

# Duke TIP

TALENT IDENTIFICATION PROGRAM

## Parent and Student Guide

# Melody of the Mind: An Analytical Approach to Music

~ Sarasota, Florida ~



## 2009 Domestic Field Studies

Parents: Please copy important information

# Duke TIP

TALENT IDENTIFICATION PROGRAM

**Melody of the Mind:  
An Analytical Approach to Music  
June 10-24, 2009  
Sarasota, Florida**

**TABLE OF CONTENTS**

<b>Topic</b>	<b>Page Number</b>
<b>Letter of Introduction.....</b>	<b>3</b>
<b>Educational Programs Philosophy .....</b>	<b>4</b>
<b>Melody of the Mind: An Analytical Approach to Music.....</b>	<b>5</b>
Education Model.....	5
Academics.....	5
The Course.....	5
A Typical Day.....	6
<b>Life at New College of Florida .....</b>	<b>7</b>
The University .....	7
Housing.....	7
Weather and Physical Conditions .....	8
Safety, Health and Emergencies .....	8
Meals.....	8
Laundry.....	8
Money .....	9
Telephones.....	10
Important Phone Numbers for Parents.....	11
Mail Service.....	11
Losses/Damages.....	12
<b>Travel Preparations.....</b>	<b>13</b>
Insurance and Medical Information.....	13
Travel Insurance and Trip Cancellation.....	13
Arrival by Airplane.....	14
Arrival by Car .....	15
Driving Directions to New College .....	15
Departure from Program.....	16

<b>Packing for the Program</b> .....	<b>17</b>
General Packing Advice .....	17
Books .....	17
Packing Lists.....	17
Clothing Items.....	18
Non-Clothing Items .....	18
Optional Items.....	18
Do Not Bring.....	19
<b>Student Conduct in the Field</b> .....	<b>20</b>
Expectations for Behavior.....	20
The Duke TIP Community Standard .....	20
General Rules/ Dismissal from the Program .....	21
Additional Guidelines .....	22
Academic Discipline.....	22
<b>After the Program</b> .....	<b>23</b>
Student's Evaluation of the Program .....	23
Instructor Evaluation of Student .....	23



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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 19 - 21 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 fluid and cursive, with the first and last names being the most prominent.

Hollace L. Selph  
Senior Director, Educational Programs

A handwritten signature in black ink that reads "Nicki Charles". The signature is cursive and elegant, with the first name being the most prominent.

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.

**Melody of the Mind –An Analytical Approach to Music**  
**Sarasota, Florida**  
**~ 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 is 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**

In this course, students will tackle the complex field of music from an intellectual and thoughtful perspective. The Sarasota Music Festival is the backdrop for this exciting course as students focus upon the specific composers and works performed at the festival. Students will attend master classes, performances, panel discussions, rehearsals, lectures and Q & A discussion groups with faculty and students from around the world. Additional components to this course include music theory, philosophy, history and cognition. Students will analyze the music up through the 21st century by studying preconceptions about music, the fundamentals of acoustics, and elements of music theory, and delve into the musical, social, technological, and artistic forces at work from the

1700s through the 21st century. This rare opportunity to witness the “behind-the-scenes” world of music while conducting a multi-level and intense exploration of the topic will be an inspiring and unique experience for students who love music.

Additionally, students will research music-related career choices and gain insight to the working world of music from guest lecturers working in various fields. A few examples of the careers investigated include: Composing Music Education, Development & Marketing in the Music Industry, Music & Medicine, Performance, Music & Math, Music Administration & Electro-Acoustic Composition and Sound Engineering. Although the culminating project consists of either a presentation on a topic of the students’ own choosing, the composition of an original piece, or a performance piece, students do not need to know how to read music or play an instrument to enjoy this course.

### **A TYPICAL DAY**

Mornings will often be devoted to class discussion of topics such as acoustics, music cognition, the philosophy of music, psychology of music or the previous evening’s performance. After lunch, the students will meet and listen to guest speakers in various music-related fields or work on group projects. On some days, the group will attend open rehearsals and master classes to gain an inside perspective on music-making, and on concert dates, the students will learn about the history and ideas behind the pieces and composers on that evening’s program. On evenings when there is no concert, students might work together on projects for a presentation the following day. Of course, every day will involve listening to and talking about many great pieces of music, from classical to rock and everything in between. As with every field study at Duke TIP, a strong residential component to the course will provide students with a fulfilling social experience. Students will enjoy group residential activities as well as field trips to places such as the Ringling Museum and the beach.

