

Duke TIP

TALENT IDENTIFICATION PROGRAM

Parent and Student Guide

A Writer's Art: Creative Writing ~ Ghost Ranch, NM ~



2009

Domestic Field Studies

Parents: Please copy important information

Duke TIP

TALENT IDENTIFICATION PROGRAM

A Writer's Art: Creative Writing Ghost Ranch, NM June 15 – 29, 2009

TABLE OF CONTENTS

Topic	Page Number
Letter of Introduction	3
Educational Programs Philosophy	4
Creative Writing – Ghost Ranch	5
Educational Model.....	5
Academics.....	5
The Course.....	5
Ghost Ranch.....	6
Environment: The High Desert.....	6
Santa Fe.....	7
The Village of Abiquiu.....	7
Life at Ghost Ranch	8
Lodging.....	8
Weather and Physical Conditions.....	8
Safety, Health, and Emergencies.....	9
Meals.....	9
Money.....	9
Laundry.....	10
Telephones.....	10
Mail Service.....	11
Important Phone Numbers for Parents.....	12
Losses/Damages.....	13
Student Ambassadors.....	13
Travel Preparations	14
Insurance and Medical Information.....	14
Travel Insurance and Trip Cancellation.....	14
Arrival by Airplane.....	15
Arrival by Car.....	16
Departure from Program.....	17

Packing for the Program	18
General Packing Advice	18
Books	18
Packing Lists.....	18
Clothing Items.....	19
Non-Clothing Items	19
Optional Items.....	19
Do Not Bring.....	20
Student Conduct in the Field	21
Expectations for Behavior.....	21
The Duke TIP Community Standard	21
General Rules/ Dismissal from the Program	22
Additional Guidelines	23
Academic Discipline.....	23
After the Program	24
Student's Evaluation of the Program	24
Instructor Evaluation of Student	24



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 TEL: (919) 681-6519 ♦ FAX: (919) 681-4182 ♦ www.tip.duke.edu

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 repetitive 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".

Hollace L. Selph
Senior Director, Educational Programs

A handwritten signature in black ink that reads "Nicki Charles".

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.

A Writer's Art: Creative Writing

Ghost Ranch, Abiquiu, NM

~ 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.Ds or advanced degrees in their academic fields 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 or Institute 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

Nurtured by the solitude and beauty of Ghost Ranch, students will have the time and freedom to develop their creative writing style, learn professional writing techniques, and experience the process of writing. In this retreat setting, students will be challenged to leave the distractions of the day-to-day world behind and immerse themselves in the imaginative craft of writing. In addition, students will participate in outdoor adventures, take field trips to regional cultural sites, and visit with local artists and writers. The course framework is based on daily readings of works by contemporary authors as well as on the students' own prose and poetry. Through guided writing

exercises, students will acquire strategies for developing characters, setting, and plot; hone descriptive techniques; and learn to read with a writer's eye. Students will participate in supportive critique workshops with their peers and instructors, writing independently and revising their work in response to constructive feedback. As the class will use journals and write in a variety of environments, the use of laptops is limited.

A Typical Day

A typical day may begin with an early breakfast followed by an hour of independent journal writing. Students will usually spend mornings enjoying the outdoors and participating in activities such as writing exercises, discussions, and draft sharing. Afternoons provide plenty of time for contemplation, recreation, and often a field trip or hike. Evenings at Ghost Ranch may include a class session or social activity such as music around the fire, storytelling, artistic endeavors, dinner in town, or a movie. Weekends will permit more time for students to complete revisions and polish their writings for critique workshops and the final authors' reading. Students will participate in numerous hikes over desert terrain in search of inspiration, so they should remember to bring their hiking boots. Those who are eager to learn in a collaborative environment, write independently, listen carefully, and contribute to creative decision-making are encouraged to apply.

