

Duke TIP

TALENT IDENTIFICATION PROGRAM

Parent and Student Guide

Political Science and International Relations ~ China ~



2009 International Field Studies

Parents: Please copy important information

Duke TIP

TALENT IDENTIFICATION PROGRAM

Political Science and International Relations Shanghai, Xian, and Beijing, China July 1 – July 15, 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 27-289 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.

China: Political Science and International Relations

~ 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 fields and may be professors or doctoral students from leading universities, while some instructors are exceptional secondary school teachers from across the country.

Small classes, experiential learning environments, and the academic enthusiasm of the staff combine to make each Field Study 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 study the ever-changing role of China in international politics. As students journey through the country, they will examine the historical, political, and economic factors related to the development of China in relation to other major powers. The instructor will bring academic relevancy to the important historical and cultural sites and use them as a basis to study China's changing global face. Students will return home with an increased understanding of the country's culture and history, its current and future role in the world, and U.S. foreign policy toward China. This course serves as a foundation for future study in political science, international relations, economics, Asian studies, international business, and international development. Students who choose this course understand the importance of globalization and international relations, and

are excited about the prospect of delving into this experience with enthusiasm and intellectual curiosity.

A Typical Day

Students will begin most days with morning instruction which will provide them with a cultural and historical framework for the day's events. Afternoons will be full of excursions to local sites. After a traditional Chinese dinner, students will participate in evening activities, such as: working on their course journal and debriefing the day's events through Instructor-led group discussions, watching films that enhance and complement the day's experiences, and undergoing further immersion in cultural experiences. Some evenings will be spent exploring social and cultural facets of historic and modern China, such as the Peking Opera and the local market.

SHANGHAI

Students begin their study of international political economy in Shanghai, as it is considered to be one of the largest financial centers in the world, just behind New York City and London. This remarkable city is central to China's recent surge forward in the global marketplace. Students will be pulled into the fast pace of this electrified city, which is the consummate example of global economic leadership.

While in Shanghai, students will have the unique opportunity to ride on the Mag-Lev train (the "fastest train in the world"), visit the Pearl TV Tower for an aerial view of Shanghai, see the Urban Planning Exhibition, and the Shanghai Museum. In addition, students will visit the Jade Buddha Temple, tour the Yu Garden, the old town area, and Xintiandi. Finally, students will take a walking tour of The Bund and cruise on the Huangpu River.

For more information on Shanghai go to:

www.lonelyplanet.com/worldguide/destinations/asia/china/shanghai

XIAN

As the capital of the Shanxi Province, Xian is considered one of the more important ancient civilization capitals in China. Students will fly into Xian from Shanghai and experience the contrast between the China of today and the ancient yesteryear of this astounding site. Famous for its archeological discoveries, Xian offers students the unique opportunity to view the ancient Terra Cotta Warriors and tour the Wild Goose Pagoda, the Great Mosque, and the Ming Dynasty City Wall. Visiting the garden style museum of the Old Confucian Temple, students will see the historic stone tablets know as a 'Forest of Stele' before boarding the overnight train for Beijing.

To learn more about Xian go to:

<http://en.wikipedia.org/wiki/Xian>

BEIJING

Beijing offers both the historic and modern perspectives for students to witness and experience on this exciting Field Study. The Capital City of the People's Republic of China, Beijing was chosen to

host the Olympics in August of 2008. This city is at the heart of China's cultural, political, and economic development and provides the perfect backdrop for students to study the politics of China.

Beijing offers Peking Duck, the Forbidden City, the White Cloud Temple, the Bell Tower, the Peking Opera, and pedi-cab rides through the old hutongs. Students will visit the Summer Palace and the Temple of Heaven and even have the option of a sunrise flag-raising in Tiananmen Square., the culminating event of this trip is a ride up a cable car to walk along the Great Wall of China.

Please note: The schedule and number of sites visited will be determined by availability and scheduling conflicts. Duke TIP reserves the right to make any necessary changes to the itinerary.