## Life at New College

### New College and Sarasota Florida

Students will live and study at New College of Florida, in Sarasota, Florida [www.ncf.edu](http://www.ncf.edu). New College, the designated public honors college of the State University System of Florida, provides a premier education for academically-talented students seeking a four-year B.A. degree. Duke TIP students will have use of most campus facilities since the College is not in session in June.

New College is located in Sarasota, Florida on the Sarasota Bay of the Gulf of Mexico. The mission of New College is to offer an undergraduate liberal arts education of the highest quality in the context of a small, residential college with a distinctive academic program which develops the student's intellectual and personal potential as fully as possible; encourages the discovery of new knowledge and values while providing opportunities to acquire established knowledge and values; and fosters the individual's effective relationship with society. New College strives to maintain its mission through highly selective admissions, an individualized and intensive "academic contract" curriculum, frequent use of individual and small-group instruction, an emphasis on student/faculty collaboration, a required senior thesis and innovative approaches to the modes of teaching and learning.

Sarasota, Florida is best known for its white-sand beaches and vibrant arts community. As with all of our academic programs, we ensure that students have a meaningful residential experience. Sarasota offers many opportunities for activities such as mini-golf, visits to the Ringling Museum of Art, a trip to the beach, Mote Marine Lab, or the G-WIZ hands-on Science Museum. This scenic environment will provide a relaxing and enjoyable backdrop for students as they explore the world of music.

### Housing

Part of the Duke TIP experience is the opportunity to meet and get to know new people from all over the world and to learn how to live with roommates. Therefore, Duke TIP does not accommodate requests for a specific roommate. Residential assignments are made by the Duke TIP staff and are based on gender, grade, and, where possible, interests. Because of the small group sizes, students can expect to share a room with students in the 9-1<sup>2</sup> grade range.

Students will be housed in a residence hall on campus. The specific hall will be notified in a later mailing (late May) of the name of the hall where students will stay during the program. The residence halls at New College are set up as community suites, with four bedrooms that share a common living room/kitchenette area and bathroom. Students should expect to share the suite with at least three other students. Bedrooms are furnished with an extra-long twin bed, desk, chair, and dresser for each student. Students should be aware that Residence Halls **are** air-conditioned and quite comfortable.

Members of the Duke TIP staff, selected and trained to work with high school students, will always be on-site to help students and/or relax with them. The staff resides in the living quarters with students. The TA/RCs will be advising students and supervising evening and weekend activities.

The TA/RC is the first person with whom students should speak if they have any problems or concerns. The Instructors are also available if students would like to talk or have concerns.

### **WEATHER AND PHYSICAL CONDITIONS**

Students should expect the weather in Sarasota to be warm during the months of June and July. Typically, daily temperatures will be between 80°-90°F. Nights are pleasant with temperatures usually falling to around 70°F. Students should also bring raingear, such as a waterproof jacket and/or umbrella, in the event of a summer rain shower.

Florida has experienced tropical storms and hurricanes in the past. To view the history of tropical systems in Sarasota, please visit <http://www.hurricanecity.com/city/sarasota.htm>

### **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 or Teaching Assistant (TA) / 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 while the student is in the program, 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.

Students should **pay special attention to the lists** that detail the clothing and equipment they should bring. These lists have been specifically designed for each individual program for the maximum safety and comfort of the participants. It is also important to report for all meals. The days during the program will be very busy and it is important that students keep up their strength.

### **MEALS**

Once students arrive on campus, meals will be provided by New College food services or taken at the Sarasota Orchestra. 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 all-day field trips in and around Sarasota.

### **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.

**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 should find **\$400** to be an adequate amount for the Music 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 **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.

## **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 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 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.

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 5:00PM.  
*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.**

## 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 and mail may not be re-routed for return post.

Since the program is only two weeks long, it is unlikely that mail sent after June 17<sup>th</sup> will arrive before the end of the program. Please use the following address to send mail to students at the Music Field Study:

**Student Name  
Duke TIP – New College Field Study  
c/o Julie Murphy  
5800 Bay Shore Road  
Sudakoff Center 120  
Sarasota, FL 34243**

## **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. **Neither Duke TIP nor New College will 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.

