



Welcome Guide

June 25-June 30, 2023



May, 2023

Welcome ATSU-Truman Healthcare Academy,

We are excited to be getting closer to the beginning of the 2023 ATSU-Truman Healthcare Academy! This summer we are looking forward to your participation in an exciting week with classes and activities that will be both challenging and inspiring. The ATSU-Truman Healthcare Academy team has worked throughout this past school year preparing for your arrival. As you move throughout your experience on campus, you will be exposed to the methods and skills of a variety of health professions, including, but not limited to: osteopathic medicine, nursing, dental and allied health careers such as exercise science, audiology/speech pathology, athletic training, physical and occupational therapy, and nutrition.

In addition, you will learn about health professions through many hands-on activities and discussions, as well as simulations, such as our Anatomage Anatomy classroom which allows for life-size displays and virtual exploration here on our campus. As a student of the academy, we seek to give you the highest quality week that will provide you with a myriad of healthcare experiences and exposure to a college campus. Our directors, staff and guest presenters are ready for your arrival to engage you each and every day.

As you are preparing for your stay with us, you and your family may have many questions. Please review the information that we hope will provide you with the answers to those, such as arrival/departure times, what items you should bring with you and what services are available on the campus of Truman State University. If you have any other questions, please call our office at (660) 785-5384 or you may email us at hca@truman.edu. We are sincerely looking forward to your arrival on June 25, 2023!

Kind Regards,

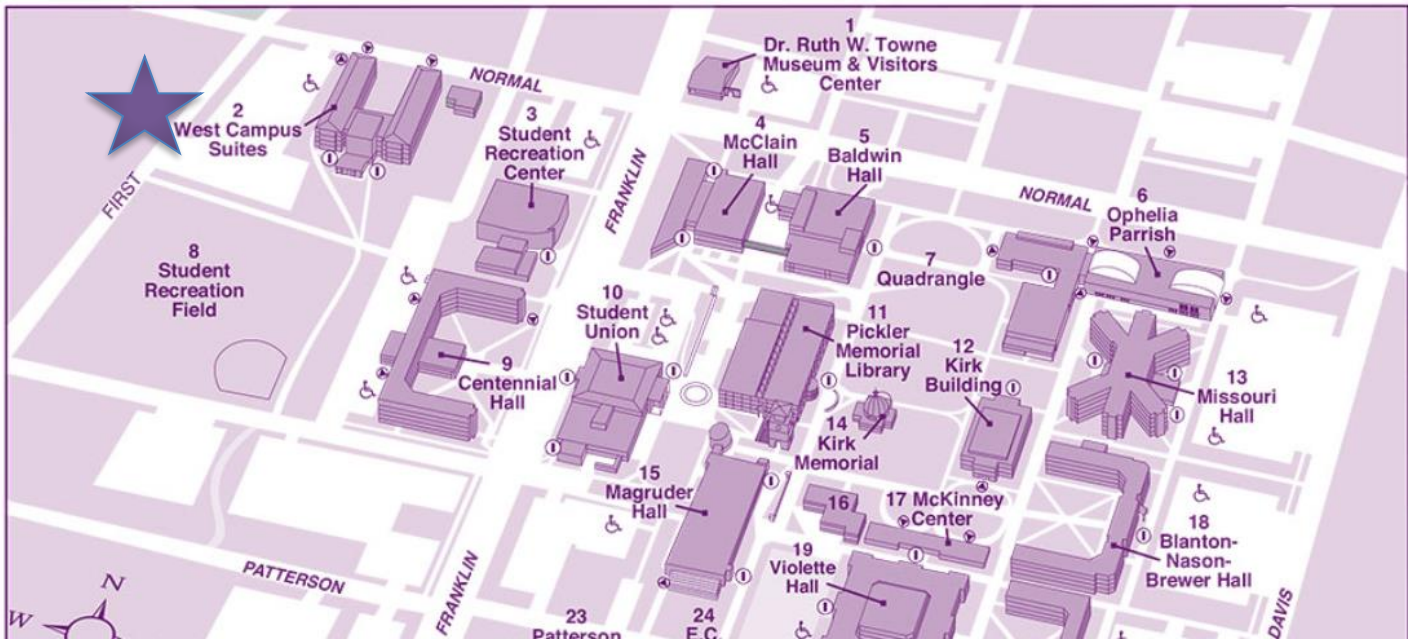
A handwritten signature in cursive script that reads "Michelle W. Wilson".

