

Duke TIP

TALENT IDENTIFICATION PROGRAM

Parent and Student Guide

Reel Expressions: Filmmaking

~ Chapman University, Orange, CA ~



2009 Domestic Field Studies

Parents: Please copy important information

Duke TIP

TALENT IDENTIFICATION PROGRAM

Reel Expressions: Filmmaking Chapman University, Orange, CA June 20 – July 4, 2009

TABLE OF CONTENTS

Topic	Page Number
Letter of Introduction	3
Educational Programs Philosophy	4
Filmmaking – Chapman University	5
Educational Model.....	5
Academics.....	5
The Course.....	5
The Curriculum.....	6
Facilities and Equipment.....	6
Life at Chapman University	7
The University.....	7
Housing.....	7
Safety, Health, and Emergencies.....	7
Safety Awareness.....	8
Earthquake Preparedness.....	9
In Case of Fire.....	9
Weather and Physical Conditions.....	9
Meals.....	10
Money.....	10
Laundry.....	11
Telephones.....	11
Important Phone Numbers for Students.....	12
Important Phone Numbers for Parents.....	12
Mail Service.....	13
Losses/Damages.....	13
Student Ambassadors.....	14
Travel Preparations	15
Insurance and Medical Information.....	15
Travel Insurance and Trip Cancellation.....	16
Arrival by Airplane.....	16
Arrival by Car.....	17
Driving Directions to Chapman University.....	17
Departure from Program.....	18

Packing for the Program	19
General Packing Advice	19
Books	19
Packing Lists.....	19
Clothing Items.....	20
Non-Clothing Items	20
Optional Items.....	20
Do Not Bring.....	21
Student Conduct in the Field	22
Expectations for Behavior.....	22
The Duke TIP Community Standard	22
General Rules/ Dismissal from the Program	23
Additional Guidelines	24
Academic Discipline.....	24
After the Program	25
Student's Evaluation of the Program	25
Instructor Evaluation of Student	25



Spring 2009



Dear Duke TIP Summer Program Participant:

It is with great enthusiasm that we welcome you to Duke TIP Summer Programs for high school students 2009. We are glad that you have chosen to spend your summer with Duke TIP. Hopefully, your academic adventure will be among the most influential experiences of your life.

To help you make the most of your experience with Duke TIP this summer, please read this guide thoroughly. The information in this guide will help you prepare for the program both mentally and physically. Your summer experience is not a vacation and will include many new challenges, so you should do all that you can to be prepared. Pack your bags lightly and with the correct clothing and equipment. Complete any required reading or assignments that is asked of you by the instructor; depending on the course you have chosen, the syllabus will be sent to you in late May or early June. Finally, know the rules and guidelines for the program, which can be found on pages 21-23 of this guide.

The information in this guide will benefit you at home and in the field. You should bring this Parent/Student Guide with you to your program site. Please make sure that your parents have copied necessary information (emergency and contact information) from this guide before you leave. You can also find this guide on our Website.

We have tried to give you as much information as possible before the program starts, but there will be many things that you will simply have to experience for yourself. You will be called upon to adapt to many changes, including weather, living conditions, and food. We will rely on you to keep an open mind, be flexible, and make the necessary adjustments. Remember that you will be a representative of Duke University and your behavior and attitude will reflect on the University. We are very proud of Duke and expect each of you to represent us well.

You are about to embark on an exciting and challenging journey. We hope that you will enjoy your time with us. If you have any questions before the program begins, please call us at (919) 681-6519.

Sincerely,

A handwritten signature in black ink that reads "Hollace L. Selph". The signature is written in a cursive style with a large, stylized initial 'H'.

Hollace L. Selph
Senior Director, Educational Programs

A handwritten signature in black ink that reads "Nicki Charles". The signature is written in a cursive style with a large, stylized initial 'N'.

Nicki Charles, Ed.D
Assistant Director, Field Studies and Institutes

Educational Programs Philosophy

Duke University TIP Field Studies provide a unique learning environment designed to motivate and challenge academically gifted students. Within a supportive and nurturing field setting, Duke TIP strives to stretch highly gifted students beyond their self-perceived expectations and limits. Duke TIP Field Studies are based on six components:

- Fast-paced, rigorous, and innovative curricula taught above grade level and emphasizing rich and challenging content, active learning, and critical, higher order thinking skills. The academic environment values and encourages engagement, self-direction, independence, and excellence.
- Courses designed to inspire and motivate students. Many of these courses are similar to those offered to undergraduate students at selective, competitive colleges. Students are exposed to strongly enriched curricula commensurate with their level and optimal pace of learning.
- Distinguished instructional staff with expertise in their content area—many with considerable experience working with gifted students. The carefully selected faculty values each student’s uniqueness and believes that nurturing a student’s self-esteem and self-confidence is an important part of the Duke TIP educational experience.
- Course placement dictated by the concept of an “optimal match” with student interest and ability.
- Classrooms characterized by high expectations, low student-faculty ratio, and no course grades—all of which encourage intellectual risk-taking in a supportive and intellectually challenging learning climate.
- A residential program consisting of supervised social and recreational activities designed to complement the classroom experience and encourage a sense of community and respect for diversity. The residential component provides opportunities for student interactions with equally gifted peers who share similar interests, promoting lasting friendships.

Reel Expressions: Filmmaking

~ Program Overview ~

EDUCATIONAL MODEL

Duke TIP Field Studies are highly selective courses with limited slots available. Each program has three to six staff members who remain with the students throughout the entire course. This staff team is composed of an instructor, academic/residential assistants, and in some cases a full-time administrative staff. Many of our instructors hold Ph.D.s or advanced degrees in their academic field and may be professors or doctoral students from leading universities, while some instructors are exceptional secondary school teachers from across the country.

