

Duke TIP

TALENT IDENTIFICATION PROGRAM

Parent and Student Guide

“The Play’s the Thing”: Shakespeare and the Theatrical Tradition ~ Canada ~



2009 International Field Studies

Parents: Please copy important information

Duke TIP

TALENT IDENTIFICATION PROGRAM

**“The Play’s the Thing”
Shakespeare and the Theatrical Tradition
Canada
June 22 – July 6, 2009**

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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 26-28 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 cursive script that reads "Hollace L. Selph".

Hollace L. Selph
Senior Director, Educational Programs

A handwritten signature in cursive script 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.

“The Play’s the Thing”: Shakespeare and the Theatrical Tradition

Stratford, Ontario, Canada

~ 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 the academic fields they instruct 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

Students in this course will enjoy the opportunity to learn about Shakespeare through the medium of live performance. Focusing in particular on *Julius Caesar*, *Macbeth*, and Ben Jonson’s *Bartholomew Fair*, which are all part of the Stratford Shakespeare Festival’s 2009 program, students will study Shakespeare and his contemporaries’ plays from a performance-oriented point of view. Additionally the students will analyze *Romeo & Juliet*, *A Midsummer’s Night Dream*, *Two Gentlemen from Verona*, *Richard II and Richard III*, and *Coriolanus*. Classroom activities will include dramatic readings, scene studies, and interactive lectures, all of which will expose students to Shakespeare’s exceptional poetry, complex characters and theatrical techniques. In addition to

the study of Shakespeare, students will enjoy select performances from the 2009 Stratford season, including *Cyrano de Bergerac* by Edmond Rostand, *The Importance of Being Earnest* by Oscar Wilde, and the musicals *West Side Story* and *A Funny Thing Happened on the Way to the Forum*. Many of these plays take their inspiration from Shakespeare, and through them, students will study how Shakespeare's plays and legacy have influenced the English theatrical tradition.

A Typical Day

Mornings will provide students with the opportunity to participate in topical discussions and hands-on learning activities, and to discuss selected readings and performances they have attended or are about to experience. The afternoons and evenings will afford the group the opportunity to see a variety of theatrical productions, visit the backstage areas of the Festival theatres, and tour the costume warehouse, which houses over 50,000 costumes and 10,000 pairs of shoes. Many days students will attend pre- or post-production discussion forums with actors and directors, creating the opportunity to learn more about how modern theatrical companies approach and interpret Shakespeare's plays. Throughout the course students will have access to the Chalmers Public Theatre Resource Collection to research their final project, which will be presented at the culmination of the program.

STRATFORD, ONTARIO, CANADA

The program is based in Stratford, Ontario, home to the world-famous Stratford Shakespeare Festival. Named for England's Stratford-upon-Avon, the birthplace of William Shakespeare, Stratford, Ontario, is a charming town brimming with lovely gardens, historical buildings, and cultural events, all situated along its own river Avon. Students will stay at the Stratford General Hospital Residence Hall (SGH), which is conveniently located in the town center. During their stay students will also have the opportunity to take a day trip to Niagara Falls, located on the Ontario-New York border.

Life in Canada

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 10-12.

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 and Group Leader are also available if the student would like to talk or has concerns about their studies.

While in Stratford, the students will stay at Stratford General Hospital's Residence Hall (SGH). SGH is located very near the Festival and boasts access to a computer lab (through Conestoga College) and meeting rooms for class time. Students should expect to share double rooms equipped with single and bunk beds, individual closets, work surfaces, and lamps. Bathroom facilities are shared. Bedding and towels are provided by SGH.

For more information about SGH, please visit: <http://www.sgh.stratford.on.ca/residence/>

WEATHER AND PHYSICAL CONDITIONS

The City of Stratford enjoys a year-round moderate climate. Stratford is located on the same latitude as Boston, Massachusetts, the Nebraska heartland and Northern California. Typically, daily temperatures will be between 63°-67°F. (<http://www.city.stratford.on.ca>)

SAFETY, HEALTH, AND EMERGENCIES

All Duke TIP programs are designed with the utmost concern for student safety. Students should be aware that the surroundings and culture of Canada may be different than that to which they are accustomed. 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 RC/TAs.