Michelle Wilson
Assistant Director
Institute for Academic Outreach
Early College Programs
Truman State University
McClain Hall 303
100 E. Normal Avenue
Kirksville, MO 63501
Phone: (660) 785-5677

ARRIVAL

Check in at West Campus Suites on the Campus of Truman State University:
Sunday, June 25, 2023 any time after 12:00 p.m. and please be moved in before 4:00 p.m.

You will come to the entrance of **West Campus Suites** to check-in. *Please leave your luggage in your car until you have completed the registration process.



If You Are Arriving by Car

Highway is a bypass around Kirksville, so be sure to look for the Baltimore Street (Business US 63) exits at the north and south ends of town. The address to use for your GPS to arrive at Truman State University, West Campus Suites is: 215 W. Normal Street, Kirksville, MO 63501

****If you are coming from the greater Kansas City area, please do not use a recommended GPS route, please follow these directions:

Take Interstate 35 north to Highway 36. Follow 36 east to Macon, Mo. At Macon, take Highway 63 north into Kirksville. You can use your GPS to Highway 63 in Macon, Missouri and then GPS to Truman State University.

UPON ARRIVAL:

If you have any questions, ask anyone wearing an ATSU-Truman Healthcare Academy t-shirt for help. The following tables will be available to facilitate your check-in. Please do not unload your items until you have gone through each of these tables:

Welcome Table

You will check-in here and receive your room assignment, room key and student address. *No key deposit will be required, however there will be a \$40 fee for all lost keys.

Medical Table

You will turn in all prescription medications. Exceptions are made for students who have asthma inhalers, insulin, EpiPens, birth control pills and topical medications. Parents/Guardians will be asked to review all provided medical information to ensure that our information is accurate.

Please be sure to watch for an email from CampDoc. This will maintain all of your medical information for the week. When you receive the email, there will be a link to complete the Information. It must be 100% complete prior to checking in. If you have any troubles within CampDoc, please click on the help links within the program. If you need the information resent or sent to a different email, please feel free to email us and we can get that resent to you or another email.

Essentials Table

- *Students will provide us with your cell phone number in case of an emergency.
- *Confirm access to our wireless connections and log in Information.
- *Ask any questions not previously covered.

Once each of these items have been taken care of, you are now ready to get your luggage and move into your room. Preceptors will be available to direct you. Once you are moved in, your family may depart campus so you may begin interacting with other academy students and staff. We ask that all families depart no later than 4:00 p.m.

****Schedule for Arrival Day***

Sunday, June 25, 2023

12:00 a.m. – 4:00 p.m.	Check in at West Campus Suites
4:00 p.m.	Parents/guardians will have departed
4:00 p.m. – 5:00 p.m.	Student Orientation
5:15 p.m. – 6:00 p.m.	Dinner
6:00 p.m. – 8:30 p.m.	Campus Activities / Truman Admissions Tour
8:30 p.m. – 9:30 p.m.	Hall Meetings / Settle in Rooms
10:15 p.m.	Building Curfew
11:00 p.m.	Lights out

Departure:

Students must check out of the residence hall on Friday, June 30 between 10:30 a.m. - 1:00 p.m.

****Schedule for Departure Day***

Friday, June 30, 2023

7:15 - 7:45 a.m.	Breakfast
8:30 - 11:00 a.m.	Student Final Activities
11:00 - 11:50 a.m.	Lunch - Ryle Hall ~ the cost of lunch is included for ATSU-Truman Healthcare students. Other guests may purchase lunch for \$8.50 per person *cash or check only.
11:00 - 1:00 p.m.	Check Out / Students departure

Check out procedures:

1. Parents meet their son/daughter in the main lounge.
2. Move everything out of their residence hall room to your vehicle. Remember to check the closet, bathroom, and drawers. You may then go to the lounge to begin the check-out process.
3. A staff member will accompany the student back to his/her room to make sure everything has been removed and the room is clean. If the room is not properly cleaned, students can get cleaning supplies from the floor lounge.
4. Items & Room Table - Turn in key and check for any lost and found items.
5. Medical Table - Students will pick up medications.

**Arrival and Departure schedules are subject to change.*

STUDENT LIFE OVERVIEW

Introduction

In addition to their coursework, our students enjoy a rich experience outside the classroom. They live on campus under the supervision of resident staff and preceptors and participate in a variety of activities. As important, they get to know other students—students whose interests are diverse and who share their exceptional academic abilities and love of learning. Lasting friendships develop as students learn from each other both in and out of the activities/classrooms.

Supervision

Directors: While students are ultimately responsible for their own conduct, administrative, instructional, and residential staff all work together to provide clear guidelines and careful supervision. Outside class, students are supervised by the Directors and preceptors. The Directors are a Professors and former Professor of Truman State University and the Assistant Director of Diversity from AT Still University.

