

SUMMER APPRENTICESHIP PROGRAM

HANDBOOK & PARTICIPATION GUIDELINES



**KENTUCKY STATE UNIVERSITY
COLLEGE OF AGRICULTURE,
COMMUNITIES, AND ENVIRONMENT
IN PARTNERSHIP WITH THE
NATIONAL SCIENCE FOUNDATION (NSF)**

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Welcome...

Dear SAP Participant:

It is our pleasure to welcome you to Kentucky State University's Summer Apprenticeship Program!

This program will prepare you to take on many of the academic and social challenges you will encounter during your upcoming academic years as a college student.

SAP will provide a multitude of educational and experiential research opportunities designed to offer experience to work with Science Technology, Engineering & Mathematics (STEM) faculty and scientists in order to understand the work, challenges, and opportunities faced by those in the field of STEM on a daily basis.

During the two-week program, we will immerse you in the exciting world of college preparation skills and STEM career readiness through lectures, hands-on labs, workshops, and site visits to assist you in becoming more knowledgeable about STEM career opportunities. I look forward to welcoming you personally.

We hope you enjoy your experience with Summer Apprenticeship Program!

Sincerely,



Buddhi R. Gyawali, Ph.D.
Program Director, Summer Apprenticeship Program (SAP)
Professor of GIS & Remote Sensing,
College of Agriculture, Communities & Environment

PROGRAM HISTORY & MISSION

The Summer Apprenticeship Program (SAP) was established in 2015 at Kentucky State University. Funding for SAP is facilitated through a cooperative agreement with the United States Department of Agriculture (USDA)-Capacity Building Grant (CBG) and National Science Foundation (NSF)-HBCU-UP grants for three years, and has been extended to present year.

Mission

The mission of this program is to introduce rising high school students to the fields of Science, Technology, Engineering, and Mathematics (STEM) including agricultural, environmental and geo-science related systems through hands-on experiential learning, research, and college-prep projects. Participants will be exposed to different career opportunities in STEM—science, technology, engineering and mathematics—fields. Participants will receive direct, inquired-based approach to learning, and will develop experiential research projects on various STEM topics and prepare and present scientific research reports.

PROGRAM OBJECTIVES

- Provide students an opportunity to reside on a college environment while learning about STEM disciplines through a series of lectures, workshops, labs, and field trips facilitated by college professors and scientists, and guest lecturers.
- Prepare students on college readiness and increase their level of awareness on STEM education & STEM careers.
- Provide experiential research opportunities and research demonstrations in STEM, agriculture, environment, aquaculture and geoscience disciplines.
- Increase level of awareness of students and participating high schools about KSU and its STEM Programs including agriculture and environmental science education and research programs, and increase minority students enrollment in KSU's STEM programs.
- Identify and recruit students who are interested in STEM careers
- Increase awareness of career opportunities within STEM

CAMPUS FACILITIES

The Kentucky State University campus provides many facilities that may be used by SAP participants. These include the Chappell Center, Underwood Cafeteria in the Carl M. Hill Student Center, Blazer Library, Bell Gym, Hunter Hall (male dorm), Kentucky Hall (female dorm), Aquaculture Center, Biology, Chemistry, Physics and GIS labs, Research Farm, Environmental Education & Research Center, the Cooperative Extension Building, and Exum Center.

STAFF and PHILOSOPHY

The SAP administrators believe in the implementation of sound educational practice and support the following actions:

- implementation of an evaluation program which emphasizes excellence in performance
- curriculum improvements designed to promote student achievement and success in STEM.
- innovative methods and organizational structures being supported in a spirit of continuing search for excellence
- seeking community input on a regular basis regarding curriculum improvement

DORM SUPERVISOR ROLE

The SAP administrators make every effort to provide for the safety and wellbeing of students participating in the SAP and employs a Dorm Supervisor for both the male and female dorms. These supervisors monitor dorm activity throughout the night to protect the students from any inappropriate activity. SAP students are expected to adhere to the requests and guidance of Dorm Supervisors in the same manner that they would the SAP Director, Lead Teachers and Counselors.

COUNSELOR ROLE and RESPONSIBILITIES

All counselors participate in a comprehensive 8-hour training program, complete First Aid and CPR training through the local Red Cross program, and consent to a criminal background check. The Counselor will:

- assist participants in the smooth transition to residential campus life
- provide leadership and ongoing 24-hour supervision
- assist an assigned group with day-to-day management of time, activities, program expectations, and guidelines
- accompany students on all scheduled activities (meals, classroom sessions, field trips, campus excursions)
- clarify and interpret program guidelines as needed, with the primary objective being successful completion of the program for each participant
- adhere to all program policies and procedures as outlined
- serve as an impartial mediator in conflict resolution

