



JUNE 25 - JULY 15, 2018

WEST VIRGINIA  
**GOVERNOR'S SCHOOL**  
OF **ENTREPRENEURSHIP**

---

**HANDBOOK**



## FOREWORD

Governor Jim Justice and the Department of Education and the Arts proudly present the West Virginia Governor's School of Entrepreneurship at West Virginia University. This unique program celebrates the potential of 60 of the state's students who have vowed to make a difference! The opportunity to live on a college campus for three weeks while taking advantage of creative and intellectual challenges makes GSE an unforgettable experience.

Governor's Schools are truly a community effort. Funded by the legislature as requested in the governor's budget, all of the Governor's Schools of West Virginia are administered by the West Virginia Department of Education and the Arts.

The information in this handbook provides important information; therefore, students and their families are encouraged to read and discuss it. It is imperative that each understands the importance and responsibility of attending a governor's school. If you have any questions, please contact the Director of Governor's Schools Sherry Keffer by email at [Sherry.L.Keffer@wv.gov](mailto:Sherry.L.Keffer@wv.gov)

I congratulate you on your entrepreneurial spirit and for having the wisdom to know that GSE is the place where you should spend three wonderful weeks this summer. I am also happy to commend your parents for the support they have given you as you strive for excellence.

You make West Virginia proud.

Sincerely,

A handwritten signature in cursive script, appearing to read "E. Vitullo".

Dr. Elizabeth Vitullo, Dean, Governor's School of Entrepreneurship

# Welcome to the Governor's School of Entrepreneurship 2018

The information in this handbook should answer many of the questions you have about GSE. Please read it carefully. If you do not find the answers you need, contact Dr. Elizabeth Vitullo, dean of GSE at West Virginia University or Mrs. Sherry Keffer, director of Governor's Schools.

Your attendance at the Governor's School of Entrepreneurship is a challenging opportunity for you to meet and interact with other students and adults in an enriched, creative environment. You will be living and learning on the campus of West Virginia University as you represent your school and county in this unique experiences.

Your potential for learning will be challenged and your curiosity will be piqued as you discover new horizons while broadening your knowledge base. Moreover, you will meet other talented young West Virginians and develop friendships that may last throughout your lifetime.

Acceptance of this opportunity carries with it an agreement to behave with integrity and respect for others. You are to abide by all rules and regulations included in this brochure. These guidelines are necessary in order for you to have the best possible learning experience.

If you decide not to accept your invitation, you may not use your original acceptance in any application or news release. Only students who complete the Governor's School of Entrepreneurship are known as GSE Entrepreneurs.

We wish you a successful and enjoyable experience. See you June 25<sup>th</sup>!

## Opening and Closing Dates

Move-in: June 25th from 10am - 2 pm at the Honor's Dorm

Check-out: July 15th at 10 am (farewell celebration to follow)

# Table of Contents

	Page
Welcome	3
Expectations & Rules	5
Disciplinary Action	10
Living Accommodations	11
Packing List	15
Technology Policy	17
Contact information	19
Frequently Asked Questions	21
Campus Map	22

# EXPECTATIONS & RULES

West Virginia University is a family of distinctive campuses united by a single mission. No matter who you are, you'll find a niche here. In Morgantown, home to over 28,400 students, you'll find groundbreaking research, trailblazing spirit and endless academic opportunities. Small class sizes, a student-centered focus and entrepreneurial spirit are the hallmarks of WVU Keyser — where 1,452 current students pay the lowest tuition of any four-year institution in the state. At WVU Beckley, 1,347 students are launching their careers with leading-edge engineering programs and other in-demand majors in the nurturing environment of a small city. At WVU, our reach extends far beyond a single campus. We are leveraging our talents and resources to create a better future for West Virginia and the world.

**The students selected for this program are expected to follow a high standard of personal conduct.** Mutual respect, excellent work habits, and a cooperative spirit are all necessary aspects of community life. Each student is expected to contribute to a true “community of innovators” in which personal growth is enhanced and a free interchange of ideas is encouraged. Openness to new or differing opinions enhances this atmosphere. GSE is comprised of students from various regions of the state, rural and urban areas, different social, ethnic, economic, and religious backgrounds. Therefore, many opportunities exist for students to develop skills in team work, cooperation, and sharing, which should serve them well in many other settings throughout their lives.

