

CLARKSON SCHOOL ALUMNI MENTOR HOUSING APPLICATION



2012-2013

The Clarkson School Housing Application for Alumni Mentors 2012-2013 Academic Year

Clarkson School alumni who choose to serve as mentors reserve a room in Clarkson School housing with the understanding that this reservation obligates them for the entire academic year (exclusive of vacation periods) with the exception of withdrawal or disciplinary separation from Clarkson University.

In the living/learning atmosphere of The Clarkson School everyone works together to make the total daily experience a positive one for all. Residents are therefore expected to conduct themselves in a personally responsible, mature, and orderly manner at all times, with due regard for the rights of others. Students must have a cumulative GPA of 2.5 to be considered for the Alumni Mentor positions.

For the 2012-2013 academic year, we anticipate that Clarkson School Housing will be located on the second and third floors of Ormsby and the second and third floors of Newell. Initially, we plan on having approximately 10-14 spaces available for alumni mentors. Alumni mentors will be in separate suites from the new Clarkson School students but mixed throughout all Clarkson School floors.

Assignments:

This Housing Application must be completed and submitted to the Assistant Director for Student Life by Monday, March 5, 2012 in order for you to express your interest in being an Alumni Mentor for the 2012-2013 academic year. You will also need to submit a cover letter explaining why you want to be an alumni mentor and how you would want to benefit the incoming students. Please also submit your current resume. All assignments will be decided prior to spring break. Students selected as Clarkson School alumni mentors will not receive a lottery number and will not need to participate in the Housing Lottery after break. If you are not selected as an alumni mentor initially, we may be able to accommodate you once we know the size of the incoming class. If we do have additional spaces, the Assistant Director for Student Life may contact you over the summer to see if you would be interested in this option at that time.

Mentor/Role Model Responsibilities

It is expected that the alumni mentors living with the current Clarkson School students will serve as role models and demonstrate the behavior that is expected of all members of the community. Alumni mentors can assist the current Clarkson School students in various ways such as tutoring, navigation of the University, getting involved outside of the Clarkson School, and making the adjustment to college. To the extent that funding is available, the mentors will be included in the community based activities such as orientation, field trips, family dinners, community programming activities coordinated by the House Advisor staff, and the Clarkson School Personal Enrichment Program (PEP) and

Professional Development Program (PDP) events. The House Advisors will continue supervise the floors, and the behavior of the mentors and Clarkson School students, lead programs, and conduct daily rounds. The HAs will communicate any issues to the Assistant Director for Student Life. The Mentors are expected to abide by expectations set forth by the HA staff.

Quiet Hours

Quiet time must be observed during the following hours: Sunday through Thursday: 10:00 p.m. to 8:00 a.m. and Friday & Saturday: 12:00 a.m. to 8:00 a.m. 24-hour courtesy hours are in at all times.

Curfew, Visitation, Break, and Overnight Departures

Upper-class Clarkson School alumni mentors are not expected to abide by the curfew and visitation requirements placed upon the incoming Clarkson School students. However, it is expected that alumni mentors do not create distractions or disruptions within the community regarding curfew and visitation and are expected to follow the University policies regarding visitation which can be found at the following link:

<http://www.clarkson.edu/studentaffairs/regulations/x.html>. Residents are responsible for the behavior of their visitors.

Alumni mentors will be required to sign out on the posted roster when leaving for breaks but will not be required to submit a leave form when leaving campus overnight throughout the year.

Property Liability

The Clarkson School does **not** carry insurance of any kind on the property of students and accepts no responsibility for loss or damage to such property. Students are urged to lock their rooms at all times and carry their own personal property insurance. However, in the interest of safety, students are not permitted to add their own locks or bolting devices to room or bathroom doors.

Pets

Pets are not permitted in the Clarkson School residence.

Safety and Cleanliness

Students are responsible for maintaining cleanliness and sanitary conditions on each floor including lounge areas. Students who do not fulfill such responsibilities will be subject to disciplinary action and cleaning charges.

Administrative officials of The School will conduct periodic, announced or unannounced inspections of rooms in the interests of hygiene and safety. Such inspections will happen routinely when class is in session or during vacation periods. These inspections do not extend to a student's personal possessions. However, if something is clearly evident in a student's room that is unsafe, illegal, or against School regulations (e.g. weapon, public agency sign, illegal drugs, drug paraphernalia, candles, or bottle containing or previously having contained alcohol), it may be confiscated and held by a School official or appropriate agency. The student(s) will be notified in writing, and be given the opportunity to explain the circumstances and possibly to reclaim the item with appropriate restrictions. Rooms declared unsanitary and requiring the use of the custodial staff will be charged for the unscheduled cleaning. Floors should generally be kept clear of all personal items.

To protect the lives and safety of those living in the residence hall, the use of fire extinguishers and all other fire emergency equipment is to be limited to valid emergencies only. Turning in a false alarm endangers the lives of others and is a federal offense. Anyone caught tampering with fire equipment or turning in false alarms will face a \$50.00 fine and further disciplinary action.

