MICHIGAN STATE UNIVERSITY

ONLINE CHINESE TUTORING

PROGRAM HANDBOOK

2024

Chinese Language Teacher Certification Program

COLLEGE OF EDUCATION ~ MICHIGAN STATE UNIVERSITY

Welcome to Online Chinese Tutoring
brought to you by
Michigan State University
World Language Teacher Certification

MICHIGAN STATE UNIVERSITY

The Chinese Language Teacher Certification Program (CLTCP) at Michigan State University offers 7 weeks of free Chinese language tutoring for K-12 students over the summer. This non-profit tutoring is for children who are interested in learning the Chinese language and culture. No previous exposure to the Chinese language is necessary. We offer 7 weeks of tutoring with sessions for different grade levels of students. During tutoring, students will have opportunities to engage in diverse activities with a Chinese speaking teacher.

For some of you, this is your first time being tutored. For others, we are lucky to have you back as a returning participant. We hope you enjoy and feel you benefited by the tutoring you receive with us!

Chinese Summer Tutoring will run from June 18, 2024, to August 8, 2024. There will be no tutoring on July 4, 2024, and there will be a 1 week break the week of July 15, 2024-July 19, 2024.

Please Note: The last several pages of this booklet contain paperwork which needs to be printed, signed and returned to cltcp@msu.edu at your first opportunity. Participation will not commence without completing and submitting these documents to WLTCP.

Table of Contents

Program Staff

- **Nancy Romig**
  WLTCP Associate Director
  Tutoring Director
  romignan@msu.edu
- **Gina McGarey**
  Program Coordinator
  mcgareyg@msu.edu
- **Yu-Chen (Kate) Chen**
  Project Coordinator
  chenyuc2@msu.edu
- **Heather Miner**
  Office Assistant
  minerh@msu.edu

Parents,

Please note that any changes or updates to things such as session links, passwords, or software will be communicated via email from cltcp@msu.edu. For everyone's safety, please do not accept any invitations or updates from any other source, and promptly report the attempt to us at cltcp@msu.edu.

General Contact Information

- Phone from 8am-4pm at **517-884-6061**
- Email at **cltcp@msu.edu**

Chinese Tutors:
- Rongfang Bian
  - Yiran He
  - Suqin Ren
  - Rulin Song
- Mingyou Sun
  - Xinyi Zhang

MICHIGAN STATE
U N I V E R S I T Y

Program Details

Tutoring Activities:

Depending on each participant's Chinese proficiency and age, they will build on their knowledge of Chinese language and characters. They will also get a chance to explore Chinese culture and communicate in Chinese with their tutor. Tutors will tailor lessons to student needs and interests.

Sample Tutoring Session Content
(from previous sessions)

K-12
Chinese Songs
Topic-based learning
Conversation
Games
Language learning videos
Homework
Acting out skits/scenarios

Dates & Times:

June 18-August 8, 2024
Tuesday & Thursdays
- 1:30pm-2:10pm EST
- 2:20pm-3:00pm EST
- 3:10pm-3:50pm EST *6-12 Grade

Format:

Online Chinese Tutoring will take place using the software program "Zoom". Please ensure the participant is comfortable operating the software and that parents are able to provide technical assistance as needed.

Program Details

Format (cont'd):

Students can participate in only one forty-minute tutor session per day.
Tutor Session Structure:

- Students, (with parents help as necessary) log-in to their scheduled tutor session on Zoom, 5 minutes prior to session start.
- Once logged in, an administrator will greet student and place them in a virtual breakout room with their instructor for one-on-one instruction. (alternative circumstances that necessitate small group teaching can also apply).
  - The administrator will remain available for assistance from the virtual main room.
  - At times, the tutoring session administrator or instructors may observe sessions.
- Parents/Guardians should plan to supervise their child(ren) during the entire tutor session.
  - Those that are uncomfortable with one-on-one tutoring for their child in a virtual session should attend the session with their child in the same room both physically and virtually.
  - Participants are expected to join the Zoom session 5 minutes prior to their scheduled session start time.
  - Punctuality & Attendance is essential.

Registration & Expectations:

Parents/Guardians are expected to thoroughly read, comprehend and agree to the punctuality, performance and participation expectations of both their own and their child's time prior to committing themselves or their child to participation.