Small classes, experiential learning environments, and the academic enthusiasm of the staff combine to make each Field Study an amazing learning opportunity for high school students.

ACADEMICS

A Duke TIP Field Study is much more than just a science or humanities class. This is an authentic academic experience, much like a college field study course. Although these courses are not offered for academic credit, the academic material offered in these courses will satisfy the intellectual hunger of the most ardent learner. Students who are selected to participate in one of these courses will receive detailed correspondence from the instructional staff several weeks before the start of the program. The instructions may contain a preliminary assignment that must be completed before the beginning of the course. During the course, a variety of teaching styles will be employed to help students benefit most from their coursework in an enjoyable and accessible manner. Evaluative assessment instruments will be used so students can measure their progress; however, grades are not earned for these courses. Unlike traditional classes, students do not learn in competition with each other or for the purpose of receiving a grade. Rather, students work in cooperation to excel beyond their own self-perceived limits. While it is very likely that any motivated student would do well in this kind of environment, these courses have been created specifically for academically gifted students.

THE COURSE

Students begin the course by learning the basics of storytelling, filmmaking, and editing. On the first day, students will work with a camera and by the third day, students will have created and edited a short non-dialogue collaborative film using Chapman's digital cameras and non-linear editing systems. Students will then refine scripts for their second personal film and begin the pre-production process. Following the successful completion of pre-production, filming begins. At the end of filming, students will edit the films until they have produced a final finished film. This process will be interrupted for other scheduled activities, including guest speakers from the film industry-including Academy Award™ and Emmy Award™ winning filmmakers, a trip to a movie

studio, a seminar at the largest lighting house in the industry, and tours of historic Hollywood. This exciting program concludes with a gala premiere of the students' final projects. Students looking for the intense production environment of a Hollywood movie studio will find it at this course at Chapman University.

THE CURRICULUM

A Typical Day

Students will discover that each day in film brings with it a new challenge. After the first few days of instruction and introductory activities, virtually every minute of daylight hours will be involved in the production process of the students' personal films. Students will either be working on their own film or collaborating with fellow filmmakers to assist in the completion of their colleagues' vision. Brainstorming, writing, drawing, acting, directing, filming, editing, seeing, hearing, dreaming, creating and more will be the world of the filmmakers at Chapman each day. During the evenings, students in this course will screen current or classic films for analysis and inspiration. Amid all of this creative activity, students will find time for guest lectures from industry insiders and eye-opening experiences in and around Hollywood.

Field Trips and Excursions

Production will be interspersed with field trips to nearby entertainment landmarks in and around Hollywood. Sites may include: historic Hollywood tours; behind-the-scenes tours of film studios such as Warner Brothers™ and Paramount™; Mole-Richardson House of Lighting; the Hollywood Entertainment Museum, the Museum of Television and Radio, and the American Cinematheque. Students may also have the opportunity to visit relevant movie sites in southern California.

Chapman's prime location near Los Angeles and Hollywood offers the opportunity for students to attend special seminars with professionals from the film industry. In the past, students have learned from film professionals that have worked on such films as *Traffic*, *Titanic*, *Speed*, *Bram Stoker's Dracula*, and *Schindler's List*.

FACILITIES AND EQUIPMENT

The facilities provided to Duke TIP students by Chapman University are located in the newly-opened Marion Knott Studios. This 76,000-square foot building houses two sound stages, a motion capture stage, a set design shop, production design studio, two computer labs, three mixing studios, 36 individual video, sound and voice recording editing suites, locker rooms, hair/makeup studio, a green room, classrooms and a 500-seat theatre. These beautiful state-of-the-art facilities will help students experience what it is like to create and edit film in a real working studio.

Students are cautioned to treat all of the film equipment at Chapman with great care. Please visit www.ftv.chapman.edu to learn more about the inspiring facilities at Chapman University.

Life at Chapman University

THE UNIVERSITY

Located in Orange County, CA, about 35 miles south of Los Angeles, Chapman University is one of the largest and most beautiful independent universities in the area. With six different schools of study, including the School of Film and Television (founded in 1996), the university offers undergraduate and graduate programs in professional studies and liberal arts education. Faculty at the Dodge College of Film & Media Arts include well-known members of the entertainment industry and the facilities provide many opportunities to experience filmmaking firsthand.

Orange County is well known as a great place to live and to visit. The area provides excellent cultural opportunities, climate, recreational options, and nearby entertainment venues include Disneyland and Knott's Berry Farm. It is also within ten miles of beautiful West Coast beaches.

To learn more about Chapman, visit: www.chapman.edu

HOUSING

One goal of the Duke TIP experience is to give students the opportunity to meet people from all over the world. Learning to live with others is an important component of this experience. Therefore, we do not accommodate requests for specific roommate assignments. Residential assignments are made by the Duke TIP staff and are based on gender and age. Because of the small group sizes, students can expect to share a room with another high school student.

Members of the Duke TIP staff, selected and trained to work with high school students, will always be on-site to assist students or socialize with them. The staff also stays in the living quarters with students. The Teaching Assistants (TAs) / Residential Counselors (RCs) will be advising students and supervising them during evening and weekend activities. The TA/RC is the first person with whom students should speak if they have any problems or concerns. The Instructor and Group Leader are also available if the student would like to talk or have concerns about their studies.

