Name:	Room #:

2018 Participant Handbook







Center for Pre-College Outreach

906-483-7650

Toll Free: 888-PRECOLLEGE

Fax: 906-487-1136 Email: syp@mtu.edu

Hello,

Welcome to Michigan Technological University!

We are excited to have you as a participant, and we have a few suggestions to help make this week AWESOME:

- Get involved; be outgoing
- Ask questions
- Meet new people
- Share your knowledge
- Try new things
- Challenge yourself
- Be patient
- HAVE FUN!

If you need anything throughout the week ask a staff member! The SYP staff is here to help you.

Thanks again for coming,
Summer Youth Programs Staff

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer.

Table of Contents

Summer Youth Programs at a Glance	
A Typical Day and Week at SYP	5-6
Participant Expectations	7-11
Community Standards	
SYP Rules	
Campus Boundaries	
Apparel Expectations	
Check-in/Check-out Procedures	12-15
Procedures	
Information for Live-in Students	
Information for Commuters	
Miscellaneous Information	16
Michigan Tech's History	17
Bachelors Degrees Offered at Michigan Tech	18
Computer Use	19-21
Campus Map	22

Summer Youth Programs

At a Glance

June 17 - 30 and July 8 - 21: Summer Youth Programs (SYP)

Summer Youth Programs is a compilation of over 50 week-long explorations including: ecology, engineering, mathematics and sciences, computers, business, and the arts. Some explorations are scholarship programs which include Junior Women in Engineering (JWIE), Rail and Intermodal Transportation (RIT), Women in Automotive Engineering (WIAE) and more! Participants explore careers, participate in unique hands-on activities, and experience college life. This is the 45th year of Summer Youth Programs.

Jul 15 - July 28 : National Transportation Institute (NSTI)

The National Summer Transportation Institute is a program designed to increase awareness of the transportation industry. Participants explore transportation and interact with role models working in areas such as: bridge design, airport construction, and snowy roads across Antarctica.

July 22 - July 28 : Engineering Scholars Program (ESP) and Women in Computer Science (WICS)

The Engineering Scholars Program provides academically talented young people the opportunity to investigate careers in engineering and science. Each session is lead by an educator, university faculty member, or practicing engineer and includes a laboratory experience or engineering project. WICS is focused on intensely exploring all aspects of computer science, meeting role models from industry, programming, and more.

July 29 - August 4 : Women in Engineering (WIE)

The Women in Engineering Workshop provides academically talented young women the opportunity to investigate careers in engineering and science. Educators, university faculty, and practicing female engineers lead participants in discussions, laboratory experiences, and engineering projects.



Summer Youth Programs

A Typical Day

A day at SYP is usually packed with excitement. Students are expected to set an alarm, get up on time, and eat breakfast before their exploration starts for the day. Once in class, participants will be involved in all kinds of labs, experiments, projects, field trips, and guest speakers. Exact activities vary by exploration, but they're sure to keep things moving. We break for lunch midday, which might mean coming back to Wadsworth Hall or having a picnic during a field trip.

Evening activities with activity counselors cover a huge range of interests - they're constantly changing. Students will have the chance to exercise through activities like visiting the pool, using the weight room, or playing pickup soccer. We get creative: arts and crafts, campus scavenger hunts, and a weekly variety show are popular favorites. If you're into the outdoors, we have hikes and visits to local beaches. Or, if you prefer to just relax, SYP hosts movie nights, trivia nights, bowling, and cards.

As each day winds down, live-in students will regroup with their Residence Counselor in their on-floor groups. On-floor meetings are mandatory: there are always updates, announcements, and general check-ins during those times. Students are required to be in their own room by 11:00 PM - after an eventful day at SYP, a good night's sleep is well-deserved! See the next page for a typical SYP weeklong schedule.



Summer Youth Programs

A Typical Week

What does a week at Summer Youth Programs look like? It's busy. It's exciting. It's fun. While the exact times and schedule vary by program (especially for Competitive Scholarship Programs), you can count on these general guidelines:

Sundays

10:00 AM - 2:00 PM: Check-in! Located in the basement of Wadsworth Hall.

3:00 PM: Mandatory orientation for all students, followed by a commuter meeting.