GHOST RANCH

Ghost Ranch was originally part of a Spanish land grant to Pedro Martin Serrano from the King of Spain in 1766. In the 1930s, Mr. and Mrs. Arthur Pack purchased Ghost Ranch. As the family added several adjoining parcels of land to their property, they discovered that one purchase was called "Ranch of the Witches," inspiring the name "Ghost Ranch." Georgia O'Keeffe, well known for her paintings of the desert southwest, also lived at Ghost Ranch for many years and drew much of her inspiration from the magnificent surroundings. In 1955, the Packs gave the land to the Presbyterian Church, and the conference center that was created is now an education and mission center for people of all faiths. The Duke University Talent Identification Program has made special arrangements with Ghost Ranch to present our own course at this location.

Ghost Ranch is on a 21,000-acre livestock spread bordering the Carson National Forest. Ghost Ranch can accommodate up to 450 guests during the summer season in a combination of lodges, cottages, and bunkrooms. The dining hall serves cafeteria-style meals three times a day. During the summer, there is a supervised swimming pool and a registered nurse on duty. Duke TIP students will have access to the Ghost Ranch Library, which provides a wealth of books and periodicals to enhance their studies. Ghost Ranch also has a trading post with a large selection of items that may be purchased during their stay.

To learn more about what students can expect when they visit Ghost Ranch, visit:
www.ghostranch.org

ENVIRONMENT: THE HIGH DESERT

This harsh and starkly beautiful region of the desert southwest has been inhabited for more than twelve thousand years and has been strongly influenced by the mixing of Spanish, Mexican, Pueblo, Navajo, and Anglo cultures. Native American settlements date back to 400 AD and include nearly eight hundred years of development, evidenced by remarkable cliff dwellings. When Europeans

first arrived, followed by the first Americans crossing the Santa Fe Trail, a thriving Spanish/Native American culture had been here for over two hundred years.

Geologically, the Colorado Plateau dominates the area. The plateau is a mile-high, broad, dry tableland with isolated mesas and cliffs. The influences of slopes and elevation on vegetation and rainfall have created spectacular variances in the land.

SANTA FE

The capital of New Mexico, Santa Fe is located in the foothills of the Sangre de Cristo Mountains, 7,000 feet above sea level, with nearby peaks as high as 12,000 feet. Santa Fe has a population of 60,000 people and is the second oldest town in the U.S. The town of Santa Fe was founded in 1607 by the Spanish 13 years before the Pilgrims even landed at Plymouth Rock. It has a multitude of urban activities including numerous restaurants, nightlife, shopping, museums, opera and one of the largest art markets in the world.

THE VILLAGE OF ABIQUIU

Abiquiu makes a perfect day trip from Santa Fe and is also the town where Ghost Ranch is located. Surrounding the Abiquiu Lake is some of the most breathtaking scenery in New Mexico — gigantic cliffs in layers of color, created over a 200-million year period by sandstone deposits. The Village of Abiquiu is surrounded by a landscape of rugged rock formations in bright crimson and white. Long ago, prehistoric people gathered flint for their arrowheads in Abiquiu. With the arrival of the Spanish in the late 1500s, small settlements began to spring up in the area. By the 1800s, Abiquiu was a busy trade center and the final stop on the Old Spanish Trail before heading west to the Pacific.

Life at Ghost Ranch

LODGING

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 students who are in grades 9-12.

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/Group Leader is also available if the student would like to talk or have concerns about their studies.

At Ghost Ranch, Duke TIP students will be housed in the “Family-Style” rooms that sleep 4-8 people. These rooms are furnished with bunk beds and share an adjoining restroom. The sleeping rooms themselves are simply furnished and do not contain televisions, radios, alarm clocks or telephones. Bed linens are provided for the students.

WEATHER AND PHYSICAL CONDITIONS

Students will find that weather and physical conditions in the desert at Ghost Ranch vary drastically in terms of temperature, elevation, geography, and climate. These surroundings may pose a challenge to students who are not accustomed to this type of environment.