Students will be housed in a residence hall on campus. While the specific hall is not known at this time, students will be notified in a later mailing (late May) of the name of the hall where they will stay during the program. Each hall offers lounges and kitchenettes, study rooms on each floor, and laundry facilities. Most students will be in double-occupancy bedrooms, and many pairs of rooms are connected with shared baths. All rooms provide extra-long twin beds, and a desk, chair, and dresser for each student.

SAFETY, HEALTH, AND EMERGENCIES

All Duke TIP programs are designed with the utmost concern for student safety. Participants must follow all safety rules as explained by staff members. A student may not leave the supervision of a staff member unless the instructor has given him or her specific permission. Students are not permitted to go on any excursions alone or without obtaining permission from a staff member.

Upon arrival at the program site, students will be provided with specific instructions for safety, including what to do in the case of an emergency or if a student is lost. Please listen carefully and learn all instructions. If students have any questions they should ask the Instructor, Group Leader, Teaching Assistant (TA) or Residential Counselor (RC).

If a student is involved in an emergency situation, the appropriate staff member will immediately contact the student's parent/guardian. If parents will be leaving home for an extended time, they should give the group leader a telephone number where they can be reached, or the number of another relative who will know how to contact them. Please note any special notification arrangements on the enclosed Medical History Form. If parents need to reach their child because of an emergency at home, they should use the phone numbers located in the "*Important Phone Numbers for Parents*" section.

SAFETY AWARENESS

Students may obtain a copy of the annual security report for Chapman University using the contact information listed below. The security reports include campus crime statistics and the university's safety and security policies.

<http://www.chapman.edu/publicsafety/clery.asp>

Helpful Hints To Keep Safe

Students should:

- Always walk in groups or request an escort, especially at night. Call (714) 997-6763 for information about Operation Safe Ride and campus escorts.
- Be sure to stay in well-traveled and well-lit areas.
- Don't be a walking target.
- Be alert to their surroundings and watch for possible hiding places.
- Carry only necessary cash and minimal credit cards. Avoid wearing expensive jewelry.
- Trust instincts. If something or someone doesn't look right feel uneasy, immediately report the activity to Campus Safety.
- Watch for suspicious behavior.
- Keep eyes and ears open for possible crime and call Campus Safety immediately.
- Listen for screams of "Help!" "Fire!" or "Police!" Try to determine direction of shouts.
- Listen for explosions, gunshots or shattering glass. Try to determine direction of shouts. And run the other way..
- Call for help.

EARTHQUAKE PREPAREDNESS

During an earthquake, remain calm and quickly follow the stages outlined below:

- DO NOT PANIC.
- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines, as they may be alive.

- If in an automobile, stop in the safest place available, away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle.
- After the initial shock, evaluate the situation and if emergency help is necessary, call Campus Safety.
- Students should protect themselves at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Campus Safety. NOTE: Gas leaks and power failures create special hazards.
- If an emergency exists, activate the building alarm; then report the emergency by phone.
- If the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist the handicapped in exiting the building.
- DO NOT USE ELEVATORS.
- Once outside, move to a clear area at least 100-feet away from the building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless students have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a university official.

IN CASE OF FIRE

- Know the location of fire extinguishers, fire exits, and alarm systems in their area and know how to use them. Training and information is available through Campus Safety at (714) 997-6763.
- If a minor fire appears controllable, IMMEDIATELY contact Campus Safety Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm, THEN call Campus Safety.
- On large fires that do not appear controllable, IMMEDIATELY notify Campus Safety. Then evacuate all rooms closing all doors to confine the fire and reduce oxygen. DO NOT LOCK THE DOORS.
- If the evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building.
- DO NOT USE ELEVATORS DURING A FIRE.
- Smoke is the greatest danger during a fire, stay near the floor where the air will be less toxic.

WEATHER AND PHYSICAL CONDITIONS

Students should expect the weather in Orange, California to be warm during the months of June and July. Typically, daily temperatures will be between 75°-85°F, and sunny skies are common. Nights are pleasant with temperatures usually falling to around 60°F. Students should also bring raingear, such as a waterproof jacket and/or umbrella, in the event of a summer rain shower.

MEALS

Once students arrive on campus, all meals will be provided by Chapman University Food Services. Since students will spend an extraordinary amount of energy each day, they are required to report for all meals. Students will need to have some money for meals during field trips to Hollywood and Los Angeles. The meal schedule is as follows:

	<u>Weekdays</u>	<u>Weekends</u>
Breakfast	7:30am – 9:00am	10:30am – 1:00pm (Brunch)
Lunch	11:00am – 1:30pm	N/A
Dinner	5:00pm – 6:30pm	5:00pm – 6:30pm

MONEY

Before leaving home, students should discuss a financial budget with their parents. The tuition for the program includes lodging, admission to excursion sites, most meals, and transportation. Students will only need money for laundry, a few meals, and any purchases they plan to make for such things as gifts, souvenirs, personal items, optional activities, or snacks. Plan a budget for the program and stick to it.

Most students find **\$300** to be an adequate amount for the Film Program. In addition, Duke TIP recommends that students purchase a calling card prior to arriving on campus for use when calling home during the program. There will be limited access to ATMs for students to obtain cash, but an ATM/debit/credit card is still a reliable and recommended means to access money in an emergency. Traveler's Checks are also an acceptable way to carry money. Students should plan to bring a portion of their spending money in the form of cash in case they are not able to visit an ATM or redeem traveler's checks immediately upon arrival. Cash can also be used for small purchases and during travel to and from the program.