Life in China

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 another student from grades 10, 11 or 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.

Students will share double rooms in three- and four-star hotels during the Field Study in China. The hotels offer conference rooms for daily class meetings as well as a secure, clean, relaxing and calm environment.

While in Shanghai, students will reside in the Zhao An Hotel.

The Xian Hotel is home for the students while in Xian.

Students will spend one night aboard a train from Xian to Beijing. Students will stay in a top-class “soft-sleeper” compartment that sleeps four people. Students will have an opportunity to sleep while traveling through the country-side of China. The night-train experience is touted as being one of the most unique ways to see and understand China and will greatly enhance the students’ experience and understanding of the culture in a distinctive and secure manner.

Newly renovated in preparation for the Olympics, the Hepingli Hotel is located in downtown Beijing. This 3-star hotel provides convenient, cozy and secure accommodations for the students on the last leg of the trip.

As with any stay in a hotel, students are strongly advised to keep their room locked at all times to ensure the security of personal possessions. Duke TIP is not responsible for lost or stolen items, and we expect students to take care of their property.

WEATHER AND PHYSICAL CONDITIONS

The climate of China varies considerably throughout the year, by region, and even by time of day. However, students can count on the summer months as being quite hot. With the monsoonal climate, the rainy season runs from May to August. Therefore, summer brings the warmer weather and chances of rain are high. The average temperatures range from 65 - 88°F in Beijing to 74 - 91°F

in Shanghai during the time the students are visiting. It would be helpful for students to bring clothing that can be layered with the expectations of warmer temperatures and the anticipation that they will encounter rain.

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 China 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 China and our staff will expect students to be vigilant in their awareness of their surroundings.

A visit to a physician or a travel clinic would be wise prior to the trip. Often, a physician will prescribe antibiotics for "traveler's diarrhea," which would be necessary if over-the-counter, anti-diarrhea medicine doesn't do the trick. Diarrhea is rather common with travelers due to the change of diet. It is important that the student informs a staff member if this occurs, so Duke TIP Staff can be of assistance in locating appropriate facilities or seeking medical attention if the illness becomes severe.

Students should take care to be very respectful of the Chinese 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 considered against Chinese law or interpreted as offensive – it is important to be mindful that even joking around could be misinterpreted, so it should be avoided.

VACCINATIONS

Duke TIP does not require students to obtain any additional vaccinations (beyond those required on Form #4: Duke TIP Medical Forms). Although no additional vaccinations are required, Duke TIP highly recommends that students and parents consult their family physician or travel regarding healthcare while traveling to China. In addition, we suggest that students and parents consult the

Center for Disease Control (CDC) website for more information regarding travel to China. Information can be found at the “Travelers’ Health” section of the site.

For more information about the Center for Disease Control (CDC), please visit: www.cdc.gov

LANGUAGE

Students do not need to have taken coursework in mandarin Chinese in order to participate in this program. However, students participating in International Programs should prepare themselves for the challenge of being in a country where English is not the first language. Duke TIP recommends that students take the time to learn a few basic Chinese words and phrases. Language skills are always helpful when traveling abroad; not only do they help students interact with people on the street or in shops or to read road signs along the journey, but it also shows an appreciation for the country students are visiting. While it is not a requirement, students may want to purchase a phrase book or consult an on-line source, such as: <http://www.smartphrase.com/> or <http://www.pdictionary.com/>

MEALS

Meals and food arrangements in China may differ from that to which students are accustomed. However, since students will be expending an extraordinary amount of energy each day, they are required to report for all meals. Although the food may be an acquired taste, students should take advantage of this opportunity to experience the unique cuisines of China. Even if students have enjoyed “Chinese” food in America, they will need to be aware that this will not be the type of food they will encounter in China.