*STUDENTS CANNOT ATTEND TUTORING WITHOUT COMPLETING ALL REQUIRED REGISTRATION DOCUMENTATION. THERE ARE NO EXCEPTIONS. After receiving all

required registration documentation completed and signed, a WLTCP Administrator will provide parents with a link for scheduling their students' tutor sessions.

Program Details

Registration & Expectations (cont'd):

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules. Tutoring participants are required to follow all program rules and expectations. Students will be asked to leave if there are significant and consistent behavioral problems that negatively affect another student's experiences or place an undue burden on the staff. Refer to your code of conduct form for a complete list of university policies and program rules. No exceptions will be made for students who do not comply with the program expectations and university policies. This will ensure and maintain a safe and comfortable learning environment for all students.

Online Safety Information & Resources:

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

- **Protecting Kids Online**- *Federal Trade Commission, Consumer Information*
  Link: https://www.consumer.ftc.gov/topics/protecting-kids-online
  Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.
- **Keeping Children Safe Online**- *The United States Department of Justice*
  Link: https://www.justice.gov/coronavirus/keeping-children-safe-online
  Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.
- **Prevent Cyberbullying**- *Stopbullying.gov*
  Link: https://www.stopbullying.gov/cyberbullying/prevention
  Description: This website provides information about preventing, identifying, and responding to cyberbullying.

Prohibited Actions & Behavior:

*Please note, failure to comply will not be tolerated. Students choosing to not comply will be removed from the program immediately.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons
- Leaving the assigned Zoom breakout room is not permitted unless they notify the tutoring session administrator and entering another breakout room without invitation is prohibited. Since this program is remote, participants are not expected to be on MSU's campus.
- Violence of any kind will not be tolerated.
- Theft of property regardless of the owner will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
- The full policy on Relationship Violence and Sexual Misconduct can be accessed here.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
- See the handbook section on the MSU Anti-Discrimination Policy on page 7 for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of university property is prohibited. Participants may be financially responsible for damage or misuse of university property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- Tampering with fire alarms, safety, or security equipment
- Malicious damage of university or personal property
- Gambling
- Use of any fire hazard materials
- Hitting, biting, or harassing any attendees or staff at tutoring

Prohibited Actions & Behavior (cont'd):

Statement on "Zoom Bombing"

- Definition: "Zoom Bombing" is the act of accessing Zoom sessions without authorization.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
  - Violates program safety and security rules.
  - Contributes to "Zoom Bombing" or other similar disruptions; and/or
  - Shares program links, passwords, or other program login information with individuals outside of the program.

Participants are restricted to the Zoom room or breakout room designated by the instructors and tutoring session administrators.

- Participants or others with them may not record tutoring sessions.
- Participants must use a neutral background (e.g. blank wall, digital Zoom filter, limited
  exposure of private spaces, etc.).
  - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Participants may not share inappropriate content through files, images, videos, chat,
  audio, or other features of the digital instruction platform.
- Participants may not screen shot or record other participants' images, information, or
  participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account,
  limit the information that is shared.
  - For example, just because the platform asks for your address does not mean
    that you must provide your actual personal address.
  - If a picture is required, the picture provided should be neutral and appropriate.
  - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately
  report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.

Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with disabilities may be requested by contacting the project coordinator, Yu-Chen Kate Chen, with the WLTCP at chenyuc2@msu.edu by June 4, 2024. Requests received after this date will be honored whenever possible. More information is available at https://www.rcpd.msu.edu/services/accommodations.

Michigan State University Anti-Discrimination Policy

- All staff, volunteers, participants, and any people that can be heard or seen over Zoom while a participant is taking part in tutoring are expected to follow the University Anti-Discrimination Policy (ADP). It states expectations for institutional and individual conduct. A detailed description of the ADP can be found at MSU Anti-Discrimination Policy.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at MSU Anti-Discrimination Policy
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at: Acts of Prohibited Discrimination/Harassment and Hate Crimes

MSU Relationship Violence & Sexual Misconduct Policy

Youth program staff, volunteers, and other individuals associated with a youth program must adhere to the University Reporting Protocol: Child Abuse and Other Harm to Children and the University Reporting Protocol: Relationship Violence, Sexual Misconduct, and Stalking.