Important things for students to remember when planning their budget:

- Students or parents should contact the local bank or crediting agency to notify them of the travel plans. On occasion, if a bank or credit card company is unaware of travel plans, they may suspect someone else is using the account and suspend service. Although this service is for fraud protection, it does cause a delay in being able to access money
- Students should **NOT** plan to bring a debit/credit card that has been issued in their parent's name. Increased security has made it nearly impossible for students to be able to consistently use a parent's card, even if they have the same last name and a permission note. Students should have a new card issued in their name.
- Students should **HAVE A BACKUP PLAN**. Students should not use an ATM/debit/credit card as the only means to access money. Students should plan to bring a portion of their money in cash.
- Students may want to bring along a money belt or a chest pouch to carry their cash more safely. During the program, students must assume responsibility for the safekeeping of their own belongings at all times. **Duke TIP or Chapman University will not assume responsibility for any items lost or stolen.**
- During the program it will be virtually impossible to cash personal checks or to receive money by wire, and Duke TIP staff members are not authorized to make loans to individuals.
- Please keep close track of their spending throughout the program. The money students bring with them must last for the entire length of the program.

LAUNDRY

There will be laundry facilities available in the residence hall. Students need to be sure to bring money for laundry, as well as a small amount of powder detergent to last the length of the program. Below are instructions for using the laundry machines and the general laundry room rules:

Coin Instructions:

- Add detergent and clothes to washer, than insert coins in slot.
- Select appropriate cycle and temperature.
- Add clothes and dryer sheet to dryer, then insert coins in slot.
- Select appropriate temperature.

General Washing Instructions and Rules (Laundry Room Etiquette):

- Read instructions on detergent container before use. Too much may ruin clothes.
- Read the labels on their clothes before washing, to insure correct washing procedure.
- Separate their white/light clothes and darks. Dark dyes may stain light/white clothing. Bleach used in white loads may ruin dark clothing.
- Bleach works best in hot water.
- Do NOT use these machines to dye clothing!
- Do NOT add foreign objects to the machines! Mutilation of others' property will be dealt with severely.
- Promptly remove clothes from the machine so that others may use the machines.
- Do NOT remove others' clothing from machines before the cycle is complete.
- Do NOT throw others' clothing onto the floor.

TELEPHONES

Phone lines in individual rooms will not be activated during the two weeks that students are on campus. However, students will have access to payphones located throughout the campus. Students should bring a calling card with them in order to make calls easily from payphones. Due to the busy nature of the program, students should not plan to make or receive calls on a regular basis. When students are able to place a call, they must use their personal calling cards or call collect. Parents should not plan on calling students unless there is an emergency. Please also keep in mind that students will be in class all day and most evenings, so they are not always easily accessible. In emergency situations, a message will be relayed to the student. Students and parents should discuss communication arrangements before the beginning of the program. **Parents, remember that no news is good news.**

Duke TIP does permit students to bring cellular telephones to the program, but cannot guarantee that students will always have adequate reception. It is recommended that students bring a calling card in the event that their cellular phone is not functional during the program.

Please be aware that although Duke TIP **does permit** students to bring cellular phones to the program, they are **strictly prohibited** from bringing or using them during class. Also, Duke TIP does not assume responsibility for additional charges incurred due to roaming or exceeding the usage limit of their cellular account. It is recommended that students check with their cellular service provider to determine if the area in which the student will be is included in their plan.

IMPORTANT PHONE NUMBERS FOR STUDENTS

1. Campus Safety Department: (714) 997-6763
2. Yellow Emergency phones are located on the main campus and in the Resident Hall areas.
3. Pay telephone: 911 (no coins needed)
4. Dr. Nicki Charles: (919) 681-6519

IMPORTANT PHONE NUMBERS FOR PARENTS

Parents, please limit all calls to emergencies only. (i.e. death/illness in the family or another reason that warrants their child returning home immediately). In order to maintain contact during the program, students and parents should discuss communication arrangements prior to leaving for the program. Duke TIP recommends that families plan for the student to contact home several times throughout the program. During the program, the Group Leader or Instructor will check in with Dr. Nicki Charles regularly to report on the status of the group. However, due to the large number of students that participate in summer programs Dr. Charles does not receive reports concerning individual students. Therefore parents should not call Dr. Charles for updates on their child's progress.

Please remember that from the East Coast, it will be three hours earlier in California. In emergency situations, parents may call the following numbers:

1. Dr. Nicki Charles, Assistant Director, Field Studies and Institutes

PHONE: (919) 668-9100 (Main)

PHONE: (919) 681-6519 (Direct)

- Available at Duke TIP Main Office (listed above) from 8:00AM. to 5:00 PM.
OR
- An additional 24-hour emergency number will be provided in a subsequent mailing prior to the start of the program. This number will have voice-mail available, as well as a recording indicating an emergency cell phone number.

If leaving an emergency message, be sure to mention the student's full name and the program in which he or she is participating.

2. Conference Services at Chapman University

PHONE: (714) 997-6811

MAIL SERVICE

This is a good time for students to practice the art of writing postcards or keeping a journal in order to recount their experiences in greater detail upon returning home. Parents, when sending mail please be patient, as mail will take longer than typical to reach students on campus.

