



# Syracuse University-Summer Pre-College Programs

SRI AND SRC Handbook

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## Overview of the Summer Pre-College

The Summer Pre-College program at Syracuse University's Summer College is an intensive academic program organized each year for current high school students. It offers credit and noncredit classes on topics ranging from architecture to web design, varying lengths (between 1–4-week programs). Summer College offers courses that reflect the richness and diversity of the majors and minors at SU as well as providing a modified version of the “college life” experience. More information on the Summer College programs can be found at <https://precollege.syr.edu/our-programs/>.

### Meet the Team

<b>Christopher Cofer</b> <i>Executive Director</i>	<b>Kalen Bejerga</b> <i>Marketing and Communications Coordinator</i>
<b>Christian Signy</b> <i>Assistant Director of Enrollment and Student Services</i>	<b>Amari Williams</b> <i>Marketing and Communications Coordinator</i>
<b>Yaohui Paul-Wei (Sandy)</b> <i>Assistant Director of Student Affairs Services</i>	<b>Kaniska Chowdhury</b> <i>Office Coordinator III</i>
<b>Aprille Logan</b> <i>Program Specialist-Sponsored Students</i>	...New
<b>Merissah Gilbert</b> <i>Program Specialist-Faculty</i>	

## Summer Resident Intern (SRI) Overview

The Summer Resident Interns (SRI) are responsible for providing summer college students with experiences in both residential life and engagement on campus under the supervision of the assistant director for student affairs in the office of Pre-College will work with our Summer College students in both residence life and student experience aspects of the program. In addition to working with Summer College students, the SRI will provide program oversight, including staff training and supervision for Summer Residential Counselors (SRCs), oversight of event planning and management, student support, and on-call responsibilities.

### Responsibilities

In addition to each SRI having a specific functional area of responsibility, below are the general responsibilities of SRI's.

- Assist with training and supervision of undergraduate/graduate residential staff (i.e., Summer Residential Counselors (SRCs), Front Desk Assistants (FDAs)).
- Facilitate weekly 1:1 meetings with undergraduate/graduate staff, and facilitate weekly building-wide staff meetings.

- Coordinate, track, implement, and assess residence hall programs for students.
- Provide oversight for programming initiatives.
- Coordinate staff coverage for on-campus events and off-campus trips.
- Provide SRI level coverage and supervision for various trips, programs, and events.
- Assist in the Student Conduct Process and serve as a Judicial hearing officer.
- Participate in on-call rotation, responding to emergencies and student concerns.
- Other duties as assigned in addition to serving on-call rotational duties.

## Summer Resident Counselor Overview

The Summer Resident Counselor (SRC) is expected to work with their respective Summer Resident Interns (SRIs) in their assigned buildings and shifts. SRCs will receive supervision from their respective SRIs while assisting them in their various functional areas.

### Responsibilities

- SRCs are responsible for providing the needed support to students and referring them to the appropriate resources.
- Serve on a daily on-call rotational duty from 8 pm to 8 am, addressing emergencies and incidents that occur during these hours
- Assist other staff members during student move-in and move-out processes.
- Mediate and resolve conflicts between students in their assigned buildings.
- Demonstrate positive behavior and set a good role model for students.
- Work closely with SRIs, other SRCs, and residential life staff to ensure smooth operation of the residence hall.

### Conduct Policy for SRI and SRC

- Violations: no show to training or shift without approval, leaving residence hall during on-call, sleeping off-campus during program dates, any action violating the university student conduct, etc.
- Strike one: depending on severity, receive a warning from your intern and have a meeting regarding the issue.
- Strike two: depending on severity, receive a warning from Sandy, and have a meeting regarding the issue.
- Strike three: leaving the program within 24 hours and vacating your assigned room, meal plan removed.
- Absolutely no drugs or alcohol while on duty or inside the residence hall. Drugs and alcohol-related incidents are treated seriously and can result in immediate dismissal.

- No smoking or vaping in front of or near the students, no smoking on campus.
- All staff are mandatory reporters and are therefore required to address and report any suspicious behavior.

## Work Schedule

Each SRC will be assigned to a shift in one of these areas and will receive supervision from an SRI. An SRI will be responsible for the supervision and management of students and SRCs in the building they are assigned.

### On-Call Shift

The on-call shift for SRCs is from 8 pm to 8 am daily. The SRC on-call will need to pick up the on-call phone at the front desk of their building and will be required to return the phone in the morning after their shift is over. During these times, the SRC on-call is expected to respond to emergencies in the building. At no point should the On-Call phone be left unattended during On-Call hours.

The SRCs On-call is expected to complete a community walk in the building approximately between 12 am and 1 am. During this time, SRCs are expected to walk through the entire building in pairs while taking note of safety hazards and addressing and documenting appropriate behaviors.

All SRCs are expected to submit an incident report the following morning after an incident has happened. Additionally, they are expected to submit an on-call log after their on-call shift.

Also, SRCs are expected to contact the SRI on-call and DPS for any emergency-related issue.

### Curfew Shift

**Students are asked to check in for curfew at 11 pm from Monday to Thursday and at midnight from Friday to Saturday.**

- Each night SRCs in charge of curfew will be stationed at the curfew desk on the main floor to check students in.
- Other tasks related to curfew that might be assigned to SRCs include checking floor lounges, basement, and students' rooms for those who missed curfew.
- All students who missed curfew for a night should be documented in the late curfew file.
- SRCs are also expected to follow the missing student procedure for any student who missed curfew and is nowhere to be found in the building.