Information about MSU Policies related to Title IX:

1. MSU Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy apply to all MSU students, employees, or third-party community members, including Youth Program participants.

2. Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex.

3. The University Reporting Protocol: Relationship Violence and Sexual Misconduct provides a procedure for reporting sexual misconduct (including sexual harassment and sexual assault), which applies to youth program participants.

4. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Discrimination on the basis of sex includes: excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex; sexual harassment; and sexual assault.

5. MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Office for Civil Rights and Title IX Education and Compliance:

Laura Rugless, JD

Title IX Coordinator
5 Olds Hall

East Lansing, MI 48824

Phone: (517) 353-3922
Website: civilrights.msu.edu

Reporting Misconduct Procedures & Resources

All individuals who believe they have been subject to possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy are encouraged to report to MSU's Office of Institutional Equity (OIE), law

enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault, and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a

Confidential Resource.
- Find a comprehensive list of these resources.
- Find a list of these resources specifically available for youth.

Report to the Office of Institutional Equity (OIE) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.
Address: 408 W. Circle Dr., Suite 5, Olds Hall, East Lansing, MI 48824
Phone: 517-353-3922
E-mail: oie@msu.edu
Online reporting: Public Incident Reporting Form
Contact MSU Police and Public Safety (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence
MSU Police and Public Safety
Address: 1120 Red Cedar Rd., East Lansing, MI 48824
Emergencies: call 911
Non-Emergency Line: 517-355-2221

Procedures for Behavior Policy Violations:

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the individuals responsible for the policy violation and the individuals directly affected by the incident. In the case that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it is determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the participant must leave the communications software (Zoom). If the participant does not leave, they may be removed from the Zoom room. Depending on the severity of the violation, the participant may be banned from future participation.

When behaviors are disruptive, distracting, or inappropriate (such as sharing inappropriate language through chat or screen-sharing), the tutoring session administrator may take action to remove the participant or their log in from the Zoom room immediately with or without notice and prohibit their return. Parents are expected to supervise their child, so such action should not leave the child unsupervised. If this action is taken, the normal policy will be followed after the disruption is mitigated.

If anyone other than the participant visible or hearable in the participants' side of the Zoom room is involved with an incident that violates University and/or program policy, the same processes will apply. In the instance that such an individual has violated University and program policies, they may be asked to leave the room the participant is in. If they cannot or will not leave the area, the participant may be asked to leave or be removed from the Zoom room.

Procedures for Behavior Policy Violations (cont'd):

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible and may share information gathered through tutoring and the registration process with police and other emergency services.

If program staff, a group leader, or other individual associated with a youth program is alleged to have violated University policies or conduct rules/expectations of the program other than those listed in the next paragraph, the tutoring session administrator(s) or the program coordinator will review the situation and decide on actions to take, up to and including removing the individual from the program.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

Procedure for Early Dismissal:

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must alert the program by contacting Kate Chen at chenyuc2@msu.edu or 517-355-3801 ahead of time or the tutoring session administrator on Zoom if they are already at their session.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will attempt to make contact with the participant's approved adult contacts. They will also inform the participant if they have to leave the Zoom software. If the participant does not leave when asked, the tutoring session administrator may remove them from the Zoom room or meeting.

Notification Procedure for Emergency:

In the instance of a medical or behavioral incident or an emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). If parents/legal guardians cannot be reached over the communications software (Zoom), program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

Program staff will communicate with participants, parents/guardians, and emergency contacts if an emergency involving them occurs. In the instance that an immediate emergency occurs, program staff may be unable to provide help due to the remote/online nature of this program. If appropriate, program staff may contact emergency services and share location and contact information participants and their parents/legal guardians gave to the program.

<u>Program Details</u>

Gu ideline for Contacting Student Participants During Session:

Due to the remote nature of the program, it is expected that parents/legal gua rdians will be able to contact their child directly during the program. In the instance that a parent, guardian, or emergency contact listed on file as an

approved adult needs to contact the program, please contact the CLTCP by calling 517-355-3801. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.