Since the program is only two weeks long, it is unlikely that mail sent after June 25th will arrive before the end of the program. Please use the following address to send mail to students at the Filmmaking Field Study:

Student Name
Chapman University Conference Services
c/o Duke TIP Filmmaking Field Study
One University Drive
Orange, CA 92866

LOSSES/DAMAGES

Duke University TIP highly recommends that all students and staff take necessary precautions to protect their personal property throughout the program. Students should refrain from bringing unnecessary valuables with them to the program, and use room or dormitory keys to lock their personal room at all times. If there is a deadbolt lock on their door, please use it for added security. While theft is not common, Duke TIP does recommend that students protect their belongings while on campus. During the program, students must assume responsibility for the safekeeping of their own belongings at all times. **Duke TIP or Chapman University will not assume responsibility for any items lost or stolen.**

Duke University TIP requires that all students treat property belonging to Duke TIP, the host site, or any participants with respect. Any losses or damages clearly caused by a student will be billed directly to that student's family. Losses or damages caused by more than one student will be divided equally amongst those students involved in the incident. Any student who is billed for damaged or lost property will be prevented from enrolling in any future Duke TIP program until their account has been settled. Students will only receive a rubric or narrative assessment after any outstanding fees are paid.

STUDENT AMBASSADORS

Each year, several students volunteer to be Student Ambassadors to participants in future programs. These students are a great resource for participants who are interested in learning about another Duke TIP students' firsthand experiences at the Filmmaking Field Study. The Duke TIP Student Ambassadors welcome their questions, so please feel free to contact them.

Please keep in mind that the email addresses students see below were collected at the end of the program last summer. Although we do ask students to provide an email address that will be current through 2009, Duke TIP cannot guarantee that all email addresses are correct and valid.

Student Ambassadors from Duke TIP Filmmaking Field Study in 2008

Esteban Becerril	<u>unidiota@hotmail.com</u>
Esther Sokolow	<u>cest.esther@gmail.com</u>
Ian Ornstein	<u>ian.ornstein@gmail.com</u>
Joe Mancino	<u>J12R22M90@aim.com</u>
Liam Schauerman	<u>lvschauerman@gmail.com</u>

Travel Preparations

INSURANCE AND MEDICAL INFORMATION

All students enrolled in a Duke TIP Summer Educational Program are required to provide proof of adequate health insurance coverage. Indicate policy holder, insurance company, and policy number on the enclosed Medical History Form (Form #4). ***Please complete this form thoroughly and neatly and return to the Duke TIP office no later than April 17, 2009.*** These forms will accompany the group leader as the students travel.

Important: The information students provide on the Medical History Form may be the **ONLY information the Duke TIP staff have to guide their decisions in a medical emergency. Information about allergies, psychological history, medications, and contact numbers are essential. Should the student encounter a medical emergency, it is crucial for the form to be comprehensive and accurate.**

If students do not have adequate insurance coverage, short-term coverage must be purchased for the duration of the program. Duke TIP does not endorse or recommend any particular insurance agency or company. However, we have provided information about two insurance companies who offer a short-term policy below. For more information about this short-term coverage, contact:

U.S. Citizens:

Hill, Chesson & Woody
Tel: (919) 489-7426
email@hillchesson.com

Non U.S. Citizens:

Gateway Plan Administrator
1255 23rd St. N.W. Suite 300
Washington D.C. 20037
Web site: www.gatewayplans.com
Phone: (202) 367-5097 between 9 a.m. and 5 p.m. EDT
Email: gateway@marshpm.com

* Please note that short term insurance, such as the Gateway Plan, often does not cover pre-existing conditions. Therefore, please send a copy of any other health insurance you may carry. We require a U.S. based policy to facilitate access to healthcare as necessary as travel insurance policies do not provide appropriate coverage.

The insurance application and payment should be submitted directly to the insurance company and not to Duke TIP. Verification of short-term policy on letterhead MUST be sent to Duke

TRAVEL INSURANCE AND TRIP CANCELLATION

Duke TIP does not intend to cancel any of the Field Studies; however, cancellation would be considered in the event that unforeseen circumstances were to compromise the safety of those individuals involved. At this time, we would like to inform students of Duke TIP's cancellation policy and share several options regarding travel insurance

Duke TIP is a non-profit organization that continually strives to keep costs low for students. Duke TIP works with host sites that require a commitment of funds well in advance of program dates. If a program is cancelled, Duke TIP will not be able to recover committed funds, thus preventing us from being able to fully refund participants. As stated in the Participant's Release and Agreement (Application Form C):

"...Duke TIP reserves the right to make cancellations, changes, and substitutions in case of emergency or changed conditions, or if such are in the best interests of the group affected. Should Duke TIP cancel a program, full refunds of the program fees will be made unless the cancellation is due to causes outside of the control of Duke TIP, in which case Duke TIP will refund only uncommitted and recoverable funds. In addition, it should be agreed that the cost of travel to and from the program is not included in any refundable fees."

In order to safeguard against such possibilities, it is wise to consider the purchase of travel insurance that provides coverage in case of trip cancellation. Before travel insurance is purchased for the student, please review the student's current insurance policies and credit card coverage – some credit card companies' offer limited travel insurance.

Travel organizations, such as Travel Guard (www.travelguard.com), Insure Tuition (www.insuretuition.com), or Access America (www.accessamerica.com), offer a range of possible coverage. The policy purchased is the choice of the student and parent. When reviewing trip cancellation insurance, it is important to thoroughly read what the policy covers in terms of cancellation reasons. The insurance policy may not cover all reasons for which Duke TIP might cancel programs. Please be aware that Duke University and Duke TIP is not be liable for the cost of travel insurance or the non-refundable portion of the funds paid to Duke TIP if a trip is cancelled for reasons not covered by the trip cancellation insurance policy that was purchased.