Until 9:30 PM: Recreation, dinner, and

getting comfortable on campus. **9:30 PM:** On-floor meeting with your

residence counselor! (Fire drill, important updates, and get-to-know-you activities)

11:00 PM: In-room

Weekdays

7:00 - 9:00 AM: Breakfast

9:00 AM - 12:00 PM: SYP Explorations!

12:00 PM - 1:00 PM: Lunch

1:15 - 4:30 PM: SYP Explorations!

4:30 - 6:00 PM: Dinner

Until 10:00: Recreation time **10:00 PM:** On-floor meeting

11:00 PM: In-room

Fridays

Until 4:30 PM: All the same as weekdays

4:30 PM: Program wrap-up

5:00 - 9:00 PM: Check-out begins

10:00 PM: On-floor time **11:00 PM:** In-room

Saturdays

7:30 AM: Breakfast

Until 12:00 PM: Check-out continues

All day: Weekend stayover activities for

those staying an extra weeks



Community Standards

Attendance Requirements

- You must attend all selected daytime sessions.
- Evening recreational activities, special student-formed groups, etc., are optional, but you are encouraged to participate in as many different experiences as possible.

Substance Regulations

Alcoholic beverages, illegal drugs or drug-related paraphernalia, fireworks or other explosives, and weapons have no place here. If you are found using or possessing any of these, it will be considered a major violation; no warning need be issued before removing you from the program.

Michigan smoking laws prohibit smoking under the age of 18. Underage buying, smoking, or possession of tobacco is a misdemeanor punishable by a \$50 fine. Participants who possess tobacco products will be asked to leave the program at their expense and the program fees paid will be forfeited. Additionally, Michigan Tech is a smoke, vapor, and tobacco-free campus.

On Campus Restricted Areas

Anytime you leave campus you must be accompanied by a staff member or authorized adult, this includes trips to the Student Development Complex (SDC). You must cross the street only by the crossing guard. McNair Hall, Hillside Place, and Douglass Houghton Hall (DHH) are off limits. See campus boundaries on page 9 for more information.

Residence Hall Requirements

- Students must be on floor for their on-floor meeting every night of the week. Students are not allowed to leave the floor between 10:00 PM and 7:00 AM.
- Members of different gender (except parents, guardians, or staff) are not permitted in participants' rooms or immediate living area (hall).
- The indoor and outdoor lounge areas, recreation room, and TV room, are available for you to interact with your friends.
- Personal friends who are not associated with the program are not allowed to visit during your stay
 - in the residence hall. Unusual situations should be approved by the director before the program begins.
- Participants are not permitted to drive while they are here. Students who drive themselves to the program must turn in their keys to the main office and park where instructed.
- You will be briefed about these rules by the head counselor on Sunday afternoon. Your
 counselor will also explain these rules. Be sure to ask questions if you do not understand a
 rule or regulation.

Summer Youth Program Rules

Program Rules

- 1. We are a no smoking program. If you have cigarettes they must be turned in at the front desk. Absolutely no alcohol and drugs allowed at any time. Please be aware that there are some important rules (drugs, alcohol, boundaries just to name a few), and if they are violated, the student(s) involved may be sent home immediately, at their own expense.
- 2. Weapons of any kind (including pocket knives) are not allowed in your possession at any time. Pocket knives need to be turned into the front desk, if the student plans to use it for an approved exploration.
- 3. If you drove yourself here, you must turn your keys into the office and park your car in the appropriate lot (to avoid ticketing/towing). They will be returned to you at the end of the Program. A parking pass must also be purchased at the front desk.
- 4. Please turn in all medications prescription and non-prescription in to the front desk during registration. Inhalers and Epi-pens are the only prescribed items allowed to be kept on the person of SYP participants.
- 5. Dining Hall you are expected to clean up your own tray and trash. Please only enter dining hall once per meal, and do not loiter as the dining hall will be busy.

Gender Boundaries

- 1. No females on the floor/section of Wadsworth Hall which houses male students.
- 2. No males on the floor/section of the floor which houses female students.
- 3. All students may share the game room, the TV room, lounges, and other areas which have been designated by SYP as community spaces.