Although some meals will be items students will recognize as American-style food, often only Chinese cuisine will be available. Chinese cooking is excellent, and students should look forward to this trip as a good opportunity to experience something new and delicious. Students should not expect American food, and the group will not take time to look for American “fast food.” Students should be prepared to see that nearly every part of plants and animals are used in Chinese cuisine, and it can be a bit overwhelming at first. Students should avoid commenting negatively (with words or facial expression) about a food item that seems unusual or “disgusting” to them, as this is considered highly offensive.

It is important that students only drink bottled water. Bottled water should also be used for brushing teeth. It is best to order sparkling water in order to ensure that it is not simply tap water that has been sealed in a bottle. Students should carry sanitizing hand wipes with them, and they should use these prior to eating anything. Students should not eat raw or undercooked food, **including salads.**

Breakfast will be eaten at the hotel with lunch and dinner taken at local restaurants. Remember that, although forks can often be provided in most places, it is the custom to eat with chopsticks. Students who are not skilled with using chopsticks might want to practice this before departure.

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 sufficient amount for the China 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 additional funds 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 extensively, \$400 will not be a sufficient amount.

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 China, 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.
- **Should note local shops and most local restaurants won’t accept travel’s checks.**

2) Cash

China’s currency is called Renminbi (people’s money) and the unit of money is called a “yuan.” Renminbi is not traded outside of China, so the first opportunity to exchange money will be when students are in China. Duke TIP does not recommend that students plan

to bring **all** of their spending money in the form of cash. However, **students do need to bring a portion of their money in cash** as they may find it difficult to find ATM machines that accept foreign cards. Cash will be necessary to care be expenses such as small purchases during travel to/from the program, and as a backup plan in the event that their ATM/debit/credit card or traveler's checks cannot be used immediately. 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 U.S. airports 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

China continues to be a cash society and many people find it difficult to find ATM machines that accept foreign cards. Visa cards are accepted in more places than MasterCard, but students shouldn't count on being able to use a debit or credit card on every occasion. 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 number 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. Since tipping is not an expected or formally recognized practice in China, students will not need money for this. Traveler's checks are another alternative.

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

Students should be prepared to hand-wash some of their clothes as the cost laundry service in the hotels can add up quickly. In the summer months, most clothing washed in the early evening will be dry by the next morning. Linens and towels will be provided at each location. Students should also expect to wear clothing more than once before washing.

COMMUNICATION

Telephones

It will not always be easy for students to call from hotel rooms and they will have limited access to pay phones. **Parents, please limit all calls to emergencies only.** As stated in the *Important Phone Numbers for Parents* section that follows, the course Instructor checks in with Dr. Charles regularly to report on the status of the group. Due to the large number of students who participate in the various field study programs throughout the summer, Dr. Charles does not receive reports about individual students. **Parents, please remember that no news is good news.**

If students and parents wish to contact each other during the program for non-emergency reasons, it is highly recommended that families plan for the student to call home when they have access to a telephone and when the class schedule permits. Please make sure to discuss communication plans before the student leaves for the program. Also, if the student is planning to call home, Duke TIP recommends that the family purchase an international calling card or provide the student with a credit card that may be used for this purpose. Students will also have the opportunity to purchase phone cards at various locations. The course Instructors will be able to help the student with this. **Students and parents should also remember the time difference between the U.S. and China. From the East Coast, it will be 12 hours later in China during summer (for example, 9:00 a.m. EST is 9:00 p.m. in China).**

Duke TIP *permits* students to bring cellular telephones to the program. However, most cell phones are not automatically set up to work internationally. **It is recommended that students plan on their phones not being functional while in China and prepare by bringing an international calling card.** Please be aware that although Duke TIP does permit students to bring cellular phones to the program, students are *strictly prohibited* from bringing them to 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 a cellular account. It is recommended that students or parents check with their cellular service provider to determine if the area in which the student will be located is included in the existing plan.

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

Internet

A daily journal will be written by students and will be e-mailed to parents when internet is available. Students should not bring a laptop.