Preceptors: The students are also supervised by preceptors, some of the best students at Truman. Preceptors are interviewed individually by the Dean, required to have a strong GPA, background checks, and references; and attend training such as student management, campus and academy policies, along with diversity and team building included. Our preceptors live in the same residence halls as the students, providing support and encouragement, enforcing expectations, assisting in all activities, events and recreational programs.

Night Monitor: For overnights, we provide a night monitor who is awake throughout the night to meet any needs that students may have. They also provide a security for our students, in addition to our campus security patrols. Our night monitor is a Truman alum and works during the universities school year with Truman's Upward Bound programs.

Residential Life Rules

- Students must remain on Truman's campus unless accompanied by a preceptor, staff member, or parent/guardian.
- Students must remain in their rooms after curfew and lights must be out each night at the designated time. Students may not leave the residence hall before 7:00 a.m. and must be in at 10:15 p.m. unless otherwise planned/approved.
- The following are prohibited: alcoholic beverages and illegal drugs; cigarettes, tobacco products, vaping, e-cigarettes, matches, candles, and incense; coffee pots and other cooking appliances; tampering with fire equipment; and damage to University property. Students who possess or use alcoholic beverages, illegal drugs, or any tobacco products will be immediately dismissed from the Academy with no refund issued.
- Students are expected to behave in a mature manner. They will be expected to show respect to the faculty, staff, fellow students, the campus as a whole and themselves. Students who use disrespectful or obscene language will be counseled as to expectations.
- Rules / expectations are discussed with the students so all rules and expectations are understood.

Classroom / Presentation Expectations

- Students are expected to work to the best of their abilities. The students who excel at the Academy are those who take responsibility for their own education and have a genuine desire to learn.
- Students who demonstrate a lack of effort in the classroom or who engage in disruptive behavior will work with the Director(s) to resolve the situation.
- The Academy reserves the right to dismiss a student without refund for disruptive behaviors. Parent/guardians will be responsible for any and all costs associated with early return home due to dismissal, including (if applicable) airfare, ground transportation to the airport, and staff expenses.

Attendance Policy

*In order for students to receive the full academic benefits of the Academy, **they must remain on the campus for the entire session.** We believe strongly that completion of the whole program is a primary objective of attendance.*

Exceptions will be made only for medical or family emergencies as determined by the Academy. Students who leave for any other reason will not be allowed to return.

Expectations for Student Conduct

We expect our students to meet the highest standards of behavior. Students will:

- Strive to do the best work possible at all times;
- Respect individuals of different races, cultures, religions, genders, disabilities, personal appearances, sexual orientations, and national origins;
- Behave in a friendly, cooperative, and responsible manner toward all persons in the Academy and in the larger universities and local community;
- Attend all sessions, meals, activities, and meetings, observing all rules for student conduct.

We cannot accommodate students who are unable to live up to these expectations.

Once students arrive on campus they will learn about our standards for behavior, including our residential life and academic rules, at orientation. These include a commitment to academic integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision.

Students may be dismissed from the program for any of the following reasons:

- Possessing or using tobacco, vaping/e-cigarettes, alcohol, or drugs (students possessing any of these items will be immediately dismissed from the Academy);
- Not attending to their academic work/disrupting of other students work;
- Being in restricted areas of campus, or leaving campus, unaccompanied by a staff member, preceptors, or parent/guardian;
- Leaving their room/hall after lights out;
- Stealing or vandalizing property;
- Bullying or hazing;
- Undermining the safety or well-being of self or others (including threats).

Students may have consequences for the following reasons:

- Students who use disrespectful or obscene language;
- Students who engage in disruptive behavior;
- Inappropriate behavior or violations of rules.

The Director will refer students involved in repeated or serious incidents to the Dean who has the authority to dismiss students based on behavioral inside or out of the classroom. Students expelled from the Academy will not receive a refund and parent/guardians will be responsible for any expenses associated with their son or daughter's early return, including transportation costs.

Student Activity Time

Most evenings will include a mix of activities and free time. Some activities may be basketball, volleyball, painting, escape rooms, etc. Students with physical limitations that might prevent involvement in certain activities are encouraged to share relevant details on their medical form and keep the Directors apprised of any concerns with regards to any scheduled activities.

Daily Schedule

The day and evening schedule on campus is quite full. Students are required to attend all of the scheduled activities and events (both academic and recreational).

Some days will vary slightly to accommodate special speakers, activities, and lectures. A full schedule will be provided to students at Check In.