## **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](mailto:email@hillchesson.com)

Non U.S. Citizens:

Gateway Plan Administrator  
1255 23<sup>rd</sup> St. N.W. Suite 300  
Washington D.C. 20037  
Web site: [www.gatewayplans.com](http://www.gatewayplans.com)  
Phone: (202) 367-5097 between 9 a.m. and 5 p.m. EDT  
Email: [gateway@marshpm.com](mailto: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. For example, if tropical storms or hurricanes were an issue, we might have to cancel. Therefore we recommend that you have trip insurance. 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](http://www.travelguard.com)), Insure Tuition ([www.insuretuition.com](http://www.insuretuition.com)), or Access America ([www.accessamerica.com](http://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. Therefore, if you are considering purchasing trip insurance you should do it shortly after admission to the program.

### **ARRIVAL BY AIRPLANE**

Students traveling to the Music Field Study should plan to fly into the Sarasota Bradenton International Airport (SRQ). **Students should plan for their flight to arrive at the airport between 12:00PM and 3:00PM on June 10, 2009, the first day of the program.**

Duke TIP staff will pick students up at the Sarasota Bradenton International Airport (SRQ) and transport them to New College. **Please be aware that Duke TIP staff will only provide shuttle service to students with flights arriving between 12:00PM and 3:00PM.** 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 Sarasota Bradenton International Airport (SRQ). 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 New College 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 cancelled.*

**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 New College by car. Students should be dropped off at New College between 12:00PM and 3:00PM on June 10, 2009, the first day of the program.

**Students should indicate on their travel form that they will be arriving by car, and indicate their approximate time of arrival. Duke TIP staff will be coordinating student arrival and airport pick-ups throughout the day. If the staff is well aware of their travel plans, they will be able to ensure that a Duke TIP staff member will be at New College to meet students upon arrival.**

## **DRIVING DIRECTIONS TO NEW COLLEGE**

### **DRIVING TO SARASOTA VIA I-75**

- From I-75, exit at University Parkway (Exit #213).
- Proceed WEST on University Parkway for approximately 7 miles, passing Sarasota-Bradenton International Airport on your right, until you reach the intersection with U.S. 41 (also called the Tamiami Trail).
- Turn RIGHT (North) onto U.S. 41.
- At the first intersection, turn RIGHT onto General Spatz Blvd.
- From here, follow the directional signs to the assigned residence hall. You will be notified in the late May mailing of the exact name of the residence hall where students will stay during the program.

**New College Campus Map**  
**<http://www.ncf.edu/documents/CampusMap.pdf>**

## **DEPARTURE FROM PROGRAM**

By Airplane: Students depart on June 24, 2009. Students should plan to purchase a flight that departs Sarasota Bradenton International Airport (SRQ) between 10:00AM and 2:00PM. **Please be aware that Duke TIP staff will only provide transportation to the airport for students with flights departing between 10:00AM and 3:00PM.** If students are unable to secure a flight departing within this time period, students must contact Dr. 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 to be picked up at New College by 2:00PM on June 24, 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 you bring to the program. Please pay careful attention to the items listed as these lists have been specifically designed for the Music – New College 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 or t-shirts**
- Soft, wide-brimmed hat**
- (to protect you from sun and rain)
- Pants** (for cool nights)
- Waterproof rain jacket with hood or small umbrella**
- Sweater or Sweatshirt**
- Socks**
- Shorts/Skirts**
- Swimsuit**

### *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 bed** (Linens not provided by New College)
- Sunscreen 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 your prescription**
- Prescription medicines** (Only is 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 you 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 your backpack)

### *Optional Items*

- Bathrobe**
- Container to carry shower supplies**
- Paperback books to read**
- Camera** (small, inexpensive one is preferable)
- Film** (5-6 rolls, 400-800 speed is best for a variety of conditions)
- Sketchbook**
- Deck of Playing Cards**
- Earplugs** (if you are 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.)

<b><i>DO NOT BRING!</i></b>
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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**
- **Computer equipment** (unless otherwise specified by instructor)

**Remember: No revealing or inappropriate clothing (eg: halter tops, short skirts/shorts, t-shirts with inappropriate slogans) will be permitted. Should a student choose to bring inappropriate clothing he/she 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 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 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), **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 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, but 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](http://www.tip.duke.edu) to download a copy of the catalogue and application materials.

**Notes**

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