



**Texas Bioscience Institute
MiddleCollege
Student Handbook
2011-2012**



TEMPLECOLLEGE

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Student Handbook
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Dear TBI Middle College Student,

Welcome to the Temple College-Texas Bioscience Institute-Middle College Program! This unique learning opportunity is designed to accelerate your education and personal growth at the college level. The TBI offers you more freedom—more responsibility—than is offered in a traditional high school, but less freedom—and more supervision—than is offered to college students. At the TBI, you will be presented with challenges and given support in facing those challenges. In the end, however, your TBI experience depends on you.

It is important that you realize your membership in the TBI Middle College learning community is a privilege. This privilege was initially granted to you by your high school Application Committee on the basis of the application committee's judgment of your past performance and of your potential to benefit from and contribute to the TBI Middle College Program.

You may earn continued membership in the TBI community through your performance and behavior, both in and out of the classroom. At the end of your first year, the TBI staff along with your high school counselor(s) and administration will review both your academic performance and your contributions to student life and make a decision about whether or not to re-admit you for a second year. Factors that will be considered include, but are not limited to, your GPA, individual course grades, high school graduation requirements, disciplinary record, and contributions as a student in the TBI learning community.

Being asked to return as a TBI second year student is both a privilege and an honor. As a TBI student, you are required to follow Temple College rules and policies and TBI regulations, as well as all local, state, and federal laws. It is your responsibility to become familiar with all of the policies of Temple College, as well as policies in the TBI student handbook. These documents constitute a contract between the College, high school, and students (parents, if applicable).

The TBI is a dynamic organization, and because needs and expectations change, TBI policies and procedures are subject to change. You will be notified of any policy changes and are responsible for being aware of those changes. All policies are applicable to you FROM THE FIRST DAY YOU ARRIVE IN THE FALL UNTIL YOU LEAVE THE TBI, HOPEFULLY ON EITHER HIGH SCHOOL OR COLLEGE GRADUATION DAY.

Violations of any Temple College and/or TBI regulations OR any local, state or federal law will be grounds for disciplinary action and or possible dismissal. Discipline is administered according to the TC Disciplinary Proceedings and Grievance Procedures described in the TC Student Handbook.

Please read and become familiar with the expectations of the TBI learning community. Before you begin classes, you and your parent(s) (if applicable) must sign the "Handbook Agreement." We strongly recommend that you read this handbook carefully before you sign the agreement.

The TBI "Code of Conduct" sums up the qualities we are looking for in TBI students.

CODE OF CONDUCT

Community respect for the individual, individual respect for the community, and integrity in all things are the foundations upon which we base our lives.

Best wishes for a successful academic year at the TBI!

Dr. Daniel L. Spencer, Associate Vice President of Academic Outreach and Extended Programs

A NOTE TO PARENTS/GUARDIANS:

As a TBI student, your son or daughter is leaving the relative security of family and high school to take on the challenges offered by college level course work. You cannot help but wonder how your student will fare. The TBI staff shares your concern for your student's well being.

We want to assist you in helping your student overcome any difficulties that may arise. We keep in close contact with the high school counselors to keep them informed of your student's progress and of TBI events. It is not always possible, however, for us to be aware of what students are experiencing. We depend on you to communicate with us or the high school counselors and to encourage your student to do the same. Please feel free to contact us if you have questions, suggestions, or concerns. We protect the confidentiality of students and parents. Also remember that you are welcome at the TBI at any time.

We think the best possible relationship TBI staff and parents can have is a partnership—a shared responsibility to help the student succeed academically in becoming an independent college learner and mature into a responsible, caring, young adult. We look forward to getting to know your child better in the coming year.

A BRIEF HISTORY OF THE TEXAS BIOSCIENCE INSTITUTE & OTHER GENERAL INFORMATION

History and Purpose

The establishment of the Texas Bioscience Institute (TBI) is a result of several years of dreaming and planning. The Texas Bioscience Institute facility houses the Middle College, the Biotechnology Program, the Scott and White Bachelor's of Science Clinical Laboratory Science program, and is planned to house upper level classes from local colleges and universities.

The TBI is an innovative and comprehensive approach that does not duplicate resources, but works synergistically with Independent School Districts, Temple College, Industry, Colleges/Universities, government, medical research and drug development entities. The TBI is helping to improve K-16 science and math education to support new workers.

By looking at the market dynamics of the Central Texas area, identifying the workforce needs and designing and implementing an innovative solution through the Texas Bioscience Institute, the region is attracting, motivating, and developing incumbent/displaced workers, transitioning military, high school students (youth), and new workers interested in medical, biotechnology or other research.

Setting and Location

The Texas Bioscience Institute is located within the newly renovated (former) Texas Instruments building, now known as the Scott & White West Campus, along with world-renowned researchers and future pharmaceutical manufacturing companies. The community leaders recognize the Texas Bioscience Institute as an essential component of the medical/bioscience industry of the future. Many partners have come together to make a dream come true and transform an idea into reality. Temple is becoming known for creating young scientists who are well prepared to step into a highly specialized bioscience, medical or other research industry and participate in new discoveries for improving routine life or the medical treatment of disease.

Overview of the Program

The goal of the Texas Bioscience Institute (TBI) is to create young scientists. The focus of the TBI experience is on biotechnology, medical and other fields of study that have strong math and science foundations. Taking rigorous college level courses, participating in seminars focused on current biotechnology, medical and other research projects, observing in scientific laboratories engaged in cutting edge research, and engaging in reflective discussions are all part of this academic focus and the TBI experience. Many of the instructors at the TBI have work related experiences or are directly engaged in recognized research. They bring to the classroom a perspective and experiences that enrich and add real-world relevance to the subject matter. Institute students benefit uniquely from the instructors' knowledge and expertise. It is our sincere desire that students will find an environment in which they can

increase knowledge, develop imagination, explore ideas and feelings, become independent learners, find life-long friends, and strengthen their desire to serve humankind.