Monday – Thursday (Subject to change)

7:00 am – 7:45 am	Breakfast/Free time
8:15 am – 11:00 pm	Morning Presentations / Rotations
11:00 am – 12:00 pm	Lunch/Free time
12:00 pm – 4:30 pm	Afternoon Presentations / Rotations
4:45 pm – 5:45 pm	Dinner/Free time
6:00 pm – 8:00 pm	Evening Activities / Events
8:00 pm – 9:00 pm	Free Time
9:00 pm – 9:30 pm	Hall meeting
10:15 pm	Curfew
11:00 pm	Lights out

Living on Campus

Housing

Students live with their preceptors in West Campus Residence Hall on the Truman State University Campus. Each housing group has approximately 15 students who live nearby on their hall, as well as a housing group preceptors. Housing group preceptors will participate in the planning of evening hall meetings/activities. They will also hang out with students after curfew and help them get to know each other and feel comfortable here at ATSU-Truman Healthcare Academy. The housing group is an important part of the residential experience, as it provides students with a sense of identity and belonging within the larger ATSU-Truman Healthcare Academy community. A major part of their job is to share with students a sense of what college life is like, ensure their safety and provide directions and support to and from the directors.

Students will be given room assignments when they check in. Most students are assigned to double rooms and share a bathroom with the connecting room.

Room Furnishings

The University furnishes most rooms with bunkable/loftable beds, standard twin-sized mattresses (36" x 76"), a shared dresser or drawers and closets or wardrobes. All residence hall rooms have a desk with drawer space for each resident. You may want to bring a mattress pad or foam padding, along with your own bed linens, pillow, blanket, and clothing hangers.

Students are allowed to bring a small refrigerator but must limit them to 2'w x 3'h x 2'd in size.

Residents using extension cords are strongly encouraged to use grounded 3-prong, 15-amp minimum, extension cords and/or surge protectors. All electronics or appliances must be UL approved and in good, working condition. Please refer to the "Things to Bring" and "Things NOT to Bring" lists when considering what electrical devices to bring.

Things to Bring / Not to Bring

Please see the attached sheet that includes a helpful list. Please note that we reserve the right to confiscate, for the length of the program to be returned to parent/guardians, any items that we believe and/or find to demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety and well-being of people, or pose undue risk to property.

Student I.D.

Each student will receive an I.D. card at Check-In. This university identification card will serve as meal card and library card during the students' stay. A deposit is not required for the Student I.D. card but there is a **\$40.00 charge for replacement charge for each card that is lost.**

Meals

All meals beginning Sunday dinner, June 25, through Friday lunch, June 30 are included as part of the program costs. Sodexo dining service offers a wide selection of food at every meal, and their menus are varied enough to accommodate vegan, vegetarian, gluten free and other dietary needs. If a student requires other special dietary needs or has food allergies, please ensure all this is reflected on your student's health form so we can plan for their needs. Feel free to contact us in advance of your arrival if you have any concerns or needs not addressed here.

Please refer to the symbols below to share with your student which one they should look for when selecting meal options. Another tip for your student will be to look for the *Simple Solutions* stations for allergy free options.

Vegetarian

Menu items with the vegetarian icon contain no meat, fish or poultry, or any meat products such as soup base. Our vegetarian offerings meet the needs of lacto-ovo vegetarians and may include eggs and/or dairy products.



Vegan

Vegan offerings contain no meat, fish, eggs, milk or other animal-derived products such as honey.



[Specific Food Allergies](#): Most students with food allergies manage by selecting from the variety of items available on the regular menu and salad bar. Students with highly sensitive airborne food allergies (such as highly reactive nut allergies) should let us know in advance.

Sodexo has a program called Simple Servings. This is their approach to proactively address most of the ingredients that account for 90% of all food-allergy reactions: **milk, eggs, wheat, soy, shellfish, peanuts, and tree nuts.**

Simple Servings also appeals to students who prefer plain and simple foods and those with other health-related dietary concerns, such as Type I diabetes.

You will find *Simple Serving* stations in the dining hall, which are naturally free of milk, eggs, wheat, soy, shellfish, peanuts, tree nuts and gluten. The lunch and dinner menu change daily and include varied protein options: fish, beef, pork, chicken and turkey. All side dishes are vegan, containing no milk, eggs, fish or meat products.

Telephone / Cell Phones

It is essential for students to be focused/engaged in activities and sleeping at night. Therefore, while we allow students to carry their phones, they are encouraged to keep them in their rooms. The intent of this policy is that students should only be using cell phones to communicate with their families and occasionally take pictures. The appropriate times to text or make calls will be explained to students during the Academy orientation.