Please note: Many of these companies have a payment deadline from the time the first deposit has been paid to Duke TIP.

ARRIVAL BY AIRPLANE

Students traveling to the Filmmaking Field Study should plan to fly into the John Wayne/Orange County Airport (SNA). **Students should plan for their flight to arrive at the airport between 12:00PM and 3:00PM on June 20, 2009, the first day of the program.**

Duke TIP is not able to provide shuttle service from the SNA airport to Chapman University, but a Duke TIP staff member will be stationed at the SNA airport to assist students. The Duke TIP staff will be aware of each student's individual travel plans and will coordinate small groups of students to travel together in taxis to Chapman University's residence halls, where they will be met by additional Duke TIP staff members and check-in to the program.

Upon arrival, students should look for a Duke TIP staff member to be stationed at the statue of John Wayne, which is located between the baggage claims. The Duke TIP staff member will be wearing a Duke TIP t-shirt that has a Duke TIP logo on the front and the word “STAFF” on the back. When students depart in their shuttle or cab from the airport, they should direct the driver to drop them off at the residence hall where they will stay at Chapman University. Students and parents will be notified in a later mailing exactly which hall students will stay in during the program.

It is also a good idea for students and parents to make arrangements for the student to call home upon arrival.

Please be aware that Duke TIP staff will only be stationed at the SNA airport to meet students with flights scheduled to arrive between 12:00pm and 3:00pm! If students are unable to secure a flight arriving within this time period, students must contact the Dr. Nicki Charles at (919) 681-6519 or the main office number (919) 668-9100 to discuss alternative options. In addition, please contact Dr. Charles on the first day of the program if students experience any cancellations or delays in their flight so alternative plans can be arranged with Duke TIP staff.

For assistance with their travel plans, students may contact Gale Gentry Travel, the Duke TIP travel agency at (800) 633-9350. Gale Gentry Travel works to coordinate arrangements for the Duke TIP international programs and is quite familiar with our travel requirements. An agent at Gale Gentry Travel can ensure that their travel plans are consistent with those required by Duke TIP. ***Duke TIP recommends that students and parents elect to purchase travel insurance in the unlikely event that a program must be changed or canceled.***

If their travel plans should change at any time prior to the start of the program, please notify Dr. Nicki Charles at (919) 681-6519 or the main office at (919) 668-9100 immediately so all staff are aware of the correct travel plans of each student.

The information students provide is essential to ensure that the Duke TIP staff are aware of their correct arrival time and flight number.

ARRIVAL BY CAR

Students may also travel to Chapman University by car. Directions for those students whose parents will be driving are included below. **Please plan to arrive between 12:00PM and 3:00PM on June 20, 2009, the first day of the program.**

From Interstate 5, North or South:

- Exit Chapman Ave.
- Turn East on Chapman Ave.
- Proceed approx. 1-1/2 miles to traffic circle
- Go $\frac{3}{4}$ of the way around circle, exiting onto Glassell (this would normally be a left turn)
- Go through 2 stop signs on Glassell
- Turn right at the traffic light – Walnut St.
- The residence halls are located ahead on the left.

From 55 Freeway, North or South:

- Exit Chapman Ave.
- Turn west onto Chapman Ave.
- Turn right at first major intersection – Tustin
- Turn left at second light – Walnut
- Follow Walnut 1 mile, past Center Street
- The residence halls are located on their right.

From 22 Freeway – East:

- Exit Grand/Glassell
- Turn left onto Glassell
- Follow Glassell approx. 1 mile to traffic circle
- Go ½ way around the circle, remaining on Glassell (this would be straight at a standard intersection)
- Go through 2 stop signs on Glassell
- Turn right at the traffic light – Walnut St.
- The residence halls are located ahead on the left.

From 57 Freeway – South:

- Exit Oranewood
- Turn left onto Oranewood
- Follow Oranewood to Main (At this point Oranewood becomes Walnut St.)
- Continue straight on Walnut through the light at Glassell
- The residence halls are located ahead on the left.

Chapman University Campus Map

<http://www.chapman.edu/map/map.pdf>

DEPARTURE FROM PROGRAM

By Airplane: Students depart on July 4, 2009. As with arrival, students will need to use local taxi services for transportation to the John Wayne/Orange County Airport (SNA). Duke TIP staff will assist students with these arrangements and will also be stationed at the airport as a resource for students as they make their way to their flight. Students should plan to purchase a flight that departs SNA between 10:00AM and 2:00PM. **Please be aware that Duke TIP staff will only be present at the airport for students with flights departing between 10:00AM and 2:00PM.** If students are unable to secure a flight departing within this time period, students must contact Dr. Nicki Charles at (919) 681-6519 or the main office at (919) 668-9100 to discuss alternative options.

By Car: Students departing from the program by car should arrange for their parents to pick them up at the residence hall by 12:00PM on July 4, 2009. Please be prompt as Duke TIP summer staff does not remain on site after the program ends.

Packing for the Program

GENERAL PACKING ADVICE

By all means, travel light! Students should be prepared to carry or wheel their own luggage, and should not bring more than can comfortably be carried. Students should also plan to bring a backpack to carry class materials and for use on hikes.

If students are traveling via air, they should check the Transportation Security Administration (TSA) guidelines regarding rules and regulations. In the past year, the rules on carrying liquids have changed on numerous occasions. Students should have updated information about weight restrictions as well. Domestic (U.S.) and international weight allowances differ, so students should make sure they have up-to-the-minute knowledge prior to departure.