Stoves, corn poppers, electric coffee makers and hot plates are not permitted in the residence halls due to fire hazards.

Firearms, BB, pellet guns and paint ball guns, explosives, combustible fuels, fire crackers, candles, or chemicals will not be allowed in any room or residence at any time. Firearms, bows, hunting knives and other items of dangerous hunting equipment cannot be store on campus.

Students must be properly attired in public areas at all times. According to Public Health code, bare feet are not allowed in University dining halls.

Boiler rooms and roof areas are OFF LIMITS at all times. No antenna or aerial attachment may be made on the roof of any residence.

Withdrawal from Clarkson University

Any upper-class alumni mentor resident student who is withdrawing from Clarkson University, whether permanently or for leave of absence, must vacate and remove all personal possessions within twenty-four hours. All rights to the room cease after twenty-four hours.

Students leaving Clarkson School housing during the semester receive prorated refunds.

Keys and ID cards must be returned to the designated School official whenever a student is withdrawing from The School for any reason.

Term of Assignment

The term of assignment to housing for students is for the academic year. Student residences (unless otherwise specified) are normally closed and locked during Thanksgiving, spring break, and between fall and spring semesters. Students who have a special need to remain in a School residence during a vacation period must obtain permission to do so from the Assistant Director for Student Life. Residence facilities must be vacated the same day as the Clarkson School Commencement in the spring unless you are a graduating senior. Dining facilities have limited hours during breaks throughout the year and will resume normal operating hours the night before classes resume after each break. Official dining schedules will be communicated with students via email throughout the year.

Requesting a Roommate Change

It is expected that alumni mentors choosing this housing option will stay in this assignment for the entire academic year. Requests for change of housing assignment must be made through the Assistant Director for Student Life. Moves will not be permitted without prior approval. Students who are accepted to live in Clarkson School housing are not permitted to move to non-School housing.

Room and Residence Damages

Residents are held liable for damage to the rooms, furnishings, and common/lounge area facilities. Charges for unclaimed damages will be shared jointly by students. The Administration will make these decisions. An appeal procedure is available in the Disciplinary Policy to question charges made. Assessment to individuals will be made after an appeal period of one week. Students will be charged for any furniture missing at the end of the school year.

All furniture issued to a room must remain in the room; it cannot be stored and should not be placed in the lobbies or other common areas.

Alcohol, Drugs, and Tobacco

The use or possession of alcoholic beverages is not permitted under any circumstances for those under the age of 21. Students 21 or older may possess and use alcohol only within their assigned room. Consumption is not permitted in public areas within the residence hall.

Students and staff have the right to enjoy a smoke-free environment. Smoking is not permitted in the Residence Halls or within 30 feet of residence hall entrances.

The School will not condone any illegal act involving the possession, manufacture, use, or sale of controlled substances (drugs) on campus or during any official school trip or activity.

Room Keys and ID Cards

Fees will be charged for the replacement of lost student I.D./access cards and room keys.

Each student is issued a key for assigned rooms. A lost key will result in a \$60.00 replacement fee. The \$60 charge will be assessed to each student not returning keys at the termination of room occupancy. Possession of unauthorized keys will result in severe disciplinary action.

Keys and ID cards must be returned to the designated School official whenever a student is withdrawing from The School for any reason.

General

Misuse or tampering with telephones or television cables is contrary to Public Service Commission regulations and will lead to appropriate disciplinary action.

Civil law defines the possession of unauthorized master keys or access cards as being in possession of burglary tools. Those residents having or using such keys or access cards are subject to disciplinary action. Similarly, tampering with washers, dryers or vending machines can constitute theft of services which can lead to disciplinary and criminal action.

Gambling is prohibited in the residence facility.

Unauthorized possession of federal, state, local, or other public agency signs is not permitted in the Clarkson School residence.

Furniture cannot be removed from common areas, lounges, study rooms, dining halls, etc. for the private use of students within their own rooms. Students possessing unauthorized furniture may be billed for the value of the item. The student will be notified by the Assistant Director for Student Life and will have 24-hours to return the furniture, after which they will be charged.

No solicitation is permitted in the residence, unless approved by the Head of School.

Room personalization is only permitted in specific areas. Student-made lofts are not permitted. Please check with the Assistant Director for Student Life to gain permission for any such work.

I agree to abide by the rules of the **2012-2013 Clarkson School Alumni Mentor Housing Contract** as listed above. I also understand that I am responsible for the [Clarkson University Regulations](http://www.clarkson.edu/studentaffairs/regulations/vi.html), or other regulations that are promulgated for special circumstances during the academic year. The School reserves the right to make housing assignments and changes in room assignments for the benefit of the student, other students, or The Clarkson School. Any violation of the terms of this application or the Clarkson University Regulations will result in disciplinary actions that follow the University's Disciplinary Proceedings as stated in the Regulations <http://www.clarkson.edu/studentaffairs/regulations/vi.html>.

Student Name

Preferred Roommate Name

Student Signature

Date

Preferred Suitemates