Dear Missouri Fine Arts Academy Student:

Welcome to the Missouri Fine Arts Academy! We’re pleased to offer you this 2015 MFAA Student Handbook, which outlines the three weeks of your experience. Read this handbook carefully with your parent/guardian before you come to the Academy; it contains the information you need to prepare for the opportunities and responsibilities of the Academy.

Please make special note of the Policies and Procedures. Before their participation in MFAA all students, faculty, and staff are responsible for knowing the policies and procedures of the Academy, including the Code of Student Rights and Responsibilities, Safety and Security Procedures, and Missouri State University’s Nondiscrimination Policy and Declaration of Principles. Questions and concerns may be directed to Ray Castrey or Melissa Herr at mfaa@missouristate.edu, or by calling 417-836-6607.

As a participant in MFAA, you’ll share in new visions, make new friends, and grow to know yourself more fully. You’ll represent your hometown, your school, and your family in a community of artists. Most importantly, you’ll represent yourself in all you do. At MFAA, you’ll be respected and valued for who you are and for the potential for artistic achievement you’ve already demonstrated. Your integrity, responsibility, and respect for others will be fundamental to the success of the program. In accepting the invitation to participate in MFAA, you agree to share fully in the studies and community life we will create.

Please contact us if there’s anything we can do to enhance the quality of your experience at MFAA.

Sincerely,

Ray Castrey
Co-Director, Missouri Fine Arts Academy

Melissa Herr
Co-Director, Missouri Fine Arts Academy
Missouri Fine Arts Academy Mission Statement

MFAA offers unique opportunities for students to enhance their artistic abilities and creative energies, to explore the various roles that the arts play in society, and to encounter the arts in an interdisciplinary forum. It has three primary purposes: to help artistically gifted students achieve their full potential and motivate them to use their abilities in attaining higher goals; to encourage social and cultural awareness and the role the arts fulfill in society; and to develop the interpersonal skills that are essential to being a productive member of a community.

Stay in Contact

Please check the MFAA website at http://mfaa.missouristate.edu frequently. We will post the MFAA 2015 student body under “Participants” and will post 2015 faculty, staff, course offerings, and other updates as they develop. You’ll be receiving communications about MFAA in the months ahead, including information and forms from this office. Please provide a minimum of one email address that you and/or your parents check regularly, as we will primarily use email to distribute important MFAA information and paperwork. Please contact the MFAA office if your email address changes before MFAA begins. Remember to check your email regularly. If you don’t have an email account, MFAA material will be sent to at your home address. We will also be posting updates to the MFAA Facebook page at http://www.facebook.com/mfaa.msu, and you may watch our progress there.

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First and Last Days at MFAA

Sunday, June 7 Registration Schedule:

Register at the lobby of Wells House: [http://search.missouristate.edu/map/](http://search.missouristate.edu/map/) when you arrive on Sunday, June 8. All students must have completed the registration by 12:00 pm. You will receive detailed instructions by email the first week of June. Please follow the arrival schedule below.

- **9:00 - 9:30 a.m.** Students living within 30 miles of Springfield
- **9:30 - 10:30 a.m.** Students living 30-100 miles from Springfield
- **10:30 - 11:30 a.m.** Students living over 100 miles from Springfield

Registration Procedures:
The registration procedure takes place at a series of stations in Wells House. During registration:

- Update your medical and/or contact information, if necessary.
- Turn in Pre-arranged Departure form for religious services off campus, if desired.
- Have your picture taken.
- Receive your Wells House access card and holder, lanyard, and name badge.
- Pick up your individual course schedule.
- Meet your Resident Assistant (RA) and many members of the MFAA faculty and staff.
- Move your personal belongings into your room.
- Have lunch off campus with a parent before Opening Convocation. You’ll receive directions to local restaurants. You must be back on campus in time for the Opening Convocation.

Opening Convocation:
Opening Convocation for MFAA 2015 will begin at 1:30 p.m. in the Plaster Student Union Theatre.