REGULATIONS and EXPECTATIONS

In an effort to assist you in maximizing the residential experience at KSU, the following expectations have been established and are essential for ensuring the safety of your child, and to accomplish program goals and objectives. Strict adherence to these requirements is expected and appreciated. All students are expected to follow these fundamental rules:

- Display courteous and professional behavior at all times toward peers, faculty and staff, guest speakers, and employees of vendors with whom we have planned field trips.
- Attend all program activities, including weekend activities.
- Remain on campus at all times, unless escorted by program staff. Any student reported and located off campus is subject to immediate dismissal.
- In situations where the student must leave campus with a parent, the parent must sign the student out when leaving and sign in upon returning.
- Carry the University ID card at all times which will allow for dining privileges and access to their assigned dorm facility and related programs.
- Follow all residence hall guidelines, regulations and codes of conduct.
- A **10 PM** curfew is set for all University residence halls Sunday -Thursday and **11 PM** on Friday and Saturday. Students are free to move around inside residence halls, under the supervision of the Dorm Supervisor, Program Director and Residence Counselor, however, bedtime hours **must** be followed as prescribed.

MISCELLANEOUS

- Each participant may bring a nominal amount of cash for laundry or to purchase incidentals (snacks or souvenirs)
- Laundry facilities are available in each residence hall (\$1.25 per load...wash or dry).
- Time is allotted each evening to call home.
- All meals are served in the Hill Student Center Cafeteria (fast food or boxed lunches are prepared for field trips). Allergy rosters are provided to KSU-Food Services.
- First aid kits and medical/emergency contact information are available on all field trips.
- Minor illnesses, injuries and incidents are treated at the Frankfort Family Medicine office and parents will be notified immediately
- For major injuries or illnesses, students will be taken to the Frankfort Regional Medical Center for treatment and parents or guardians will be notified immediately
- We reserve the right to send home sick participants after an examination from a health care provider

CODE OF CONDUCT

The aim of this program is to provide a positive learning experience for youth. Kentucky State University is fully committed to ensuring that the experience is safe and free from discrimination of any form by university personnel, those external persons who are affiliated with the program, and student participants.

Due to the diversity of the groups served by our programs, and the fact that program participants represent families of varied backgrounds, customs, and beliefs, the university has established a standard of conduct for all persons who participate in KSU-sponsored activities, regardless of cultural and other differences. Specifically for youth development initiatives, guidelines have been defined that will provide consistent direction and boundaries for student participation.

All Parent(s)/Guardian(s) and participants are required to accept and, respectively, abide by the guidelines, which are provided in detail below.

The participant should at all times:

1. Respect the rights of other participants.

- a. Do not touch or remove any items that do not belong to you.
- b. Do not use profanity or any other inappropriate language while participating in the program.
- c. Display an attitude that is respectful of others and self at all times.
- d. Dress appropriately for all events associated with participation as a program participant (such as but not limited to: no sagging or tight pants/shorts/skirts; no shirts that are revealing or tight-fitting). Please see “Unacceptable Clothing” on the Suggested Packing List.

2. Respect and follow the direction of the Program staff.

- a. Follow the instructions of the Program Director, Teachers, Counselors, Dorm Supervisors, and other recognized authority figures at the university.
- b. Be in assigned dorm room and in bed at the designated time.

3. Listen quietly and attentively to speakers and others during scheduled activities.

- a. Conduct oneself in a manner that demonstrates an interest in learning while performing tasks associated with the scheduled activities.

4. Participate in all scheduled activities.

- a. Report to the scheduled activities on time and remain there until instructed otherwise by an appropriate university employee.
- b. Actively participate in all recreational activities.
- c. Assist in clean-up of living quarters, common areas, and instructional/work site space.

CODE OF CONDUCT (continued)

5. **Abide by the policy that cell phone use is prohibited during meals, classes, presentations, workshops, and other program events requiring your attention.**
6. **Refrain from possession or use of alcohol, tobacco, and illegal drugs before or during the participant's stay on campus.** Detection of such a violation shall result in immediate dismissal.
 - a. Do not improperly use prescription or non-prescription drugs. See a program staff member for additional instruction on proper use.
 - b. Follow the Medication Administration Policy as outlined in the Handbook.
 - c. Follow all regulations of the university, including use of university property, and prohibitions against alcohol, firearms, and unauthorized removal/use of the property of others.
7. **Abide by the safety and behavior guidelines of KSU and its partnering companies during field trips.**
 - a. Do not engage in behavior that has the potential to or effect of harm or detriment to self or others.
8. **Refrain from leaving KSU or field trip sites without permission from Program Director and completing proper sign-out procedure.** Detection of such a violation shall result in immediate dismissal.
9. **Refrain from using computers or other university equipment in any manner that violates instructed or recommended use by a supervising adult.** Detection of such a violation may result in immediate dismissal.
10. **Observe all University rules and guidelines, including the Kentucky State University Student Handbook (<http://www.kysu.edu/studentLife/studentHandbook.htm>) and the Code of Conduct.**

The summer programs prescribe to a progressive discipline system. Code of Conduct violations will result in, but are not limited to, the following disciplinary actions. In some instances, disciplinary actions may require immediate implementation of the 3rd Offense measure.