## Expectations & Rules

In order to provide for the safety and well-being of all students, and in order to bring about a cooperative “community of innovators” in a very short amount of time, expectations and rules are necessary. GSE students are not only expected to meet the physical and mental demands of being an entrepreneur, they must also participate cooperatively in a communal living environment. Because students are asked to learn and to participate at peak levels throughout the three weeks of the program, attention to health, including rest for both mind and body, is a necessity. As guests of West Virginia University, GSE students are asked to help keep the facilities and campus orderly, clean and smoke-free. The purpose of these policies is not to restrict students, but rather to allow each individual to take full advantage of the GSE program.

- Students shall strive to participate at the highest level of their ability throughout the program.
- Students must arrive for all classes, work sessions, field trips, seminars, and activities, at or before the announced time.
- The rights of others to a clean, orderly, safe, and sometimes quiet environment must be respected. Consideration/Quiet hours in the residence areas are to be observed by everyone.
- Students shall be respectful of other teams at all times and shall not engage in any behavior that disrupts or disrespects another team’s workspace or product/service idea.
- No student will be permitted to leave the campus unless supervised by GSE faculty or staff.

- Students shall confine their activities to the designated West Virginia University facilities, classrooms, dining hall, and residence halls.
- Students may not operate or enter motor vehicles during the program except those provided by GSE for authorized trips. GSE provides transportation for all field trips and special events. Students are not permitted to bring an automobile to GSE.
- Smoking is prohibited while attending GSE, both while on and off the campus of West Virginia University including field trips.
- Upon arrival, each GSE participant will be issued a student identification card and 800 number. In addition to identification and security purposes, the card serves as a meal ticket, laundry credit card, and provides admission to events, etc. Participants must wear their GSE ID at all times when not in the residence hall.
- To avoid injury, GSE students must wear appropriate footwear at all times.
- Proper personal hygiene and dress are required throughout the program.
- Entrepreneurs may visit with members of the opposite sex in the fourth floor residence hall lounge area. They are not to enter the floor/wing where the opposite gender is housed. Sexual activity/PDA is prohibited.
- Socializing with participants in other programs, West Virginia University summer students, and dormitory residents is prohibited unless scheduled by GSE staff.
- Verbal abuse and disrespect of others will not be tolerated.
- Entrepreneurs may not engage in any activity which could subject GSE to public ridicule or disrepute.
- Theft, vandalism of property, and tampering with fire or safety equipment will be grounds for immediate dismissal from the program.
- Possession or use of firearms, fireworks, drugs, or alcoholic beverages will be grounds for immediate dismissal from the program.
- Students may not engage in any illegal or immoral behavior during GSE.
- Fighting, violence, or abusive behavior toward others will be grounds for immediate dismissal from the program.
- **Clothing that displays offensive, unhealthy, or inappropriate logos or language is prohibited, and clothing items must fully cover undergarments, cleavage, midriff, and mid- thighs at all times. Males must wear shirts at all times when outside their dormrooms.**
- Personal smart phones, iPods, MP3 players, tablets, and other small portable electronics will only be only allowed during lunch and after-hours free time. Use of smart phones during scheduled workshop sessions is prohibited and smart phones will be temporarily confiscated if participants are found using devices during those times.
- GSE does not allow students to bring TVs, refrigerators, or DVD players for personal use. Community TVs are available in student lounge areas and computers with internet access are available to all students.

---

***VIOLETION OF ANY OF THE GSE EXPECTATIONS AND RULES MAY RESULT IN DISMISSAL FROM THE PROGRAM AT THE COMPLETE DISCRETION OF THE GOVERNOR'S SCHOOL OF ENTREPRENEURSHIP. OTHER RULES AND GUIDELINES MAY BE ANNOUNCED AS NEEDED.***

---

GSE reserves the right to search any GSE student's belongings and to seize any contraband found, including but not limited to: cigarettes, alcohol, drugs, and weapons. Confiscated items will be turned over to West Virginia University and available for viewing by parents and/or guardians.

## **Residence Hall Rules**

- 9:00 p.m. All students must be in residence halls
- 9:00 p.m. No food delivery orders placed after this time.
- 10:30 p.m. Students must be in their suites
- 11:00 p.m. Lights out

No student may leave Honor's Hall before 5:45 a.m. or after 9:00 p.m. unless accompanied by a GSE faculty or staff member. No student may ever leave the residence hall alone. All students must walk to event locations in groups of three or more.