ID Badges

- 1. Wear your ID at chest level so it is visible (i.e. do not tuck it inside/under your shirt). You must wear your ID at all times (except in your room). Your ID also provides swipe access to the Summer Youth Programs floors.
- 2. You must have your ID on to eat in the dining hall. Please pick up after yourself in the dining hall.
- 3. If a student breaks or loses their ID they are required to purchase a new one. Replacement ID's are \$5 and replacement lanyards are \$2.

Summer Youth Program Rules

Room Rules

- 1. You may not switch rooms under any circumstances.
- 2. The room key you are issued is your responsibility and should not be loaned or given to anyone else. If you lose your key, contact your counselor who will request a replacement key for you. There is a \$75.00 charge for keys that are replaced or for keys that are not returned at the end of your stay.
- 3. You will be charged a fee if you damage and/or remove any screens from the windows or damage any other room furniture.
- 4. Do not remove furniture from rooms.
- 5. Candles and other open-flame objects are not permitted in the residence halls. The smoke detectors are particle detectors, so don't spray deodorant to hair spray near them.
- 6. Please pick up after yourself and keep rooms neat.

Class Rules

- 1. Music devices and video games may not be brought to classes. Music, movies, TV, etc. should be kept at a low volume in the residence halls.
- 2. Cell phones must be turned off and put away when in class or special presentations.



**Michigan Tech Summer Youth Programs reserves the right to terminate the stay of any student when it is deemed to be in the best interest of either the student or the program (as determined by the University and the program staff). The University and the program and the program staff expressly reserve the exclusive right to establish and determine the standards of conduct behavior, and performance of the participants engaging in the program and to require compliance with such standards as a condition of participation in the program. Students who do not follow these rules, or who engage in dangerous or inappropriate behavior, may be expelled from the program at their own cost. Examples of inappropriate behavior include such things as causing disruptions in class, the use of profane language, and the repeated violation of minor rules. This is not a complete list. If you have any further questions: about what behaviors are unacceptable, please contact our office at 1-888-PRECOLLEGE

Summer Youth Program Rules

Campus Boundaries

Never leave the campus boundary without a counselor, instructor, or other authorized adult and make sure your name is on the activity sign out sheet. Parents, friends, or relatives who want to take you to or from campus must go to the front desk to sign you in and out.

If you want to leave the boundaries with a relative or friend of the family you must have the relative sign a student release document at the front desk, and sign back in at the front desk upon your return. This rule is in effect as soon as you register. Parents should leave written permission for students to leave with persons other than themselves. Please note that these outings must not conflict with any mandatory activities on the schedule including on floor time.

Cross US 41 only at the designated crosswalk, following the directions of the crossing guard.

Never cross Cliff Drive (the road at the back of the main campus) without a counselor or instructor.

Please use only the main stairwell and do not use the elevators aside from moving luggage during registration and check out. The other stairwells are alarmed.

Absolutely no "horseplay", excessive noise, or inappropriate behavior in the academic buildings on campus.



Summer Youth Program Rules

Apparel Expectations

Summer Youth Programs promotes an environment where all students can express themselves comfortably and have a great summer. We also take great care to ensure that participants are properly dressed for the specific activities of their exploration. Many classes require students to wear long pants and closed-toe shoes to class due to experiments, machinery tours, or other situations requiring safety precautions. Additionally, shoes and shirts are required at all times in the dining hall.

We expect that students are generally neat, clean, and appropriately dressed. No undergarments should be showing at any time. While we do not have a detailed or highly proscriptive dress code, the following clothing items are not permitted at SYP:

- Clothing with profanity or an "R" rating-including illegal acts, substances, and violent and sexual content
- Excessively ripped or torn garments
- Torso-baring tops (including crop tops and cut-off gym t-shirts)
- Short-shorts or mini-skirts
- See-through clothing

Because so many activities and courses have safety requirements, students' clothing may be deemed inappropriate at the discretion of SYP staff.



Check-in Procedures

Medicine, Parking, and Valuables Check-In

If you bring any medicine (prescription or over-the-counter), it must be checked in at the front desk. Our front desk staff will keep detailed notes on what medications you take and when - simply come to the desk to get it when needed.

Students who require an emergency epi-pen or inhaler may keep these items.