Saturday, June 27 Closing Schedule:

Breakfast on Saturday, June 28 is the last meal served at MFAA. Your parents may arrive as early as 7:00 a.m., and Closing Convocation will be held in a location to be determined at 11:00 a.m. You must check out before the Closing Convocation: **Wells House must be completely vacated by 11:00 a.m.** You will be instructed about checkout procedures during MFAA. Your parents may take you to breakfast off campus, but you must be back on campus to line up for Closing Convocation with your RA at the time your RA specifies. Closing Convocation is a graduation ceremony. Your parents, family, and friends are encouraged to attend.
Academy Schedule

**Academic Days:**
The following represents a typical academic day:

- **7:00 – 9:30 a.m.**  Breakfast (served 7:00-8:30 a.m.)/personal/practice/rehearsal/studio time
  (Garst/Wells/Various campus locations)
- **9:45 - 11:45 a.m.**  Interdisciplinary classes
  (Various campus locations)
- **12:00 - 12:45 p.m.**  Lunch (served 11:00 a.m.-1:00 p.m.)
  (Garst)
- **1:00 - 1:30 p.m.**  MFAA assembly
  (Ellis Recital Hall)
- **1:45 - 3:15 p.m.**  Discipline-specific classes
  (Various campus locations)
- **3:30 – 5:00 p.m.**  Elective classes A and B (on alternate academic days)
  (Various campus locations)
- **5:15 – 6:45 p.m.**  Dinner (dinner served 4:30-6:00 p.m.)/personal time
  (Garst/Wells/Various campus locations)
- **7:00 - 9:30 p.m.**  Artist Workshops/Special events (beginning and ending times will vary)
  (Various campus locations)
- **10:00 p.m. - 10:30 p.m.**  Curfew and house meeting
  (House meeting may be called earlier on some nights)
- **11:30 p.m.**  Lights out

**Interdisciplinary classes:** You will be assigned to a two-hour interdisciplinary course. These are team taught by the MFAA faculty. Interdisciplinary classes meet every curricular morning.

**Discipline-Specific classes:** You will be assigned to applied instruction in the discipline for which you were accepted into MFAA: Creative Writing, Dance, Instrumental Music, Vocal Music, Theatre, or Visual Art.

**Elective Classes/Workshops:** You will choose two courses and one workshop for which you meet the prerequisite skills/background. You will be asked for first, second, and third choices for each elective period and classes/workshops will be filled as requests are received. While we make every effort to place you in classes/ workshops of your choice, space and instructor constraints may not enable us to accommodate every first choice. You’ll receive Course Choice Forms in late spring.

**Non-Academic Days:**
Classes will not be held on Thursdays 6/11 and 6/18, Sundays 6/14 and 6/21, and Friday 6/26. Special programs, community service, and artistic/educational events are on the schedule for those days. Most events are required, but some time is built in for rest and relaxation, practice, laundry, etc.

On Sundays you may join a group attending any of the three churches within walking distance of campus: Presbyterian, Baptist, and Catholic denominations. Attendance at these churches will be supervised. If you wish to attend services elsewhere or at any other time, you must have a Pre-arranged Departure form on file.
What to Bring to MFAA

Clothing and Grooming:
At MFAA, you are representing your family, school, and community. Casual clothes for classes (t-shirts, jeans, sweats, and shorts) and dressy, not formal, clothes for special events are appropriate. You will be walking a great deal on campus, so bring comfortable shoes. You must wear shoes at all times in public spaces. You also may want to bring a raincoat or umbrella.

MFAA respects students’ desire to express themselves in their attire; however, everyone should feel appropriately dressed for the events and comfortable in his or her clothing choices. Staff/faculty will ask you to change if your attire is potentially offensive, unsafe, indiscrete, or might cause embarrassment to the student or the Academy given the nature of the event.

You should bring your own toiletries and personal effects such as hairdryers, etc. We recommend that you bring a pair of flip flops or other plastic/rubber sandals to wear to and from the shower facilities.

Rooming:
Sheets for your bed are provided, though you may bring your own sheets (the beds are extra-long twin size), pillows, blankets, etc., if you wish. Please provide your own towels, washcloths, and pillowcases. You may also want to bring an alarm clock. There is a laundry facility on the ground floor of Wells House.

Students may want to bring snacks, as no food is served after dinner on most nights of MFAA. You may keep food in closed containers. Compact refrigerators are provided in every room. Snacks may also be purchased in the Plaster Student Union or from the vending machines in Wells House. Safety regulations prohibit cooking in your room other than in the provided microwave.