The Texas Bioscience Institute is a partnership among Temple College, Scott and White, local independent school districts and others. Therefore, regulations and procedures reflect requirements and standards that may be unique to our TBI learning community. Additionally, TBI students are expected to follow all rules and policies set forth by their high schools and in the Temple College Student Handbook.

Who to contact

All faculty, staff and instructors of Temple College and the Texas Bioscience Institute are dedicated to your success. If you have questions or concerns about non-academic issues that might affect your success at the Texas Bioscience Institute, please contact any staff member listed below.

- Middle College Coordinator/SES Advisor – Mark Dohnalik – 254-298-8971
- Office Manager – Alicia McQueen – 254-298-8783
- Secretary – Sarah Solorzano - 254-298-8782
- Biotechnology Department Chair - Dr. David Sprague – 254-298-8638
- Associate Vice President Academic Outreach and Extended Programs, Temple College – Dr. Daniel Spencer – 254-298-8619

Website:

Texas Bioscience Institute: www.texasbioscienceinstitute.com

THE ABCs OF TBI-MIDDLECOLLEGE STUDENT LIFE

The content of the Texas Bioscience Institute-Middle College Student Handbook serve as supplemental regulations to rules and policy set forth by Temple College in the Temple College Student Handbook. Students should read both the Temple College Student Handbook and the TBI Middle College Student Handbook and apply all regulations, rules and policies to their TBI Middle College experience.

ACADEMIC DISHONESTY

Students of the TBI must conform to the highest ethical standards predicated upon a personal commitment to behave with honesty and integrity at all times.

Violations

The decision of whether academic dishonesty has occurred rests with the instructor.

Academic dishonesty includes, but is not limited to, the following:

- 1) Violations which protect the integrity of a quiz, examination, or similar evaluation, such as:
 - a) Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
 - b) Copying from another person's paper;
 - c) Communicating with, providing assistance to, or receiving assistance from another person in manner not authorized by the faculty member;
 - d) Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
 - e) Taking a quiz or examination or similar evaluation in the place of another person;

- f) Utilizing another person to take a quiz, examination or similar evaluation in place of oneself;
 - g) Changing material on a graded examination and then requesting a re-grading of the examination;
 - h) Cooperating with someone else on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
- 2) Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:
- a) Submitting an assignment purporting to be the student's original work, which has been wholly or partially created by another person;
 - b) Presenting as one's own work, ideas, representations, or words of another person's without customary and proper acknowledgment of sources;
 - c) Submitting as newly executed work, without the faculty member's prior consent or knowledge, one's own work which has been previously presented for another class elsewhere;
 - d) Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work;
 - e) Cooperation with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker;
 - f) Knowingly destroying or altering another student's work whether in written form, computer files, artwork, or other format;
 - g) Aiding, abetting, or attempting to commit an act or action that constitutes academic dishonesty.

ATTENDANCE

Class attendance is an essential component of academic success. It is mandatory at the TBI-Middle College as required by state law. Students are required to attend class and be on time unless excused. Because of the demanding class expectations and time requirements, parents are encouraged to not request their son or daughter be excused from class unless an exceptional circumstance exists.

Absences from Class

Due to the intense, rigorous nature of TBI classes it is important that students be present during all class meetings. If a student's total number of absences reaches at least 10 percent of the number of scheduled class meetings during a semester, the student's case may be reviewed for possible submission to the TBI Retention and Dismissal Committee. The TBI Retention and Dismissal Committee may recommend removing the student from the class, dismissal from the TBI-Middle College program, probationary conditions, or other actions most appropriate to the particular case.

Sleeping in class is also considered unacceptable at the TBI. Simply occupying a seat does not constitute presence in class – the mind must be engaged in class matters.

Tardies

Being on time to class is also an important part of the TBI Code of Conduct—"individual respect for the community." Students who arrive after the beginning of class disrupt the learning of others and miss part of the instruction.

Makeup Work

Each faculty member includes in the course syllabus a policy statement on make-up work for absences of any kind. Students are expected to make up any work missed during an absence according to the instructor's stipulations.

Please also review the "Attendance" Section of the Temple College Student Handbook.

ASSAULT OR VIOLENT BEHAVIOR

Law prohibits assault of any verbal (oral or written), physical, or sexual nature. The TBI reserves the right to determine if actions are considered to be assault or violent behavior. Students who are found to be guilty of assault or violent behavior will be subject to all legal and TBI consequences. Any physical altercation or conduct that threatens or endangers the health or safety of another person will be construed as violence. This would include, but is not limited to, fighting, scratching, slapping, wrestling,

biting, roughhousing, punching, or shoving, as well as using an item in an aggressive manner or with harmful intent.

ATTIRE

Students are expected to select attire that is neat, clean, and appropriate for the occasion. Attire must conform to the safety and health regulations of the TBI and must not draw undue attention to the student in a way that disrupts the educational process. While attending class, students should be aware that the TBI dress code may differ from Temple College and high school attire policy. **Note: Closed-toed shoes are required in all laboratories for safety reasons and concerns.**

Clothing and accessories that will not be tolerated include, but are not limited to, the following list:

- anything revealing or sexually suggestive
- shirt bottoms must meet the waistband of pants/skirts/shorts at all times (no stomach area or lowerback is to be exposed)
- sheer, mesh, or see-through clothing may be considered in violation
- anything displaying statements / symbols that promotes or alludes to:
 - sexual activity
 - drugs/alcohol
 - pornography
 - gang activity
 - profanity
 - violence
 - anything deemed insensitive or motivated to race
 - race
 - sexual orientation
 - cultural differences
 - religion
 - ethnicity
 - gender
 - anything deemed gang related

Any TBI faculty/staff member may deem clothing or accessories inappropriate. Students will be expected to immediately remove or alter inappropriate attire when confronted.