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.

During orientation, students will receive a great deal of information pertaining to safety and health precautions. This will be reiterated throughout the Field Study in Canada and our staff will expect students to be vigilant in their awareness of their surroundings.

Students should take care to be very respectful of the Canadian culture and its people. If a concern arises, this should be brought to the Group Leader’s attention. Students should not engage in a disagreement with anyone. Students need to be careful not to voice **any** opinions that could be interpreted as offensive – it is important to be mindful that even joking around could be misinterpreted so it should be avoided.

MEALS

While in Stratford students will eat breakfast in the dining area of SGH. Students should expect meals to be served cafeteria style. Each day, the group will have lunch en route or at a site, and the choices available will vary from day to day. Students are responsible for the cost of their own lunches throughout the program. Duke TIP recommends that students budget at least \$15.00 per day for lunch. Most dinners will take place at local restaurants and the cost of dinners is included in the cost of the program. Students will not be allowed to cook their own meals, but may wish to bring or purchase their favorite “snack” foods. It is 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. Students must remember to inform Duke TIP of any special dietary requirements prior to the program.

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 will find **\$400** to be an adequate amount for the Canada program. Parents should consider sending additional “emergency” money with the student should there be unexpected occurrences such as canceled or delayed flights. Students may want to bring more if they are planning to purchase a lot of souvenirs or take advantage of participating in extra activities. Please remember that if the student is expecting to shop, \$400 will not be a sufficient amount of spending money. Time allotted for shopping will be limited.

In addition to bringing enough money to cover individual expenses while abroad, students

also need to be sure to bring money in a format that is both reliable and convenient. Below is a list that Duke TIP recommends to students and parents when planning how to carry their spending money:

1) Traveler's Checks

Traveler's checks are an acceptable method to use to carry money. Although a service fee is charged, the exchange rate is usually about one percent higher than cash exchange. Although many hotels will exchange traveler's checks, students may not always be able to exchange money at the very moment it is needed. Therefore, carrying spending money in the form of traveler's checks may take a little more planning ahead in terms of a day-to-day budget. For each program, the instructional staff can help locate a place to exchange traveler's checks. Before obtaining any traveler's checks, please keep the following in mind:

- Students should request traveler's checks to be issued in U.S. dollars.
- Traveler's checks are only accepted at selected branches of the Bank of Canada, at foreign exchange desks in hotels, and at international gateways.
- Traveler's checks issued in U.S. dollars are also easily re-deposited into a home bank account upon return, if they are not spent.
- **Students should HAVE A BACKUP PLAN. Please do not use traveler's checks as the only method of transporting money.** Students should plan to bring a portion of their money in cash for use at small shops and while traveling.

2) Cash

Canada's currency is the Canadian Dollar http://en.wikipedia.org/wiki/Canadian_dollar
The exchange rate can fluctuate so it would be wise to check the exchange rate just prior to the trip. In January 2009, the exchange rate was:

.....1 Canadian dollar = 0.817595 U.S. dollars
<http://www.bankofcanada.ca/en/rates/exchange.html>

In addition, please remember the following:

- It would be wise to keep some cash in the form of U.S. dollars for use at the airport and during travel.
- **Students should bring along a money belt or a chest pouch to help carry cash more safely.** This money belt or chest pouch should be large enough to hold their passports as well. During the program, students must assume responsibility for the safekeeping of their own belongings at all times. **Duke TIP does not assume responsibility for any lost or stolen items, and Duke TIP staff will not keep passports for students.**

3) ATM/Debit or Credit Card

It would be wise to purchase a prepaid Visa card with a limited amount of money on it as **Duke TIP will not allow students to receive wire transfers.** If students are bringing a debit or credit card they should be aware of the following:

- 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 or parents should talk to the local bank or crediting agency about the PIN to make sure it will work in foreign countries. Some PINs (sometimes those starting with a “0”, for example) will not work while abroad and students will have to select a new number. 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 a ATM/debit/credit card as the only means to access money.** Students should plan to bring a larger portion of their money in cash for use while traveling.

4) Other Important Details

- During the program it will be virtually impossible to cash personal checks or to receive money by wire, and the Instructor is not authorized to make loans to individuals.
- Students need to keep close track of their spending throughout the program. The money students bring with them must last for the entire length of the program. If students are planning to shop, they need to come prepared with sufficient funds.