Attendance & Reporting Absences:

Participants are expected to enter the Zoom room a couple of minutes before their registered tutoring session start time to ensure that their technology set-up is ready at the start time. If participants arrive more than 10 minutes late to a session, that day will automatically be treated as an absence. Each participant is expected to leave promptly after their session has ended unless they have need to discuss something with the tutoring session administrator for that day.

To report an absence, please inform us at cltcp@msu.edu at least one day ahead of time. Participants will be given one free absence without previous notice with no programmatic consequences. After two absences without previous notice, any remaining time slots the participant is registered for will be cancelled and opened to others. In the case of 2 or more absences with previous notice, WLTCP staff will determine if any action needs to be taken, including future registered tutoring sessions being cancelled, on a case-by-case basis and communicate that with the participant and/or their parent/legal guardian.

Safety & Security:

There is at least one WLTCP tutoring session administrator present on Zoom at all times to oversee tutoring activities. All teachers, mentors, and staff at the WLTCP Online Chinese Tutoring have been trained on WLTCP Online Chinese Tutoring and university policies and procedures. In the instance of protecting the safety of all youth participants, local authorities will be contacted, and participant/parent or guardian contact information may be shared if it is deemed necessary by program staff. If you have any safety concerns, please report them to the program at 517-355-3801or cltcp@msu.edu or to the tutoring session administrator if it occurs during tutoring. Please also report it to the MSU Police or your local police if prudent. In the case of an emergency, please contact 911 and then let an administrator know as soon as possible.

Discipline Policy:

Rules are established to help everyone maximize their learning and fun without infringing upon the rights of others. On rare occasions, we may find it necessary to remove a participant from the communication software (Zoom) for violating one or more rules. The tutoring session administrator(s) or program coordinator or director will make the final decisions to administer appropriate disciplinary actions and reach out to parents/guardians. Parents are responsible for supervision of their child throughout the program, including if the child is removed from the tutoring session. Please refer to page 6-7 of this document for the University Prohibited Actions list, as well as your signed copy of the Code of Conduct (pages 13-14).

CODE OF CONDUCT
These are the guidelines that all participants are expected to observe during tutoring.
All participants must agree to abide by this Code of Conduct.

1. All participants are expected to participate fully in the tutoring sessions.
   a. Participants are responsible for being on time to their respective tutoring sessions.
   b. Participants must be respectful to tutoring leaders (instructors, mentors, and tutoring session administrators) and other participants.
   c. Participants will be asked to leave if there are behavioral problems that negatively affect other participants' experience or place an undue burden on staff/volunteers.
   d. Participants are expected to stay wherever the activities take place.
   e. Inform your instructors or tutoring session administrator of your whereabouts.
2. Dress casually but neatly and appropriately for the occasion.
3. Participants are expected to be on time to their tutoring sessions and stay the whole allotted time.
4. Participants must abide by all University regulations and may be removed from the program for violation of such rules.
5. Participants may not assign themselves to specific rooms or teachers in the communications software (Zoom) and are expected to stay with their assigned teacher in their assigned room unless they have need to leave it. Please report any problems to the tutoring session administrator.
6. Leaving the assigned Zoom breakout room is not permitted unless they notify the tutoring session administrator.
7. Participants or others with them may not record tutoring sessions.
8. Participants must use a neutral background (e.g. blank wall, digital Zoom filter, etc.) to prevent showing much of the inside of the home in the interest of privacy and safety.
9. Do not share personal information in the virtual meeting.
10. Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
11. In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
12. The following are not permitted. Violators may immediately be removed from the Zoom room and dismissed from the CLTCP Online Chinese Tutoring, including being disbarred from future program participation. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible for such damage. Disciplinary action will vary based on the degree of the offense and will be determined by the staff in charge of the event. The following are not permitted and will not be tolerated:
    a. Theft (regardless of owner), vandalism, and any kind of violence will not be tolerated
    b. Using or possessing alcohol, drugs, tobacco, guns, or other weapons
    c. Use of anything that smokes: candles, incense, cigarettes, fireworks, etc.
    d. Sexual harassment, sexual abuse, and other sexually inappropriate behavior and/or behavior that violates rights of others will not be tolerated
    e. Any violation of the University Anti-Discrimination Policy
    f. Hazing and bullying (including, but not limited to, physical, verbal, or cyber-bullying)
    g. Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property

