



# SUMMER PROGRAMS

**LEARN. EXPLORE. ENJOY.**

**General Guidelines  
for Summer Programs  
(Staff)**

## **Hendrix College Summer Programs**

Mission - The Hendrix College Office of Summer Programs fosters the exploration of individual passions and interests, encourages learning for the sake of learning, and supports academic, professional, and personal growth through unique and creative experiences. Experiences are designed to promote self-discovery; academic, career, or social enrichment; exposure to new ideas or perspectives; advancement of skills or knowledge; and lifelong learning.

Goals:

1. To support the mission of Hendrix College
2. To provide summer enrichment opportunities

### **Hendrix Summer Programs Office**

Phone: 501-450-1279

Email: [summerprograms@hendrix.edu](mailto:summerprograms@hendrix.edu)

Web: [www.hendrix.edu/summerprograms](http://www.hendrix.edu/summerprograms)

### **Emergency Information**

Hendrix College Public Safety - 501-450-7711 (this line is monitored 24 hours a day and should be called in emergency situations only)

- Please see [Emergency Response and Evacuation Procedures](#)
- Program Directors should ensure that appropriate emergency and evacuation information is shared with personnel and students.

### **General Program Timeline and Deadlines**

Always refer to the [Hendrix Summer Programs](#) website for the most up-to-date information regarding program offerings and applicable deadlines. In general, programs open for enrollment and registration several months prior to the start of the program. Information regarding programs is shared via email, social media, mailings, and presentations during the late Winter and early Spring.

## **General Policies & Procedures**

The policies and procedures contained below are meant to provide a convenient source of information for Summer Programs staff but do not cover all possible situations. All Summer Programs personnel are Hendrix employees and must also adhere to the policies outlined in the [Hendrix College Employee Handbook](#).

### **Proposal Process**

New summer programs are required to submit a formal proposal and receive approval from the Summer Programs Office before promoting or hosting a program on campus.

### **Human Resources**

All Summer Programs instructors, staff, and volunteers with participants under the age of eighteen must complete the following requirements prior to the start of a program.

1. Background Screening
2. Arkansas Mandated Reporter Training

#### *Background Screening*

Employment at Hendrix College is contingent upon the satisfactory outcome of a background screening conducted in accordance with the Fair Credit Reporting Act and other state and federal laws. Employees will receive a request for the authorization of such screening, and have a right to review and contest the results of any screening. Failure to authorize a screening will preclude employment by Hendrix College. Information obtained through background screenings are confidential and will be securely stored in the Human Resources Department separately from personnel files. Employment may not begin until Human Resources has received the results of a background screening and notified the hiring supervisor or department that the employee is clear to begin work, unless otherwise approved by the Human Resources Department.

#### *Arkansas Mandated Reporter Training*

Arkansas Mandated Reporter training may be completed online at the following web address:

<https://ar.mandatedreporter.org/UserAuth/Login!loginPage.action;jsessionid=B97E494B89A8991512CDB8E7B521BD7C>

Individuals should submit the training certification to the Summer Programs Office prior to the start of the program. The certifications will be securely stored in the Human Resources Department.

In accordance with the Arkansas Child Maltreatment Act, all staff are required by law to report child maltreatment. Child maltreatment refers to any abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a person under the age of 18. If any staff member has reasonable cause to suspect that a child has been subject to maltreatment or observes a child being subject to conditions or circumstances that would reasonably result in maltreatment, then a report must be made immediately to the Child Abuse Hotline (1-800-482-5964). This hotline is toll-free and is staffed 24 hours per day. In a Non-emergency situation only, a report form available at

[https://ar.mandatedreporter.org/public/pdf/en/suspected\\_child\\_abuse\\_report.pdf](https://ar.mandatedreporter.org/public/pdf/en/suspected_child_abuse_report.pdf) may be faxed to 501-618-8952. Please be aware that any references to child maltreatment in class discussions, assignments, or conversations are subject to mandated reporting under the law.

## **Employment Forms**

If not already employed by Hendrix, paid personnel may be asked to complete specific employment forms prior to the start of the program.

## **Compensation**

Summer Programs staff are eligible for the following types of compensation.

