

Iowa Summer Journalism Workshops (ISJW) Rules, Policies, and Procedures

GENERAL INFORMATION AND POLICIES

CHECK IN

Upon arriving in Iowa City, go to Catlett Residence Hall (<https://housing.uiowa.edu/residence-halls/catlett-hall>) at 350 North Madison Street to check in and unload your luggage. An ISJW counselor will be available to assist you with the check-in process.

CAMP LOCATIONS AND TIMES

All courses will take place in classroom in the Adler Journalism Building (140 W. Washington Street). Camp begins at 8:30 am and ends at different times according to daily activities. Schedules will be provided. Please be on time.

ATTENDANCE

Campers are expected to attend all classes and field trips planned for their class. Exceptions include illness or emergency. In the event a camper must miss class, please contact Michelle Sillman, camp director, michelle-sillman@uiowa.edu or 319-335-3427 as soon as possible.

If a camper is absent without prior notification a camp counselor or the camp director will communicate with the camper's primary contact regarding the absence.

MEALS

Campers will receive meal tickets during camp, and most meals will be served in the residence hall Market Place (<https://dining.uiowa.edu/location-type/market-place>). The first meal for all campers will be dinner on Sunday at the start of camp.

CATLETT RESIDENCE HALL

Resident campers will be housed in Catlett Hall, one of our newest residence halls, (<https://housing.uiowa.edu/residence-halls/catlett-hall>) located at 350 North Madison Street. The Catlett front desk may be reached at 319-335-1249. Bed linens are provided, but campers are responsible for making up their own bed each day.

NO TOWELS ARE PROVIDED, so campers need to bring their own towels for the week. Do not bring white towels. Be sure to bring all personal toiletries such as soap, shampoo, toothpaste, deodorant, etc. Campers may also wish to bring a personal blanket and pillow for added comfort. However, be sure to bring non-white blankets and pillowcases so they don't get mixed in with residence hall linens.

University Residence Halls Summer Housing Guidebook:

https://belinblank.education.uiowa.edu/students/docs/summer_housing_guidebook.pdf

RESIDENCE HALL REGULATIONS

Any camper caught in a room of a member of the opposite gender will be expelled from camp immediately.

SUPERVISION

A group of counselors who are University of Iowa students will provide most of the supervision outside of class time and during special activities at the workshops. ISJW faculty and staff who are directly involved with camp supervise the students during classes and associated field trips.

ISJW campers will be accompanied by camp counselors during meal breaks and evening activities. For classes, campers will take a pleasant 15-minute walk between the residence hall and Adler Journalism Building across the beautiful UI campus.

In the event of severe weather, campers will not be permitted outside until the severe weather has passed. For field trips, University of Iowa (UI) Fleet Services vehicles have been scheduled for small-group field trips that require transportation.

EVENING ACTIVITIES

Activities are scheduled during the evenings. A schedule of these activities will be available at registration, and campers are required to participate.

CELL PHONES

Personal cell phones must be turned off during classes.

USE OF AUTOMOBILES

It is advised that resident campers not drive cars to campus due to limited parking options. Any resident camper driving to campus will be expected to surrender their car keys to the head counselor until the conclusion of camp. Parking is not provided to campers that drive to camp.

MONEY

There will be snacks provided to campers, however, there will also be opportunities for campers to purchase snacks at local shops (accompanied by ISJW counselors), UI items from the campus bookstore, etc. However, campers should avoid bringing large sums of money to camp.

ACCOMMODATIONS

Please notify Michelle Sillman, camp director, michelle-sillman@uiowa.edu or 319-335-3427 as soon as possible if you will require any special accommodations during ISJW.

DEPARTURE

The workshops close with an awards ceremony and pizza. All campers will check out at the main desk in Catlett Hall after the closing ceremony concludes. ISJW counselors will coordinate and assist with the checkout process. Anyone who needs to leave early should notify Michelle Sillman, camp director, michelle-sillman@uiowa.edu or 319-335-3427.

RULES & DISCIPLINE PROTOCOL

The safety and welfare of the ISJW campers is our primary concern, so it is important that each person complies with the following the camp rules and procedures.