### Front Desk Shift

- SRCs will be assigned front desk shifts starting from 8 am to 12 am.
- SRCs in charge will be responsible for answering any general questions from students and parents while at the front desk.

- SRCs will also be responsible for maintaining a clear record of key and equipment check-ins and check-outs.

## Programming

Our Summer College events range from field trips on weekends to social activities during the day and mostly in the evening. During these times, SRCs will be assigned to a task and will be supervised by an SRI.

## Emergency Action Plan

### Missing Student-Class Hours

- You are scheduled to work from 9 am-11 am.
- Please collect the on-call phone from the front desk of your hall. Booth Hall uses phone 4, Day Hall uses phone 6.
- If a student is missing from class, faculty will reach out to the Pre-College office. The Pre-College office will then attempt to call the student.
- If the student does not respond, the Pre-College office will call your on-call phone.
- Please locate the student room information in the Teams files housing assignment section.
- Please visit the student room knock on the door and inquire about the reason that they are not in class.
- If they are sick, offer help and guide them to make an appointment with Barnes.
- If they are asleep, wake them and ask them to get to class.
- No matter the result, call back to the Pre-College office at **315-443-5000** to update and conclude the investigation.

### Missed Curfew Procedure

***If a student does not check in by the deadline, work with the SRC on call to do the following:***

- Fifteen minutes after curfew, check any floor and building common areas for the student
- If they are not in the common spaces, check the student's room (they may be asleep)
- If they are not in the building, call the student's cellphone
- If applicable, ask their roommate about their location or ask them to call the student
- If the student is still missing, call the SRI on-call,

### Missing Trip Participant Procedure

***If the Participant does not check back onto the bus:***

1. Double-check they are not on the bus:
  - The easiest way will likely be to count every person on the bus and make sure it matches the number of folks checked off as being present on the bus.

- If you have more people on the bus than names checked, roll call those who are checked off as being back on the bus and see if anyone's name did not get called.
2. If your number of checked-in folks matches the number of people on the bus, call the number of the person who is missing. If they do not answer, leave a voicemail after the voicemail is left, text them
  3. If you do not get a hold of the person, have someone go check in with the park/museum/zoo office to see if they have received any information on the person (Introduce yourself, explain the situation, ask to see if anyone has visited first aid station. If they have a public announcement system, ask if they can make an announcement). Check bathrooms, changing rooms, shops, restaurants, beaches, swimming areas, indoor space, etc. Check everywhere they can potentially be.
  4. If by the time you are done with sweeps and have called the missing person at least twice, you do not have any more information, contact professional staff (Call Sandy unless you are told otherwise).

**At that point, professional staff will guide you through that situation and let you know when the bus can leave.**

**The bus should not leave until:**

- Missing person is found (let pro staff know that you found them).
- You've completed all checks and made calls to the missing person multiple times and have contacted and confirmed you are cleared to leave by Pro Staff.
- You should not leave until cleared by Pro Staff.

**If the bus driver tells you they must leave, please push back and explain that the bus cannot, and we will take responsibility for the extra time/charge. Inform pro staff so we can communicate with the bus company manager.**

## Roommate Conflict

- If you encounter a roommate issue while on-call, make sure that:
- There have been no Bias related incidents or conduct violations
- Everyone feels safe in the room
- You can de-escalate the situation
- If it can be solved in the morning, wait until morning.
- Contact the SRI in charge of conflict resolution in the morning if necessary

## Alcohol

- Gather information for the incident report
- Have the residents dispose of the alcohol (if in cups, bottles need to be securely disposed of)

- Contact SRI on call to confiscate bottles if needed, they will be locked in secure rooms until morning.
- Complete the incident report when you return to your room. Parties can be loud. Make yourself heard while being polite

### **Remember the four signs of alcohol poisoning: CUPS**

- Cold Skin
- Unresponsive
- Puking
- Slow Breathing

## **Confronting Marijuana and Other Controlled Substances**

The presence or possession of marijuana/controlled substances is federally illegal and is a violation of the University's Code of Student Conduct despite it being legalized in NYS. While on call, if you find drugs or suspect drugs are being used, you immediately call DPS.

- The confiscation and removal of drugs and/or paraphernalia is done by DPS to protect members of the community
- When DPS arrives, remain present in case DPS needs you for assistance.
- When the situation is complete, write your incident report, even if nothing is found during the plain view search

## **Medicals-Emergency**

- When you encounter a medical emergency, don't panic! Please assist at your level and call for help.
- First aid kits are placed in the drawer behind the front desk
- If medical transport is required, you must accompany the student to the hospital in an SU ambulance or DPS-designated vehicle.
- Call the SRI on-call and inform them that you are going to the hospital with a student.
- Keep SRI updated, SRI will call their parents.
- Complete an incident report after the incident.
- Remember to call DPS if it is an emergency.

## **Mental Health Concerns**

- If there is an immediate threat of harm to anyone involved, call DPS immediately.
- While waiting for DPS and emergency services, try and keep the resident calm and keep unneeded onlookers away from the incident.
- In all cases of ideation, gesture, or attempted suicide, call the Barnes Center Mental Health Crisis hotline.
- All SRCs MUST report all instances of suicide to SRI, SRI must notify professional staff.



## Confronting Bias

- In all cases of bias-related incidents or possible incidents, contact the SRI on-call immediately!
- If you are able, document the bias if it is written/otherwise drawn on. If you are able, cover the instance of bias without destroying it.
- While waiting for the SRI or DPS, speak to the impacted student(s) and offer them resources.
- Complete a Bias-related incident report after the situation is over.