

# Participant Handbook



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# SUMMER AT SMITH

Welcome to Summer at Smith. Our competitive precollege programs serve motivated and ambitious college-bound students. Congratulations on being part of Summer at Smith for 2019!

## Academics

At Summer at Smith you will:

- Engage in intensive study in a single or multiple courses, and be introduced to topics not typically presented at the high-school level.
- Be instructed by Smith faculty or Smith-affiliated instructors and undergraduates who are selected for their expertise as well as their ability and experience in teaching.

## Goals of the Program

Summer at Smith programs are designed to provide all participants with:

- A challenging and enriching academic experience.
- A safe environment in the residential and academic facilities as well as during all social, cultural, and recreational activities.
- Opportunities for social interaction among peers who share interests and abilities.
- An experience that will leave them with academic rewards, fond memories, and strong friendships for many years to come.

## 2019 Programs

### **Summer Science and Engineering Program (SSEP) July 7-August 3**

*Students interested in science and engineering engage in hands-on, experiential learning with top-notch instructors.*

#### **Young Women's Writing Workshop**

**July 7-20**

*Participants work with published authors to lay the groundwork for a strong fiction writing portfolio and learn the steps involved in becoming a published writer.*

#### **Hidden Lives: Discovering Women's History**

**July 21 – August 3**

*Students explore 19th- and 20th-century women's history and feminism, and gain archival research skills while learning about both familiar and undiscovered heroes in women's history.*

#### **Field Studies for Sustainable Futures**

**July 21 – August 3**

*Environmentally conscious students learn about sustainable living, environmental science and environmental policy in a hands-on, interactive, field-based curriculum.*

#### **College Admission Workshop (CAW)**

**July 21-27**

*Rising high school juniors and seniors learn the best practices, guidance and top tips for successfully navigating the college application process.*

# GENERAL INFORMATION

## The Basics

### **Attendance**

You are required to arrive on the first day of the session and stay with the program until the last day of the session. You are expected to take part in all scheduled activities (classes, guest lectures, meals, class field trips). Only in special circumstances, and with the approval of the Health Staff, Residential Manager, or Program Director, may a participant miss a class or scheduled activity. Students are expected to arrive to class on time. Tardiness will not be tolerated. Attendance will be taken each day.

### **Arrivals and Departures**

For complete information on getting to and departing campus, please visit:  
<https://www.smith.edu/summer/accepted.php#arrivals>

### **Banking and Spending Money**

There are ATM machines on campus and several banks that are a short walk into town. We encourage you to budget \$25-\$50 per week. Students often use their money to buy mementos from the Smith Bookstore and Northampton.

### **Birthdays**

We would love to help you celebrate your birthday this summer if it falls during your time on campus! Please inform your House Manager on your first day if you would like to celebrate your birthday with us.

### **Getaways**

White Water Rafting: Sunday, July 14  
Day in Boston: Saturday, July 27

You will be required to wear your program t-shirt (provided at check-in) on each Getaway, unless you are notified otherwise. Full information on Getaways will be provided at check-in. If you decide to not participate in a Getaway once you are on campus you will not receive a refund. Refunds for Getaways are not permitted after June 10<sup>th</sup>.

### **Lanyards**

You will be given lanyards to carry your room key and ID card, and you are expected to wear or carry your lanyards at all times. For the first three days of the program you are required to wear your lanyard on campus so that we can identify you as part of Summer at Smith.

### **Lost Keys and Key Cards**

The cost for a lost key is \$125. The cost for a lost key card is \$20. You are responsible for fees incurred if you lose your key(s).

## **Mail**

Please share the format below with anyone who wishes to send you mail:

Your Name and Program Name (i.e. Field Studies)  
c/o Smith College Summer Precollege Programs  
30 Belmont Avenue, Room 201  
Northampton, MA 01063

Delivery of letters and packages is delayed beyond normal delivery time because all mail goes through central processing. The exceptions are UPS, Fed Ex and DHL. There is no mail delivery on Saturday or Sunday. Summer Programs does NOT accept responsibility for any mail that is lost in transit. We will not track packages, or follow up with you to find out if mail was received. Everything we receive is delivered to the houses on a daily basis.

## **Packing List**

For a complete packing list visit:

[https://www.smith.edu/sites/default/files/media/Documents/Precollege-Programs/Packing\\_List.pdf](https://www.smith.edu/sites/default/files/media/Documents/Precollege-Programs/Packing_List.pdf)

# **Technology**

## **Cell Phones and Electronic Devices**

You are allowed to have cell phones, but not during class time or at any other time that requires your attention to be directed toward program activities (both academic and recreational). We encourage all participants to engage in program activities and socialize with others in the program.