LAUNDRY

Washers and dryers are available in the residence hall. Students need to be sure to bring money for laundry, as well as detergent, fabric softener, etc., 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, then 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.

COMMUNICATION

Telephones

During the program, students will have *limited* access to telephones, and should not plan to make or receive calls during class time. Students should bring a calling card with them in order to make calls easily from payphones. When students are able to place a call, they must use their cell phone, 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.

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. Duke TIP 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.

Special Note regarding International Calling Cards:

Students who purchase an international calling card in the U.S. should be sure to have the international access telephone numbers for the country(ies) that they will be visiting prior to leaving the U.S. There should be a toll free number on the calling card that can be called to get these access numbers. These access numbers are required in order to successfully use the card with the local telephone system

IMPORTANT PHONE NUMBERS FOR PARENTS

During this program, students will have *very limited access* to a telephone. **Please do not plan to contact the student unless there is an emergency** (i.e. death/illness in the family or another reason that warrants the student returning home immediately). In order to maintain contact during the program, students and parents should discuss communication arrangements prior to leaving for the program. For example, a good plan would be for the student to contact home several times throughout the program when they have a telephone available and their class schedule permits. Students planning to call home should plan to bring an international calling card with them or purchase a phone card upon arrival in Canada. **Please see “Telephones” section for important notes about international calling cards.**

During the program, the instructors 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 Field Studies, Dr. Charles does not receive reports concerning individual students. Therefore, parents should not call Dr. Charles for updates on their child’s progress. **Parents should limit all calls to emergencies only.**

Time difference: Stratford is in the same time zone with East Coast.

1. **Stratford, Ontario, Canada:**
SGH Residence

PHONE: (011) 519-271-5084

2. **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 pager 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

International mail service can take a long time and the group will only be in Canada for two weeks. Therefore, students should not plan to receive mail while abroad. However, this is a good time to practice the art of journal writing to be able to record experiences to share with others when students return. Students will have access to outgoing mail service to send mail home if they wish. Students should bring money for postage if they are planning to do this.

LOSSES/DAMAGES

Duke University TIP highly recommends that all students and staff take necessary precautions to protect their personal property throughout the program. While theft is not common at the program sites, Duke TIP does recommend that travelers protect their belongings while abroad. During the program, students must assume responsibility for the safekeeping of their belongings at all times. **Duke TIP does not assume responsibility for any items lost or stolen.**

Students should make sure to only carry a small amount of money in their pocket and store the bulk of it along with other valuables such as a passport, credit cards, traveler's checks, etc. in a money belt. Students should not flash around money in public – they should be discrete. Students should be especially aware of personal belongings when in crowded, busy areas. Students should not wear fancy/expensive jewelry and should not leave valuables in the hotel room. It is best to leave items of value at home. Students must protect their passport by carrying it on their person at all times by using either a money belt or a chest pouch.

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

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 insurance company letterhead **MUST** be sent to Duke

PASSPORT

Experienced travelers acknowledge that, when in a foreign country, the passport is the most valuable possession a traveler can have. Losing money, credit cards, or traveler's checks can be inconvenient and may even delay entry into or departure from a country. However, losing a passport will delay or even prohibit a traveler's return home. Without a passport, which constitutes proof of identity and citizenship, all other conveniences, such as cashing traveler's checks, are

nearly impossible. Replacing a passport can be a time-consuming and expensive procedure. For these reasons, **Duke TIP requires that each student provide two photocopies of their passport. The first copy should be mailed to the Duke TIP office as soon as possible, while the second copy should be packed with the student's belongings and given to the Instructor or Group Leader before leaving the country. Additionally, students should give an extra passport size photo to the Instructor or Group Leader.**

Students must have a valid passport. If a student has been issued one previously, be sure to check to see that it is still valid. It must be valid for a minimum of 6 months after the return date of the trip (in this case, January 6, 2010). If the student does not possess a valid passport, it must be renewed, or a new one must be obtained in order to enter Canada and to re-enter the United States. **Please note that this is an absolute necessity for all students participating in all Duke TIP International Programs.** An application for a new passport can be obtained from a main post office or by downloading application materials from: <http://travel.state.gov/>