1. Every effort is made to ensure that campers are properly supervised by an ISJW staff member throughout the daily operational hours of camp, at lunch in the Market Place, and at night in the Residence Hall. Here are the days/times of course activities:
 - Sunday: 4:00 – 9:45 pm
 - Monday: 8:30 am – 9:30 pm
 - Tuesday: 8:30 am – 10:00 pm
 - Wednesday: 8:30 am – 9:00 pm
 - Thursday: 8:30 am – Noon

Any time a camper must leave camp during the regular camp times detailed above, they must check out through a camp counselor or ISJW camp staff. The main camp office is E254 AJB.

2. Campers are to provide their cell phone numbers on their application form, and this number may be used in the event the student needs to be reached by an ISJW staff member.
3. Campers who drive to camp are to surrender their car keys to the head counselor at the first residence hall meeting.
4. Campers are to keep up with room keys and must keep up with meal tickets. There is a cost to replace them.
5. All campers are required to wear their ISJW credential around their neck at all times.
6. Campers should always wear something on their feet – no bare feet!
7. No one should be in Catlett Hall during the day except for lunch time unless you are chaperoned by a counselor. If you are ill, notify the Health Counselor. No one can just stay in bed. You will need to see the Health Counselor for evaluation or go to class.
8. Do not use skateboards, roller blades, scooters, etc.

9. Attendance is required at all workshop sessions, associated field trips, and scheduled camp events. Be punctual. Campers are required to attend all evening events.

10. In the event of severe weather, students will seek appropriate shelter according to the University of Iowa severe weather policy. We still have classes when it's raining!

In the case of a severe discipline problem at ISJW, please note the following information regarding serious infractions and consequences.

Level 1: Underage smoking, riding in cars or having riders, attendance problems

1. Frequent check-ins/grounded/assigned to direct supervision of a counselor
2. Dismissal from camp

Level 2: Boys in girls rooms/floor, girls in boys rooms/floor, leaving room after curfew, leaving campus without permission

1. Notify parents. Immediate dismissal. STUDENT IS SENT HOME AT THEIR OWN EXPENSE.

Level 3: Possession of or under the influence of alcoholic beverages or drugs, violence, sexual assault, harassment, bullying, or hazing of any type.

Notify parents. Mandatory reporting to the authorities including UI Police. Immediate dismissal.

INCIDENT/ACCIDENT REPORTING POLICY

The Iowa Summer Journalism Workshops strictly adheres to the University of Iowa zero tolerance policies regarding substance abuse (possession or use of alcohol, drugs), sexual harassment (verbal or physical), bullying, hazing, vandalism, or violence of any type. In the event of a summer program violation, students will be reported to the camp director, who will then report the incident to the director of the School of Journalism and Mass Communication and school administrator, the appropriate university Vice President, and the Director of Youth Programs. The student may be expelled from the camp and sent home immediately (at their own expense).

In the event of a violation of a local, state, or federal law, the camp director will contact UI Police. The student may be expelled from the camp and sent home immediately (at their own expense).

Medical incidents and mental health interventions will be reported to the Office of Risk Management.

Accidents will be reported to the camp director, who will then inform the Director of the School of Journalism and Mass Communication and school administrator. Other offices that may be notified include the Office of Risk Management and Facilities Management as appropriate.

MEDICAL POLICY/PROTOCOL

The ISJW has a health counselor on staff who is trained and certified in First Aid, CPR, and Bloodborne Pathogens. In the event of an illness or minor injury, the health counselor will evaluate the camper. Our health counselor will not diagnose participants but rather recommend an initial course of action. In the event of a medical emergency, the parent/guardian will be contacted immediately, and the camper will be taken to UI Quick Care or the UIHC Emergency Room for treatment.

The University of Iowa does not offer short-term health or accident insurance for the Iowa Summer Journalism Workshops. Therefore, any costs associated with the treatment of injuries or hospitalization will be the responsibility of the parent or guardian of the participant. Any insurance carried by the parent or guardian may be used to defray medical and hospital costs.

Summer workshop participants living in the residence halls who become ill, or think they may have symptoms of a contagious illness should:

1. Immediately report their symptoms to an ISJW counselor, faculty, or the Camp Director. The Head Camp Counselor/Health Counselor or Camp Director will then contact the parent/guardian and report the information to Housing and Dining.
2. Plan to check out of the residence halls as soon as possible upon confirmation of the illness.

