

MARION MILITARY INSTITUTE TAC COUNSELING FORM

Rated Cadet Name	Company	Platoon	Squad	Date
RECORD OF OBSERVATIONS AND COUNSELING				
a. SUMMARY OF OBSERVATION: Summarize most significant observed behaviors.				
<p>New Cadet Initial Counseling: This counseling is to ensure that you understand all policies, procedures, and behavior protocols expected of a cadet at Marion Military Institute. You are expected to be familiar with all content of the Cadet Manual which can be found online on the MMI website (www.marionmilitary.edu) under the "Cadet Life" tab and then under the tab "Cadet Manual". You should download the manual and review it on a regular basis. Failure to do so will not be acceptable as an excuse for behavior or conduct not IAW its' contents. However the following are rules that are commonly broken or misunderstood and are being highlighted solely for your awareness:</p>				
<p>1. Formations - you are required to make all formations as outlined in the cadet manual chapter 3 as well as any other formations that are called by either HQ or your company chain of command. You must notify someone in your cadet COC if you will miss or be late to a formation BUT ONLY your TAC Officer can excuse you. Those who arrive at formation after accountability has been taken will be counted as tardy. Those who arrive after the c/CSM has received the report will be counted as absent.</p>				
<p>2. Cell phones - you have your cell phone on you at all times but you cannot walk and talk on your phone nor use it in the classroom environment. If you receive a call or text while walking simply stop, take care of your phone call or text, then when finished put your phone away and continue walking.</p>				
<p>3. Tobacco - This is a Tobacco Free campus and no use or possession of tobacco products is permissible on campus, including all vaping devices.</p>				
<p>4. Study Hall (SH), Demerits (Dm), and Penalty Hour (PH) appeal process - make sure you review the appeals process within the cadet manual; you MUST go to the person who assigned the SH/Dm/Ph in order to clear the issue. CHECK YOUR STUDENT EMAIL!!!! This is where the list will be sent to on a regular basis. Again, not checking is not an excuse. By checking the list you can see who gave you the SH/Dm/PH. Do NOT rely on TAC Officers to inform you of your SH/Dm/PH. If you have either SH or PH you are restricted to campus until ALL hours are completed AND you MUST attend all restricted formations (day and times are in the cadet manual). Only TACs or Commandant can grant exceptions to this policy.</p>				
<p>5. Restricted areas - the following areas are OFF LIMITS to all cadets of MMI: any club in Perry county, Barton's beach, The Hill, and the gas station near the car wash in Marion. Cadets caught in any of these areas are subject to disciplinary measures.</p>				
<p>6. Unauthorized electrical devices / TVs - the ONLY authorized electrical devices are a coffee pot, fan, reading light, and if in the appropriate leadership position (or medical necessity) a mini-refrigerator. Stand alone computer monitors are authorized but must conform to the measurements as outline in the cadet manual. Any unauthorized devices will be confiscated by your TAC Officer and returned when you can take them home.</p>				
<p>7. Greeting etiquette - when addressing any faculty or staff member you WILL use either SIR or MA'AM and YES or NO. If the faculty/staff member is in uniform you WILL render the appropriate greeting of the day and salute. Not doing so will be taken as a sign of disrespect.</p>				
<p>8. Alcohol - alcohol of any type is PROHIBITED on campus by those of any age. Anyone who is underage and is found to have consumed alcohol anywhere while enrolled is subject to disciplinary actions. If you are found with alcohol in your room or empty containers, regardless if they are yours or not, will be treated as if they are yours.</p>				
<p>9. Drugs - any use of illegal drugs, designer imitation drugs (i.e. - spice, or others), prescription drugs which are not yours, or illegal use of over the counter drugs will result in DISMISSAL from MMI. If you use supplements make sure you are aware of those which will result in a positive urinalysis and AVOID them. MMI has a ZERO TOLERANCE policy for drugs and you are subject to a random drug screening at any time, additionally you are subject to a urinalysis if there is probable cause to believe you have used any of the drugs mentioned above.</p>				
<p>10. Headphones - are only to be worn while inside the gym or on the running track, NO EXCEPTIONS!!!! Carry your headphones in hand until you are in the gym or on the track.</p>				
<p>11. Parking / Amnesty Lot - all cadets must park in their designated parking lot (student, leadership, or HQ) at all times. Cadets must not "combat park" or they will be ticketed. All cadets are required to register their vehicles, failure to do so could result in your vehicle being booted or towed. If your vehicle is being repaired and you have a temporary vehicle you must notify Mr. Houston ASAP. Also, if you get a different vehicle must register that vehicle, your old registration will not be valid. If you return late and the student lot is locked, you must park in the amnesty which is located off the right side of the road before the gate. If the amnesty lot is full, you must park at the golf course parking lot.</p>				
<p>Again the above is not an all encompassing list, it merely highlights those areas that are commonly confused or ignored. You MUST review and be familiar with ALL content of the Cadet Manual.</p>				
RATED CADET SIGNATURE			COUNSELOR NAME/SIGNATURE	