Students are not allowed to drive while at SYP. If you are a live-in student and drove yourself to camp, you will need to purchase a parking pass from the front desk, park your car behind Wadsworth hall, and turn in your keys. If you are a commuter that will be driving to campus daily, you will also be asked to purchase a parking pass and to turn in your keys and pick them back up at the beginning and end of everyday.

The SYP front desk also has a safe for students who wish to store valuables such as keys, jewelry, or extra spending cash. Students are expected to lock their rooms when they are away; Summer Youth Programs is not responsible for lost or stolen property.



Check-out Procedures

Checkout

Before you turn in your key, be sure to meet with a counselor so that they can check your room. You need to pack and clean up before your counselor arrives! They will go over a checklist to make sure that nothing is damaged, broken, or missing. You can then turn in your key, visit the front desk to collect your medicine and valuables, and sign out. If you arrived by car or with your family, you are free to go.

If you need to make a flight out of Houghton County Memorial Airport (CMX), an SYP staff member will drive you and make sure you get checked in at the airport. Make sure you know the plan!

Before You Leave Checklist

#1: Pack! Double-check to make sure you have everything. We are unable to mail participants possessions that are left behind.

#2: Check all of the drawers in the room for garbage and forgotten items.

#3: Strip the linens from your bed. Neatly pile all things on top of the blanket and place them outside your doorway. The pillow should remain on your bed, with no pillowcase.

#4: Vacuum the floor of the room.

#5: Dispose of all garbage in the designated garbage disposal location.

#6: Turn out the lights and close the windows.

Charter Bus Departure

The charter bus leaves Michigan Tech around 10:00 PM on Friday nights. You need to be checked out well in advance of this. Your luggage can be stored in the dining hall between the time that you check out of your room and when you need to get on the bus. A bus chaperone will take roll to make sure everyone is on board, and then you will be headed home.

Info for Live-in Students

Linens and Laundry

Live-in students are provided with linens for their bed. This includes a fitted sheet, a flat sheet, a pillowcase, blanket, a towel and a washcloth. Students will only get one set of linens for the week. There are laundry rooms located on floor. Students will have limited access to the laundry rooms and will need to speak with their residence counselor if they need to wash any items. SYP is not responsible for any damage to your clothing that results from the use of these machines. The washer is free to use and the dryer fee is minimal (\$0.25 for 10 minutes). Soap pods and dryer sheets are available for purchase at the Wadsworth Hall front desk.

Mail and Messages from home

Check out the message board everyday to see if you have any mail or messages. If you are expecting a package you can also ask the front desk staff if it has arrived. All mail and messages can be picked up at the front desk. Your mailing address while attending SYP is:

Attn: Your Name
Michigan Tech Summer Youth Programs
Wadsworth Hall
1700 Townsend Drive
Houghton, MI 49931

Leaving Campus

In order for you to leave campus during SYP with a (non-counselor) adult, the adult must be listed in your confirmation packet. Without prior written permission from your parent or guardian, you will not be allowed to leave campus. In addition, the adult must stop by the Summer Youth Programs front desk and fill out a student release form in order to check you out. If you are off campus without a counselor or an authorized adult you will be expelled from the programs and sent home immediately (all fees paid will be forfeited.)

Info for Commuter Students

Commuter Meeting

On Sunday after orientation there will be a mandatory meeting for all commuter students. At this meeting commuter students will be given pertinent information and instructions for the week. You will be introduced to the head residence counselor who will function as the commuter counselor for the week. The other information given at this meeting includes but is not limited to: a contact machine to be filled out, McLain Park sign-up, sign-in/out information, etc.

Sign-in/out

During the week all commuter students are required to sign in and out at the front desk daily. Students need to sign in before going to class in the morning or it will be assumed that they have not yet arrived for class that day. If you are running late in the morning please call the front desk and let them know (906-483-7650).

Students also need to sign-out when leaving SYP at the end of the day. If a student has not signed out it will be assumed that they are still on campus and in our care. Students are encouraged to stay for evening activities. Commuter students need to be signed out and being picked up before live-in students have on-floor time (10:00 PM).