## **Parental Visits**

Parents are highly encouraged to accompany their children on registration day. For the 2018 Summer Session of the Governor's School of Entrepreneurship, participants and their parents should check-in between 11:00 AM and 2:00 PM on Monday, June 25<sup>th</sup>. During registration, participants will check into their residence hall, have their photo taken, receive their WVU ID card, and other opening items. After check-in is complete, parents will depart. This is the last time that parents will be permitted to see their student until pick up day. Parents are not permitted to be back on campus until check-out day, July 15<sup>th</sup>. We are inviting all parents to attend closing ceremonies at the Erickson Alumni Center from 12:00 PM - 5:00 PM. This will be carnival style with an awards ceremony and showcase of student's work during GSE. Checkout that day must be completed by 5:00 PM. It is up to parent and student's discretion on when to check out during the carnival, but cannot checkout before 10:30 AM.

Parents will be provided contact information for the Dean, Team Leader, Resident Director and Resident Assistant who are working with their child. In case of emergency, parents are advised to contact the Dean to make arrangements.

---

***VISITATION BY FAMILY AND FRIENDS IS PROHIBITED AT ANY DATE OR TIME DURING GSE. PARENTS ARE WELCOME TO DROP OFF ITEMS TO CAMPUS AT ANY TIME DURING THE PROGRAM AND STAFF WILL ENSURE DELIVERY TO THE STUDENT.***

---

## Attendance Policy

Because GSE is brief and because our teaching strategies rely heavily upon cooperative learning, when even one student is absent, a whole group of students is short-changed. In return for the tuition-free opportunity valued at \$4000 which GSE has made possible for you, we ask that you are with us for the entire length of the program. Of course, GSE students sometimes miss a class or event because severe illness. In these rare instances, our residential staff is on hand so that our students can rest and recuperate in their room.

The Governor's School of Entrepreneurship requires your presence and full participation in the program from noon on June 25<sup>th</sup> until the end of program on July 15<sup>th</sup>, 2018. The following exceptions are permitted:

- A young entrepreneur may leave campus for 24 hours only in case of illness of family emergency (serious illness of a family member, disaster or death). In rare instances, a 24-hour personal leave may be granted with prior approval. GSE must receive a letter of request for these special circumstances detailing the reason for the proposed absence and 24-hour period involved by May 25<sup>th</sup>. Following the request, GSE will notify the student if the absence is approved or the reason(s) for non-approval.
- GSE participation is contingent upon meeting all program requirements at the time of arrival on the campus and upon completing all GSE pre-registration documents in a timely manner.

## Vehicles

Participants are not permitted to bring their own vehicles to campus. Students may not operate or enter motor vehicles during the program except those provided by GSE for authorized trips. GSE provides transportation for all field trips and special events. No student will be permitted to leave the campus unless supervised by GSE or GSE-approved West Virginia University staff.

## Noise

To ensure a pleasant living environment and beneficial conditions for learning, iPods, radios, or phones should be audible only in the room in which they are being played during waking hours. Loud conversation and other forms of vocal noise in public areas (hallways, lounges, bathrooms, stairwells, etc.) are to be kept to a minimum. After lights out, all participants are expected to be in their rooms and quiet. Noise complaints from other residents in the residential areas will be referred to the Dean.

**In effect 24-hours a day:** No operation or playing of radios, televisions, phonographs, drums, musical instruments, or similar devices which creates a noise disturbance ACROSS A ROOM'S BOUNDARY.

## **No Smoking**

Smoking is PROHIBITED at all times during the summer session. This applies while students are on and off of the West Virginia University Campus. Violation of this policy shall result in dismissal from the program.

## **Identification/Meal Card**

All participants will receive a West Virginia University ID Card. This card serves as an ID and controls access to Summit Dining Hall and meal plans. Report lost IDs to your Resident Assistant (RA) IMMEDIATELY. An ID card must worn by students at all times when they are out of the residence hall.

## **Safety**

The Department of Public Safety is also responsible for the early detection of any potential safety hazards. If you notice a safety hazard, notify your RA as soon as possible so they can work with campus security to remedy the problem.

## DISCIPLINARY ACTION

The Governor’s School for Entrepreneurship strives to provide an environment where students can grow and explore their ideas in a supportive space. Certain behavior is incompatible with the philosophy of GSE. As representatives of your schools, communities, counties, and the state of West Virginia, you are expected to be exemplary citizens.

All staff members are responsible for disciplinary action in response to misbehavior. In other words, every adult is the “boss.” There are three levels of discipline, determined by the nature, frequency, or severity of the infraction:

1. Verbal reprimand by staff with written notice to the Dean;
2. Written warning by the Deans. Parent/guardian will be notified, and;
3. Dismissal from GSE.