- 1st Offense: Verbal reprimand and time-out from the current or next scheduled activity. Parent/Guardian will be contacted.
- 2nd Offense: Counseling session with Program Director. Parent/Guardian will be contacted. (The youth may be required to write an essay explaining their behavior/actions.)
- 3rd Offense: Parent/Guardian will be contacted regarding youth's dismissal from the program.

Damage to university or university affiliates' property may result in financial liability for program participants and their Parent/Guardian.

MEDICATION ADMINISTRATION POLICY

The youth programs follow a strict medication policy which has been designed to protect all program participants and staff.

Prescription Medications

- All prescription medication should be in original containers with the proper dosage and administration instructions.
- All medications **must be listed on the Permission to Administer Form**.
- All medications should be in a single Ziploc (or similar) plastic bag and labeled with the participant's first and last name.
- All medications and permission forms will remain in the possession of the Dorm Supervisor for the duration of the program.
- The Dorm Supervisors will maintain a daily medication log which provides a record of the date, time, medication, dosage, food or drink administered, and the staff signature.
- Medications will be administered **ONLY** by a professional staff member (Program Director, Dorm Supervisor); **NOT** administered by counselors or other participants.

Over the Counter (OTC) Medications

- We are unable to administer OTC medication unless we have permission from the parent or guardian. If you would like to provide Tylenol, Motrin, Advil, Benadryl, Tums, vitamins, diet supplements, cough drops/suppressant, eye drops, allergy medicines, topical ointments/creams, etc., **please send the OTC medication with a signed Permission to Administer Form**.

Emergency Situations

- In an emergency, 911 will be contacted immediately, followed by parent, guardian, or emergency contact person.

Compliance

Failure to comply with the Medication Policy will result in **IMMEDIATE DISMISSAL** of the participant or staff member respectively. This policy applies to medication administered from first aid kits as well.

Questions regarding this Medication Policy may be discussed with the Program Director.

SUGGESTED PACKING LIST

CLOTHING

Jeans or Khaki Pants
 Shorts (Bermuda length)
 Closed-toe Shoes (tennis shoe)
 Old Closed-toe Shoes (will get dirty)
 Button-down or Polo Shirts Long
 Sleeved Shirt or Sweatshirt

Several loose-fitting T-shirts
 Socks and Undergarments
 Swim Suit: Females - 1 pc only
 Swim Suit: Males - Trunks (no jean cutoffs)
 Swimsuit Cover-up
 Pajamas (no transparent negligee-type nightgowns)

Business/Professional Attire for presentations

TOILETRIES

Towels and Washcloths
 Shower Gel (no bar soap)
 Shower Caddy
 Shower Shoes (flip-flops)
 Robe
 Shampoo/Conditioner
 Personal Hygiene Products
 Toothbrush/Toothpaste

MISCELLANEOUS ITEMS

Prescribed Medications and/or OTC meds (**ALL medications, including vitamins/supplements will be collected at check-in**)

CASH for incidentals (snacks/laundry)
 Camera (digital or disposable)
 Alarm Clock with Battery Backup
 Hair Dryer
 Umbrella
 Rain Coat or Light Jacket
 Laundry facilities are available
 \$1.25 wash
 \$1.25 dry

BED LINENS TwinXL

Sheets
 Blanket
 Pillow(s) and pillowcases
 Comforter/Bedsread
 Place Mattress Cover

DO NOT BRING

- Large sums of cash
- Valuable items
- Large Televisions
- Stereo Equipment
- Nails/Hammers
- Space Heaters
- Grills
- Candles
- Hot Plates
- Toaster Ovens
- Fireworks
- Weapons
- Alcohol
- Illegal Drugs
- Large Fans
- Chemicals
- Lighters
- Pets
- Loud Scents
- Dart Boards

UNACCEPTABLE CLOTHING

- Sagging Pants
- Short Shorts (higher than mid-thigh)
- Halter Tops
- Low Cut Shirts
- Loud Perfume or Cologne
- Platform or stiletto high-heeled shoes
- Ripped clothing
- Tight shirts, shorts, pants or skirts
- Shirts with profanity
- Sleeveless/tank-style shirts for outerwear ("muscle shirts" or "A-shirts")
- Shirts with references to alcohol, tobacco, and drug icons

ADMINISTRATION CONTACT INFORMATION

SAP Leadership

Dr. Buddhi Gyawali, Dr. Fariba Bigdeli-Jahed, Dr. Kirk Pomper, Dr. Chi Shen

SAP Programming Team

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