## **Computer Labs and Laptop Rental**

Seelye Hall has a computer lab available for student use at the basement level (B-3). Computers are also available in on-campus libraries. The computer lab is open for use during the day, evenings, and on weekends.

Laptop rentals are available from the Residential Manager. Priority for computer use goes to coursework. If you use computers for coursework, be sure to back up files and do not save documents to the computer's drive or desktop.

## **Computer Log-In Information**

To log-in to campus computers, such as classrooms and computer labs, please use the usernames below.

***Password for all:*** 24yellowspices

**College Admissions Workshop**  
username: spwriting

**Summer Science & Engineering**  
username: ssep

**Field Studies**  
username: spfield

**Women's History**  
username: spwhistory

**Young Women's Writing Workshop**  
username: spwriting

## **Libraries on Campus**

*Neilson Library* will be closed throughout the summer as the library renovation project is underway. Note that the Women's History Program will still have some access to archival documents within the program.

*Hillyer Art Library – Brown Fine Arts Center* – hours of operation are typically 9a.m.-4p.m. M-F and 11a.m.-4p.m. on Saturday, closed Sunday. Check website for updates.

*Josten Performing Arts Library – Mendenhall Center* - hours of operation are typically 9a.m.-4p.m. M-F and 11a.m.-4p.m. on Saturday, closed Sunday. Check website for updates.

*Young Science Library – Bass Hall* – Monday-Thursday 8a.m. -10p.m, Saturday 10a.m.-6p.m., and Sunday 10a.m. – 10p.m.

## **Photocopying**

In order to photocopy on campus, you will need to purchase a Guest Copy/Print Card in Young Library or the Basement of the Campus Center. Costs are \$0.10 per black and white copy and \$0.50 per color copy. Your Copy/Print card will be accepted on campus in Hillyer and Josten Libraries and the Seelye computer lab.

If you do not have means to purchase a Copy/Print Card, please inform your House Manager or Residential Manager and the program will assist you.

## **Wi-Fi Connection**

Network: Connect2Smith

Password: sophiasmith

# **Living on Campus**

## **Activities**

Our staff team will email you the weekly Compass---a schedule that includes evening and weekend activity plans for the week. **Please check your email regularly!** Each house also has a message board that will be used to announce activities.

## **Athletic Facilities**

You are welcome and encouraged to utilize the Smith College athletic facilities during your time on campus. The Olin Fitness Center, Indoor Track and Tennis facility, indoor pool, and outdoor tennis courts are all available for use. If you plan to play tennis, we recommend bringing your own racket and balls.

### **Building and Olin Fitness Center**

Monday – Thursday: 6 a.m. – 8 p.m.

Friday: 6 a.m. – 5 p.m.

Saturday/Sunday: 8:00 a.m. – 11:30 a.m.

**Dalton Pool**

Monday, Wednesday, Friday: 6:15 a.m. – 8 a.m.  
Monday – Thursday: 12 p.m. – 2 p.m. and 5p.m. – 7:00 p.m.  
Saturday/Sunday: 8:30 a.m. – 11 a.m.  
*Closed 7/20*

**Tennis Courts**

Indoor courts are available first come, first served during regular gym hours at the Indoor Track and Tennis building. No reservation necessary.

Outdoor courts - please make an outdoor court reservation by emailing Theresa Collins in Athletics:  
[tcollins@smith.edu](mailto:tcollins@smith.edu)

**Cleaning & Household Duties**

You are responsible for keeping your bedroom clean. Staff may inspect bedrooms, and you are expected to follow any requests made for your room to be cleaned. You should make an agreement with your roommate(s) on how tidy each will each keep the room, especially any shared areas. You are also expected to clean up after yourself in all of the common areas of the residence: dining room, lounge, and all outside areas. You are expected to help maintain the cleanliness of common spaces by cleaning up trash in the common areas, even if you did not leave it there. Leave a place better than the way you found it!

*If the common areas are not kept clean, there will be clearly identified cleaning tasks and a routine of cleaning up, involving pairs or teams of students and counselors who are responsible for different tasks on different days. The House Manager is responsible for maintaining the chart of duties and responsibilities. It is very important to keep the common areas of the residences neat and clean.*

**Curfew and In-Room Time**

You have a house curfew of 9:00 p.m. and in-room of 11 p.m. This means that you must be in your own residence by 9 p.m. and in your own room by 11 p.m. On Friday and Saturday evenings you must be in your house by 10 p.m. and in your own room by midnight. Curfew and in-room time may be moved earlier for individuals or residences with behavioral issues.

Students may leave their house starting at 6 a.m. in the morning. Students who wish to leave the House before breakfast, must use a sign-out log at the front entrance to their House. Please note that students are not permitted off-campus during this time.