BOOKS

Each student must purchase his/her own textbook(s) and should be sure to bring them to the program. Students will receive a mailing in late May that will include a course syllabus and a letter from the instructor with final instructions regarding necessary preparations for the course. In this mailing, students should expect to receive notification of which books are required for the course.

It is possible that Duke TIP will be able to purchase textbooks for courses in bulk at a discounted price. In this event, students will receive their textbooks as part of the May mailing along with an invoice for the cost of the book. Please be sure to send payment for the book immediately to make sure the account is current when the program begins.

PACKING LISTS

The lists on the following page contain items that Duke TIP recommends that students bring to the program. Please pay careful attention to the items listed as these lists have been specifically designed for the Filmmaking Field Study.

Clothing Items

Dress on campus is casual, especially in the summer.

- 1-2 nice outfits for special events**
- 1-2 pairs of comfortable shoes**
(tennis shoes are best for daily walking)
- Sandals or other casual shoes**
- Undergarments**
- Sleeping clothes/pajamas**
- 1-2 long-sleeve shirts**
- Lightweight jacket** (for cool nights)
- Several nice short-sleeved t-shirts**
- Pants** (for cool nights)
- Waterproof rain jacket with hood**
- Sweater or Sweatshirt**
- Socks**
- Shorts/Skirts**
(Please do not bring very short skirts or shorts!)

Non-Clothing Items

- Student Guide and Course Materials**
- Bath Towel, Hand Towel, and Washcloth** (at least one set)
- Pillow and Blanket**
- Bed Linens for twin-size extra long bed** (Linens not provided by Chapman University)
- Sunscreen w/ SPF 30 and Lip Balm w/SPF 15**
- Umbrella**
- Sunglasses with UV filter**
- Wristwatch**
- Calling Card**
- Spending money, ATM/Credit card**
- Travel Alarm Clock** (battery powered)
- Personal Toiletries** (compact size, seal in plastic bags)
- School supplies for class** (journal, notebook, writing utensils)
- Money belt or pouch** (for money, credit cards, IDs, etc.)
- Small day-pack or backpack** (used for class materials)
- Students who wear glasses or contacts should bring spare contacts/glasses and a copy of their prescription**
- Prescription medicines** (Only if accompanied by a copy of the Medicine Request Form. The original Request Form must be mailed to Duke TIP with the Medical History Form.)
- If students are allergic to insect bites or stings, bring appropriate medication**
(Also note this information on the Medical Request Form.)
- 32 oz. water bottle** (for daily walks, Nalgene™ bottles are nice and will hook to their backpack)

Optional Items

- Small study lamp**
- Bathrobe**
- Container to carry shower supplies**
- Paperback books to read**
- Camera** (small, inexpensive camera is preferable)
- Film** (5-6 rolls, 400-800 speed is best for a variety of conditions)
- Sketchbook**
- Deck of Playing Cards**
- Earplugs** (if the student is a light sleeper)
- Medication, drugs or pills** (All medication must be accompanied by a copy of the Medicine Request Form. The original request must be attached to the Duke TIP Medical History Form and sent to the Duke TIP office by April 17, 2009.)

<i>DO NOT BRING!</i>

Beyond our helpful suggestions of what to bring, there are particular items that students are **not permitted to bring**. Pay as close attention to this list as the previous one:

- **Alcoholic beverages or illegal drugs** (Violation of this rule will result in immediate dismissal from the program. Student is responsible for all additional travel expenses and no part of the program fee will be refunded.)
- **Weapons of any kind**
- **Cigarettes, other tobacco products, matches, lighters, incense, or candles**
- **Motorized Vehicles** (i.e. Car, moped, motorcycle)
- **Bicycle, skateboard, or roller blades**
- **Computer equipment** (unless otherwise specified by instructor)

Remember: No inappropriate clothing (ex: halter tops, short skirts/shorts, t-shirts with inappropriate slogans etc.) will be permitted. If the clothing a student brings is inappropriate, they may be asked to purchase appropriate clothing once they arrive.

Student Conduct in the Field

EXPECTATIONS FOR BEHAVIOR

As a Duke TIP student, the student is a part of the Duke University community, and as such, is expected to adhere to high standards of conduct. Students must accept personal responsibility for their behavior and the consequences of their actions. Students must maintain honesty, truthfulness, fairness, civility, and concern for others inside and outside the classroom. Lodgings, eating areas, hotels, other facilities, and all equipment should be used respectfully and kept clean at all times. An assessment of the condition of the student's quarters will be made before arrival and after departure. Students must pay for any damage caused by their actions.

The Duke University Talent Identification Program (Duke TIP) sets high academic and social standards for all students at each Duke TIP site. The following Community Standard has been developed to ensure that each student understands the level of behavior that will be expected of all Duke TIP students.

The Duke TIP Community Standard

- I will take full advantage of the academic and social opportunities provided by Duke TIP. I will apply myself to the best of my ability in my studies and participate fully in social activities and Duke TIP community life.
- I will not lie, cheat, or steal in my academic and social endeavors, nor will I support the actions of those who do.
- I understand that Duke TIP policies have been developed to promote the safety and enjoyment of the program for all participants. I will adhere to these policies and follow the direction of Duke TIP staff members.
- I will be honest, responsible, and fair in all my activities as a Duke TIP participant. I will conduct myself in a manner that is respectful of other students, Duke TIP staff, and the staff and property of the host site. I understand that harassment, intimidation, and bullying will not be tolerated.
- I will share in the responsibility of maintaining an environment where individual actions do not violate the integrity of the community. I will accept responsibility for my own actions and accept the consequences of those actions.
- I will view Duke TIP as a community and will recognize the commonalities and respect the differences that make each student unique. I will abide by Duke University's nondiscrimination policy regarding race, ethnicity, religion, national origin, disability, sexual orientation, and gender.

