

CODE OF CONDUCT

These are the guidelines that all participants are expected to observe during the tutoring.

All participants must agree to abide by this Code of Conduct.

1. All participants are expected to participate fully in the tutoring sessions.
 - a. Participants are responsible for being on time to their respective tutoring sessions.
 - b. Participants must be respectful to tutoring leaders (instructors, mentors, and tutoring session administrators) and other participants.
 - c. Students will be asked to leave if there are behavioral problems that negatively affect other participants' experience or place an undue burden on staff.
 - d. Stay wherever the activities take place.
 - e. Inform your instructors or tutoring session administrator of your whereabouts.
2. Dress casually but neatly and appropriately for the occasion.
3. Participants are expected to be on time to their tutoring sessions and stay the whole allotted time.
4. Participants must abide by all University regulations and may be removed from the program for violation of such rules.
5. Participants may not assign themselves to specific rooms or teachers in the communications software (Zoom) and are expected to stay with their assigned teacher in their assigned room unless they have need to leave it. Please report any problems to the tutoring session administrator.
6. Leaving the assigned Zoom breakout room is not permitted unless they notify the tutoring session administrator.
7. Participants must use a neutral background (e.g. blank wall, digital Zoom filter, etc.) to prevent showing much of the inside of the home in the interest of privacy and safety.
8. Do not share personal information in the virtual meeting.
9. Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
10. In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
11. The following are not permitted. Violators may immediately be removed from the Zoom room and dismissed from the CLTCP Online Chinese Tutoring, including being barred from future program participation. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible for such damage. Disciplinary action will vary based on the degree of the offense and will be determined by the staff in charge of the event. The following are not permitted and will not be tolerated:
 - a. Theft (regardless of owner), vandalism, any kind of violence will not be tolerated
 - b. Using or possessing alcohol, drugs, tobacco, guns, or other weapons
 - c. Use of anything that smokes: candles, incense, cigarettes, fireworks, etc.
 - d. Sexual harassment, sexual abuse, and other inappropriate sexual behavior and/or behavior that violates rights of others
 - e. Any violation of the University Anti-Discrimination Policy
 - f. Hazing and bullying (physical, verbal, or cyber-bullying)

- g. Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property
- h. The inappropriate use of cameras, imaging and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants
- i. Zoom bombing and similar disruptive behaviors
- j. Recording interactions with other participants through the online instruction platforms
- k. Taking screen shots of or otherwise recording other participants' images, information, or participation contributions during the program
- l. Sharing inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform

MSU staff is responsible for enforcing the rules as stated. Violators will be asked to leave. If they do not leave the Zoom room promptly, they may be removed from it by staff. These rules are not subject to interpretation and each group is expected to follow them without exception. Our primary consideration is to provide a safe, secure environment for all participants. In the instance of protecting the safety of all youth participants, local authorities will be contacted and participant/parent or guardian contact information may be shared if it is deemed necessary by program staff.

PARTICIPANT: I have read and agree to abide by this code of conduct.

Participant's Signature

Date

PARENT / GUARDIAN: I expect my child to abide by this Code of Conduct.

Parent /Legal Guardian's Signature

Date

Please read, print, sign and return the form by email to CLTCP at cltcp@msu.edu

MICHIGAN STATE UNIVERSITY YOUTH PROGRAM PARENT/GUARDIAN CONSENT FORM

I grant permission for (print participant's name) _____ to participate in all educational and social activities of the following MSU program or activity:

Program name: Online Chinese Tutoring by the Chinese Language Teacher Certification Program

Program dates: June 7, 2022, to July 27, 2022, with a break during the week of July 11, 2022-July 15, 2022.

MSU unit/department: Chinese Language Teacher Certification Program

I understand that sessions may entail field trips and/or campus facility tours. I also understand that participants may engage in athletic or other recreational activities that have special risks.

I have read the session descriptions and approve of my child's selections. I accept any risks associated with the assigned sessions and selected recreational activities.

I understand that my child has a role to play as regards his or her safety and security. I will speak with my child about the need to honor safety rules and to behave responsibly.

(Please print):

(Parent or legal guardian)

Signature: _____ Date: _____

Please read, print, sign and return the form by email to CLTCP at cltcp@msu.edu

MICHIGAN STATE UNIVERSITY MEDIA RELEASE FORM

Participants in MSU-sponsored programs and activities may be photographed and videotaped for use in MSU promotional and educational materials. The participants are not identified by name in the materials.

I authorize MSU to record the image and voice of the subject named below and I give MSU, and all those acting with MSU's approval, all rights to use these images and voice recordings. I understand that such images and/or recordings may be used for educational and promotional purposes. This authority extends to all conventional and electronic media, including the Internet and any future media, and to any printed material.

I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any manner without compensation or liability, in perpetuity.

Print subject's name: _____

Signature of Parent/Guardian of minor participant or of participant aged 18 and up:

_____ Date: _____

_____ Date: _____

Summer Tutoring Contact Information Form

Parent/Guardian

Name:

Email:

Phone Number:

Address:

Other Emergency Contact

Name:

Email:

Phone Number:

Participant Name(s):

Please return this form by email to CLTCP at cltcp@msu.edu