The Dean, in consultation with the appropriate faculty, staff, and the State Director, will make final decisions regarding dismissal from GSE. Should a student be dismissed, the Deans will immediately contact the student’s parents or guardians. A student who has been dismissed must be picked up by a parent/guardian within 12 hours of dismissal. While waiting to be picked up, the student is no longer welcome to participate in GSE activities and will pack personal belongings under staff supervision.

Please note, a letter stating the reason for dismissal will be sent to the parent/guardian, high school principal and county superintendent of schools. Be advised that WVU and the GSE will cooperate with all university, local, and state authorities regarding investigations or illegal activities.

### Causes for Disciplinary Action

Students who leave campus without authorization, leave the room after “room check” during off-campus travel, engage in activities threatening the safety of themselves or others including leaving assigned groups when off campus, or who violate the tobacco, alcohol and controlled substance abuse rule will be dismissed immediately. **There will be no second chances.**

Other reasons for dismissal include, but are not limited to, the following:

- Unexcused absence;
- Disobeying visitation policies;
- Unauthorized use of a vehicle;
- Unauthorized riding in a vehicle with another person;
- Tampering with fire alarms or security systems;
- Harassment/ bullying;
- Failure to follow faculty, staff, or campus security’s directions;
- Behavior unbecoming of a member of GHA.

# LIVING ACCOMODATIONS

## Honors Hall

Honors Hall is located at 250 2<sup>nd</sup> St. Morgantown, WV 26505. Students will check in here on June 25<sup>th</sup>. Honors Hall is within two blocks from main campus where most of the classes will be held on at the College of Business and Economics. Rooms will be double occupancy.

## LAUNDRY

West Virginia University will provide weekly bed linen service and daily towel service for all GSE participants. For participant clothing, washers and dryers are located on the first floor of Honor's Hall. Use of the machines is \$1.50 per load and each participant or their parents/guardians can load money to their WVU ID for their use.

Laundry in the washers and dryers should be attended at all times. GSE and/ or West Virginia University will not assume responsibility for lost or stolen items. Students are encouraged to do their own laundry 2 times during GSE and cannot rely on parents to drop off clean clothing. (Parents are not permitted on campus). Students are requested to show consideration for others by promptly removing clothes from washers and dryers. Students should immediately report laundry machine problems to their RA.

## ROOMS

Students are responsible for the room and suite to which they are assigned. Misuse of college property will be the sole responsibility of the student to whom the room/suite is assigned. Please keep room locked so you are not unfairly held responsible for actions of others. If there is any destruction of property, the student will be charged the rate assigned by West Virginia University.

Students MUST keep the street door to Braxton Tower locked at all times. This is a safety concern! DO NOT PROP OPEN THE DOOR. Students are responsible for carrying their key with them at all times.

## Weather

West Virginia University monitors weather through notifications from NOAA and tracks threatening weather. This includes, but is not limited to, thunderstorms, tornados, heat alerts, etc.

## Meals

Breakfast and dinner will be provided in Honor's Hall, and lunch will be provided in Mountainlair. Please have your West Virginia University ID at every meal. Summit has a wide selection of fresh fruit and salads, delicious home-style entrées, freshly baked pizza, deli choices served on freshly baked bread, homemade soups, ice cream and freshly baked desserts, and new creations by our chef just for you.

Mountainlair has an array of restaurants for students to choose from.

The meal times will be as follows, unless they are special trips:

Breakfast: 7:00 AM – 8:00 AM  
 Lunch: 12:00 PM – 1:00 PM  
 Dinner: 5:30 PM – 7:00 PM

GSE staff will make you aware of any changes in the mealtime schedule. Snacks will be provided around 10 a.m. and 3 p.m. each day during workshop sessions. Vending machines are available for our summer guests and are located in the residence hall and College of Business and Economics. If a problem should arise with a vending machine, students should immediately report the problem to GSE staff.

## **Sheetz Market Place**

For students who want to purchase snacks, soft drinks, health and beauty products, etc. a Sheetz Market Place is located a few blocks from Honor's Hall. Student may not visit without GSE staff supervision.

## **Lost and Found**

There will be a lost and found box kept with the Resident Director for the duration of the program. If you lose an item over the course of the program, please let your RA know. Any items not retrieved by the end of final day will be kept for 30 days at the GSE office and then disposed of.