Miscellaneous

- Make sure to check the activity board during lunch to decide if you want to stay for evening activities
- Commuter students are welcome in all common areas including the Wadsworth Hall basement and 4th floor office areas. We ask that commuters stay out of the 3rd and 4th floor halls where rooms are located.
- There will be a group picture on Monday morning before classes being. Make sure to come to campus and sign in early so that you don't miss the group picture!
- Meal passes are available for purchase at the SYP Front Desk for breakfast and dinner.
 Lunch swipes are on your ID.
- If you plan to attend (ride the bus to and from) please sign up for the McLain Park trip ahead of time.

Miscellaneous Information

First Aid & Emergencies: The Summer Youth Programs 24-hour emergency # is **906-483-7651.** If you or someone else need medical attention, contact a staff member immediately. Students will be taken to the Michigan Tech student Health Center or Portage Health Hospital, fees may apply.

Fire Drill and Evacuation Procedures: Procedures will be reviewed at the first on-floor meeting; evacuation routes are also posted on the bulletin boards in the halls. There will be a mandatory fire drill on Sunday evening.

Keys: Keys issued to a participant should never be loaned or given to anyone. If you lose your key, contact your counselor immediately. Participants will be billed \$75.00 for keys that are replaced by Summer Youth Programs.

Telephones: Cell phones are not to be used during class time. If you do not have a personal cell phone and you need to make a call, visit the SYP desk front desk or RHC office for assistance.

Bulletin Boards: Information about evening activities, transportation home, mail, checking out, etc., is posted on the two main bulletin boards in Wadsworth Hall. Please check the bulletin boards (across from 1st floor elevator) daily.

Religious Observances: If you are interested in attending a church service or religious observance, please let us know. We will attempt to accommodate your request to the best of our abilities.

Evening Activities: A variety of recreational activities will be planned for each evening. Suggestions for new and different activities (such as tennis, running, and racquetball) are encouraged and should be directed to a Head Counselor.

Lost and Found: It is the responsibility of all students to keep track of their personal belongings. If you lose any items during the week, visit the SYP front desk to look in the lost and found for your item.

Dietary needs: If you have any dietary restrictions or concerns please see the Residence Hall Coordinators.

Michigan Tech Policy: Use of skateboards &. roller blades is restricted to designated areas only and the proper safety gear must be worn (i.e. helmet, knee pads, elbow pads, wrist guards, etc., which you must bring with you).

Limited staff and/or safety considerations may prohibit activity requests from happening. Contact a head counselor with any questions or recreation activity ideas.

Michigan Tech History

Michigan Technological University, originally named the Michigan School of Mines, was founded in 1885 to support the local mining industry. When it was founded, Michigan Tech offered just one degree program, mining/metallurgical engineering. Today, Michigan Tech offers over 120 degree programs, to over 7,000 students from 49 states and 69 countries.



Want to be a Husky?

Check out the next page for a list of many degree programs offered by Michigan Tech! Contact Admissions if you have any questions.

Michigan Tech Office of Admissions | 906-487-2335 | mtu4u@mtu.edu | www.mtu.edu

Michigan Tech Bachelors Degrees

- Accounting
- Actuarial Science
- Anthropology
- Applied/Computational Mathematics
- Audio Production and Technology
- Biochemistry
- Biochemistry and Molecular Biology
- Bioinformatics
- Biology
- Biological Sciences
- Biomedical Engineering
- Chemical Engineering
- Chemical Physics
- Cheminformatics
- Chemistry
- Civil Engineering
- Communication, Culture, and Media
- Computer Engineering
- Computer Network & System Administration
- Computer Science
- Computer Systems Science
- Construction Management
- Cytotechnology
- Discrete Mathematics
- Ecology & Environmental Sciences
- Economics
- Electrical Engineering

- Engineering Management
- English
- Environmental Engineering
- Exercise Science
- Finance
- Forestry
- General Engineering
- Geological Engineering
- Geology
- Geophysics
- Histotechnology
- History
- Humanities
- Interdisciplinary Studies
- Liberal Arts
- Law and Society
- Management
- Management Information Systems
- Marketing
- Materials Science & Engineering
- Mathematics
- Mechanical Engineering
- Mechanical Engineering Technology
- Medical Laboratory Science
- Natural Resources
 Management
- Pharmaceutical Chemistry
- Physics
- Pre-Chiropractic Medicine

- Pre-Dentistry
- Pre-Medicine
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Veterinary Medicine
- Psychology
- Scientific & Technical Communication
- Secondary Teacher Education
- Social Sciences
- Software Engineering
- Sports & Fitness Management
- Sports Medicine
- Sound Design
- Statistics
- Surveying Engineering
- Theatre and Electronic Media Performance
- Theatre & Entertainment Technology
- Wildlife Ecology & Management

*This is not an Exhaustive List, please visit www.mtu.edu/ catalog/undergraduate/degreeprograms/ for more information

Michigan Tech Computer Use Policy

SYP participants are permitted to use the Michigan Tech Guest Wifi network during their stay on campus.