CARS/VEHICLES

Students who are permitted to have possession of a privately owned and operated motorized vehicle for transportation to and from the TBI, must abide by all Scott & White parking and vehicle use policies. Students are assigned to park in the TBI designated parking area, unless otherwise specified. No reckless use of a motor vehicle will be tolerated. Students who do not abide by the TBI vehicle policy will receive disciplinary consequences which may include removal from the program. Enforcement of these policies will be by a designated Scott & White security officer.

CAREER JOB SHADOWING

Every TBI Middle College student must perform a minimum of (16) hours of Career Job Shadowing as a participation requirement and to qualify for the "TBI silver graduation cord". Career Job Shadowing activities must occur after admission and official enrollment to the TBI Middle College program and prior to graduation. Career Job Shadowing is an approved activity that is beneficial to the student in seeing how skills learned in the academic setting are applied in a career field of the student's interest. All Career Job Shadowing must meet the following criteria:

- Job Shadowing must be an unpaid activity
- Job Shadowing cannot occur under the supervision of any relatives, including step and in-law relatives
- Job Shadowing must not be used to apply for any other type of credit (e.g. Boy Scouts, class credit)
- Students may choose more than one experience or area at a hometown location, or at a location of his/her choice to complete the Job Shadowing. All Job Shadowing must be documented and pre-approved by the TBI Director, Middle College Coordinator or designee.
- Career Job Shadowing Forms: All signed and completed paperwork must be filed with Administrative Office to document credit for the experience.
- Students are encouraged to complete their Career Job Shadowing obligations during the summer to avoid conflict with academic responsibilities. **Any Job Shadowing performed over the**

summer must be returned in by October 1st. Any Job Shadowing performed during the school year must be turned in by April 1st. Note: Students may still turn in their service if either deadline is missed, but will be awarded only half the number of hours submitted.

Code of Conduct

The TBI offers a unique learning experience to students. For the learning community to thrive, students must understand and adopt the lifestyle expectations of the TBI community. Students should also remember that being a student of the TBI is a privilege, not a right. Along with privileges come student and community responsibilities. The TBI recognizes that students need to grow and mature. Part of that growth involves making academic and life decisions and choices within the limits of the community. In the event that a student's decisions and choices do not follow TBI expectations and standards, he/she will be held accountable with consequences. Minor policy violations will be handled primarily by the TBI Middle College Coordinator, high school counselors or other administrative personnel. However, there are occasions in which disciplinary cases will be immediately referred to the Vice President of Educational Services or Scott & White Security personnel.

Actions have consequences, and a student who violates TBI or Temple College policy will be held responsible. A student in the PRESENCE of any other student who is breaking a TBI policy is held KNOWINGLY PRESENT and equally responsible as the student(s) in violation.

Students may be suspended and/or removed from the program for *multiple instances of insubordination*, behavior or actions that cause disruption to the school environment, substantial disobedience, and/or repeated behavioral infractions.

Students are advised that some violations of conduct and policies for which they will automatically receive a series of consequences, or may be suspended or expelled whether or not it is their first violation. Such violations include but are not limited to:

- 1) Acts/threats dealing with arson, explosives, or weapons.
- 2) Violations of any local/state/or federal law (this includes any activity that interferes with school purposes) or any acts conducted during weekends away, holidays, school breaks, and the summer when a student may not be attending school functions).
- 3) Sale, possession, distribution, purchase, or consumption of illegal drugs, alcohol, unauthorized prescription drugs, inhalant abuse, and paraphernalia.
- 4) The possession of a firearm.
- 5) Physical/Emotional threats, abuse, and acts to self and/or others.
- 6) Tampering with safety equipment, or placing the safety of self or others in jeopardy by failing to follow safety procedures during a lab class, drill, disaster, or emergency (which includes false reporting of an emergency).
- 7) Unauthorized exit or entry of any TBI/Scott & White West Campus building (the TBI cannot accept responsibility for students' failure to follow safety procedures).
- 8) Disruption causing interference with the educational process, TBI activities and the rights of others (including entry into unauthorized areas, possession of unauthorized keys, misuse and/or forgery of TBI/Temple College documents, ID cards, tests, computer ID/Username/passwords, etc.).
- 9) Engaging in sexual harassment of another person, including sexually related verbal statements, gestures, or physical contact, engaging in voluntary or consensual sexually related contact with another person while under TBI guardianship. It is illegal to participate in sexual activity while on Temple College, TBI, or other private/public properties.
- 10) Neglecting to sign in and out, when necessary, of the TBI building.
- 11) The attempt of, conspiring to, or engaging in theft or burglary.

The above are serious violations of the TBI mission and purpose, and will be treated as such.

COMMON STUDY/LOUNGE AREA

The common study/lounge area is provided as a common area for relaxing, eating lunch, socializing, and studying. Students must clean up after themselves and furniture must be returned to its original position. Furniture is to be used appropriate to its design (e.g. no sitting on tables, arms or backs of chairs, etc.). No radios, TVs, or computers used to play music/movies are to be taken into the lounge unless headphones are used. Non-TBI VCRs, DVD players, or computers are not to be connected to the lounge TV. Bedding and blankets should not be brought to or used in the commons area study lounge. Appropriate language is expected at all times. Appropriate attire including footwear (shoes, sandals, flip-flops, etc.) needs to be worn at all times. **Note: Loitering in hallways is not allowed due to the possible disruption of classes in session. Overt public displays of affection are not tolerated.**