The best times to reach students are: 7:00 a.m. – 8:00 a.m. and 10:15 p.m. – 10:45 p.m.

Please refrain from calling/texting students after lights out 11:00 p.m. or before 7:00 a.m.

Cell phones used outside of specified hours or outside the residence hall (such as in class or during activities), for playing games, or for inappropriate reasons such as prank calling, may be confiscated up to and including the duration of the session. The limitations on cell phones do extend to all smart devices such as tablets, watches, etc. So while these devices commonly share music and camera functions, we restrict their use to ensure the educational component and community building.

We do reserve the right to hold phones during the duration of the Academy for violations of policy. ATSU-Truman Healthcare Academy assumes no responsibility for the loss or damage of cell phones, or for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons. Students caught with cell phones being used in ways inconsistent with this policy will have phones confiscated. Parents should understand that exceptions to this policy will not be made, even if confiscation of a cell phone for misuse or abuse interrupts communication with parents. Parents who are concerned about their student's ability to abide by these rules are advised to ensure proper discussions with their student(s).

Custody Issues

Please indicate any issues you believe we should be made aware of on the: *Authorization to Visit/Take Student Off Campus* form AND have attached copies of pertinent *legal documentation.

*Any legal documentation must be signed by the Judge/Court and dated.

Health Services and Insurance

The Directors will provide the Health and Wellness welfare of the students. They will contact parent/guardians about health issues their children may be experiencing. We require all students to have completed health information through our provider, CampDoc. You will receive a welcome email to complete the information.

The Academy has made arrangements with a local physician to care for its students. Whenever possible, the Director will contact parent/guardians before the Academy takes their child to the physician; however, sometimes this notification may occur afterwards.

Emergency medical service is available at Kirksville's Northeast Regional Medical Center. All students must submit medical history forms and a copy of their health insurance card, which the Academy will keep on file. Students will be responsible for any co-payment at the doctor's office, hospital, or pharmacy at the time of the service.

Those students with long-standing medical conditions should request their physician to forward relevant information to the Academy.

Medications

All student medications must be turned in to the Director upon check in.

***NO medications are allowed to be kept in student rooms** (with the exceptions of inhalers, topical medications, birth control pills, epi-pens, and similar rescue medications, which shall be approved on a case by case basis).

Students must self-administer the medication, as directed by the parent/guardian or physician, and the Director will log all medications taken. We do make available, upon request by the student, common over the counter medications in the Med Room. Parent/guardians are strongly advised to note any allergies or potential drug interactions with prescribed medications on their child's medical form.

In addition, parent/guardians are urged to have a conversation with their children, before they come to campus, about any over the counter medications they feel comfortable/uncomfortable with their child selecting.

****Exception: Parent/guardians may authorize their children to retain maintenance medications, provided the medications have no potential for abuse, and missed or discontinued dosages present no risk. Written authorization from the student's physician and parent/guardians is required.***

Please Note: While the Co-Directors are scholars in the health science discipline, they are not nurses or medical professionals. Health decisions beyond those involving parental instructions will begin with the student, where simple decisions are possible, and end with parents and local physicians.

Cars and Personal Transportation

For a number of reasons, it is our very strong preference that students not drive themselves to and from the program. Nonetheless, we realize that some students may be old enough to drive and parents may be inclined to let them. Students who drive themselves to ATSU-Truman Healthcare Academy will be required to turn-over their car keys to our staff upon arrival. Under no circumstances will they be permitted to drive during the Academy and/or leave campus unaccompanied. Parents must provide signed, written permission acknowledging that the student is allowed to check themselves in and out of the Academy. Such permission must be received by mail or fax **in advance** of the start of the Academy. Under no circumstances will ATSU-Truman Healthcare Academy allow a student to check-out of the Academy with another student.

Mail:

ATSU-Truman Healthcare Academy
Truman State University
Institute for Academic Outreach
100 East Normal, McClain 303
Kirksville, Missouri 63501

Personal Belongings/Lost and Found

Students are responsible at all times for the safe keeping of their personal belongings. We urge students to label all of their belongings, including clothing, with their first and last names. ATSU-Truman Healthcare Academy is not responsible for theft or other loss of, or damage to, students' personal belongings, including athletic equipment, electronics, musical instruments, clothing or any other items brought to or purchased on campus. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner's or renter's insurance. In general, we recommend that students leave valuables at home.

ATSU-Truman Healthcare Academy will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. ATSU-Truman Healthcare Academy cannot be responsible for items left behind at the end of session.