Every participant must follow the Michigan Tech Student Computer Use Policy and any computer policies set by instructors. Doing so will help to preserve the positive learning environment we have created and signify the first steps towards your integration into our program.

The University promotes the use of its computing facilities and seeks to improve computer literacy. All students are encouraged to make use of these computer facilities in pursuit of their educational goals (only). Michigan Tech views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

Michigan Tech's computing policy is based on the laws of the state of Michigan and the United States copyright law. Michigan Tech also imposes restrictions that are not covered by either law. Besides setting guidelines for appropriate use of computers Michigan Tech's policy outlines the disciplinary procedures that will be imposed on students who violate the policy. Such discipline may include revocation of computing privileges, expulsion from the University, or prosecution under the applicable state or federal laws.

The Law of the State of Michigan

Michigan's Act 53 of the Public Acts of 1979 is "An act to prohibit access to computers, computer systems, and computer networks for certain fraudulent purposes; to prohibit intentional and unauthorized access, alteration, damage, and destruction of computers, computer systems, computer networks, computer software programs, and data; and to prescribe penalties."

The penalties for violating this act are stated as follows:

A person who violates this act, if the violation involves \$100 or less is guilty of a misdemeanor. If the violation involves more than \$100, the person is guilty of a felony. Punishable by imprisonment for not more than ten (10) years, or a fine of not more than \$5,000.00, or both.

Michigan Tech Computer Use Policy

United States Copyright Law

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship: This includes computer programs (software). Therefore, the unauthorized copying of copyrighted software is in violation of U.S. copyright laws.

Fraudulent Access to Computers

Michigan Tech provides students with a wide range of computers, software, terminals, and a computing system. Obtaining access to this system without proper authorization or any alteration, damage, or destruction to the system or any part of it is a criminal offense. Precautions must be taken with passwords and files to protect data. Unauthorized use of computer time or uses of other people's computer time are illegal activities.

Students charged with a violation of this policy and found guilty can receive a sanction ranging from disciplinary-warning to expulsion. Please refer to Student Rights and Responsibilities in the University Community [in the Michigan Tech Student Handbook, copies available on request] for more information.

Other Regulations

In accordance with the Electronic and Communications Privacy Act of 1989, Title III, United States Code, Section 510 and following, Michigan Tech provides no facilities for sending or receiving confidential messages. The system administrator may read all messages and files of any user.

Computer accounts at Michigan Tech are for educational purposes only. Use for economic gain or computer or network abuse will not be tolerated. If there is a complaint regarding your use of networks or Michigan Tech computers, the system administrator has the right to review trace information, backups, and your account contents to determine your complicity. If you keep command files (that are solely for the purpose of annoying other persons) or blatantly obscene material administrative action will be taken.

Michigan Tech Computer Use Policy

Prohibited Use:

- Adding software, performing maintenance and upgrades, or changing the configuration
 of anything that may effect someone else's use of the computer without authorization
 from the system administrator is prohibited.
- Accessing obscene or otherwise inappropriate web site or files is forbidden.
- Anything the violates copyright laws or the DMCA including illegally downloading movies.
- Users should not log in as someone else.
- Computers are the property of Michigan Tech, and therefore are not to be treated as personal property (no stickers on monitors, etc.)

Violations and Consequences:

We are here to work with you to make sure you understand our guidelines. It is your responsibility to learn these rules and expectations, as well as additional expectation from your instructor. Ask questions and at all times, uphold these rules. Any violations of these policies are considered serious infractions and may result in oral/written warning, suspensions, removal accounts or computer access, or dismissal from the program.

Email etiquette:

Distribution of e-mail chain letters and spam is prohibited.