**Environmental Awareness**

You are expected to conserve energy by turning off lights and other electrical devices when not in use. Conserve water by not leaving faucets running or taking excessively long showers. Conserve paper and only print documents as necessary. Recycle all cans, bottles, and paper; all residences have recycling containers.

**House Meetings**

The House Managers will call house meetings on Sundays and Thursdays for all participants. Meetings will cover program updates, important announcements and other items that are relevant to all participants in the residence. There will also be a shared forum for house conversations regarding important issues. Attendance at these meetings is required.

## **Laundry**

Staff will instruct you on the use of the laundry facilities. Clear instructions for operating the laundry machine is posted above each machine. Please ask a staff member for assistance when needed. Quarters are required to operate the machines – it costs \$3.00 to wash and dry one load.

## **Linen**s

Summer at Smith provides linens (bedding and towels) for all staff and students. Both students and staff are responsible for getting their linens cleaned throughout the program. If a resident wants their linen changed, they should pick up fresh linens from their house's linen location and take their soiled linens to a linens bin. Take care to not put soiled linens in a trash bin by mistake.

## **Locking Doors**

It is important to keep the exterior doors of the residence closed and locked when the area is unattended. It is recommended that you keep your rooms locked when unattended. All suspicious activity should be reported to Summer at Smith staff.

## **Prohibited Areas**

You are prohibited from travelling on the dirt path around the pond or to the Smith Quad Houses, unless accompanied by a staff providing an activity. You are not permitted to swim in the pond.

## **Residential Furniture**

You are not allowed to rearrange furniture in the residences without permission from the House Manager. Any furniture that is moved must be returned to its original state by the end of the session. Participants who do not comply will be identified and charged labor fees for returning furniture to its original location.

## **Sleepovers and Gatherings**

You must sleep in your assigned room and in your assigned bed. Summer at Smith staff reserve the right to move a large room gathering to common areas.

## **Trash**

Residents should take the plastic trash can liner and trash out of the can, tie a knot at the top, and take the bag to the trash room. If the trash room bins are full, the trash should be taken to the dumpster outside the house. Take care to not place trash into dirty linen bins.

Trash in common areas, kitchens, and bathrooms will be removed by custodial staff on a daily basis. However, please do not put personal trash in the bathroom cans – it tends to overload them. Instead, take trash directly outside to the dumpsters.

# **Visitors and Leaving Campus**

## **Visitors**

You are never permitted to have personal visitors inside the houses (other than check-in and check-out days). You are permitted to meet with visitors elsewhere on campus or within the permitted downtown boundary. If you plan to visit with a family member or family friend – either on campus or off your parent/guardian must make a request in writing at least 24 hours ahead of the visit and provide the

visitor's first and last name, as well as relation to you. Students must check-out with their visitor from the dining hall (if at lunchtime) or their house (if after 4pm or weekends). Pre-approval for such event must be given by a member of our Residential Management Team. Our staff reserve the right to check the ID of any individual taking a student off of campus.

You are not allowed to visit any campus residences outside of your residential program or residences of other programs.

### **Buddies**

There is safety in numbers! We encourage students to travel with a buddy or in groups of three or more when going downtown or across campus. Traveling with buddies is encouraged, but not required.

### **Crosswalks**

You must use designated crosswalks when crossing any street on Smith campus or in any other location you visit while enrolled in a Summer at Smith Summer Program, including downtown Northampton. Crossing the street illegally (or "jay-walking") is prohibited.

### **Going to Downtown Northampton**

Please see Downtown Northampton Appendix.

### **Religious Services**

Students are welcome to attend local places of worship. There are several within Northampton. All off-campus policies must be followed. If a service is held outside of the downtown permission time-frame, permission may be granted by your House Manager.

### **Leaving Campus and Downtown Boundary**

A Parent or guardian must submit a written request at least 24 hours in advance for pre-approval by the Residential Management Team in order for a student to meet with a relative or family friend or travel outside of the downtown boundary. Students must check-out with their visitor from the dining hall (if at lunchtime) or their house (if after 4pm or weekends). No permission is granted for an unaccompanied student to use Uber, Lyft (or similar companies), public transport, walking or biking outside of the boundary.

## **Behavior**

### **Bullying**

Bullying and cyber-bullying are prohibited. Bullying is defined as the repeated use of a written, verbal or electronic expression or a physical act or gesture or any combination which is directed at a victim and: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at the program for the victim; (iv) infringes on the rights of the victim at the program; or (v) materially and substantially disrupts the education process or the orderly operation of the program. For the purposes of this policy, bullying shall include cyber-bullying.

### **Disciplinary Action**

Staff utilize a card system for discipline issues. Upon a student's offense of the rules and regulations, they will be issued a yellow card. Upon being issued two yellow cards, a student will be issued a red card.