In addition to the application materials, the following items are required to complete the U.S. passport application process:

1. **Proof of U.S. citizenship** (usually a birth certificate; official copy only, no photocopies)
2. **Proof of identity** (an official picture ID card or a parent with photo identification who can verify identity)
3. **Two identical regulation-size passport photos taken within the last six months** (see the Yellow Pages for passport photographers). These must be done by professional photographers and cannot come from a photo machine. Some passport issuing sites also offer on-site photo services.
4. **Passport application fee** (\$60 for applicants under sixteen years of age; \$75 for those sixteen or older). There is an expedited service fee of up to \$100.00 (plus any extra mailing costs for express or overnight delivery) should the student need the passport quickly.

These items should be submitted with a completed application to a main branch post office or passport agency. The usual processing time is six to eight weeks, but an expedited service is available for an additional fee. **The student MUST apply far enough in advance to allow time for processing – even the expedited service takes about two weeks. Please remember that for some countries a visa is also required. U.S. students will NOT need a visa to travel to Canada. In this event the visa will need to be obtained after the passport has been received. Please take into consideration that additional processing time required to obtain the proper documents for travel.**

Check online at: <http://travel.state.gov/> or call the local agency to find more information.

Please also check the following website for up-to-date information regarding passports and visas for Canada
http://www.explore.canada.travel/ctc/ke/things_to_know_2.jsp?cat=4004&localeId=16

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

Along with a passport, Duke TIP **requires** each student attending an International Field Study program to purchase an International Student Identity Card (ISIC). The ISIC, purchased in the US for about \$22, provides basic accident and sickness insurance for travel outside of the US, including hospital stays, accident medical expense, passport protection, and baggage delay insurance. The ISIC may be obtained from STA Travel or by visiting a local ISIC issuing agency. Please visit <http://www.istc.org> to locate the nearest local ISIC issuing agency and learn more about the benefits of the International Student Identity Card. Duke TIP recommends calling the local issuing agency to make sure they issue ISICs to high school students, as some university based offices only issue ISICs to university students enrolled at their school.

Duke TIP must have a copy of the card on file in order for the student to travel with the group. Once the ISIC has been secured, a photocopy of the card, along with a photocopy of the passport must be sent to Duke TIP for inclusion in the student's file.

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. Below is information about Duke TIP's cancellation policy and 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. The International Student Identity Card that Duke TIP requires **does not** include insurance for trip cancellation.

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

TRAVEL TO THE GATEWAY AIRPORT (DTW)

Participants in the Canada Field Study **will meet Duke TIP staff at the Detroit Metro Airport (DTW) before departure for Canada.** To help ensure each student's safety, and that of the group, Duke University TIP *has secured a charter bus from DTW to Stratford, Ontario* so that all students and staff members travel as a group from the DTW to the international destination and back. The transportation from DTW to Stratford, and Stratford to DTW is covered by program costs. **Participants are required to travel with Duke TIP staff as part of this group reservation.** Students may travel to and from DTW either by airplane or by car. Travel expenses to and from DTW are **not included in the program price.**

Arrival by Airplane: Students traveling to DTW Airport by airplane may purchase their domestic airline tickets from Gale Gentry Travel (800-633-9350) the Duke TIP travel agency. **Students MUST arrive to DTW no later than 6 p.m.** When purchasing airline tickets, Gale Gentry agents can make sure that each student arrives at the gateway airport with enough time to meet the group for departure by charter bus. Upon arrival to DTW, students should go immediately to the Northwest Airlines baggage claim area to meet the group.

IMPORTANT!

If a domestic flight is not secured that arrives in DTW by 6:00 PM, please call Dr. Nicki Charles at (919) 681-6519 to discuss alternatives. **Any participant who purchases a domestic ticket that does not arrive at DTW by 6:00 PM may not arrive in time to meet the group. If Dr. Charles has not approved an exception, Duke TIP staff will depart DTW with the rest of the group.** This would result in the student continuing on to the final international destination individually and without escort.

Please note: A Duke TIP staff member will remain behind from the international flight if a student's flight does not arrive at the scheduled time due to circumstances beyond their control (i.e. delay, cancellation, inclement weather, etc.)