## **Intellectual Property**

While at GSE all students will be working on developing ideas for products and services and learning how to assess whether there is a business opportunity for that idea. This process involves many aspects of intellectual property. You are expected to respect the ideas of everyone attending GSE, both the ideas of other students on your team as well as those of students on other business teams. There will be many discussions and sharing of ideas and opportunities to create collaborative work products (such as joint coding, web design or engineering applications and discoveries).

In order to foster an atmosphere of sharing and optimal learning, all ideas are public; however, every student is expected to behave honorably and respect the ideas of others students. GSE takes ethical considerations in business very seriously and common sense and good judgment are expected.

### *Will my intellectual property rights be protected when I discuss my ideas at GSE?*

GSE is an open program and there is no legal protection of the ideas discussed there; however, as a learning exercise we will have students sign confidentiality and non-disclosure agreements. The GSE staff is always committed to respecting your ideas as belonging to you and the other students on your team. Successful companies are less

about the original idea and more about the learning, discovery, implementation and execution. That's the purpose of GSE. You must be prepared to share your ideas openly at GSE. It is a forum for you to explore your ideas and learn how to design a product with a paying customer in mind. Take heart from these words of wisdom:

*“Ideas without execution are hallucinations.”*

Thomas Edison

*“Ideas are commodity. Execution of them is not.”*

Michael Dell

*“Ideas are a dime a dozen. People who implement them are not.”*

Mary Kay Ash

### *Who owns the intellectual property tested in a team's business model?*

West Virginia University will not own or take an interest in any idea or business created by GSE participants. You own any intellectual property (patents, hardware, algorithms, etc.) you brought to GSE with you. No one has claim to anything you bring to GSE. Your whole team owns any intellectual property developed while at GSE (such as code for a web-based project). If any individual on your team decides to start a legal company based on what it developed at GSE, each member of a team owns only what was written and completed at GSE. Other team members have no claim on individual work done before or after GSE.

If a subset of the team decides to start a company, they do not “owe” anything to any other team members for work done in and during GSE. Each team member is free to start a company based on the team idea, without the permission of the others. Anything you do and learn in GSE is public (from an intellectual property point of view) because you will be sharing what you do with everyone else attending GSE. That doesn't mean you can't and shouldn't start a company based on your idea. Others will have use of your idea only to the extent of what was developed at GSE. The “biggest value” in your idea will be in what you do with it after GSE.

## **Religious Services**

For students who wish to attend worship services, GSE participants may sign up to attend a church service on Sunday mornings. Upon request, we will make arrangements for students to attend worship services of other religions that may occur on another day of the week. A GSE staff member will accompany students to the services.

## **Residence Life and Counseling**

The role of the resident assistant is to facilitate the creation of a community of entrepreneurs and to actively participate in community life while enforcing GSE's policies and procedures and providing care, assistance, aid, and counseling to GSE students. The contributions of the residential staff are essential to the success of the

program. Your RA has been trained to assist you with your needs while attending GSE. Whether it is a question on how to run the washer/dryer or how to ask your roommate to compromise on music choice, etc., your RA (or other GSE RA) is happy to help you. If you just need to talk, you have the option of talking to the dean, a faculty member, business coach, intern, resident director or resident assistant. Each of our faculty and staff are here to help you work through any problems you might have while at GSE. We hope you will take advantage of this wonderful resource without hesitation

# PACKING LIST

## PERSONAL ITEMS:

*(West Virginia University will provide weekly bed linen service and daily towel service for all GSE participants. They will also provide a pillow and blanket for participants. For participant clothing, washers and dryers are located on their rooming floor of Braxton Tower. Use of the machines is \$1.50 per load and each participant or their parents/guardians can load money to their WVU ID for their use.)*

- Personal pillows and blankets
- Laundry detergent & dryer sheets (no liquid chlorine bleach)
- Alarm Clock (or smart phone)
- Hangers
- Desk lap
- Toiletries
  - Toothpaste
  - Toothbrush
  - Razors,
  - Shaving Cream
  - Hair Care Products
  - Perfume/Cologne
- Deodorant
- Brush/Comb
- Hair dryer
- Shampoo, conditioner, soap
- Hygiene items
- Laptop
- Musical Instruments