Once a student holds a red card, depending upon the severity, the student may be dismissed from the program. Some offenses may go straight to a red card. At any point in time a staff member may call a parent/guardian to discuss behavioral issues.

### **Attire**

It's summer time! We want you to be comfortable, yet dressed for learning in a professional college setting. Students should dress for their role that day (student, hiker, tourist, formal presentations, etc.). Students who go on field trips and work in a laboratory will be instructed by their professors on expectations for dress. Our classroom spaces get **very cold** in the summer. Please bring a warm layer.

Students are excepted to dress in business casual clothing for any final presentations.

### **Drugs, Alcohol and Tobacco**

Participants are prohibited from using, possessing, or distributing alcohol, tobacco, or drugs, with the exception of prescription and over-the-counter medications that have been approved for use by your parent or guardian and turned into health services. All prescription medications must be in their original, labeled packaging. Participation in an incident involving alcohol, tobacco, or drugs, including cannabis, is cause for immediate dismissal, even if you did not consume or intend to consume these substances

### **Entrepreneurial Activity**

You are not allowed to sell goods or services during the Summer at Smith Program. You are not allowed to gamble (including online gambling) during the program. Gambling games that are played without real money are acceptable.

### **Falsifying Information**

Incorrect information given by a student is considered a very serious offense, and will be immediately reported to the House Manager and Residential Manager.

### **Fire Hazards, Alarms & Safety Equipment**

You must not, at any time, tamper with the fire safety equipment on campus, including fire extinguishers, fire alarms, or smoke alarms. There is a significant fine for tampering with this equipment. Additionally, fire hazards such as candles or incense are not allowed in or around the residences.

### **Photographic Image Consent**

If consent is not granted on the Media Consent Form, no photo or video recording or distribution of the individual student is permitted.

### **Pranks**

Participants and staff are not allowed to instigate or participate in pranks targeted toward other program participants, staff, or participants of other programs, as well as any other college employees or visitors.

### **Public Displays of Affection**

All participants are expected to exercise etiquette and common sense when displaying public displays of affection.

### **Red and Yellow Cards for Discipline**

The Summer at Smith Staff utilize a card system for disciplinary incidents. Please see below for details regarding courses of action when participants violate rules and the Code of Conduct.

## Classes of Disciplinary Incidents and Action

Severity	Examples	Staff Involved	Possible Courses of Action
<b>MINOR</b>  (things with little impact on the community)	<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Breaking computer or cell phone rules</li> <li>• Poor attitude</li> <li>• Not completing assignments</li> <li>• Blowing off assigned tasks in residence</li> </ul>	House Managers	<ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Yellow Card</li> </ul>
<b>MODERATE</b>  (things that impact others or could lead to harm)	<ul style="list-style-type: none"> <li>• Breaking curfew and/or in-room time</li> <li>• Abusive or offensive language</li> <li>• Blowing off mandatory meetings or activities</li> <li>• Repeat offense of minor infractions</li> </ul>	House Managers, Residential Manager and/or Director of Program	<ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Call to parents by Residential Management Team</li> <li>• Written assignment or letter of apology</li> <li>• Yellow Card</li> </ul>
<b>SERIOUS</b>	<ul style="list-style-type: none"> <li>• Anything involving drugs, alcohol, tobacco. This includes those involved but not actually taking part, i.e., even if only a few students are proven to have ingested alcohol, anyone else present is subject to disciplinary action.</li> <li>• Theft, physical or sexual harassment, aggression, assault.</li> </ul>	Residential Manager and Director of Program	<ul style="list-style-type: none"> <li>• Call to parents</li> <li>• Call to Smith Campus Police</li> <li>• Letters placed in student files and/or sent to school or home</li> <li>• Dismissal from the program</li> <li>• Red Card</li> </ul>

***Failure to comply with the information provided in this handbook may result in removal from the program or other disciplinary action, including parent/guardian notification and temporary loss of privileges.***

# Code Of Conduct

Participants in Summer at Smith Summer Programs are expected to abide by the Code of Conduct, which states:

- Participants are expected to adhere to the **highest standards of good citizenship, honesty, and integrity** in their academic work and in their personal conduct.
- Participants are expected to show **courtesy and respect** for their fellow participants, for Smith College personnel, and for College visitors.
- Participants **shall not take part in or facilitate discrimination** of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
- Participants are expected to **show respect for and take reasonable care of College property**, including their residences, dining halls, classrooms, and other Smith facilities, equipment and furnishings (for instance, course materials, computers, sports equipment, street signs, and other structures in outdoor areas).
- Participants are expected to **respect the belongings of their fellow participants**. They shall not borrow, use, or disturb items belonging to other participants or Summer at Smith summer staff without clear prior permission. Participants also are expected to respect the belongings of the participants of other programs at Smith and other Smith visitors.
- Participants shall not use, possess, or distribute alcohol, tobacco, electronic cigarettes, or drugs, including cannabis, with the exception of prescription and over-the-counter medications approved for use by the participant's parent or guardian. ***Participation in an incident involving the above-mentioned substances is cause for immediate dismissal.***
- Participants are expected to be well behaved and follow the instructions of the residential staff, instructional staff, and other College personnel. **Unruly behavior will not be tolerated.**
- Participants **shall not commit acts of violence** on persons or property, nor shall they threaten to commit any act of violence.
- Participants shall **not engage in any form of harassment or bullying**. Harassment consists of conduct of any type (including but not limited to written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- Participants **shall not engage in any form of sexual harassment**. Sexual harassment includes sexual conduct, or conduct with sexual overtones, which has the purpose or effect of unreasonably interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- Participants **shall uphold high standards of academic integrity** through honesty, trust, fairness and responsibility. Participants are expected to demonstrate a spirit of cooperation and exploration within the academic guidelines provided by their instructors, and to meet the intellectual challenges of the program through honest effort and hard work.
- Participants shall abide by all federal, state, and local laws.

- Participants are expected to know and to follow all rules listed in this Code of Conduct, those listed in the Rules and Regulations, as well as the rules presented by the residential and instructional staff during the program.

Failure to abide by any Code of Conduct rule may result in the *immediate dismissal* from a Smith Summer Program and removal from the Smith College campus, even for first time offenders. In addition, violations of the law (for example, drug or alcohol use) will be reported to the Smith College Campus Police. Parents or guardians will immediately be notified of violations.

## Dining

All students and staff will eat in the Cutter-Ziskind Dining Hall. You are not permitted to eat at any other dining halls on campus.

### Attendance

It is encouraged that all students attend three meals a day. You are not required to stay for the full duration of each meal time.

### Bag Lunches

If a boxed/bagged lunch is part of the day's plan, you should be ready to prepare your lunch at breakfast with the ingredients provided by the kitchen staff. Summer at Smith staff will help lead this process.

### Dietary Restrictions

If you have dietary restrictions or allergies (i.e. dairy free, gluten free, vegan, nut allergies, stone fruit allergies) please introduce yourself to the kitchen staff in your dining hall. The kitchen staff will be sure to accommodate your dietary needs and are provided this information prior to the program's start. The kitchen staff appreciates meeting the students with restrictions so that they can personally notify you of options, when necessary.

### Etiquette

You are expected to behave with maturity and responsibility when in the Smith College Dining Halls. You must return your tray, clean up after yourself, and treat the dining room staff and other participants with respect.

### Hours

Summer at Smith is given specific windows of time during each day for meals; the times below are for when the dining halls begin and stop serving food. On high traffic days, you may be given a shorter window to eat in the dining hall.

**Breakfast: 7:15a.m.-8:30 a.m.**

**Lunch: 11:30 a.m.-1:30 p.m.**

**Dinner 5:15p.m.-7 p.m.**

# Health Services

## Smith Summer Health Center

Our on-campus Health Center for Summer at Smith is located on the first floor of Lamont house. You will have a chance to meet with our health team upon check-in and talk about your medical needs and medication. Our health team consists of our Health Supervisor and Health Assistants.

### Hours of Operation

Monday – Friday: 7:30a.m. – 10:30p.m.

Weekends: 8:00a.m. – 10:30p.m.

### First Aid Kits

There are first aid kits located in all houses, as well as academic buildings. We also take first aid kits on all field trips. Most of our Summer at Smith staff team are trained in First Aid. We understand that you may come with a small, personal first aid kit (Band-Aids, antibiotic ointment, etc.). We encourage you to still come to the Health Center for treatment and monitoring of your minor injury.

### Medications –Prescription, Over the Counter, Supplements

***In accordance with Massachusetts State Law, prescription and over the counter medication, as well as supplements and vitamins, must be kept in the Health Center.***

The Health Supervisor, on occasion, may give permission to keep medication with you personally, but you must have that approved first. *This means that all Tylenol, Advil, Motrin, vitamins, etc. must be kept at the Health Center.*

If you take medication throughout the day, it will be available for you at the Health Center. Please make it your priority to get your medication at the appropriate time that the medication should be administered. Our Health Staff may not be available to track down students who have missed their medication. In some cases, you may be pulled from class and sent to the Health Center if you have missed your medication. Taking your medication is ***your*** responsibility.

### Off-Campus Health Services

Summer at Smith partners with Northampton Area Pediatrics (NAP) to provide non-emergency care if care is needed outside of the scope of our on-campus Health Center. Doctor's appointments may be made for you by our Health Staff and/or Senior Residential Team members.