h. The inappropriate use of cameras, imaging and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants

i. Zoom bombing and similar disruptive behaviors

j. Recording interactions with other participants through the online instruction platforms

k. Taking screen shots of or otherwise recording other participants' images, information, or participation contributions during the program

l. Sharing inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform

m. MSU prohibits "Zoom Bombing" and similar disruptive behaviors

MSU staff is responsible for enforcing the rules as stated. Violators will be asked to leave. If they do not leave the Zoom room promptly, they may be removed from it by staff. These rules are not subject to interpretation and each group is expected to follow them without exception. Our primary consideration is to provide a safe, secure environment for all participants. In the instance of protecting the safety of all youth participants, local authorities will be contacted and participant/parent or guardian contact information may be shared if it is deemed necessary by program staff.

PARTICIPANT: I have read and agree to abide by this code of conduct.

_____

Participant's Signature   *Date*

PARENT / GUARDIAN: I expect my child to abide by this Code of Conduct.

_____

Parent / Legal Guardian's Signature   *Date*

Please read, print, sign and return the form by email to WLTCP at cltcp@msu.edu

MICHIGAN STATE UNIVERSITY
PARENT/ GUARDIAN CONSENT FORM
IN-PERSON AND REMOTE/ HYBRID YOUTH PROGRAMS

Instructions: In light of the COVID-19 pandemic, this form can be submitted in one of the following ways to the following email address: cltcp@msu.edu.

1. Print, sign, scan, and return by email;
2. Email this form with an electronic signature;
3. Complete this form and email it with a typed message stating that you (parent/guardian) consent to the attached form; or
4. If you are unable to complete this form, email a blank copy with a typed message providing the information requested and stating that you (parent/guardian) consent to the attached form.

I grant permission for (print participant's name) _____ to participate in all educational and social activities of the following MSU program or activity:

Program name: **Online Chinese Tutoring**
Program dates: **June 18-August 8, 2024; Break during the week of July 15-July 19, 2024.**
MSU unit/department: **Chinese Language Teacher Certification Program, the Office of International Studies in Education**

The risk of exposure to COVID-19 is inherent in any public place where people gather. I understand that my child must follow all University guidelines for COVID-19 safety while participating in this program.

I understand that in-person program sessions may entail field trips and/or campus facility tours. I also understand that participants may engage in athletic or other recreational activities that have special risks.

I understand that sessions may entail the use of various remote/ online platforms or software programs. I also understand that participants may engage in digital communication.

I have read the session descriptions and approve of my child's selections, and I accept the risks associated with my child's participation.

I understand that my child has a role to play in regard to his or her safety and security. I will speak with my child about the need to honor rules and to behave responsibly.

(Please print):

_____
(Parent or legal guardian)

Signature:_____**Date:** _____

(Please print):

_____
(Parent or legal guardian)

Signature:_____**Date:** _____

MICHIGAN STATE UNIVERSITY MEDIA RELEASE FORM

Participants in MSU-sponsored programs and activities may be photographed and videotaped for use in MSU promotional and educational materials. The participants are not identified by name in the materials.

I authorize MSU to record the image and voice of the subject named below and I give MSU, and all those acting with MSU's approval, all rights to use these images and voice recordings. I understand that such images and/or recordings may be used for educational and promotional purposes. This authority extends to all conventional and electronic media, including the Internet and any future media, and to any printed material.

I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any manner without compensation or liability, in perpetuity.

Print subject's name: _____

Signature of Parent/Guardian of minor participant or of participant aged 18 and up:

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Summer Tutoring Contact Information Form

Please complete this form in its entirety. All information is required. Please note that this information may be shared in the event of an emergency/crisis.

Parent/Guardian:

Name:

Email:

Phone Number:

Address:

Other Emergency Contact:

Name:

Email:

Phone Number:

Participant(s) (please include information for all participants from your household):

Name:

Grade in fall:

Chinese language proficiency level:

Waitlist

To give more children an opportunity to attend tutoring, we initially limit the number of slots participants can be signed up for. If you would like your child(ren) to be added to our waitlist in case we allow more sign-ups or more slots open up in future, please indicate so here:

Please return this form by email to WLTCP at cltcp@msu.edu