## CLOTHING:

- Males: Suit or sports coat with dress shirt and tie for opening ceremony (*evening ceremony – not all day*), pitch day, trade show fair, college fair, professional etiquette dinner, optional religious services, and field trip (*for those with no suit or sports coat, minimum required is dress slacks and long-sleeved dress shirt with tie*). (*Laundry facilities are available*).
- Females: Business dresses or pants suits for the opening ceremony (*evening ceremony— not all day*), pitch day, trade show fair, college fair, professional etiquette dinner, optional religious services, and field trip pitch day, optional religious services, and reporting day.
- Athletic shorts or capris (preferably black – 5 pairs suggested)
- Khaki pants or skirts
- 1 Pair nice (no holes) jeans or skirt for field trips. (*No colored jeans – only indigo or black*)
- Nice jean shorts
- Sleepwear
- Daily appropriate classroom attire (nice mid-thigh shorts for males and females, jeans, or chinos; collared shirts, polos, or nice tshirts) *No tank tops, cut-off shorts, offensive words printed on shirts, or athletic shorts permitted*
- Appropriate under garments

- Socks (including athletic socks for activities)
- At least one swimming suit

*Note: Students will receive a GSE tshirts to wear during field trips*



## **SHOES:**

- Old shoes (shoes that you don't mind getting dirty)
- Athletic Shoes (for day at Adventure Course and Rec Center)
- Casual Shoes (for classroom / field trips)
- Dress Shoes (opening ceremony, pitch day, trade show fair, college fair, professional etiquette dinner, optional religious services, and field trip)
- Flip flops
- Shower Shoes



## **ITEMS NOT ALLOWED:**

- TV
- Video games
- DVD players
- Hot plate/hot pot
- Toaster or Toaster oven
- Popcorn popper
- Air conditioner
- Coffee maker
- Refrigerator
- Fitness equipment
- Microwave
- Fry Daddy
- Grill

# Technology Policy

## Technology Use Policy

Participants are asked to bring their individual laptops with them. If a student does not own a personal laptop, please notify the dean as soon as possible. Students are expected to handle all GSE equipment with due care and respect. No food or beverage may be consumed while working with GSE technology. Additional computer facilities include all computer equipment in classrooms, labs and buildings on campus.

**STUDENTS ARE NOT PERMITTED TO USE LAPTOPS OR SMART PHONES DURING WORKSHOP SESSIONS.** If a student is caught using a smartphone or laptop during schedule workshop time, a faculty or staff member will take the student's device and return it after dinner.

Consideration of and respect for the rights, property and time of others are central to the responsible use of computing facilities. Inconsiderate or malicious actions such as stealing or using another's password or data, degrading the performance of the computer system, employing abusive or objectionable language, using more than one machine except where required for class work, and using another person's account are forbidden.

Computing resources must be conserved. Do not waste them by sending prank messages, printing or downloading large files, sending chain mail, or other frivolous actions. Do not destroy equipment or resources. Since network disk space is limited and purged at appropriate times, users should keep personal files on the cloud and personal storage devices.

Computing environments should be kept free of hazards to the equipment and free of annoyances to users. Eating, drinking, and smoking are not allowed around any computer or computer facility. Listening to music in a shared facility should be done only through a headset with volume low enough that others cannot hear. Users should report problems with GSE equipment or violators to GSE staff.

Users are responsible for proper computer use. Piracy of computer software is stealing and is punishable by law. It will not be tolerated at West Virginia University. Network activity is monitored. Students should not setup any "host" service. Host services include, but are not limited to: public ftp, telnet, and http servers. Students should not monopolize the network with internet game access. Attempting to log-on to or "hack" into any server without an authorized account is forbidden. Trying to capture network packets or using unauthorized IP numbers is forbidden. Students should not let others use their account and should log off a computer when finished computing.

If you forget or lose your password, check with a GSE staff member. When in doubt, do only what you have been specifically permitted to do. If you have been given permission to use a file, use it, but do not copy it, even on paper, unless explicit permission has been given.

## **Password Guidelines**

West Virginia University installs sophisticated computer networking. Sensitive and private data and transmissions will be protected by appropriate equipment and administrative procedures. We cannot tolerate abuse, ignorance, or lack of enthusiasm for computer security. If we determine that an account is jeopardizing security, the account will be closed immediately. You must not let others use your account or leave your password where others can find it.

You must not leave your computer unattended when signed on. Log off from the computer when you are finished. Failure to follow computer security guidelines will result in the cancellation of computer privileges.

## **BYOD and Social Media**

For your protection, GSE has developed a Bring Your Own Device (BYOD) policy and a social media usage policy (provided separately at GSE). Every student is expected to read and understand these policies and to follow them. GSE reserve the right to confiscate a device (including cell phone) from a student and return it to a parent/guardian on the closing day.