COMMUNITY SERVICE

Every TBIMiddleCollegestudent must perform a minimum of (16) hours of Community Service as a participationrequirement and to qualify for the "TBI silver graduation cord".Community Service activities must occur after admission and official enrollment tothe TBIMiddleCollege program and prior to graduation. Community Service is an approved activity that is beneficialto others and society and must meet the following criteria:

- Service must be an unpaid activity
- Service cannot occur under the supervision of any relatives, including step and in-law relatives
- Service must not be used to apply for any other type of credit (e.g. Boy Scouts, class credit)
- Students may choose more than one agency at a hometown location, or at a location of his/her choice to complete the service. All service must be documented and pre-approvedby the TBI Director, Middle College Coordinator or designee.
- Community Service Forms: All signed and completed paperwork must be filed with Administrative Office to document credit for the experience.
- Students are encouraged to complete their Community Service obligations during the summer to avoid conflict with academic responsibilities. **Any service performed over the summer must be returned in by October 1st. Any community service performed during the school year must be turned in by April 1st.** Note: Students may still turn in their service if either deadline is missed, but will be awarded only half the number of hours submitted.

CORDING CEREMONY

Students at the TBI can have the unique benefit of attending a "silver cording ceremony" at the end of their senior year. The purpose of the "silver cord" is to recognize the TBI student'sacademic accomplishments and encourage development of personalcharacter that comes with participating in community service, and attending an experiential job shadowing activityin a career pathway or medically related field of study. Note: The "silver cord" can only be worn by those graduating seniors of the TBI who have fulfilled the criteria that qualify them to receive the cord.

DISCIPLINE AND DUE PROCESS

Students of the TBI are expected to practice self-discipline and to assume a sharedresponsibility for ensuring a safe and comfortable learning community. The TBI staff assistsstudents in managing their behavior by educating them about policies, confronting them about policyviolations, and issuing consequences for violations. TBI staff members strive to encourage andpromote positive behavior. Throughout the disciplinary process, the TBI staff takes great care toensure that students receive due process.

Note: Please also review the appropriate section of the TempleCollege Student Handbook.

DISTANCE EDUCATION/eLearning LAB

The TBI uses distance education courses to assist students in having courses available to complete their individual curriculum needs or academic goals. Students can utilize computers in the Common Study/Lounge Area or in the TBI Distance Education/eLearning Lab. Students should be aware of the hours of operation (**See HOURS OF OPERATION SECTION**).

ENTRANCE AND EXIT DOORS

Entrance and exit doors are secured for safety and security reasons. Students are allowed to use Emergency Exits only for emergencies or an official emergency drill, such as a fire drill. Additionally, students and guests should use the front entrance exclusively, unless otherwise designated by TBI personnel or an emergency situation.

Secured doors, as well as the front entrance doors, should not be propped open (i.e. putting an object in front of the door to keep it from locking). Forcibly opening any secured door is strictly prohibited and will result in immediate consequences.

EQUIPMENT CHECKOUT

Various technology equipment (TI calculator, iPod, or laptop) is available for check-out at the TBI. Students can checkout equipment at an orientation session or by contacting the Administrative Office and completing a TBI "loaner" agreement. Students are expected to treat all equipment with respect. Students must sign for the equipment. Equipment must be clean and returned in good condition or charges will apply for damaged, lost or stolen equipment. **Note: All equipment should be turned back in to the Administrative Office at the end of the academic year or before student leaves the TBI Middle College program. An Administrative hold will be placed on a student records until equipment is returned or payment for replacement equipment is received.**

FAMILY EMERGENCY

Parents and students should contact both the TBI Administrative Office and the student's high school in the case of death or major illness of a family member (parent, sibling, or grandparent) or other family emergency. The TBI Administrative Office will notify faculty members of the student's absence. Verification of the emergency (e.g. obituary or doctor's note) must be provided to the faculty member and the Executive Director of TBI within five business days of the student's return to campus.

FIRE DOORS

All fire doors must remain closed at all times for safety reasons. Tampering with doors in any way will result in a TBI disciplinary response.

IDENTIFICATION

Each student is required to have a personal identification card in his/her possession while on the TBI campus of Temple College and be able to produce this ID upon request of faculty, staff or security personnel.

HARASSMENT

Temple College and the TBI are committed to maintaining an environment that is safe for everyone. Individuals who study, teach, and work on campus are expected to refrain from behaviors that threaten the freedom and safety of others. While freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the TBI's educational mission. Discriminatory or prejudicial actions or comments based on sex, age, race, color, national origin, native language, religious affiliation or belief, physical disability, sexual orientation, or lifestyle are prohibited. The TBI strictly prohibits bullying and harassment. The TBI reserves the right to determine what actions constitute harassment (e.g. offensive or intrusive verbal, physical, or visual conduct). *Verbal harassment includes written or spoken content intended to harass, ridicule, humiliate, intimidate, or harm another student. Bullying consists of overt, repeated acts or gestures, committed by a student or a group of students, with the intent to harass, ridicule, humiliate, intimidate or harm another student.*

The use of cell phones, Webcams and other devices with photographic and/or video capabilities cannot be used in a manner that creates a hostile and/or uncomfortable environment for TBI students. A hostile environment is one that interferes significantly with a student's education.

The TBI also strictly prohibits pranks, and jokes as forms of harassment. Students who are found to be guilty of *bullying or harassment* will be subject to all legal, Temple College and TBI consequences.

HOUSEKEEPING

Students are expected to keep classrooms and open areas clean and in order. Students must cleanup after themselves in the commonsstudy/lounge area, bathrooms and computerlabs. Any property left in common areas is subject to disposal.

HOURS OF OPERATION

The TBI is operational from 7:00 am –5:00 pm, Monday-Thursday and 8:00 am - 3:00 pm on Fridays. Students attend classes on a Monday-Wednesday, Tuesday-Thursday block schedules from 7:25 am - 11:45 am for the morning cohort and 12:30 pm - 5:00 pm for the afternoon cohort. Lunchtime Monday-Thursday is scheduled from 11:45 am - 12:30 pm. On Fridays, the block schedule will be from 8:30-11:30 am and 12:00-3:00 pm respectively for each cohort.