Students may bring cash, ATM or credit/debit cards to purchase snacks, toiletries, apparel, or other items at the Student Union or Bookstore. There are ATM machines in the union, bookstore, and other campus locations. We discourage bringing large sums of cash.

Things you may want:
• Art supplies: The Academy will provide all necessary supplies for classes. You may bring other items as you wish.
• Musical instruments: Even if you’re not attending for music, guitars, ukuleles, drums, percussion, and other instruments can be useful for classes and jam sessions.

What Not To Bring:
The following items are prohibited:
• Cars, motorcycles/scooters, or other motor vehicles.
• Skateboards, in-line or other skates, or scooters.
• Televisions.
• Pets, including fish.
• Any item prohibited by the Missouri State University Student Code of Rights and Responsibilities.
Living at MFAA

Wells House and Garst Dining Center:
You will live on the MSU campus in Wells House and have three free meals a day provided either in the Garst Dining Center near Wells House or catered on campus. Male and female students occupy separate sections of the residence hall and are not allowed to visit one another’s houses. The ground floor of Wells House has a coin-operated laundry facility and a lounge with a television and recreation equipment. Vending machines are also available in the building. A computer lab is on the first floor. The common areas will be off-limits after 10:30 p.m. No laundry load can be started after 9:00 p.m. MSU personnel staff the Wells House front desk 24 hours a day.

You’ll be allowed to leave Wells shortly before breakfast time. **During the academic day, you won’t have access to the residence hall when classes are in session.** You will be able to re-enter the residence hall at lunchtime and the end of the academic day. For security reasons, you may not leave the building (or your floor) after house meetings. Both fire and tornado evacuation drills may be conducted at unannounced times.

Your Room:
Air-conditioned Wells House includes bedrooms equipped with a mirror, closets, and chests of drawers, two desks, two beds, a microwave and small refrigerator. Bed sheets (unfitted only), a blanket, and a pillow will be provided. A weekly linen exchange for University-provided linens will be arranged. You may bring your own sheets (the beds are extra-long twin size), pillows, blankets, etc., if you wish. Bathroom and shower/bath facilities are in a central location on the hall and shared by all residents on that floor (strictly separated by gender). **Please provide your own towels, washcloths, and pillowcases.** The rooms will be inspected before you move in and on the day you check out to determine damages.

Please do not:
- Hang anything on the walls of your room.
- Remove furniture from the room.
- Remove window screens.
- Use open flame, candles or incense.

To prevent theft, keep your room locked and take your access card with you, even if you are only planning to be out for a short while. Never leave unattended valuables in the laundry room. Report lost items (including access cards) or property damage to your RA immediately. Personal belongings found in the lounges or recreation rooms should be returned to an RA. MFAA is not responsible for any personal property loss, regardless of reason, including damage caused by employees in the performance of their work. Students are discouraged from bringing any unnecessary items of significant value due to the potential for loss.

**Because of the sense of community established at MFAA, theft and disappearance of personal items have not typically been a problem. However, MFAA cannot take responsibility for personal items, including musical instruments. Classes, events, and activities take place in public spaces that cannot be totally secured. It is recommended that you lock personal items in your dorm room when they’re**
not being used and that families be certain that their personal property insurance covers items of value.

Messages:
There are many exciting events planned for the three weeks of MFAA. Please check the main bulletin board on your floor each time you pass to make sure you keep up with these events. Daily assembly and nightly house meeting are crucial times for making sure everyone has complete information. You are required to attend assembly every academic day and house meeting with your RA every night. The MFAA Office is located in Craig Hall 350 (phone 417-836-6607). You may use the office as a place to get information, drop off lost and found items, etc. RAs coordinate the efforts of MFAA in that office. You may also leave messages for staff and faculty here. If needed, your parent or guardian may reach staff at the MFAA office during the day. A voice mail system will pick up messages at that number as well. The office isn’t staffed on non-academic days, although voice mail messages are checked frequently.

Mail:
Family and friends may send you mail while you are away. RAs will distribute mail each weeknight. Your MFAA address will be:

    Student Name
    Missouri Fine Arts Academy
    Wells House, Room # ______
    1132 E. Madison
    Springfield, MO 65807

You will probably not receive mail sent after June 22. Packages also may be dropped off between the hours of 9:00 a.m. and 4:00 p.m. at the front desk of Wells House. You may pick up packages when you return to the residence hall at the end of the day. A staff member will post a message that you have a package. Refrigeration for the packages cannot be provided. Because visitors are not allowed, please do not use package delivery as an opportunity to visit with parents, friends, or other non-MFAA people.