# Contact Information

## PARENT'S INFORMATION

Please feel free to meet our staff and tour the campus on check-in day. However, there is no visitation during GSE. The active schedule prevents regular contact with your child. Parents and friends may email or write, but we ask that you not call or text your child during 'working hours' from 9:00 AM to 6:00 PM. If a family member needs to drop an item off for a student, they may arrange so through the GSE staff. **Please contact Elizabeth Vitullo, at 304-276-1745.** We will make arrangements for a staff member to get the item to the student. You may also use the mailing address below to mail any items.

Office of Graduate Programs  
c/o Elizabeth Vitullo  
West Virginia University  
1601 University Ave,  
Morgantown, WV 26501

US Mail is distributed to individuals by their resident assistant. There is no mail delivery on Saturday or Sunday. Outgoing U.S. mail may be deposited at the Post Office in the Towers dormitory.

Please direct any questions you may to the GSE dean through email at [eavitullo@mail.wvu.edu](mailto:eavitullo@mail.wvu.edu). She will respond within 24 hours. 24-Hour Emergency Number during the session (June 25-July 15th) is 304-276-1745. This is the GSE Dean's personal cell phone number and should be used only in the case of an emergency.

## Medical Emergency & Medication

West Virginia University does not employ a nurse. In the case of an emergency, students will be taken to an immediate care center or hospital by a GSE staff person or ambulance, if needed.

Students are not permitted to keep any medication on their person or in their rooms with the exception of emergency medicine such as prescribed inhalers or epi-pens. All medication is to be given to the Resident Director in the original container which is to be dispensed according to the prescription. Details about the process and the personnel assigned to dispense the medication will be available at registration. In the case of a medical or related emergency involving a GSE participant, the prescribed action is to first call 911 for assistance immediately. If the situation is serious enough after an EMT assessment, then the decision will be made for EMT to transport the injured to the hospital. The parent/guardian of an injured GSE student must be called immediately

after EMT has made the assessment ---regardless of whether the student is transported.

## **BEHAVIOR PROCEDURES**

The following behaviors will not be tolerated at GSE and will be disciplined according to the discipline procedures:

- Bullying, Harassment
- Disrespect to others
- Fighting
- Stealing
- Sexual Misconduct
- Not following Expectations & Rules
- Not listening to GSE faculty and staff
- Not following directions
- Destruction of WVU or other people's property
- Excessive cursing
- Actions compromising your safety or the safety of others

Parent cooperation is expected and appreciated for all cases of negative behavior requiring disciplinary action. If a teen demonstrates undesirable or disturbing behavior or is continually disregarding staff, the following disciplinary procedures will be followed: Verbal Warning - Teen will receive a verbal warning from the GSE faculty or staff. Phone Call - If the teen still continues having trouble after 2-3 verbal warnings, parents can expect a phone call from a GSE staff member. A conference may be scheduled at this time to discuss the teen's future in the program and possible ways to alter the undesirable behavior. Certain behaviors will automatically result in dismissal as determined by GSE faculty or staff and the director of Governor's Schools. The discipline procedure is a guideline only and GSE reserves the right to adjust the procedure in response to any given situation in order to protect the safety and well-being of all GSE participants and staff.

Should a student be dismissed, the dean will immediately contact the student's parents or guardians. A dismissed student will be required to be picked up by a parent/guardian within 12 hours of dismissal. While waiting to be picked up, the student will pack personal belongings under staff supervision and be separated from other GSE members. A letter stating the reason for dismissal will be sent to the parent/guardian, high school principal and county superintendent of schools.

Be advised that West Virginia University and the West Virginia Governor's School of Entrepreneurship will cooperate with all university, local, and state authorities with regard to investigations or illegal activities.

# Frequently Asked Questions

- 1. If I am selected for another honor during the summer, may I come to GSE for part of the time and then leave a few days early to be in another program? What if there's a family wedding?**

No. The commitment to GSE is for the full 21 days, and you will be excused only for a verified emergency. Everyone is expected to attend the entire time with no exceptions for weddings or other planned family events.

- 2. Will there be time to check e-mail?**

There are times during the day when students may go to a number of places to check e-mail or to do computer research. In addition, the campus is wireless, so you can use your personal devices to check for messages.

- 3. Can my parents or friends visit during GSE?**

No. GSE is designed so that you can be totally focused on the activities planned for you. Parents, other family members, and friends are not permitted to visit. The only exception is the final day's closing ceremonies.

