

**Research Extension Apprentice Program (REAP)**  
**The College of Agriculture & Human Sciences (CAHS)**  
**Prairie View A&M University**

**A Message from the Interim Dean-Dr. Ali Fares**

Welcome to the most dynamic College on the PVAMU campus, the College of Agriculture and Human Sciences. With undergraduate degree concentrations in areas such as Animal and Food Sciences, Agribusiness, Plant and Social Sciences, Dietetics, Nutrition and Wellness, and Food Service Management, faculty are committed to preparing students for a variety of careers. As an important division supporting the University's land grant mission, the College's Cooperative Agriculture Research Center (CARC) advances science on food, animals, plants, natural resources, the environment, and social systems. Not to be outdone, the College's Cooperative Extension Program supports the land grant mission by delivering knowledge to small farm producers, families, aspiring entrepreneurs and youth in 36 Texas counties. Through REAP participation, you will gain valuable experiences with top research scientists, extension personnel, and faculty. I hope you have an enjoyable experience.

**What is REAP?**

The Research Extension Apprentice Program is a two week residential camp hosted by the College of Agriculture & Human Sciences at Prairie View A&M University. It is designed to attract and encourage high school juniors and seniors to pursue a career in the Food & Agricultural Sciences.

Through the program, the students are exposed to a wide variety of developmental insights related to science based on food and agricultural research. They are involved in stimulating agricultural and human science focused workshops and labs; interpersonal development and college planning sessions; career opportunity seminars; field trips; and a time to network, develop new friends, and improve social skills.

The United States is faced with a critical shortage of well-trained professionals in the food and agricultural sciences. Consequently, obvious needs exist to implement programs to attract undergraduate and graduate science majors. We believe such action will provide the diversified professional workforce needed in this 21<sup>st</sup> century and beyond. The REAP is designed to play an integral role in this important process.

## Registration for REAP

The REAP registration process is conducted on-line via Eventbrite through the College of Agriculture & Human Sciences website. Applications and all pertinent documents are due on or before the deadline date. Please complete ALL information on the forms. Please make certain that all handwriting or print is legible. Any incomplete forms will not be accepted.

## Check In Process

REAP participants will check in at University College, Sunday between 1pm-3 pm. ***A parent or guardian is expected to accompany students at check in.*** REAP staff will assist with the check in process.

- Participants will sign in and receive required documents.
- Participants will receive room assignment and be issued a room key. Each participant will be issued a room key and will be responsible if a key is lost. There is an \$50 key replacement fee for a lost key.
- Participants will share a room with another REAP participant during their stay.
- Participants will meet program staff at check in.
- A participant orientation will be conducted to discuss activities and expectations for their two week stay.

Counselors are expected to provide a general orientation to the participants and their parents and ensure that all documents are completed prior to the parents/guardians departure.

All participants (youth/adults) will be issued and must wear name badges at all scheduled events and activities.

## What to Bring

- Bed linen (pillows, blanket, sheets, bedspread or comforter for a twin bed only)
- Household items (bathroom cleaner, deodorizer, sanitizer, detergent for clothes, etc.)
- Toiletries (soap, deodorant, shower shoes, wash cloths, towels, sun screen, toilet paper, etc.)
- Umbrella (for rainy days and sun protection)
- Pad lock(s) for assigned closet, trunk, etc.
- Cell phone (NO cell phone use allowed during classes)
- Personal funds for bookstore visits, snack foods, souvenirs, field trip, activities, etc.
- Appropriate clothing for potential lab activities (closed toe shoes and pants are required in ALL labs and should be worn during daily activities: avoid bringing expensive clothing that you might not want to get soiled)
- Appropriate shoes for walking/working outside temporarily
- Appropriate attire for possible outdoor physical fitness, athletic or recreational activities

- Please bring professional attire for the closing ceremony. Example includes: nice dress, skirt, blouse, slacks, shoes for ladies; and nice shirt, tie and black or khaki pants for males.

## **Campus Living**

REAP counselors and youth will be housed in a designated dormitory on PVAMU's campus. Two students will be assigned to a room. All keys must be returned to the designated REAP staff at check-out time or an \$85 key replacement fee will be assessed.

Counselors will conduct a residence hall orientation with the participants to inform them of safety precautions, reiterate program rules and to respond to general questions. Counselors will also meet with the participants to discuss highlights of the day's activities; identify problems/solutions and prepare for the next day activities.

Counselors will monitor assigned youth at all times during the program. Participants must never be unsupervised. The REAP will maintain a minimum of 10 to 1 participant to counselor ratio during the program.