- Instructor Stipends (includes course design, preparation, instruction, mandatory trainings, and required evening/weekend activities) are available at a rate of \$200.00 per day.
- Program Director Stipends (includes administrative, planning, and additional responsibilities involved with developing and directing a program) may be included in addition to an instructor stipend. The stipend amount varies depending on the type of program.
- Staff Stipends (includes scheduled hours, mandatory trainings, and required evening/weekend activities) may be offered to support staff for programs. Those rates vary depending on the position and type of work.
  - Residential staff for overnight programs may also receive room and board during the program.
  - Hendrix students may also be eligible for Odyssey credit. Please see the [Odyssey](#) Guide for more information.
- Volunteers are not eligible for compensation but may receive documentation for their service hours from the Summer Programs Office.

Non-Hendrix staff are paid after their program has ended. Hendrix employees are paid according to their normal payroll schedules.

## **Hiring**

Summer Programs staff are typically hired on a seasonal basis for the duration of one or more programs. Continued employment is not guaranteed beyond the specified dates. A letter of appointment will be sent to confirm hiring details such as employment and orientation dates, compensation, position, required employment materials, etc.

All hires are contingent upon a program receiving appropriate funding. If a program is cancelled due to insufficient enrollment, then the staff hired for the cancelled program will be notified as soon as possible. If possible, staff will be considered for employment in other programs, but it will not be guaranteed.

## **Commitment**

Although all personnel commit to work the full term of a program, it is understandable that emergency situations and special opportunities may cause someone to need a short-term leave of absence. Any such absences from duties should be cleared with the Program Director in advance and as early as possible. Appropriate reductions in pay will occur based on the

length of the absence. The Program Director will decide on appropriate coverage for the missed duties.

### **Publicity**

All marketing and publicity pertaining to summer programs should be reviewed and approved by the Summer Programs Office before being distributed to the public. All programs will be posted on the Hendrix Summer Programs webpage. Program information may also be included in flyers, emails, social media posts, and other promotional materials developed by the College.

### **Learning Environment**

The Summer Programs learning environment is not a traditional classroom or learning space. There are no grades or credit awarded. Students attend by choice and have some personal interest in the subject. Therefore, instructors and staff must motivate students to learn or participate through the sheer joy of learning or having new experiences. Learning and activities should be dynamic, hands-on, engaging, and creative. Lengthy lectures, in-depth readings and assignments, and topics traditionally covered in school are not typically effective. Much of the learning impact on students also occurs outside of the classroom with informal discussions and interactions. All instructors and staff are encouraged to participate in any activities available outside of the classroom including seminars, meals, recreational activities, performances, field trips, etc.

### **Staffing Ratios**

Summer Programs will generally observe the following ratios of staff on duty with program participants in units or living groups and activities.

Classroom:

#### Age

14 & under: 1 instructor per 15 students

15 & older: 1 instructor per 20 students

Residence Halls and Activities:

#### Age

14 & under: 1 staff per 10 students

15-18: 1 staff per 12-15 students

18 & older: 1 resident assistant or staff on-call

### **Expectations**

All personnel are expected to prioritize the safety and security of students at all times. Decisions should be made with the students' best interests in mind.

The most successful instructors and staff members possess a high degree of enthusiasm, judgment, integrity, respect, teamwork, service, and encouragement. To be most effective, Summer Programs personnel should have a lot of energy and the willingness to regularly go above and beyond the call of duty. There are many events and responsibilities during a

program that require help from staff members. Although no one needs to do everything, it is expected for everyone to help out with many of them.

Instructors are expected to be prepared for class, be engaging and knowledgeable about topics presented, foster open discussion and inquiry, and treat all students and colleagues with respect and dignity.

Staff are expected to be present and prepared for all responsibilities, be courteous and professional with students and parents, be responsive mentors to students, and treat all students and colleagues with respect and dignity.

### **Confidentiality**

At times, sensitive information about participants may be shared with staff in the course of their duties. All information shared is strictly confidential and may not be shared or discussed outside of program staff.

### **Rules and Regulations**

In general, all program activities including classes and events must conform to Federal and State laws.