- 4. Will attending GSE enhance my scholarship opportunities?**

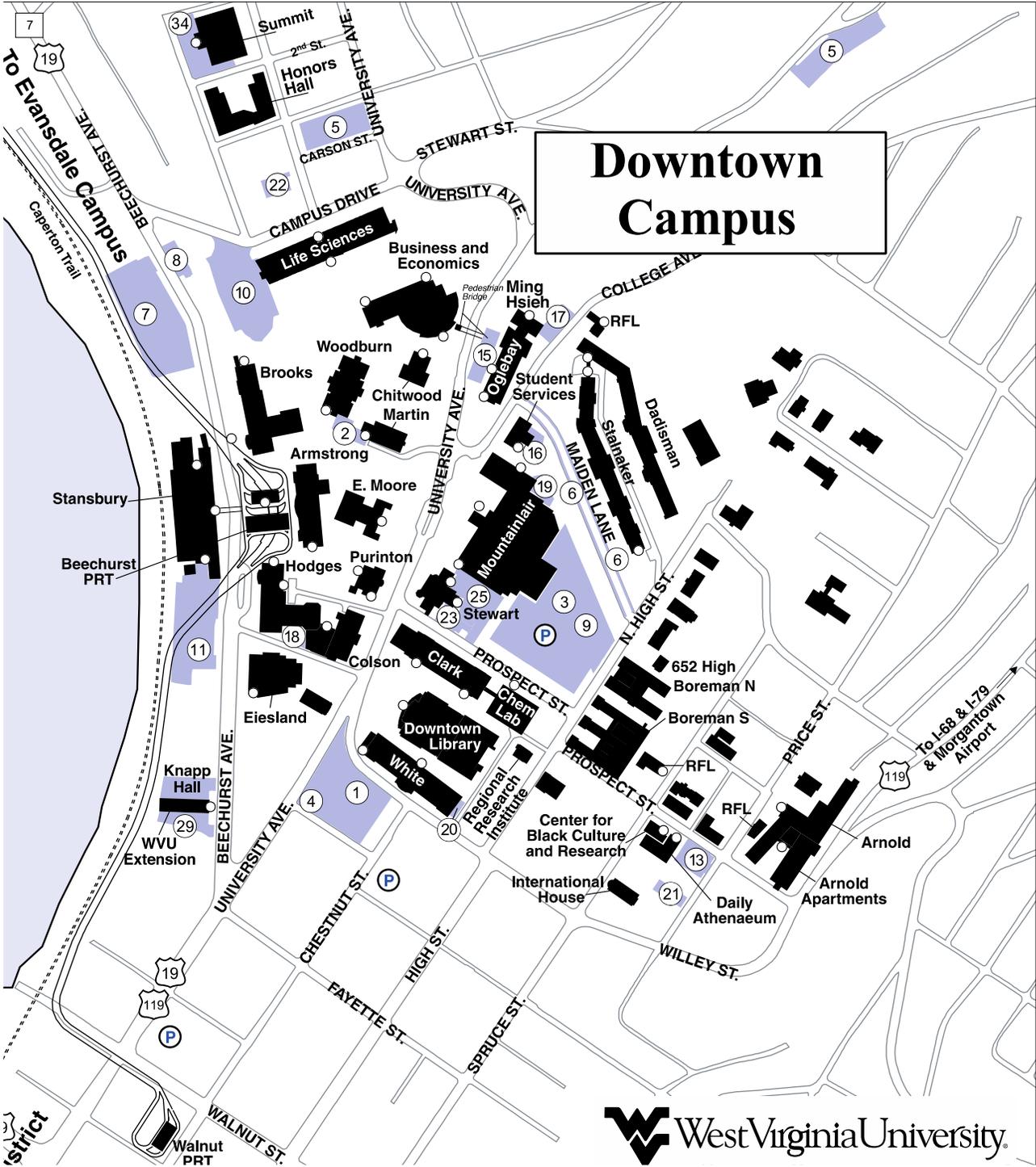
Some colleges and universities award financial aid over and above other scholarships for students who complete GSE. You will need to check with the respective institution financial aid office to see if they offer such a scholarship. Scholarships are not financed by the Governor's Schools; neither are they guaranteed.

- 5. Will I receive college credit for the GSE classes?**

Students who participate in GSE are eligible to receive up to three hours of college credit if they meet admissions requirements for West Virginia University and have been admitted to the GSE. This credit is free.

- 6. Will I really enjoy living with all these rules?**

Of course you will. GSE may be one of the best experiences of your high school career. You will not be "giving up" your summer; instead, you will be gaining tools and making memories for a lifetime.



**KEEP FOR YOUR REFERENCE**