IMPORTANT PHONE NUMBERS FOR PARENTS

During this program, students will have *very limited access* to a telephone. The combination of a very busy course and the time zone difference between the U.S. and China does not make telephone use very convenient. **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 China. **Please see “Telephones” section for important notes about international calling cards.**

During the program, the Instructors will check in with Dr. Charles regularly to report on the status of the group. However, due to the large number of students that participate in Field Studies, Dr. Charles does not receive reports concerning individual students. Therefore, parents should not call Dr. Charles for updates. **Parents should limit all calls to emergencies only.**

Time difference: The time in China is 12 hours ahead of the East Coast during summer. For example, at 10:00 a.m. EST, it is 10:00 p.m. in China. In emergency situations, parents may call the following numbers:

- | | | |
|--|--------|--------------------------------|
| 1. Chicago | PHONE: | (847) 671-1700 |
| 2. Shanghai | PHONE: | 86 (21) 5672-1188 |
| 3. Xian | PHONE: | 86 (29) 8526-1351 |
| 4. Beijing | PHONE: | 86 (10) 6427-5577 |
| 5. Dr. Nicki Charles, Assistant Director, Field Studies and Institutes | | |
| | | PHONE (919) 668-9100 (Main) |
| | | PHONE: (919) 681-6519 (Direct) |

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

If leaving an emergency message, be sure to mention the student’s 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 China for a little more than 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.**

In order to avoid being the victim of a pick-pocket 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 program evaluation once any outstanding fees are paid.

ELECTRICITY

If you are bringing any items that is not dual-voltage and will not accept 220V you must bring a voltage converter. You will not need a travel plug adapter.

STUDENT AMBASSADORS

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

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

Student Ambassadors from Duke TIP China Field Study in 2008

Alejandra Preciat	pexoxa_preciat@hotmail.com
Angela Davis	angdavis10@gmail.com
Ben Thomas	bthomas0613@aol.com
Benjamin H. Laur	benlaur@hughes.net
Billy McCormick	mccormickbill@gmail.com
Bryan Burroughs	bmburr82@aol.com
Caroline Murray	caroline4124@msn.com
Drake Ferrozzi	surferdsalle@yahoo.com
Erin Sweeney	sweener7114@yahoo.com
Justin Bartholomew	Justin10is@hotmail.com
Justin Cheng	jcheng@smes.org
Kevin Estok	kevinestok@yahoo.com
Pedro Preciate	tabuenotu@hotmail.com
Sarannah Lloyd	sarannah.lloyd@gmail.com
Talia Glodjo	talia.zoe@mac.com

Travel Preparations

INSURANCE AND MEDICAL INFORMATION

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

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

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

U.S. Citizens:

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

Non U.S. Citizens:

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

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

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

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 1, 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 China 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** 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. 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.

VISA REQUIRED DOCUMENTATION VISA

Travel will be on a Group Visa. Duke TIP will work in conjunction with the students in obtaining this visa. A minimum of 6 weeks is needed in order to complete this process.

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 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 fees that may be refunded."

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. A number of other companies also offer travel insurance; 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. If trip cancellation insurance is purchased, please be aware that Duke University and Duke University TIP cannot be liable for the cost of the insurance nor the non-refundable portion of the funds paid to Duke TIP if a trip is cancelled for reasons not covered by the trip cancellation insurance policy that was purchased.

Please note: Many of these companies have a deadline from the time the first payment is made (i.e. from the time that a deposit has been paid to Duke TIP).

TRAVEL TO THE GATEWAY AIRPORT

Participants in the China Field Study will meet Duke TIP staff at the gateway airport—Chicago O’Hare International (ORD)—before departure for Shanghai. To help ensure each student’s safety, and that of the group, Duke University TIP has secured a group reservation for the program so that all students and staff members travel as a group from the gateway airport to the international destination and back. **Participants are required to travel with Duke TIP staff as part of this group reservation.** Students may travel to and from the gateway airport either by airplane or by car. Travel expenses to and from the gateway airport are **not included in the program price.**

Arrival by Airplane: Students traveling to ORD by airplane may purchase their domestic airline tickets from Chinasmith Inc Travel 800-US CHINA (872 4462). In many cases, participants are able to add the domestic portion of the trip to the already-existing international reservation for a discounted rate, compared to purchasing a separate domestic ticket. Students should plan to arrive at ORD by 3:00 p.m. . Duke TIP staff, wearing TIP t-shirts will be waiting at the airport. Details will be provided in the Welcome Letter sent to students in May. When purchasing airline tickets, Chinasmith agents can make sure that each student arrives at the gateway airport by 3 p.m.