#### **Drug (Controlled Substances) and Alcohol Policy**

Hendrix College strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees.

Employees are prohibited from using or being under the influence of alcohol while performing Hendrix College business on the Hendrix College premises or a worksite. At the direction of the President, Executive Vice President or Vice President, this requirement may be waived for special events. Employees who conduct business under these special circumstances should maintain an appropriate level of professionalism.

Hendrix College employees are prohibited from using or being under the influence of controlled substances while performing Hendrix College business, either on-campus or off. You may not use, manufacture, distribute, purchase, transfer or possess a controlled substance while in Hendrix College facilities or while performing Hendrix College business. The term “controlled substance” means any drug listed in 21 U.S.C. §812 and other federal regulations. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, “crack”, and “ice”. Also included are legal drugs which are not prescribed by a licensed physician. Every employee is required to notify the College within five days of any conviction of violation of federal or state criminal drug statute. A conviction means a finding of guilt (including plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or other court.

#### **Smoking Policy**

Tobacco products (including e-cigs and vapor smoking devices) are prohibited from use on the Hendrix College campus, including parking lots, grounds adjacent to buildings, and athletic fields.

## **Prohibited Items**

The possession of firearms, explosives, fire crackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia is strictly prohibited. Flammable materials such as candles, fireworks, smoke and/or fog machines are prohibited as well.

## **Campus Property**

Each program (or department) is responsible for the cost of any and all repairs and/or replacement of any college property that is damaged as a result of their use. Pictures, wall hangings, and fixtures may not be removed. Furniture and equipment may not be moved.

## **Maintenance and Work Orders**

All request for maintenance to a facility (mechanical, plumbing, HVAC, etc.) or work orders (moving furniture, housekeeping, etc.) will be communicated to the Summer Programs Office or Facilities. Emergency maintenance requests (water leaks, electrical issues, etc.) should be communicated immediately to Facilities at 501-450-1348 or for after hours emergencies (4 PM to 7 AM), call Public Safety at 501-450-7711.

## **Campus Security**

Community members and guests are encouraged to report crimes and public safety related incidents to Public Safety in a timely manner. To report a crime or emergency, call 450-7711. If there is a medical emergency that requires immediate attention, dial 911 and then Public Safety. Public Safety is available 24 hours a day to respond to calls. These individuals can receive your verbal report of the incident and deal with the immediate situation.

## **General Rules and Regulations Regarding Participants**

- Bullying, cyberbullying, hazing, taunting, teasing, name calling, and all forms of demeaning behavior will not be tolerated.
- Participants are responsible for their personal items at all times. The College and the program are not responsible for lost or stolen items.
- Participants should remain in areas reserved for the program. The use of non-reserved areas may result in scheduling conflicts and safety concerns.
- Participants living on campus will not be allowed to enter any residence hall other than the one assigned. Visitors are not allowed in participants' rooms at anytime except during move in/out times.
- Participants are not allowed in buildings or spaces that are not accessible to the public for non-program related purposes.
- For participants who are minors:
  - Personnel are prohibited from being alone with participants, particularly in places that are isolated or not easily visible to others.
  - Any inappropriate relationship with a participant is strictly prohibited. Personnel are always expected to maintain professional boundaries with minors.
  - Personal gifts or special favors for minors is prohibited.

- The use of technology, email, text, to engage with minors through social networking media for reasons other than education or programmatic purposes is prohibited.
- The use of alcohol or drugs in the presence of a minor is strictly prohibited. Additionally, personnel may never provide alcohol or drugs to minors.
- Inappropriate or profane comments, jokes, slurs, language, gestures, and materials should be avoided in communication with participants. If there are questions about the appropriateness of materials, personnel should consult with the Program Director or the Summer Programs Office.
- Participants are restricted to supervised areas of campus determined by the Program Director.
- Staff may only release participants to legal parents/guardians or authorized adults.
- Contact with non-program personnel should be closely monitored and very limited. If a person not affiliated with the program seems suspicious or dangerous, contact Public Safety to make a report.
- Participants accessing the WAC should use the pedestrian bridge. The tunnel should only be used with staff supervision.