No REAP participants will be allowed to remain in their rooms while program activities are in session and without adult supervision.

Counselors will enforce the curfew hours.

**No TV's** are allowed in the rooms. There is a public TV room for viewing when Counselors are present.

## **Workshops & Activities**

REAP counselors will conduct regular checks to confirm that all participants are accounted for in classes and other events. If a participant is unaccounted for, counselors must take immediate action to locate the student and to contact University personnel, law enforcement and/or relatives.

Counselors will monitor participants during scheduled presentations and activities as appropriate.

Counselors will be responsible for ensuring that the participants arrive at all programs on time.

REAP participants must attend all scheduled activities (meals, classes, labs and recreational activities) unless due to verified illness.

## **Dress Code for Females**

REAP participants may not wear tee-shirts or other articles of clothing that have vulgar and/or gang slogans/graffiti on them nor articles of clothing that advertise alcoholic beverages, drugs, etc.

REAP participants do not wear clothing that is sheer or “see-through” without proper undergarments being worn.

**NO** shorts of any kind are allowed during dining hall, classroom or laboratory, and field trip activities.

**NO** capri pants or baggy pants hanging below the waist line.

**NO** mini skirts/dresses and/or skirts with high splits are allowed in the classroom or on field trips. Sun dresses may be worn provided they are not cut too low in the front or back for improper decorum.

**NO** sandals, flip-flops or house slippers are to be worn in the dining hall, classroom or laboratory and on field trip activities. Students must wear closed toe shoes for these activities.

**NO** bracelets/necklaces or other jewelry with vulgar/gang slogans and/or inappropriate design/symbols displayed. Hoop earrings should be avoided during laboratory settings or recreational activities.

**NO** hair rollers in public places.

**NO** mouth grills of any kind except prescribed braces.

## **Dress Code for Males**

REAP participants may NOT wear tank tops, muscle shirts, shirts with sleeves torn out, net material or sheer fabric without proper undergarments being worn. Shirt tails must be worn inside of pants, unless designed for wearing outside of pants.

**NO** sandals, flip flops, or house slippers to be worn in the dining hall, classroom, and laboratory and on field trips. Please wear closed toe shoes.

**NO** pants hanging below the waistline. No shorts of any kind in the dining hall, classroom, laboratory and on field trips.

**NO** ear jewelry, necklace/bracelets with vulgar/gang slogans or inappropriate designs/symbols displayed.

**NO** head wraps, head bands, hats/caps or other head coverings while inside buildings.

Hair should be neatly cut and well groomed. Student facial hair is prohibited.

**NO** mouth grills of any kind unless prescribed braces.

Please bring professional attire for the REAP Closing Ceremony.

### **Medications**

Prescribed medications must have participant's name and physician's name and telephone number on RX label. Counselors are expected to monitor medications taken by participants and may be required to store medications to control access to medications.

### **Emergency Information**

In the event of a medical emergency, health facilities are available at the Owens-Franklin Health Center on the University campus and also in Cypress, TX, Brenham, TX, Houston, TX or Katy, TX.

In the event of an emergency, parents or guardians can contact youth at the College of Agriculture & Human Sciences: 936-261-5148 or 936-261-5082 and Campus Security at 936-261-1375.

### **Transportation**

REAP participants are not allowed to have vehicles during the program. Due to travel distance to some of the activities and workshops on campus, counselors and staff may be requested to use vehicles for transporting participants. Counselors who transport students in any vehicle or golf car must be licensed and insured with the minimum state requirements to provide transportation and they must have completed the appropriate driver training conducted by the University. Traveling in any vehicle other than our University vehicles and with REAP staff is not allowed.

Counselors must remain on campus with youth unless appropriate arrangements have been made regarding supervision of participants.

### **Visitation**

Parents/guardians visiting or delivering supplies must inform the REAP personnel. Please contact the REAP counselors. Visitors must check in at the PVAMU Information Center (across from the PVAMU flagpoles). A parking pass is available for only \$2.00. All illegal parking may be ticketed.

### **Curfew & Off Campus Travel**

The curfew for all REAP participants is 10:00 pm. (unless another activity is scheduled). There will be no outside visitation at the residence halls-to include other pre college students, friends, etc.

No REAP participant will be allowed to leave campus unless accompanied by an authorized College of Agriculture & Human Sciences personnel.

### **Laundry Services**

All participants are responsible for their laundry (to include detergent, etc.). The laundry fee is .75 to wash and .75 to dry.