Arrival by Car: Students planning to travel to DTW Airport by car should simply plan to meet the group at the international departure gate **Students MUST arrive to DTW no later than 6 p.m.** When purchasing airline tickets, Gale Gentry agents can make sure that each student arrives at the gateway airport with enough time to meet the group for departure by charter bus. Upon arrival to DTW, students should go immediately to the Northwest Airlines baggage claim area to meet the group. .

If the student's 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 a staff member is present at the gateway airport prior to the arrival of the first student and after departure of the last student.

INTERNATIONAL TRAVEL (TO/FROM CANADA)

Duke TIP has secured a charter bus from Detroit airport to and from Stratford, Ontario. The cost of this bus transportation is included in the program cost. It is the responsibility of the student to make travel arrangements to arrive at the gateway airport within the designated time.

Please note that students who miss a flight for whatever reason (including flight delays, cancellations, bad weather, etc.) are responsible for all additionally encountered costs. This could include cost of a hotel room, transportation, food, etc.

DEPARTURE FROM PROGRAM

As with arrival, Duke TIP staff will travel by bus with the students from Canada to Detroit Metro Airport (DTW). Students departing Detroit Metro Airport (DTW) by plane should arrange the domestic portion of their trip through Gale Gentry Travel.

Students departing Detroit Metro Airport (DTW) by car can be picked up in the NW baggage claim area. Parents should make every effort to pick up their child on time in order to avoid a lengthy wait at the airport.

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 textbook 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 Institutes.

Clothing Items

- 1-4 nice outfits for special events**
- 1-2 pairs of comfortable shoes**
(tennis shoes are best for daily walking)
- Sandals or other casual shoes**
- Undergarments**
- Sleeping clothes/pajamas**
- 1-2 long-sleeve shirts**
- Lightweight jacket** (for cool nights)
- Several nice short-sleeved t-shirts**
- Pants** (for cool nights)
- Waterproof rain jacket with hood**
- Sweater or Sweatshirt**
- Socks**
- Shorts/Skirts**
(Please do not bring very short skirts or shorts!)

Non-Clothing Items

- Student Guide and Course Materials**
- Journal**
- Bath Towel, Hand Towel, and Washcloth** (at least one set)
- Pillow and Blanket**
- Sunscreen w/SPF 30 and Lip Balm w/SPF 15**
- Umbrella**
- Sunglasses with UV filter**
- Wristwatch**
- Calling Card**
- Spending money, ATM/Credit card**
- Travel Alarm Clock** (battery powered)
- Personal Toiletries** (compact size, seal in plastic bags)
- School supplies for class** (journal, notebook, writing utensils)
- Money belt or pouch** (for money, credit cards, IDs, etc.)
- Small day-pack or backpack** (used for class materials)
- Students who wear glasses or contacts should bring spare contacts/glasses and a copy of their prescription**
- Prescription medicines** (Only if accompanied by a copy of the Medicine Request Form. The original Request Form must be mailed to Duke TIP with the Medical History Form.)
- If students are allergic to insect bites or stings, bring appropriate medication**
(Also note this information on the Medical Request Form.)
- 32 oz. water bottle** (for daily walks, Nalgene™ bottles are nice and will hook to their backpack)

Important Documentation

- U.S. Passport**
- International Student Identity Card (ISIC)** (mail a copy to Duke TIP)
- 2 Photocopies of Passport** (mail one copy to Duke TIP and bring one copy for the instructor)
- Extra passport size picture** (to be given to the instructor with the passport)

Optional Items

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

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**
- **Computer equipment** (unless otherwise specified by instructor)

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

Student Conduct in the Field

EXPECTATIONS FOR BEHAVIOR

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

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

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** by the Senior Director of Educational Programs from Duke TIP:

- 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, 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 a 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 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 are not 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 course 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 Duke TIP improve the program for future participants. We ask that students be as candid and thorough as possible. Also, students will be able to indicate whether or not they wish to serve as a contact (Student Ambassador) for future participants seeking information about the program.

INSTRUCTOR EVALUATION OF THE STUDENT & COURSE CREDIT INFORMATION

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

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

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