University Housing & Dining summer staff do not have medically trained staff to care for children who are ill. For years the standard protocol from the UI Youth Programs manual is: if a student is sick, they should go home.

MENTAL HEALTH PROTOCOL

As part of the ISJW registration process, parents/guardians are required to provide health information about medical issues/concerns and prescription medications their child takes.

Prior to the start of camp, a database of health-related information is created and shared with the Health Counselor and Camp Director for reference throughout the program. During the on-site registration process on the first day of camp, the Health Counselor visits with each parent/guardian and their child to confirm the health information they provided is current and accurate. They also ask if there are other health concerns (including mental health) that are not accounted for on the health information they provided. This information is kept confidential unless it is determined it

is in the best interest of the safety of the student and other campers that other ISJW counselors and faculty be informed. Please inform the Health Counselor of any behaviors that may impact the student's ability to attend classes, such as inability to wake up, anxiety in large group situations, etc. It is helpful for counselors and the director to have this valuable information.

All ISJW counselors and faculty will be asked to review the mental health information and resources available at: <https://mentalhealth.uiowa.edu/ui-support-and-crisis-line>.

If a student is identified as potentially struggling with a mental health issue, the Director will meet with the student and if necessary, contact the student's parents to inform them of the situation and to seek guidance for a course of action. In the event of an emergency, the student will be taken to UI QuickCare or the UIHC Emergency Department for assessment. No member of the ISJW camp faculty or staff will attempt to provide the student with a diagnosis or counseling/care beyond that required to arrange for professional assistance.

Students at camp are required to bring their own medications, and it has been the tradition that the Health Counselor collect and administer the medications during each week of camp.

During each camp orientation session, campers will be encouraged to seek help if they experience mental health difficulties or if they observe a fellow camper struggling with a possible mental health issue.

Students who are ill and request to remain in their rooms will be assessed by an appropriate medical expert. The ill student will be supervised by counselors on duty.

Camp staff who witness campers exhibiting behaviors of concern will report the behavior in one of two ways.

Call the UI Police dispatch number at (319) 335-5022; or contact the university's Threat Assessment and Care Team at (319) 384-2955 or uitat@uiowa.edu or hr.uiowa.edu/tat.

To make an anonymous report go to: uiowa.me/threat-assessment.

Behaviors of concern may include:

- Unusual communication or threat to harm others
- Desperation, hopelessness, or suicidal thoughts
- Unusual fixation on stressful events or losses
- Inappropriate interest in weapons, mass attacks, or violence
- Suggestion of violence as a solution to a problem

EMERGENCY PROTOCOLS

FIRE

In the event of a fire, all participants and staff should remain calm, move quickly to a safe exit, and assemble at a designated location outside (the underpass bridge leading to the Main Library parking lot).

HAWK ALERT/ACTIVE SHOOTER

Remain calm. Participants and staff will comply with all University Public Safety orders. Close communication will be maintained between ISJW administration, staff, and participants.

MISSING STUDENT

Attendance will be taken during each camp day and in the residence hall. If it is discovered a student is missing, a member of the ISJW administration/staff will investigate to determine the last time the student was seen, who the student was last seen with, the last thing the student was seen doing, and what the student was wearing. The absence should be reported to the Head Counselor or Camp Director, who will call all available phone numbers to locate the missing student. If that is not successful, the Director will notify UI Police and the parents/guardians.

EXTREME WEATHER

Camp buildings have designated shelters that can be used in the event of severe weather. When a tornado warning sounds, all participants must take cover in a designated interior corridor on lower levels or in a basement. There is some commuting between Catlett Hall and Adler Journalism Building during camp, so students should plan appropriate clothing in the event of rain. Students will not be permitted outside if there is a threat of severe weather.

CONTACT INFORMATION

The ISJW main office is located at E254 Adler Journalism Building on the second floor. In the event of an emergency, information will be made available through the camp office as well as posted on the ISJW web site located at: workshops.journalism.uiowa.edu.

Michelle Sillman, ISJW Director	319-335-3427
Elizabeth Cecil, SJMC Administrator	319-335-2357
ISJW Main Desk, E254 AJB:	319-384-3062
Catlett Hall Front Desk	319-335-1249
Paul Bellus, Youth Programs Director	319-353-1969
Office of the UI Executive Vice President and Provost	319-335-3565
University Police	319-335-5022