

PARTICIPANT AGREEMENT
Southern Illinois University Carbondale
College of Mass Communication and Media Arts
Nashville Studies Program - Summer 2009

The Nashville Studies program is housed in Southern Illinois University Carbondale's (SIUC) College of Mass Communication and Media Arts (MCMA) and is a joint venture of the Department of Radio-Television, the Department of Cinema and Photography, and the School of Journalism. The program was initiated in the summer of 2006. Through Nashville Studies, students from SIUC are placed in summer internships with music and other media companies throughout the Nashville area. Internships are primarily in the music business and are available in music production, post-production, development, marketing, publishing, rights management, etc. The internship base is constantly expanding with new opportunities being added for students. The contacts made by students during the internship experience provide an invaluable basis for gaining first-hand knowledge of the music and other media industries. They also provide a network of helpful professionals who can be of future assistance to students in the pursuit of their career goals. The Nashville Studies Program is a unique opportunity complementing the hands-on philosophy of our College. We believe strongly in the value of experiential learning and provide significant practical opportunities for our students in their academic and extracurricular programs in Carbondale. Nashville Studies allows us to extend that experience beyond the walls of academia into top-flight professional environments thus enhancing our students' education and competitiveness.

PARTICIPANT AGREEMENT

The undersigned (hereafter called participant) acknowledges that he/she has read and understood in its entirety the following terms and conditions, which apply to all participants of the Nashville Studies Program, SIUC. To participate in the Nashville Studies Program, the prospective participant agrees to abide by the following terms as a condition of participation in said program.

- I. **Acceptance:** SIUC reserves the right to refuse or deny a student participation in the Nashville Studies Program upon SIUC determining that such student does not meet the qualifications and/or requirements for admission into the Program or such student fails to pay the costs as outlined herein.

- II. **Participation:** The participant acknowledges that he/she has read and understood in its entirety the Program Description, which outlines the program and identifies the student's responsibilities, and agrees to uphold those responsibilities while participating in the program. Failure to uphold those responsibilities and/or actively participate in the placement process may result in dismissal from the program.

- III. **Liability Release:** The participant understands and agrees that SIUC, its Board of Trustees, officers, agents, and employees will in no way be held responsible for any claims for expenses of any kind or nature arising out of or in any way connected with any of the following:
 - A. Any claims for injury, loss, damage, accident, delay, or expenses arising from the use of any vehicle or other mode of transportation, or services, strikes, war, weather, sickness, quarantine, government restrictions or regulations, or from any act or omission of any steamship, airline,

railroad, bus transportation, sightseeing, hotel, or any other service or transporting company, firm, individual or agency, or for any other cause whatsoever in connection therewith;

- B. Any injury, whether or not resulting in death, to the participant or to any other person, unless such injury or damage shall be due to or caused by the negligence of SIUC or any of its authorized officers or employees acting within the scope of their duties;
- C. Any financial or other obligations incurred by the participant during the duration of the program including, without being limited to, any obligations or liabilities incurred by the participant at any site in which the program is conducted.

IV. Medical Care Release: The participant also grants the Internship Coordinator or his/her agent full authority to take whatever action she/he feels is warranted under the circumstances regarding the participant's health and safety. This authority will permit the Internship Coordinator or his/her agent at their discretion to place the participant, at the participant's expense, in a hospital for medical services and treatment or, if no hospital is available, to place the participant in the hands of a local medical doctor.

V. Maintaining Community Standards: SIUC wants every participant to have the best possible opportunity for academic success and a comfortable living environment. To accomplish this, we have to ask and expect every participant in the Nashville Studies program to behave responsibly and with consideration for his or her fellow participants. By signing this agreement, the participant agrees to abide by the conduct standards and expectations spelled out in the SIUC Residence Halls Guidebook (Guidebook). Participants are also subject to the provisions of the Student Conduct Code (Code). Many behaviors, which violate the rules established by the Guidebook, also violate the Student Code. When alleged behavior violates both the Guidebook and the Code, students may be subject to action under both documents with the following procedures:

- A. Discussions with the Internship Coordinator: Alleged violations of those rules and expectations are to be reported to the Internship Coordinator. The accused participant will be expected to discuss the alleged violations of those rules and expectations via telephone or in email correspondence with the Internship Coordinator. The Internship Coordinator will give the participant the opportunity to provide his or her account of what happened, will let the participant read the report, and will discuss the reasons behind the Guidebook expectations that may have been violated. If the participant cannot come to an agreement with the Internship Coordinator about the situation, the matter may be referred to the appropriate SIUC officials through the hearing process procedures.
- B. The Hearing Process: The information obtained by the Internship Coordinator will be forwarded to Student Judicial Affairs for more formal action. The participant will be notified by telephone or email of the specific Guidebook sections the alleged behavior may have violated, the date and time of a telephone conference call to discuss the alleged violations, and of the participant's options in the hearing process. The participant's options during the conference call hearing will include:
 - (1) To be apprised of all evidence;
 - (2) To decline to offer evidence that may be self-incriminating;
 - (3) To receive a written decision of the results of the hearing by email or certified letter;
 - (4) To appeal the decision;

- (5) To have advisory assistance present during the conference call;
- (6) To an open or closed hearing;
- (7) To hear and question available witnesses present during the conference call; and
- (8) To have witnesses testify in your behalf during the conference call.

C. Possible Consequences: Possible consequences for a violation of the Guidebook expectations or the Code include any of the following or combination of them, depending on the nature of the infraction and the participant's previous behavior.

- (1) Written Sanctions: A Written Reminder is a reminder of the expectations set forth in the Guidebook. A Written Warning is a warning against further infractions of the expectations set forth in the Residence Halls Guidebook. A Written Caution is a warning that the behavior or pattern of behavior is unacceptable in the residence hall community, and that, if the behavior does not change, the resident can expect to be required to vacate the premises.
- (2) It is also agreed that the Internship Coordinator reserves the right to terminate a participant's participation in the program if the participant's acts or conduct become detrimental to or incompatible with the interest, harmony, comfort, or welfare of the group as a whole. For example, acts committed by a participant that might lead to the expulsion of the group as a whole from internship sites or Oakwood Corporate Housing apartments, but not limited to these specific examples, might be just cause for expulsion. Participants may also be terminated from the program if the participant's acts or conduct harm the reputation of the student, the group, the College, or SIUC.
- (3) In the event the participant is terminated from the Nashville Studies Program, the participant agrees to vacate the housing provided through SIUC within forty-eight (48) hours of notification of termination. No refunds for pre-paid housing will be given in such circumstances. Failure to vacate will cause the participant to be a trespasser and may subject the participant to sanctions set out in the Code as well as other legal sanctions.

VI. Visitation and Guests: The Internship Coordinator reserves the right to alter visitation privileges as situations may require for the proper operations of the residence apartments. This includes declaring certain rooms off limits for visitation if the exercise of this privilege is creating problems. The right to privacy of roommates will be respected. Overnight guests are only allowed provided the Internship Coordinator and all roommates give permission. Permission must be granted, in advance, by the Internship Coordinator and all roommates involved for an overnight guest to be present. The request must be in writing and detail the name of the guest(s) and their relationship to the host or hostess as well as the dates of the stay. Overnight guests are limited to a maximum of three nights. Male or female guests are strictly forbidden from overnight stay in the residence of members of the opposite gender. A resident may declare his or her apartment off limits to guests at any time.

VII. Program Cancellation: It is further agreed that if the program as outlined in the program information must be altered because of war, strike, weather, government restrictions or regulations, act of God, or any other like reason, the Internship Coordinator shall have the right to make such alteration or cancellation of part or all of the program as deemed necessary, and only

those funds not actually used or committed will be refunded to the participant, with participants receiving such funds on a prorata basis.