## **CODE OF CONDUCT**

REAP participants are required to conduct themselves professionally and within the rules and regulations of the Research Extension Apprentice Program, the University and state/federal laws.

### **There Will Be No:**

- Possession or consumption of alcohol
- Possession for intent of use or sale of illegal drugs
- Males in females' rooms or females in males' rooms or lodging areas
- Willful destruction of property
- Violation of established curfew
- Physical or verbal altercations
- Profane or abusive language
- Disrespect of University staff or fellow program participants
- Other conduct determined inappropriate for the program

### **Tips for Handling Disruption:**

- Deal with disruption with as little interruption as possible
- Avoid confrontations in front of youth
- Maintain a moderate voice level
- Remain calm

### **Violation of the Above Code Will Be Handled as Follows:**

Counselors of the youth(s) involved in the violation will be made aware of the situation.

The parent(s)/guardian(s) may be notified and arrangements made for transportation home at parents expense.

The participants may be barred from attending any future CAHS enrichment programs.

If warranted, violation of city or state laws, the situation may be turned over to the campus police or local police.

### **General Safety**

All participants should stay with their assigned group and counselor. It is expected that the counselors will monitor the REAP participants at all times. Participants should not be left alone and should not be allowed to leave the designated areas. Counselors should know the whereabouts of their participants at all times. If a participant becomes missing, inform appropriate personnel immediately.

Due to extreme summer heat, water is provided to keep all attendees hydrated.

If a situation arises where danger is pending, immediately inform security personnel and REAP staff for further instructions.

### **Transportation of Youth Participants Checked into the REAP**

- Counselors are to count participants before transporting or moving to a different location.
- Counselors are to count upon arrival at destination.
- As appropriate, report any missing youth.

### **Fire/Emergency Plan**

In the event of a fire or other emergency warranting evacuation of a building, all participants must stay calm and with their counselors. Counselors will direct all participants to the nearest exit and to a safe distance outside of the building. Participants should be informed of a designated meeting place outside of the respective building.

#### **1. Emergency Drill Guidelines**

- a. Sound Alarm (do not use actual alarm unless prior notice of a drill has been arranged with appropriate University personnel).
- b. Exit nearest stairwell (unless hazard exist).
- c. Exit building.
- d. Meet at pre-determined safe location.

### **First Aid**

Safety is of extreme importance. The REAP personnel expect that all participants will exhibit safe practices at all times. First Aid kits are strategically placed for access by program participants. *Report **all** incidents of injury to the REAP counselors or designated personnel.* If a participant needs to be transported to the health center, a male counselor will transport all male youth participants and a female counselor will transport all female participants.

Based on severity of illness, participants with temporary illness will

- a. Sit in a designated air conditioned location with appropriate staff.
- b. Provide area to rest (bed/cots) in a quiet room.
- c. Deliver to Owens-Franklin, if appropriate.

### **Language Policy and Cell Phones**

***No profane language will be tolerated during the REAP activities or workshops.***

Cell phone use is permitted as long as it is not causing a disruption. No cell phone use in class, labs or seminars. If a participant is asked to put his/her cell phone away, he/she must comply immediately.

### **Evaluations**

The REAP Committee values the opinions of the counselors and the participants. In an effort to improve the REAP experience in future years, it is vital that we have your assistance in evaluating our program. Please assist us with ensuring that the evaluations provided during the program are completed by the participants. When you are provided with an evaluation, make sure to give suggestions and express your opinions about the program experience.

### **Discipline and Child Protection**

When a child-to-child situation occurs, the child will be removed from harm and placed in a safe environment. The adult responsible will determine if the behavior is harmful. If the responsible adult determines the behavior is not harmful, the Program Coordinator will contact the parent. No further report is required. If the responsible adult determines behavior is harmful, then a report will be made to law officials and the Program Coordinator. **See the flow charts below for further detailed information.**

Remember if a child tells you of abuse:

#### ***Do not...***

- Investigate to determine truth
- Ask leading questions
  - (Example “That man touched you, didn’t he?”)
- Make Promises
- Notify the parents or the caretaker

#### ***Do...***

- Believe the child
- Provide a safe environment
- Tell the child it was not their fault
- Listen Carefully
- Document the child’s exact quotes
- Contact appropriate REAP staff/law officer

### **When Reporting Information**

- ✓ Name of law enforcement official
- ✓ Time of report
- ✓ Brief summary of discussion with law official
- ✓ Program Coordinator, unless informed otherwise by law officials, will contact parents immediately
- ✓ Provide same information to Program Coordinator

\*\*\* *Asking any further questions may contaminate a case*