IMPORTANT!

If a domestic flight cannot be secured that arrives in ORD a minimum of **two hours** prior to the group’s international departure, please call Dr. Charles at (919) 681-6519 to discuss alternatives. **Any participant who purchases a domestic ticket that does not allow a minimum of two hours at ORD may not arrive in time to meet the group. If Dr. Charles has not approved an exception, Duke TIP staff will depart ORD with the rest of the group without the student.** 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 at ORD 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 ORD by car should simply plan to meet the group at the international departure gate. Students should plan to arrive at ORD a **minimum of two hours prior** to international departure in order to allow adequate time to check in, go through security and meet the group at the international departure gate. Duke TIP staff, wearing TIP t-shirts, will be waiting there to check-in each student and ensure that the entire group is present prior to departure.

If the student’s travel plans should change at any time prior to the start of the program, please notify Dr. 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 CHINA)

Duke TIP has secured a group reservation with Chinasmith Inc. for the group's international flight to and from China. Students are required to purchase a seat from this reservation from Chinasmith Inc. (800-US CHINA (872-4462) to ensure that they travel with the group. Duke TIP recommends that participants purchase travel insurance in the unlikely event that a program must be changed or canceled. Please remember that travel expenses are not included in the program price. 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.

TRIP ITINERARY

July 1, 2009	Arrive Chicago O'Hare International Airport no later than 5:00 p.m.
July 1, 2009	Dinner and Orientation begins at 5:00 p.m. sharp
July 2, 2009	Depart for Shanghai
July 3, 2009	Arrive in Shanghai
July 3-5, 2009	Shanghai (Zhao An Hotel – 3 nights)
July 6, 2009	Depart for Xian
July 7, 2009	Xian (Xian Hotel – 2 nights)
July 8, 2009	Night train sleeper from Xian to Beijing
July 9-14, 2009	Beijing (Hepingli Hotel – 6 nights)
July 15, 2009	Depart for Chicago O'Hare International Airport

DEPARTURE FROM PROGRAM

Duke TIP staff will travel with the students from China to Chicago O'Hare International (ORD) Airport. Students departing ORD by plane may arrange the domestic portion of their trip through Chinasmith Inc. where a travel agent can ensure that the connecting flight to the destination city allows enough time (minimum of two hours) for the student to clear U.S. Customs prior to departure. **Due to the large size of the group traveling together for this program, it is essential to allow students a minimum of two hours connection time in Chicago to be able to clear U.S. Customs and get to their domestic departure gate in time.**

Students departing Chicago O'Hare International (ORD) by car can be picked up in the baggage claim area upon the arrival of their flight. 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 so do 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 this 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 pages contain items that Duke TIP strongly recommends that the student bring to the program. Please pay careful attention to the items listed as these lists have been specifically designed for the program in China.

Note on Clothing:

For class, please bring comfortable clothes and be prepared to dress in layers to adjust to the variable weather. Bring “wash and wear” clothing and permanent press. Students should be prepared to hand wash laundry, as laundry service in the hotels is rather expensive. In the summer months, most clothing washed in the early evening will be dry by the next morning. Dress casually and comfortably as it will be quite hot.