The most obvious physical challenge at Ghost Ranch is heat. The best defense is lightweight, loose fitting clothing that covers students (especially their head) and water – LOTS of water. An individual’s personal needs will vary, but if students perspire a great deal, they can easily need up to two quarts of water a day. **Students should plan on carrying a water bottle with them everywhere.** The group will keep extra water in the vehicles for emergencies. At a high desert altitude of 6,500 feet, elevation may also cause problems. Even if students do not usually sunburn, **they should bring a good sunscreen (SPF 30+)** and some sort of lip balm with sunscreen.

Students should be prepared to be physically active during the two-week course. If students have not been very physically active during the winter and spring, they should start walking regularly in their hiking boots, perhaps even with their packed daypack. Students will feel better, and it will give them a good chance to strengthen their legs and feet. Remember, though, no matter how fit students are, they will still need to get used to breathing the thin air of the high altitude of Ghost Ranch. Students who are daily runners may want to alter their regimen during the program, since the group will be touring or hiking almost daily. **Duke TIP and the Ghost Ranch staff highly recommend that students break in their hiking boots prior to coming to the program.**

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.

It is also important to report for all meals. Their days during the program will be filled with activities and many excursions on foot, so it is important that students keep up their strength. Also, due to the excessive heat that students will encounter at Ghost Ranch, students should remember to **drink plenty of water**.

A resident nurse is on duty at Ghost Ranch every day during the summer months. In the case of a medical emergency, there is a hospital located 35 miles away in the town of Española.

MEALS

The dining hall at Ghost Ranch serves cafeteria-style meals three times a day and can seat up to 300 guests. There is additional seating on the dining hall porch as well as on picnic tables outside under the cottonwood trees. There are snacks available for purchase in the evenings when the Cantina is open. Be sure to answer the questions about their food preferences on the Medical History Form and accompanying Personal Needs Form, particularly if the student is a vegetarian or have other dietary needs or restrictions. Students who are vegans may want to bring dried fruit, nutrition bars, or other supplements to the daily menu.

MONEY

Before leaving home, students should discuss a financial budget with their parents. The tuition for the program includes lodging, admission to excursion sites, meals, and transportation. Students will only need money for laundry, 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 **\$200** to be an adequate amount for the Ghost Ranch 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 **Ghost Ranch 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 must last for the entire length of the program.

LAUNDRY

Coin-operated washers and dryers are available for student use. There is also a clothesline available for drying clothes, which will happen quickly in the desert heat. If students do not elect to bring laundry supplies, they are available for purchase at the Trading Post or Cantina. Change is also available at these places for operation of washing machines.

TELEPHONES

Students will have limited access to a telephone in the main office during the two-week program. This phone is available for use by students but is shared by all visitors to Ghost Ranch. Please be considerate and patient when using this phone. All guests at Ghost Ranch must use their personal calling cards (or call collect) when making local and long-distance calls. Students will not be able to make telephone calls very often and parents should be aware that calls to Ghost Ranch should be reserved for emergency situations only. 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 due to the remote location of Ghost Ranch, Duke TIP cannot guarantee that students will have adequate reception to

use their phones. It is recommended that students bring a calling card in the event that their cellular phone is not functional at Ghost Ranch.

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.

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 at Ghost Ranch.

Students can send and receive mail while at Ghost Ranch. To receive mail, students must go to the office workroom where incoming mail for guests is kept. Be sure to use the address shown below when writing to Ghost Ranch. The Trading Post sells stamps and post cards along with many other articles of interest if students plan to send mail. Expect mail or packages to take at least a week to arrive.

Please use the following address to send mail to students at the Ghost Ranch Field Study:

**Student Name
Ghost Ranch
c/o Duke University TIP
HC 77, Box 11
Abiquiu, NM 87510**

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. Charles regularly to report on the status of the group. However, due to the large number of students that participate in summer programs Dr. Nicki Charles does not receive reports concerning individual students. Therefore, parents should not call Dr. Charles for updates.