Other hours of operation include the operation times for the TBI Distance Education/eLearning Lab, 7:15 am -5:00 pm, Monday-Thursday and 8:15 am - 3:00 pm, Friday. **Note: Students working on online courses should not begin a timed test that will run past the closing hours of either the Distance Education Lab or the TBI. This means if a timed test is 100 minutes, the test should be started no later than 3:50 pm, Monday-Thursday or 1:20 pm on Friday.**

LABORATORY ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Laboratories are equipped with supplies and equipment that may pose a hazard if used carelessly. The instructor will inform you of specific safety requirements for assigned laboratory activities. The student should behave in a responsible manner, be aware of and follow all laboratory safety rules. The following rules are presented for Texas Bioscience Institute students attending classes at the Texas Bioscience Institute facility:

- Lab coats must be worn by all students during laboratory activities. The lab coat should be clean and free of wrinkles. The coat should be replaced if it becomes permanently stained or no longer fits. If you forget your lab coat, a substitute lab coat can be rented for the day for a fee of \$2 from the Administrative Office.
- Closed-toed shoes must be worn in the TBI lab setting(s).
- You must wear goggles or safety glasses when instructed to do so by the lab instructor or lab safety instructions. You are responsible for and must maintain your protective eyewear.
- Hair should be cleared away from the face and neatly controlled (tied back).
- Wearing contact lenses in the lab is strongly discouraged.
- Nails should be clean and short. Artificial nails are strongly restricted.
- Gloves can be worn for any lab activity. The instructor will inform you when gloves are required rather than optional. The Institute will provide gloves. The student should purchase their own gloves if they have sensitivities and/or require a glove other than those provided.
- Avoid wearing loose clothing, especially long, loose sleeves.
- Wear natural fiber clothing because synthetic material melts onto skin in a fire
- Food or drink may not be taken into the labs
- Remove watches, rings, and bracelets during lab activities involving chemicals.
- Students will incur a \$5 charge for failure to turn in lab drawer keys in the Chemistry lab.

LANGUAGE

While freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the TBI's educational mission. Discriminatory actions or comments based on sex, age, race, color, national origin, native language, religious affiliation or belief, physical disability, sexual orientation, or lifestyle are prohibited. Other examples of unacceptable language may include but are not limited to:

- Profane or obscene
- Lewd or vulgar
- Rude or disrespectful
- Threatening or inflammatory
- Criminal Speech

(See also HARASSMENT)

OFFICE OF MIDDLE COLLEGE COORDINATOR

The functions of the Office of Middle College Coordinator are the responsibility of Mark Dohnalik. The Office of Middle College Coordinator provides guidance and assistance to students in various aspects of their academic, social, emotional, and personal lives. Offering workshops and information on such issues as time management, stress management, emotional wellness and many other topics germane to the maintenance and enhancement of TC/TBI student life, the Middle College Coordinator is available to students on both a drop-in and appointment basis. Issues involving student advising, course schedules, career counseling, tutorial assistance and grades are also the direct responsibility of the Middle College Coordinator.

Academic Advising

Academic advising is an integral component of a comprehensive system of student counseling. The development of student course schedules, periodic reviews of academic progress and reviews of student graduation status reports are among the responsibilities of the Middle College Coordinator and other TC academic advisors. Members of the faculty may also serve as academic advisors assisting the Middle College Coordinator with the program.

PERSONAL CARE GUIDELINES

Because students at TBI are part of a professional learning community, the TBI encourages basic grooming and hygiene practices. This includes, but is not limited to:

- Showering with soap on a daily basis
- Daily use of deodorant/antiperspirant
- Frequent laundering of clothing and lab coats
- Brushing teeth on a daily basis
- Maintain clean and sanitary footwear. Safety standards for footwear should be applied in labs.

QUIET

In order to provide and maintain an environment conducive to study, students are asked to be as quiet as possible. No loud or disturbing noise or activity will be tolerated, especially during class session hours.

RECOMMENDATIONS FOR ACADEMIC SUCCESS

Because college courses are more intense, move at a very fast pace, and assume immediate recall of prior knowledge, it is imperative that students adopt rigorous study habits.

In order to be successful, Texas Bioscience Institute Middle College students must:

- Attend all classes as required (Middle College student's attendance will be reported to area school districts)
- Complete all assignments as described in the course syllabus.
- Read and adhere to the Academic Integrity Policy for Temple College (Temple College Student Handbook). Honesty, academic integrity and professional behavior are a high priority at the Institute.
- Wear identification at all times. This is for your safety and security, and follows Scott and White West Campus policies.
- Dress safely and appropriately. The Texas Bioscience Institute is located in a professional medical research and drug manufacturing facility. Avoid wearing loose clothing, especially long, loose sleeves. Shorts, tank tops and clothing with holes or tears are not appropriate for classroom or laboratory settings.
- Conduct all cell phone and pager usage outside the classroom, laboratories, testing areas.
- Follow Temple College and Scott and White policies regarding use of all tobacco and alcohol or illegal drug products. (Smoking, chewing or dipping tobacco products are not permitted on Scott and White campuses.)

Students are encouraged to:

- Make use of the professor's office hours or other tutorial services provided for additional help. Do not hesitate to ask for help and do not wait until the last minute. (Middle College students are required to attend tutorials and Friday Lecture Series seminars.)
- Address academic questions or problems directly with the course instructor.
- Study each subject at least four days per week regardless of how many times the class meets per week. (Studying is like taking medication in that you spread it out and don't take it all at once!)
- Form study groups and participate actively in the study sessions or tutorials.
- Prepare for exams in advance. Do not cram!
- Review and refine class notes and outline text materials within 24 hours of the lecture.
- Be disciplined and responsible for your own learning.
- Develop good study habits.
- Continue your education during breaks between semesters and during the summer.