GENERAL RULES/ DISMISSAL FROM THE PROGRAM

With all Duke TIP programs, the safety and security of the students are of primary importance, and all policies reflect that concern. Students are also held responsible to adhere to the laws of the country in which they are traveling. Duke TIP trusts that students who are selected to participate in a Field Study will do so with the utmost maturity, respect, and cooperation concerning all aspects of the program. Respect and responsibility should guide the students' behavior throughout the program.

In the event of inappropriate behavior or violation of Duke TIP rules, the Instructor or Group Leader will confer with Dr. Nicki Charles. Any student involved in repeated or serious incidents may be referred directly to Dr. Charles. If the infraction is serious or recurs, Dr. Charles may refer the student to Hollace Selph, the Senior Director of Educational Programs, who is authorized to dismiss students from the program.

Students who engage in the following actions **will be immediately dismissed** from Duke TIP by the Senior Director of Educational Programs:

- Failure to sleep in assigned sleeping quarters each night
- Tampering with fire alarms
- Possession, sale or use of alcohol, tobacco products, or illegal drugs
- Possession of weapons of any kind

At the discretion of Duke TIP, students who engage in the following activities **may be dismissed** from Duke TIP:

- Academic or social dishonesty including, but not limited to, plagiarism and theft
- Failure to meet academic standards
- Reckless, disruptive, damaging, or otherwise uncontrolled behavior
- Excessive damage to research station or host property
- Intentionally leaving the group without supervision
- Risky behavior which endangers a student's safety or the safety of others
- Verbal or physical harassment of students or staff including, but not limited to, bullying and playing pranks or practical jokes
- Fighting, including hitting or pushing another person, either as an aggressor or in response to the aggressive or irritating actions of another
- Visiting or having visitors of the opposite sex in a residence room
- Interaction of a sexual nature or sexually suggestive manner with any other person
- Possession of matches, lighters, candles, fireworks, or any other incendiary device
- Tampering with fire extinguishers or hoses

Please note that students who are dismissed from the program are responsible for all program costs. No part of the program fee will be refunded. In addition, the student will be responsible for any additional airline or other travel costs associated with dismissal and an immediate departure.

If dismissed from the program, students must depart within 24 hours following the decision to dismiss.

ADDITIONAL GUIDELINES TO KEEP IN MIND

- If the student brings any medication (both prescription and nonprescription), **the student must also bring a copy of the Medicine Request Form.** The original request must be mailed to the Duke TIP office with the Medical History Form. All medications must be kept in their original prescription containers with the Rx label.
- Students may not use profane language in any context other than that appropriate to an academic exercise.
- Students must obey all laws of the state and country where the program is held. Violations of the law or customs regulations could result in imprisonment and/or deportation.
- Students may not leave the site or research station with anyone (including a relative or family friend) and may not leave the supervision of the staff without explicit permission from the Instructor. Duke TIP will not assume liability for any visitor. **Therefore, visitors will not be allowed.**
- Students must follow additional guidelines presented by the staff and any other instructions deemed necessary at any other time during the program.

ACADEMIC DISCIPLINE

Students accepted into a Duke TIP educational program are expected to work to the best of their abilities. **Most likely, students will need to work harder during this time period than ever before. Although students will enjoy exciting adventures outside the classroom, the academic work takes priority.** If a student's work or involvement in the group is unsatisfactory, he or she will first meet with the on-site staff to resolve the situation. In the case of continuing academic or social difficulties, the Group Leader will notify the Duke TIP office to discuss solutions, and the student's parents will be contacted. Duke TIP reserves the right to dismiss a student for poor effort or disruptive behavior.

After the Program

THE STUDENT'S EVALUATION OF THE PROGRAM

On the last day of the program, the Instructor or Group Leader will ask students to complete an evaluation of the program. The comments that students include on this evaluation are essential in helping us improve the program for future participants. We ask that students be as candid and thorough as possible. Also, students will be able to indicate whether or not they wish to serve as a contact (Student Ambassador) for future participants seeking information about the program.

INSTRUCTOR EVALUATION OF THE STUDENT & COURSE CREDIT INFORMATION

Several weeks after the end of the program, students will receive a copy of the Instructor's evaluation of their performance, a final course syllabus, and a Certificate of Participation. Students may wish to seek academic credit or advanced placement for their participation in this program once all fees are paid. However, please be aware that Duke University does not offer credit for Duke TIP's Field Study courses. It is the responsibility of the student's school to determine if placement or credit will be granted. The student's school may choose to review the course syllabus, coursework completed by the student, the student's evaluation, and the Certificate of Participation. It is the responsibility of the student to keep records of these items. Further, the Instructors and teaching assistants for the course maintain full-time responsibilities during the academic year. It will not be possible for the student to reach them by contacting the Duke TIP office. In short, if the student chooses to pursue credit or placement for this academically enriching summer experience, it is the responsibility of the student to negotiate this with school officials. We recommend that the student approach the school about this *before* the program begins. This way, questions or concerns that the school may have can be addressed before the student begins the course.

Students may wish to participate in another summer program with Duke TIP the following year. The catalogue for Field Studies and Institutes for Summer 2010 will be available in January of 2010. If a copy of the new catalogue has not been received by mid-January, please visit the Duke TIP web site at www.tip.duke.edu to download a copy of the catalogue and application materials.

Notes

Notes