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

1. 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 8:00 a.m. to 5:00 p.m.
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. Ghost Ranch Main Office

PHONE: (505) 685-4333

Due to the fact that messages are not always delivered promptly, it is a good idea to *also* call Dr. Charles in the event of an emergency.

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 Ghost Ranch 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 Ghost Ranch 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 Ghost Ranch Field Study in 2008

Allegra Krasznekewicz	krasznekewicz@yahoo.com
Jennings Kennady	jaybird0703@gmail.com
Joshua Berson	Bromario71@aol.com
Knight Hammock	fhammock@deerfield.edu
Liam Regan	lregan10@regis-nyc.org
Natalie Cuyler	ncuyler@gmail.com
Sanna Fritz	pastanolic44@aol.com

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 their 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 Study or Institute Programs; 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 University TIP are not liable for the cost of travel insurance nor 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 Ghost Ranch Field Study should plan to fly into the Albuquerque International Airport (ABQ). **Students should plan for their flight to arrive at the airport between 10:00AM and 2:00PM on June 15, 2009, the first day of the program.**

Duke TIP staff will pick students up at the ABQ International Airport and transport them to Ghost Ranch. **Please be aware that Duke TIP staff will only provide shuttle service to students with flights arriving between 10:00AM and 2:00PM** If students are unable to secure a flight arriving within this time period, they must contact Dr. Charles at (919) 681-6519 or the main office at (919) 668-9100 to discuss alternative options. In addition, please contact Dr. Charles on the first day of the program if there are difficulties with flight delays, cancellations, inclement weather in their area, etc. so Duke TIP staff can be alerted.

Upon arrival, students should look for a Duke TIP staff member to be stationed in the baggage claim area of the ABQ airport. Duke TIP staff members will be wearing a Duke TIP t-shirt that has a Duke TIP logo on the front and the word "STAFF" on the back. The staff will transport small groups of students and their luggage to Ghost Ranch in SUVs.

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

For assistance with their travel plans, students may also 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.

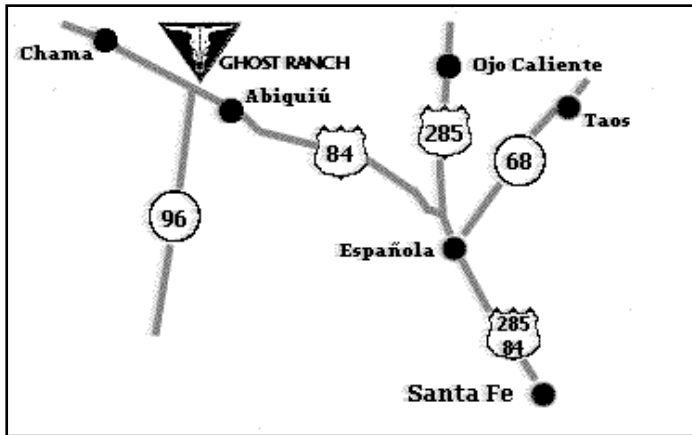
The information students provide is essential to ensure that the Duke TIP staff are aware of their correct arrival time and flight number.

ARRIVAL BY CAR

Parents should plan to drop their student off at Ghost Ranch by 2:00PM on June 15, 2009, the first day of the program. Below is a map and directions to the ranch. Please make sure that students indicate on their travel form that students will be arriving by car, and indicate their approximate time of arrival. Duke TIP staff will be coordinating student arrival and airport trips throughout the day. If the staff is well aware of their travel plans, they will be able to try to plan for a Duke TIP staff member to be at the ranch to meet students upon arrival.

DRIVING DIRECTIONS TO GHOST RANCH

- Ghost Ranch is located 65 miles NW of Santa Fe, (40 miles beyond Española) on US-84.
- Once in Española continue through town to the Fairview/Riverside intersection (Walgreen's and Bank of America are at the corners).
- Turn left on Fairview and cross the river
- Turn right on Paseo de Oñate (US-84).
- Once on US-84, watch for the Ghost Ranch sign at the entrance gate between mileposts 224 and 225 (approximately 13 miles from Bode's Store in Abiquiu).