RESEARCH SEMINARS/TUTORIALS/ PRACTICUM OR PROJECT(S)

Unique features of the Texas Bioscience Institute is the opportunity to observe in a research/clinical lab, attend seminars by leading medical researchers and college/university faculty, and or complete a practicum or project at various medical facilities. The practicum or project can be associated with individuals from facilities such as: Scott and White Hospitals/Clinics, the Cancer Research Institute, the Cardiovascular Research Institute, Institute of Regenerative Medicine, private medical facilities, or at the Texas A&M College of Medicine, and will explore potential careers within the biotechnology field.

Also unique to the TBI are the Friday Lecture Series Seminars which are held in the TBI Auditorium approximately two times (on Friday) each month and the TBI Tutorial Fridays held at opposite times (on Friday) from the Friday Lecture Series. Students will receive a schedule of these events. **Note:** **All Middle College students are required to attend the seminars, tutorials, or be in attendance on their regular campus. Any exceptions (if approved by high school counselor, administrator, or designee) must be conveyed in writing to the TBI Administrative Office and or Middle College Coordinator.**

SAFETY

Safety and security are two major concerns at the TBI.

Items that are prohibited by the TBI include, but are not limited to:

- Chemicals or scientific equipment that could be dangerous
- Laser pointers
- Any weapons or ammunition
- Any blades over 2 inches in length

Actions that are prohibited at the TBI include, but are not limited to:

- Tampering with smoke detectors, fire pull stations, or any other emergency/safety equipment.
- Tampering with facility electrical circuits, wiring, outlets and pathways, etc.
- Running, roughhousing (e.g. pushing, shoving, wrestling), rollerblading, biking, or skate boarding.
- The throwing of food or any other objects in the building.

The TBI reserves the right to determine if any action or item is deemed inappropriate at any time. Students who do not comply with the aforementioned safety standards will be subject to disciplinary responses. In case of an emergency or injury, a TBI staff or faculty member should be contacted.

SCHOOL CLOSINGS

Occasionally, Temple College and the TBI may delay its opening due to poor weather conditions. Information for Temple College-TBI closings can be obtained via Temple College announcements made

through normal communication channels, various news media and or Administrative Office. All attempts will be made to keep the students informed in a timely fashion.

SIGN-IN / SIGN-OUT PROCEDURES

The sign-in and sign out procedures are an important means of accounting for each student at any time of the day. Students must understand for their own safety as well as for emergency situations, the importance of properly signing in and out of the building. Each student will be processed for thumb-scan recognition for sign-in and sign-out documentation upon arrival at the TBI. Students signing out may be asked by the Administrative Office personnel about their destinations, companion(s), and estimated times of return if applicable. Upon returning to the TBI each student must sign back in. TBI students are not allowed to leave the building once they arrive at TBI. If you need to return to your vehicle to retrieve an assignment, book, lab coat, etc., you must sign out in the administrative office and then sign back in when you return.

SILVER GRADUATION CORD REQUIREMENTS

All students who attend the TBI are eligible to receive a "TBI Silver Graduation Cord" and attend the "cording ceremony" if they meet the eligibility qualifications. Silver cord eligibility includes:

- Attend the TBI for at least 3 semesters for junior/senior and 2 semesters for senior only students;
- Remain in Academic Good Standing (GPA 2.0 or higher in all classes and for each individual and cumulative TBI semesters attended);
- Accrue no disciplinary violations or occurrences;
- Document attendance at a minimum of 5 Friday Seminar Lectures for each TBI enrolled semester attended;
- Document a minimum of 16 hours of Community Service;
- Documented a minimum of 16 hours of Experiential Study (Career Job Shadowing, Research Project);
- Turn in all equipment, lab coat and or other TBI related supplies or required assignments;
- Provide copies of at least two completed/submitted college applications (Temple College application can be used as one).

SMOKING AND TOBACCO

Smoking is not condoned or encouraged by the TBI community. Scott & White West Campus property (including the TBI) are **smoke-free** locations. In addition to this, the Scott & White West Campus property (including the TBI) properties are **tobacco-free** areas also. Smoking/tobacco usage in private property (student vehicle) is also **not** allowed. Violations will necessitate TBI discipline, and in some cases, police/security action.

STUDENT IDENTIFICATION

TBI students are required to be in possession of their Temple College/TBI photo ID at all times. At any time, a student may be asked to present this ID to TBI or Scott & White personnel linking the student to Temple College. (See IDENTIFICATION). **Note: All lost student IDs should be reported to the Administrative Office immediately and replaced as soon as possible.**

SUMMER PROGRAMS

There are numerous summer programs in the biosciences and research fields across the nation. The Texas Bioscience Institute staff can provide some support and information for students who choose to pursue summer programs. The research experience provides an excellent source of information for the preparation of papers and essays. Many of these programs have scholarships available.

TRANSCRIPT LETTERS

Students who attend the TBI have the benefit of receiving a transcript letter to attach to their high school transcript(s) being sent to colleges or other transfer institutions. Requests for transcript letters are made through the Administrative Office.

TECHNOLOGY USE POLICIES

Computers and related equipment (printers, scanners, etc.) are provided for TBI students for educational purposes and communication with others. The Temple College policy outlines the regulations for Open Computer Lab. The computers and related equipment are the property of TC and TBI and for appropriate educational use only. The student's use of the school's computers, network, and internet services is a privilege, not a right. Unacceptable use, activity, or care of computers and related equipment may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action.