In case of an emergency, our local Emergency Medical Services provides transportation to the Cooley Dickinson Hospital in Northampton.

If there is a serious illness, injury, or mental health concern, and you visit NAP or the local hospital, your parents/guardians will be notified as soon as possible by our Health Staff or Senior Residential Team.

# SAFETY

## Bicycles, Rollerblades, Roller Skates, Skateboards:

Bicycles, rollerblades, roller skates and skateboards are permitted during the Summer at Smith Program, but may only be utilized **on campus**. Downtown Northampton and surrounding areas are high-traffic areas and are not permitted for these forms of transportation. You must wear a helmet at all times and other personal protective gear – such as knee pads and wrist pads. Summer at Smith staff reserve the right to deny such transportation in certain circumstances.

## Campus Police

Smith College has 24/7 campus police coverage throughout the summer. All campus police have been through state police training. If you feel at any point you are in danger or need help while on campus, dial 413-585-2490 for Campus Police. Calling Campus Police indicates you have a true emergency. Please dial wisely.

## Fire

In case of fire, notify a staff member right away. Listen to the instructions your staff will provide. Remember to:

- Remain calm.
- Only take with you what is essential.
- Do not re-enter a room where there is fire.
- Swiftly find the nearest exit and do not use elevators.
- Meet outside of your house at a predetermined meeting space.
- Be quiet and listen for instructions.
- Do not re-enter the building under any circumstance.

## Fire Drills

Within the first 24 hours of a program start date, typically, the first Monday morning at 7:30a.m., a fire drill will be held at each residence.

On the first day, your house will determine a location outside that will be used for gathering in case of a fire. Your House Manager (or their designee) will take the lead for all drills and emergencies.

## Lock Down/ Active Threat Procedures

Should you be aware of an active threat to campus, notify Campus Police if it is safe to do so, or dial 911 to reach local police. In the face of an active threat, remember the three options recommended by the FBI: run, hide and fight.

### RUN

Have an escape route and plan in mind.

Keep your hands in plain sight for your safety and the safety of responding police.

### HIDE

Hide in an area, room or closet out of the assailant's view.

Lock the doors. If the door cannot be locked, block or wedge the door shut from inside.

Move away from windows and pull down blinds/shades.

Leave cell phones on, but turn the volume off so you can continue to receive messages.

Do not open the door for anyone identifying themselves as a police officer or other rescuer. The police will gain entrance using keys or after an “All Clear” is sent.

## **FIGHT**

As a last resort, when your life is in danger, FIGHT!

Any object or substance—such as coffee, chemicals, pens and pencils, or furniture—can be used as a weapon to incapacitate an assailant.

## **Visitors Outside of the Program**

If a person who is not affiliated with the Summer at Smith program enters a house or location where an activity is being held, notify a staff member right away. Please note that Smith College Facilities employees may be in the houses doing maintenance work throughout the day. All Smith College employees wear Smith College identifying uniforms.

## **Weather**

In case of severe weather, seek indoor shelter as soon as possible. In case of a tornado warning or damaging winds, you may be directed to seek shelter in the basement of houses or buildings.

## **Who to Call**

Upon check-in you will be provided seasonal cell phone numbers for our Health Center, Residential Manager, House Managers, and Office Staff. Please carry these numbers with you at all times in case you need to reach out to someone for assistance.