Phones:
A phone on each hall will also be available for you to make calls home (collect or with a calling card). In case of an emergency, your parents can reach you or leave a message at the Wells House main desk (417-836-5193) or the MFAA Office (417-836-6607). When you receive a call, your name will appear on a message board, and you can retrieve the message from the staff member at the front desk.

Personal cell phones must be turned off during classes, co-curricular activities, performances, assemblies, meetings, and other Academy activities. Faculty and staff reserve the right to make additional restraints on the use of cell phones as necessary to encourage engagement in MFAA activities.
Behavior Expectations and Guidelines

A primary goal of the Academy is to maintain an atmosphere that is conducive to the pursuit of artistic, intellectual and personal growth. The administration, faculty and staff of the Academy are committed to fostering an environment that encourages exploration, interaction and freedom while respecting the rights and safety of each person and the Academy community. Each member must accept the responsibility associated with living and working in the Academy environment and make a special effort to be aware of how their actions affect the Academy community. Students are encouraged to learn responsible decision-making skills, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of the Academy within the context of a community environment.

MFAA participants are students of Missouri State University, and are therefore governed by the Missouri State University Code of Student Rights and Responsibilities: [http://www.missouristate.edu/StudentConduct/12331.htm](http://www.missouristate.edu/StudentConduct/12331.htm).

In addition, the Missouri Fine Arts Academy reserves the full power and authority to adopt all additional and necessary rules and regulations for the guidance and supervision of the conduct of all students while attending the Academy, and the authority to enforce obedience to those rules and regulations, and to delegate disciplinary authority.

There are a few offenses that will result in **immediate expulsion** from MFAA. These include:

- Violation of federal, state, or local laws and ordinances on University premises or at MFAA-sponsored or -supervised activities.
- Use, possession, or distribution of narcotic or other controlled substances (including tobacco products) or drug paraphernalia, except as expressly permitted by law.
- Use, possession, or distribution of alcoholic beverages.
- Use, possession or distribution of firearms or other weapons, explosives, or fireworks on University premises or at MFAA-sponsored or -supervised activities.
- Physical harm or abuse, or threat of physical harm or abuse, to self and/or others.
- Disruption of the normal operations of the Academy or University and/or infringement on the rights of the Academy or University community.

If the administrators of MFAA determine that a student must be sent home, a parent, guardian, or agent authorized by the parent or guardian must arrive on the Missouri State University campus within 24 hours to take responsibility for that student.

**Loss or Damage:**
Parents/guardians are financially responsible for any loss or damage to property incurred by their student while at MFAA, including missing/damaged keys/access cards, damage to rooms or facilities, or university equipment.
Other Policies:
The officers of MFAA and MSU reserve the right to set other policies as required to ensure the health, safety, and well-being of MFAA participants, and to ensure against loss, misuse, or destruction of property. The university’s policy library can be found here: http://www.missouristate.edu/policy/. MFAA students will be expected to follow all applicable University policies.

Commitment:
One of the purposes of the program is to achieve a cohesive, community environment in which students can study, learn, and come to know one another with a minimum of external distractions. By accepting the invitation to the 2015 Academy, you are committing to the entire Academy, from Opening Convocation on June 8 through Closing Convocation on June 28, 2015. MFAA structure doesn’t allow for departures and returns to MFAA unless special circumstances demand it. It also doesn’t allow for visitors. Parents or legal guardians may be on campus to visit only on opening and closing days. Absolutely no visitors are allowed during the Academy; exceptions to this rule are guests of the Academy who are invited by the MFAA administration.

Health and Safety
All faculty and staff members receive specific training in MFAA safety protocol and crisis management before the students’ arrival. Students are briefed on safety protocol by the MSU Residence Life staff on the first day of MFAA.

Medical Treatment:
Medical help is always available. If you’re ill or injured, you must notify a faculty/staff member or administrator. If you miss classes or events due to illness or injury, you must talk to an MFAA administrator or visit a health care facility. Basic first aid kits are available in the MFAA Office, all RAs’ residences, RA Headquarters, and the art building. Your parents/guardians will be charged for all medical services. Your parents will be notified of any illness or injury requiring transport to a health care facility, including Taylor Health Center on the MSU campus, which will be the first health care facility to be consulted. Providing incomplete/inaccurate medical information and/or sharing medications may be grounds for student dismissal. Students are responsible for administering their own medications.