Laptops

- 1) Students are responsible for any damage to the laptop and ensuring that it is kept in good condition:
 - a. Students are not to deface the laptop in any way. This includes marking on the laptop or attaching stickers. The only sticker on the laptop should be the one affixed by the Temple College or TBI.
 - b. The identifying sticker affixed by Temple College or the TBI may not be removed. If it becomes damaged or partially or completely detached, bring the laptop in for a new ID sticker.
 - c. Do not carry the laptop in your backpack unless it is in the carrying case.
 - d. Do not expose it to rain or damaging heat and cold.
 - e. Do not eat or drink near where you are using the computer.
 - f. Do not use water or cleaning solutions to clean the laptop.
 - g. To keep the screen clean, do not touch it with your fingers.
- 2) Students are responsible for maintaining the laptop for classroom use:
 - a. There should always be enough hard drive space and RAM available to meet classroom requirements.
 - b. The laptop should always be charged sufficiently for classroom use.
 - c. Students are responsible for maintaining the software installed on the laptop and reloading it if it is lost or degraded.
- 3) Students may take the laptops home during the school year as long as they are enrolled in the TBI:
 - a. Students assume responsibility for the laptop if they take it home.
 - b. Failure to return to the TBI with the laptop may result in revocation of the privilege of taking the laptop home.
 - c. Whenever students withdraw from the TBI or leave at the end of their senior year, the laptop must be returned to the TBI Administrative Office.
 - d. If your laptop is stolen or badly damaged it should be reported as soon as possible to the TBI Administrative Office. Theft of a laptop will be reported to the law enforcement authorities.

Desktop Computers: Labs and Common Study/Lounge Areas

Desktop computers for student use are located at various places within the TBI.

- 1) Students are not to use the computers to play games or movies. These are primarily for educational use.
- 2) If you are using the computer for audio purposes, use headsets.
- 3) If other students are waiting do not use the computers for long periods of time.
- 4) Do not add or delete software from the computers.
- 5) Save all of your work on a disk or flash drive not on the hard drive of the computer.
- 6) Students should remain as quiet as possible so as not to disturb others using the computers or printers.
- 7) Do not waste or take supplies, such as paper and toner, provided by the TBI.
- 8) The computers and related equipment must be used so as not to damage them.

TEXTBOOK POLICY

Care should be exercised in the use of school owned textbooks in order that all books may be returned at the close of the school term in useable condition. For each textbook lost or damaged beyond use, an additional charge may be made as determined by school officials.

THEFT

Theft of Temple College property (TBI/Scott & White West Campus included), or personal property is prohibited and will be dealt with to the fullest extent of the law. Students caught stealing or in possession of stolen property will be subject to criminal prosecution as well as TBI disciplinary sanctions. To help prevent theft in the facility, students should keep all belongings safe and or locked at all times. The TBI is not liable for damaged or stolen items; however TBI staff can assist with filing a SWWC police report, if desired.

TUTORIAL GUIDELINES

Purpose

The Tutorial program is designed to support academics by providing students an extended learning opportunity where they can continue to work on their school assignments while under the supervision of school faculty or other school personnel.

The Tutorial was developed at the Texas Bioscience Institute as an opportunity for students to acquire extracurricular help, seek out teachers on a one-on-one or group basis, and to work cooperatively with other students. Tutorial is a required part of the instructional program at the TBI where attendance is mandatory. Attendance is taken and relayed back to the student's home campus.

Goals of Tutoring

Please note that the tutors/instructors are not in the Tutorial to teach. Your instructor is the primary source of information for your coursework. The goal of Tutorial at the TBI is to help students become active, independent learners. Tutoring is not intended to be a substitute for class attendance, a quick-fix the day before an exam, or a question-and-answer exercise.

Types of Tutoring Activities:

- **Scheduled Group Tutoring**-(Typically facilitated by an Instructor in a class or lab)
- **Student-to-student Tutoring**-(Students helping students in commons study/lounge area, classroom or DE computer lab)
- **Study Groups**-(Student groups studying in commons area, classroom or DE computer lab)
- **Individualized Tutoring**-(One-on-One Tutoring with an Instructor during Faculty Office Hours, appointments, online or Scheduled Group Tutoring Sessions)
- **SMARTHINKING Online Tutorials**-(24/7 Online Tutorial provided as a free service to TC/TBI students. Students can obtain an instruction sheet from the Administrative Office)
- **Education Assistance Center-(EAC)**-located on Temple College main campus. The EAC provides assistance to students in basic reading, math, writing and study skills needed to do college level work. **Note: Students can inquire with the Middle College Coordinator about other tutoring/assistance opportunities held on the Temple College Main Campus that all TBI students have access to.**

Placement, Length of Stay and Conditions for Exit:

- Tutorial should take precedence over other school activities.
- Students are expected to work on their schoolwork during tutorials, cooperate with the Instructor(s) or TBI personnel, and follow all school rules and tutorial guidelines.
- Although students may attend scheduled group tutorials voluntarily, attendance will be required if a student's grade falls below a "C", there is evidence of chronic absenteeism or if assignments are not being turned in.

- Placement in “Mandatory Scheduled Group Tutorial” is left to the recommendation of the instructor(s), Middle College Coordinator or home campus high school counselor(s).
- Students placed in “Mandatory Scheduled Group Tutorial” are required to attend instructor facilitated “Scheduled Group Tutorial Sessions” until all assignments are turned in from the class from which they were referred and or until their grades are raised to a “C” or higher.

Note: All students are required to attend each Friday Tutorial for the full session. Upon arriving at the TBI, the student will check-in and be required to check-out on leaving the TBI. Attendance will be taken in all instructor lead tutorial sessions. Students that are late or not logging a check-in and a check-out time will be recorded as absent.