DEPARTURE FROM PROGRAM

By Airplane: Students depart on June 29, 2009. Students should plan to purchase a flight that departs ABQ between 11:00AM and 3:00PM. **Duke TIP staff will only provide transportation to the airport for students with flights departing between 11:00AM and 3:00PM.** If students are unable to secure a flight departing within this time period, they must contact Dr. Charles at (919) 681-6519 or the main Duke TIP 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 Ghost Ranch by 3:00PM on June 29, 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) <http://www.tsa.gov/> 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 to make sure their account is current.

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 Ghost Ranch Field Study.

Clothing Item

Note: Daily temperatures at Ghost Ranch will range from 50°F—95°F.

- Hiking Boots**
- Tennis shoes**
- Sandals**
- Several short-sleeve shirts or T-shirts**
- Cargo or other light-weight pants**
(Jeans are heavy and not recommended due to the heat, although one pair for travel to and from the program would be fine)
- Shorts**
- Sleeping clothes**
- Socks** (heavy and light-weights for hiking)
- Sock Liners** (recommended)
- Fleece jacket or sweater**
(Fleece is best, for chilly evenings)
- Soft, wide-brimmed hat** (to keep away insects and protect students from sun and rain)
- Two bandannas**
- Swimsuit** (for sunbathing, NOT swimming)

Non-Clothing Items

- Student Guide and Course Materials**
- Sunscreen w SPF 30 and Lip Balm w/ SPF 15**
- Personal Toiletries** (seal in plastic bags)
- Flip-flops for showering**
- Travel alarm clock** (battery powered)
- Small day pack for daily hikes**
- Laundry Supplies** (Laundry bag and detergent)
- Shatterproof Sunglasses w/UV filter**
- Wristwatch**
- Writing notebook** (for class assignments)
- Spending money, credit card**
- Calling card**
- Small package of tissue**
- School supplies for class** (IBM formatted computer disc, journal, notebook, mechanical pencils, eraser)
- Students who wear glasses or contacts should bring spare contacts and their prescription.**
- Prescription medicines** (Only if accompanied by a copy of the Medicine Request Form. The original Request Form must be mailed to the Duke TIP office 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.)
- Insect repellent** (a necessity: for skin repellent we suggest 24-hour time-release DEET 20 – 40%; for clothing and gear repellent we suggest Permethrin .5% pre-diluted.) Test both for allergies and effectiveness before students leave. (Please do not bring aerosol cans.)
- Flashlight** (Petzl™ or MagLite™ recommended) **or head lamp, and plenty of extra batteries**
- Water bottle or canteen—bring 2, each at least 32oz. size**
(Nalgene™ bottles are nice, unbreakable, and will hook onto their backpack)

Optional Items

- Bathrobe** (bathroom located outside of lodging)
- Pillow**
- Camera** (Small, inexpensive camera is preferable)
- Extra film**
- Container to carry bathroom stuff**
- Laptop Computer**
- Portable printer and paper**
- Tweezers** (for burrs, cactus, etc.)
- Sketch book**
- Musical instruments** (check with airline about transportation regulations)
- 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.)

DO NOT BRING!

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**
- **Pets of any kind**
- **Televisions or large stereo equipment** (MP3 and CD players are permitted)
- **Fantasy games, such as Dungeons and Dragons, or hand-held computer games, such as Nintendo Game Boy** (these games are too time-consuming and distracting for this short, intensive program)
- **Cooking appliances of any kind**

Remember: No inappropriate clothing (ex: halter tops, short skirts/shorts, t-shirts with inappropriate slogans) will be permitted. If a student chooses to bring inappropriate clothing, they may be asked to purchase appropriate clothing when 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 students are 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 all students understand 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 or Institute 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 the 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), **they 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 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.

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