phone Numbers

Off-campus and personal devices, dial "678" first. On-campus equipment, only the last 4 digits are necessary.

- Campus-wide Directory Assistance 2000
- **Police Services (Emergency) 4357 (HELP)**
- Police Services Non-Emergency 3848
- Tiger Escort (accompany service) 4663 (HOME)
- Health Center 2287
- Information Desk–University Center 2000
- Maintenance 2699
- **SMITH HALL FRONT DESK 2151**
- Conference Housing 5000
- Office of Residence Life 2295
- Vending 5234
- Reservations–Recreation Facilities 2801
- GSIS Office (Mr. Marczyński) 3516
- GSIS Office (General Information) 3732

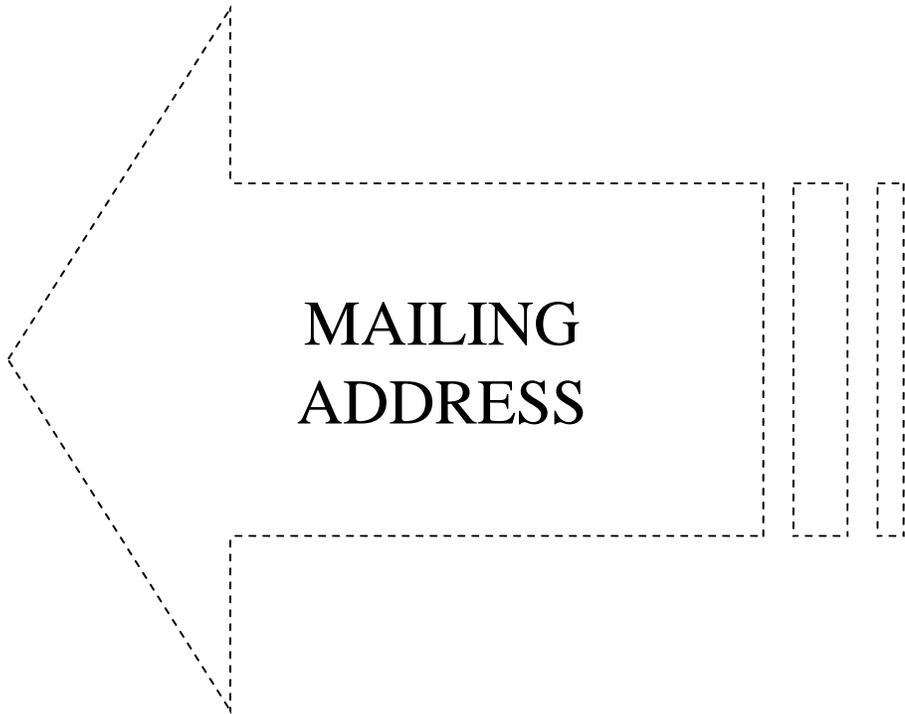
Your Name



**University of
Memphis**

107 Scates Hall
Memphis, TN 38152

Phone: 901.678.3732
Fax: 901.678.4206



Notes



CS