VANDALISM

Students who knowingly, recklessly, or intentionally damage or deface property that they themselves do not own are breaking Texas Criminal Code and will be prosecuted and will be subject to Temple College disciplinary action (see **TC Student Handbook**).

VIOLATIONS OF LAW

Any acts that could constitute a violation of federal, state, civil, or criminal laws or city ordinances, except for minor traffic violations, will result in disciplinary action. Temple College-TBI discipline is not contingent upon, and may precede, legal action.

WEAPONS

The Temple College-TBI strictly prohibits the possession and use of weapons and other dangerous items. TBI interprets “possession” broadly. If a student is knowledgeable of a weapon(s), and/or other dangerous item(s) that have been found, whether or not the student is using or in possession of the weapon(s) and/or dangerous item(s), he/she will be considered in violation of the weapons and other dangerous items policy.

(Note: Select content and policies in this handbook have been used or adapted with the permission from the Indiana Academy of Science, Math and Humanities, copyright 2009).

TC/TBI ACADEMIC CALENDAR

COLLEGE CALENDAR

FALL SEMESTER, 2011

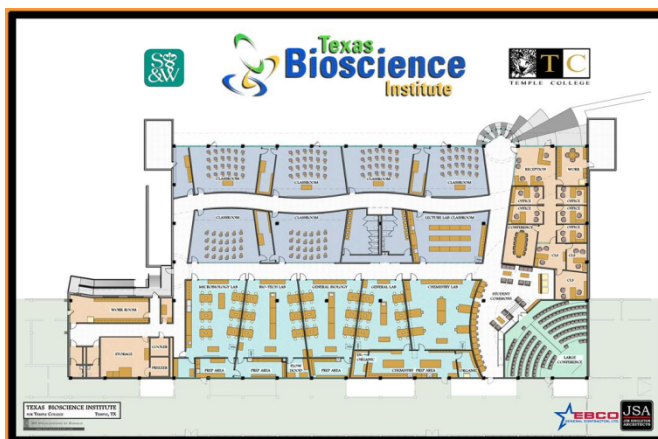
August 8-17	Final Registration
August 22.....	Faculty Return to Campus, All-College Meeting
August 22-26.....	Zero-Week
August 29.....	First Class Day
August 30.....	Last Day to Add/Drop a Class – Noon Deadline
September 5.....	Labor Day Holiday
September 7.....	Census Day for 1st 8-Week Classes
September 15.....	Census Day for 16-Week Classes
October 3.....	Deadline to Apply for December Graduation
October 7.....	Last Day to Drop a 1st 8-Week Class
October 19-20.....	1st 8-Week Class Final Examinations
October 20-21.....	Registration, 2nd 8-Week Classes
October 21.....	Mid-Semester
October 24.....	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
November 1	Census Day for 2nd 8-Week Classes
November 18.....	Last Day to Drop a 16-Week Class
November 22.....	Last Day to Drop a 2nd 8-Week Class
November 23-25.....	Thanksgiving Holidays
December 7.....	Last Class Day of Fall Day/Evening Classes*

December 8*Last Class Day of Classes Meeting Thursday Only
December 9* Last Class Day of Classes Meeting Friday Only
December 12 Final Exams Begin (Monday)
December 15 Final Exams End (Thursday)/ Semester Ends
December 16 College Closes at noon for Winter Break (Friday)
December 16 Grades Due at Noon (Friday)

SPRING SEMESTER, 2012

January 3College Administrative Offices Open
January 3-5 Final Registration
January 9 Faculty Return to Campus, All-College Day
January 9-13 Zero-Week
January 16 Martin Luther King Holiday
January 17 First Class Day
January 18 Last Day to Add/Drop a Class – Noon Deadline
January 25 Census Day for 1st 8-Week Classes
February 1 Deadline to Apply for May Graduation
February 2Census Day for 16-Week Classes
February 24 Last Day to Drop a 1st 8-Week Class
March 7-8 1st 8-Week Class Final Examinations
March 8-9 Registration, 2nd Eight Weeks
March 9 Mid-Semester
March 12-16 Spring Break
March 19First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
March 27 Census Day for 2nd 8-Week Classes
April 13 Last Day to Drop a 16-week Class
April 6 Good Friday Holiday
April 27Last Day to Drop a 2nd 8-Week Class
May 2 Last Class Day of Spring Day/Evening Classes*
May 3*Last Class Day of Classes Meeting Thursday Only
May 4*Last Class day of Classes Meeting Friday Only
May 7 Finals Begin (Monday)
May 10 Finals End (Thursday) / Semester Ends
May 11Grades for Graduates Due at 11:00 a.m. (Friday)
May 11 Grades Due at noon (Friday)
May 12 Commencement (Saturday)

FLOOR PLAN FOR THE TBI



Acknowledgement of Reading and Understanding Content

Students should read all content of this handbook and ask questions or for clarification if needed for clear understanding before signing this statement.

- I had an opportunity to ask questions or clarify my understanding of all content that was unclear or I did not understand.

- I have read and understand the contents of the 2011-2012 Texas Bioscience Institute Student Handbook.

Student Signature and Date

For Minors: Parent's Signature and Date

Permission to Videotape/Photograph Students

I do hereby grant permission to the Texas Bioscience Institute/ TempleCollege to interview, videotape and /or record. I understand that from time to time the Texas Bioscience Institute/TempleCollege, its agents, trustees, employees, or volunteers may use images and /or voice for publication. I hereby consent to the interview, videotaping and/or the recording of voice for said purposes. I agree to indemnify and hold harmless the Texas Bioscience Institute/Temple College, its agents, trustees, employees and volunteers from any and all damages, injuries or causes of action which may result from the interview, videotaping and/or voice recording or the publication thereof.

TBI Student Signature _____ Date _____

(Minors only)
Signature of Parent/Guardian _____ Date _____