The following medical facilities and services are available to and convenient for MFAA student, faculty, and staff:

- Taylor Health Center (including an in-house pharmacy) 417-836-4000
  8:00 am to 5:00 pm Monday-Friday
  Processes all insurance
  http://health.missouristate.edu/

- Mercy Urgent Care Facility 417-888-5666
  3231 S. National (Smith Glynn Callaway Medical Building)
  Mon.-Fri. 7:00 am to 9:00 pm; Sat. and Sun. 9:00 am to 7:00 pm
Processes all insurance except Blue Cross/Blue Shield

- Mercy Emergency Room  417-820-2115  
  1235 E. Cherokee (Corner of National Ave. and Sunshine) 
  Open 24/7  
  Processes all insurance

- Cox South Urgent Care Facility  417-269-9812  
  1000 E. Primrose  
  8:30 am to 8:00 pm daily  
  Processes all insurance

- Cox South Emergency Room  417-269-6000  
  3801 S. National Ave.  
  Open 24/7  
  Processes all insurance

- Walgreen’s Pharmacy  417-862-5302  
  1155 E. St. Louis

- Wal-Mart Pharmacy  417-831-1000  
  2825 N. Kansas Expressway

Identification:
At registration, you’ll be given an MFAA nametag and lanyard. You must wear your nametag at all times to allow MSU personnel and MFAA faculty/staff to easily identify you as an MFAA student. This nametag will also be your means of identification for getting meals at the Garst Dining Center.

Access Cards:
MSU staff will provide you a residence hall access card at registration. This will allow you access into your residence hall floor, the elevator that serves your hall, and common recreational and practices spaces to which students have access. It is important to keep your access card with you so as not to compromise the security of the residence hall. You will have access only to your own residence hall living areas. After lights out, all students are expected to be in their own rooms, on their own floors and are not allowed to visit other rooms or floors. Do not share your access card with others, even within the MFAA community. You may replace lost access cards by contacting the MSU Residential Life staff at the Wells front desk; a replacement cost will be assessed.

Shelter and Evacuation Locations:
You must be aware of safety and evacuation specifics in case of emergency. Your nametag identifies you as an MFAA student, and must be worn at all times. It has emergency phone numbers printed on the back and will also assist staff if emergency procedures are necessary. Maps with evacuation and severe weather procedures are posted in each building used by MFAA. See the campus map: http://search.missouristate.edu/map/ for building locations.
Important Phone Numbers

On-Campus Phones:
- To dial on-campus phone numbers, dial only the last five digits of the number
- To dial off-campus phone numbers, dial “9” for an outside line
- 911 calls from campus phones will ring directly to the campus police substation

Essential Numbers:
Refer to the phone numbers on the back of MFAA nametags:
- Campus Security 417-836-5509 (65509)
- Wells House Front Desk 417-836-5193 (65193)
- MFAA Office 417-836-6607 (66607)
- Co-Director Ray Castrey’s cell 417-631-9965
- Co-Director Melissa Herr’s cell 417-576-6443
Facilities on Campus

Days and hours of operation are subject to change. With your RA’s permission, you may use these facilities during non-scheduled hours:

Plaster Student Union (first and second floors only):
- Chick-fil-A
- Red Mango (smoothies, frozen yogurt)
- Subway
- Panda Express-Chinese Food
- Papa John’s Pizza
- Starbucks/Bear Beans
- Bear Necessities Convenience Store—snacks, drinks, and school supplies
- BearHouse Entertainment—gaming systems, accessories, electronics, video games, CDs, DVDs
- ATM (Commerce Bank)
- Post Office
- Copy This-Self-Service and full-service copy services

The University Book Store:
- ATM (Commerce Bank)
- Personal items, clothing, books, gifts, and souvenirs

Carrington Hall:
- ATM (Commerce Bank)

Meyer Library:
You’ll need a temporary library card to check out materials. You may get that card from the staff of the Library. See your RA for details.

Practice Rooms:
Practice rooms on the lower level of Ellis Hall allow are available on a first come, first served basis.