# DOWNTOWN NORTHAMPTON

**Disobeying off-campus rules may be cause for dismissal from the program.**

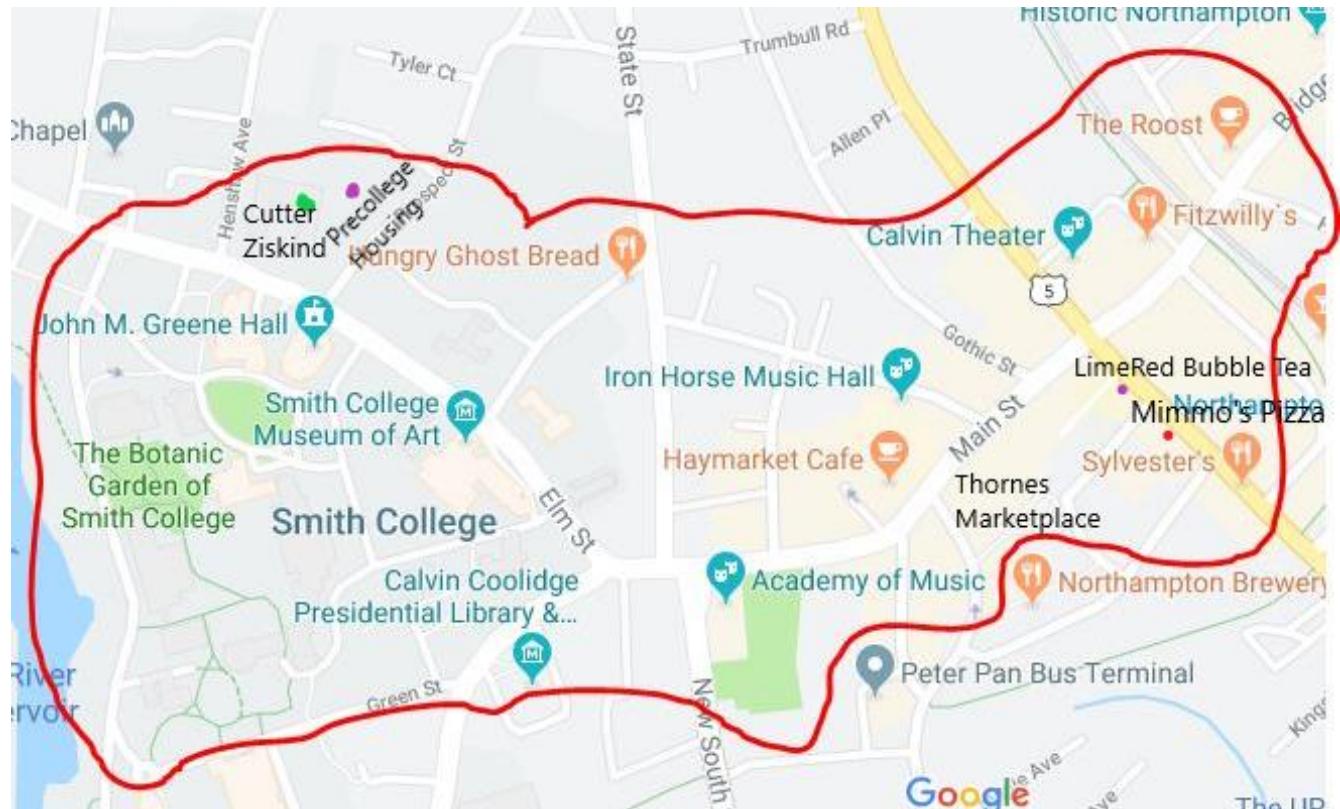
## Transportation

Use of PVTA buses, Uber, Lyft, or any transportation that is not provided by Smith is not permitted.

## Downtown Hours

You may go downtown 4-9pm Monday – Friday and 9am-9pm on Saturday and Sunday.

Students may walk to the areas contained in the red lines below



# Your First Three Days

## Sunday

1-4 p.m.	Registration: check-in, visit health center, move into your house
1:30-3:45 p.m.	Campus tours (optional) leave the front of Lamont every 20 minutes
4-5 p.m.	House welcome activities
4 p.m.	Parents/guardians must leave houses
5:15-7 p.m.	Dinner (staff will lead you to dining hall), followed by a campus tour by house
7-10 p.m.	House orientation and activities
11 p.m.	In Room

## Monday

7 a.m.	Fire drill
7:30-8:45 a.m.	Get ready for class and head with your floor to breakfast
8:45-9 a.m.	Walk to class with your classroom assistant (meet them at the dining hall)
9 a.m.-Noon	Morning Class
Noon-1 p.m.	Lunch
1-4 p.m.	Afternoon Class
4 p.m.	Free time
5:15-6 p.m.	Dinner
6:15 p.m.	Gather in house lobby to walk over to Weinstein Auditorium
6:30-7:30 p.m.	Student Q&A with Staff in Weinstein Auditorium
7:45-8:15 p.m.	Golden Hour Games and Goodies – Davis Lawn
11 p.m.	In Room

## Tuesday

7-8:45 a.m.	Get ready for class and head with your floor to breakfast
8:45-9 a.m.	Walk to class with your classroom assistant (meet them at the dining hall)
9 a.m.-Noon	Morning Class
Noon-1 p.m.	Lunch
1-4 p.m.	Afternoon Class
4 p.m.	Free time
5:15-7 p.m.	Dinner
7-9 p.m.	House Activities (check out activities in other houses, too!)
11 p.m.	In Room

# CLASSROOM LOCATIONS 2019

*\*Information subject to change upon arrival*

## College Admissions Workshop

<b>Class</b>	<b>Instructor</b>	<b>Assistant</b>	<b>Building</b>	<b>Room #</b>	<b>Dates</b>
General Meeting	Peter Sapira	Faith W. and Alexis R.	McConnell	103	07/22 - 07/26