A very comfortable pair of walking shoes is essential for this course. Protective, closed footwear, such as tennis shoes and/or walking sandals with sturdy straps, would be best. Please do not bring flip-flops or flimsy sandals, except to wear in the dorm. The group will walk at a relatively brisk pace several miles a day; experience has shown that this kind of footwear does not allow students to keep pace. Flip-flops and delicate sandals can break easily and/or cause painful blisters, making it difficult for the student to keep pace with the group. Students should pack a sweatshirt or sweater if they tend to get cold in air conditioning as the meeting rooms where classes are held can get chilly.

Rain wear is essential because the rainy season in China is from May to August.

Students must wear appropriate clothing. If the clothing a student brings is inappropriate, they may be asked to purchase appropriate clothing once they arrive.

Long pants are a must, as many places in China do not allow entrance if students are wearing a short skirt or shorts. Students must be prepared to wear clothing more than once between washings as laundry can be expensive at the hotel. Students will also be able to attend religious services if this is arranged in advance and should bring appropriate clothing. In all religious sites appropriate and neat attire is required for all visitors (i.e. knees must be covered). Females must dress modestly and men must wear long pants; shorts are insufficient.

Note on Personal Items:

When packing for the course, please keep in mind that soap, shampoo, toothpaste, and other toiletries are all easily available in China. It is not necessary for students to pack many toiletries (except, of course, prescription or other required specialty items). Duke TIP recommends that students bring small, travel-sized containers, which can be replaced as they run out. These are so much more convenient than traveling with numerous large bottles that take up luggage space. As mentioned before, students should remember to pack light and only bring what they are able to carry.

Please keep in mind that while personal items are widely available, the student’s favorite brand of product may not be.

Clothing Items

- Several nice short-sleeved t-shirts** (avoiding too many American logos or politically offensive wordings /images)
- 1-2 pairs of comfortable shoes** (tennis shoes are best for long daily walks)
- Sandals or other casual shoes** (to wear in the hotel)
- Undergarments**
- Sleeping clothes/pajamas/light robe**
- 1-2 long-sleeve shirts**
- Shower shoes** (flip flops)
- Lightweight jacket** (for cool nights)
- Pants/Khakis** (for cool days and nights)
- Waterproof rain jacket with hood or small umbrella**
- Sweater or Sweatshirt**
- Socks**
- Shorts/Skirts** (Must be knee-length!)

Remember: No revealing clothing (ex: halter tops, short skirts/shorts) will be permitted.

Non-Clothing Items

- Student Guide and Course Materials**
- Sunscreen w/SPF 30 and Lip Balm w/SPF 15**
- Sunglasses with UV filter**
- Wristwatch**
- Spending money, ATM/Credit card**
- International Calling 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, passport, etc.)
- Small day-pack for excursions and walks** (used as a carry-on bag)
- Students who wear glasses or contacts should bring spare contacts/glasses and a copy of their prescription**
- Insect repellent** (a necessity: for skin repellent we suggest 24-hour time-release DEET 20 – 40%; for clothing and gear repellent we suggest Permethrin .5% pre-diluted.) Test both for allergies and effectiveness before leaving. (Please do not bring aerosol cans.)
- 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 the student is 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 a backpack)
- Disposable hand sanitizers** (pre-packaged individual packets are best)

Important Documentation

- U.S. Passport**
- VISA to enter the People's Republic of China**
- 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

- Camera** (small, inexpensive camera is preferable)
- Film** (5-6 rolls, 400-800 speed is best for a variety of conditions) or memory card
- Sketchbook**
- Deck of Playing Cards**
- Earplugs** (if the student is a light sleeper)
- Ipod**
- Cellphone**
- Books/magazines**

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 suggestions of what to bring, there are particular items that students are **not permitted to bring**. Duke TIP reserves the right to confiscate prohibited items for the duration of the program. Duke TIP cannot assume responsibility for loss or damage to confiscated items. Possession or use of certain prohibited items may result in dismissal from the program. 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. The 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)

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 L. 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. – what about 1 or 2 nights
- 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 24 hours following the decision to dismiss.

ADDITIONAL GUIDELINES TO KEEP IN MIND

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

Notes

Notes