- VIII. Housing Accommodations:** The participant agrees to accept the accommodations for the period anticipated; when some overriding incompatibility or an important cause for dissatisfaction exists, as determined by the Internship Coordinator, the housing arrangements may be changed if alternative arrangements are available, with additional expenses paid by the participant.
- IX. Required Insurance:** All participants are covered by the SIUC group health insurance for the summer, which provides emergency and urgent care only unless they received a health insurance refund in the spring. Students who received this refund must submit proof of insurance to the Internship Coordinator by April 27, 2009. For details of this coverage, the participant should refer to the Health Service Insurance booklet. The participant agrees to carry additional medical insurance adequate for the participant's needs for the duration of the program.
- X. Required Transportation:** The participant agrees to provide documentation that individual transportation arrangements have been made. Such documentation will be required prior to the participant's assignment to an internship site. This documentation may consist of a letter stating that the participant will be using his/her own private vehicle or a copy of a signed rental car agreement. Public transportation or carpooling arrangements are not acceptable.
- XI. Enrollment And Attendance:** The participant agrees to enroll for a minimum of one (1) to a maximum of six (6) hours of credit with SIUC, according to their respective department's requirements, by February 27, 2009. A minimum of six (6) credit hours is required for undergraduate students to be eligible for student loans. Attendance at any scheduled workshops or receptions is mandatory for all participants.
- XII. Housing/Program Fee And Costs:** The participant agrees to pay SIUC through the Division of Continuing Education the amount specified in accordance with the payment schedule set forth below as program costs. This sum includes those items specified as housing and program administrative cost and does not include any cost for tuition. Tuition charges will be billed separately by the SIUC Bursar's Office. The additional program costs resulting from a smaller than budgeted number of participants, housing, or any other unforeseen increases in program costs, will be charged prorata to the participants in the event the actual costs exceed the above estimated amount. SIUC will attempt to make the projected cost estimate as accurate as possible based upon current and projected cost information available to it.
- XIII. Payment Options:** The participant agrees to the following payment schedule for the program/housing fee:
- The participant may pay the program/housing fee of **\$2,700 (\$2,765 if paying by credit card; credit card processing fee must be paid by cash or check)** on or before **March 27, 2009** or may select a deferred payment schedule based upon the following payment deadlines:
- March 27, 2009:** Total of program/housing fee due OR one-third of program/housing fee option selected due if installment payments are chosen.
- April 10, 2009:** Second payment of program/housing fee due if installment payments are chosen.

April 24, 2009: Remaining balance of program/housing fee option selected due if installment payments are chosen.

The above payment schedule is for the program and housing costs only. The participant agrees that if the above payments and documentation requirements are not made in accordance to the above schedule, the participant will be dropped from the program, and a partial refund will be issued per paragraph XIV, below.

- XIV. Refund Policy:** Under circumstances of documented personal emergency, participants may be eligible for a partial refund of that portion of the program costs associated with program fees. Tuition refunds are governed by SIUC's regular tuition policies. To qualify for a refund, all cancellation requests must be submitted in writing to the Division of Continuing Education. The following items are non-refundable:
- A.** One hundred dollars (\$100), which will be retained by SIUC as a cancellation fee;
 - B.** Housing costs as specified in the payment schedule set forth above, if request for refund is made after **April 24, 2009**.
 - C.** Any other charges exacted by other contractors, which are designated "non-reimbursable" and which have been committed by the Division of Continuing Education on behalf of the participant.
 - D. No refund will be given if a student fails to actively participate in the placement process, declines an internship interview and/or offer, or is terminated from an internship or the program.**
- XV. Additional Costs:** The above program costs do not include any tuition cost, which will be based upon the number of credit hours the participant has registered for and will be billed to the participant at a later date by SIUC's Bursar Office, or any transportation, rental car, food, entertainment, or any other expenditures incurred by the participant during the term of this program.
- XVI. Internship Requirements:** The participant agrees to make himself or herself aware of the relevant internship requirements and to fulfill those requirements. The Studies Programs are summer-long programs; thus, students are expected to participate in an internship for the duration of the summer. If for any reason a student's internship falls through, the student must notify the Internship Coordinator immediately.
- XVII. Professional Behavior:** Students are expected to behave professionally throughout the placement process and their internships. This includes showing up on time for appointments, interviews, meetings, etc. and acting in a courteous and appropriate manner. Professional behavior also involves following up on email and telephone requests for interviews in a timely manner. In the internship context, academic honesty is part of professional behavior. Misrepresentations on resumes (i.e., nature or extent of skills, year in school, GPA, involvement in student organizations, etc.) are considered academic dishonesty and subject to the Student Conduct Code. Professional behavior also includes a duty to represent themselves, MCMA, and SIUC in a positive manner. Students must maintain community standards, as explained in the

Participant Agreement, which requires getting along with their roommates and fellow SIUC students as well as colleagues and supervisors. Failure to behave professionally can result in dismissal from the program.

XVIII. Student Responsibilities: The participant acknowledges that he/she has read and understood in its entirety the Program Description, which outlines the program and identifies the student's responsibilities, and agrees to uphold those responsibilities.