## Field Studies

<b>Class</b>	<b>Instructor</b>	<b>Assistant</b>	<b>Building</b>	<b>Room #</b>	<b>Dates</b>
General Meeting	Ethan Myers	Zoe N, Etty A, Jenna S.	Seelye	109	07/22 - 08/2

## History

<b>Class</b>	<b>Instructor</b>	<b>Assistant</b>	<b>Building</b>	<b>Room #</b>	<b>Dates</b>
General Meeting	Jennifer DeClue	Julia C. and Alexis L.	Bass	203	07/22 - 08/2

## Science and Engineering Program (SSEP)

<b>SSEP First Session Class</b>	<b>Instructor</b>	<b>Assistant</b>	<b>Building</b>	<b>Room #</b>	<b>Dates</b>
Anxiety in Young Children	Alex Burgess	Kira V.	McConnell	B05	07/08 - 07/21
Chemistry of Herbal Medicine	Mona Kulp	Lilia P.	Ford	326 & 323	07/08 - 07/21
Engineering, Energy, and the Environment	Denise McKahn	Cailey S.	Ford	24	07/08 - 07/21
Fighting Infections Using Soil Bacteria	Chris Vriezen	Brianna P. & Maggie P.	Ford	220	07/08 - 07/21
Global Young Women's Health	Leslie Jaffe	Rachel P.	McConnell	102	07/08 - 07/21

Intro to Python Programming	Jessica Grant	Arris M.	Bass	102	07/08 – 07/21
Microcontrollers and You	Joyce Palmer Fortune	Jack K.	McConnell	304	07/08 – 07/21
Your Genes, Your Chromosomes	Lou Ann Bierwert Ashanta Ester	Allex D. & Grace C.	Ford	240 Labs: 120, 122	07/08 – 07/20

<b><i>SSEP Second Session Class</i></b>	<b><i>Instructor</i></b>	<b><i>Assistant</i></b>	<b><i>Building</i></b>	<b><i>Room #</i></b>	<b><i>Dates</i></b>
Bringing Physics to Light	Jenny Podel	Lesly K.	McConnell	204	07/22 – 08/03
Designing Intelligent Robots	Doreen Weinberger	Annie T. & Chloe M.	Sabin Reed	305 & 208	07/22 – 08/03
Food is My Medicine	Mona Kulp	Nicole A.	Ford	326 & 323	07/22 – 08/03
Making Connections	Adam Hall & Narendra Pathak	Madeleine L. and Brianna P.	Sabin Reed	408, 428, 220	07/22 – 08/03
Understanding and Restoring Plant Biodiversity	Jesse Bellemare	Ruth P.	Sabin Reed	208	07/22 – 08/03
Where the Body Meets the Mind	Katlin Okamoto & Anna Baeth	April H. & Pleia H.	Ainsworth	S150 S151	07/22 – 08/03
Microcontrollers and You	Joyce Palmer Fortune	Eman B.	McConnell	304	07/22 – 08/03

## **Writing Workshop**

<b><i>Morning Class</i></b>	<b><i>Instructor</i></b>	<b><i>Assistant</i></b>	<b><i>Building</i></b>	<b><i>Room #</i></b>	<b><i>Dates</i></b>
Real Life into Fiction	Debra Jo Immergut	Julia F.	Burton	101	07/08 - 07/19
iFiction: Write, revise, and create a writing identity	Kate Senecal	Diamond M.	Burton	219	07/08 - 07/19
Embracing the Strange	Joy Baglio	Marjorie S.	Burton	209	07/08 - 07/19
Finding Your Voice	Alison Smith	Rylee S.	Burton	301	07/08 - 07/19
Ready, Set, Write! – A Fiction Workshop	Sara London	Faith W.	Hatfield	205	07/08 - 07/19
Writing Young Adult Fiction	Morgan Sheehan	Emma O.	Hatfield	206	07/08 - 07/19
Following Your “What If?”	Seth Harwood	Charlotte C.	Burton	302	07/08 - 07/19

<i>Afternoon Class, Writing</i>	<i>Instructor</i>	<i>Assistant</i>	<i>Building</i>	<i>Room #</i>	<i>Dates</i>
Food Writing	Sara Eddy	Marjorie S.	Burton	209	07/08 - 07/19
Intro to Screenwriting	Wade Wofford	TBD	Hillyer	320	07/08 - 07/19
Making Poems	Alex Chambers	Julia S.	Hatfield	205	07/08 - 07/19
Memoir Workshop: Who Are You?	John Maradik	Emma O.	Burton	301	07/08 - 07/19
Playwriting	Phil O'Donoghue	Camille O.	McConnell	B15	07/08 - 07/19
Poetry	Maureen Buchanan Jones	Faith W.	Burton	101	07/08 - 07/19
Writing in Response to Art	Emily Pettit	Rylee S.	Burton	219	07/08 - 07/19