

# Duke TIP

TALENT IDENTIFICATION PROGRAM

## Parent and Student Guide

# Tropical Medicine and Ethnobiology ~ Costa Rica ~



**2009**

**International Field Studies**

**Parents: Please copy important information**

# Duke TIP

TALENT IDENTIFICATION PROGRAM

## Tropical Medicine and Ethnobiology Costa Rica June 25 – July 9, 2009

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# Duke **TiP**

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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 black ink that reads "Hollace L. Selph". The signature is written in a cursive style.

Hollace L. Selph  
Senior Director, Educational Programs

A handwritten signature in black ink that reads "Nicki Charles". The signature is written in a cursive style.

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.

# **Tropical Medicine and Ethnobiology—Costa Rica**

## **~ 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 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**

The course begins with an introduction to the tropical environment and an acclimation to Costa Rican culture. The curriculum looks at the relationship among tropical medicine, ethnobiology, and ecology, as well as many issues related to health and social sciences. Students will study topics including: socialized medicine, infectious diseases, tropical dermatology, and traditional and alternative medicine. The students will be joined by doctors and guest lecturers who will offer insight into specific fields of tropical medicine, such as the Costa Rican Public Health System, agROTOXICOLOGY in the agricultural country, and primary care in indigenous communities. This course is an outstanding opportunity for students considering careers in biology, public health, and medicine. Students should have a strong interest in biology and an avid curiosity for new cultures. Duke TIP reserves the right to alter the itinerary as necessary.

### **A Typical Day**

Students will rise early and begin each day with a typical “tico” breakfast. Morning sessions may find students participating in a discussion of Costa Rican biology, natural history, or medicine. This may be followed by a hike in the field to learn about the uses and properties of local plant and animal groups in various cultures. After lunch, students may return to the lab or attend a presentation from a doctor in the field of tropical medicine. Students may spend evenings reading, writing or socializing.

### **COSTA RICAN MEDICINE AND ETHNOBIOLOGY**

Costa Rica is part of the Central American land bridge that joins North and South America. The geographic conditions of Costa Rica allow plants and animals from both continents to coexist. Although the country is only about the size of West Virginia, many diverse ecosystems are present and offer varied climate, flora, and fauna. Students will see native animals, including monkeys, iguanas, and vibrantly colored birds. Although Costa Rica is home to many rare species, the beauty and diversity of the country is surpassed only by its ecological fragility. Rain forest ecosystems are extremely susceptible to human-made problems and the deforestation crisis in Costa Rica is particularly acute. Places where the trees have been cleared are frequently affected by erosion, landslides, pollution, and flooding. For this reason, it is especially important that we respect the country’s environment and practice safe, ethical tourism.

For more information on travel to Costa Rica, visit:

<http://www.lonelyplanet.com/dest/cam/costa.htm>

<http://www.centralamerica.com/cr/maps/mapcosta.htm>

### **SAN JOSÉ**

Although their time in Costa Rica’s capital city will be brief, the ride in from the airport will allow students to test their knowledge of Spanish with the many signs and billboards along the road. This urban look at Costa Rica will be very different from the rest of their stay. Upon arrival, students will spend an evening of orientation at the hotel focusing on safety, living guidelines, and forest trekking skills. This will also be time to adjust to the climate, language, and the new friends students will make. The following day will allow for time to visit various science-related sites in San José.

### **WILSON BOTANICAL GARDENS/LAS CRUCES BIOLOGICAL STATION**

In 1961, Robert and Catherine Wilson moved to the county of Coto Brus, just a few miles from the Panamanian border. The Wilsons, who had formerly owned a tropical plant nursery in Florida, worked with Roberto Burle-Marx, a renowned Brazilian landscape designer, to design paths and make the gardens available to visitors. The Wilson Botanical Gardens boast 25 acres of gardens, including lilies, ferns, bananas and over 700 species of palms. There are over 7,000 species of tropical plants and trees in the Gardens and the contiguous 632-acre forest reserve. In addition to the abundant plant life, the Gardens serve as the home for a rich diversity of animals, including birds, butterflies, armadillos, otters, porcupines, and monkeys. The Talamanca Mountains provide a scenic environment surrounding the site.

Encompassing the Wilson Botanical Gardens, Las Cruces is a center for public education and scientific training, as well as for research in the biological sciences. Las Cruces is owned and operated by the Organization for Tropical Studies (OTS), a not-for-profit consortium of more than 55 universities in the United States and Latin America.

Las Cruces Biological Station is situated six kilometers south of the town of San Vito de Java in southern Costa Rica, atop a spur ridge of the Talamanca Range and very near the Panamanian border. The grounds occupy 358 acres and extend in elevation from 1,120 to 1,385m. Of the grounds, only about 25 acres have been developed into the Robert and Catherine Wilson Botanical Garden, 30 acres are in stages of fallow and second growth, and the remainder is undisturbed woods. This undisturbed land approaches a cloud forest in the upper elevations. Annual rainfall at Las Cruces is about 150 inches, with a moderate dry season extending from December or January through March. Temperatures are moderate, averaging 70-80°F during the day, with a minimum of 60°F at night.

The Robert and Catherine Wilson Botanical Gardens is considered one of the most important botanical gardens in Central America. The garden's plantings include exotic and native Costa Rican species representing over 120 plant families. A large number of species are rare or endangered. These collections are virtually unique in the neotropics, encompassing material of immense value, with representatives of underutilized species that have potential as food, medicinals and horticultural plants; species from habitats no longer extant; and representatives of unusual taxa.

The native vegetation is representative of the mid-elevation premontane forest that once extended from Guatemala to Panamá. The vascular flora exceeds 500 genera and 2,000 species, and to date 400 species of fungi have been collected. Terrestrial vertebrate fauna of Las Cruces includes 304 bird species, 80 species of mammals, and 71 species of amphibians and reptiles. Butterflies are the best known of the invertebrates with 300 species. Other invertebrates under study are moths, scarab beetles, acridid grasshoppers and orchid bees.

In 1983, Las Cruces was declared part of the La Amistad ("Friendship") Biosphere Reserve that encompasses nearly 1.2 million acres of park and buffer zones extending along the mountainous backbone of Costa Rica, from the Panamanian border halfway to San José. Proximity to La Amistad National Park has made the station a central base for researchers working in the Park to process collections and data.

Since 1986, Director Luis Diego Gómez has provided Las Cruces with scientific leadership while forging solid relationships with the local people and the international scientific community. Formerly the head of the National Museum, Gómez is an accomplished botanist and founding member of the country's National Academy of Sciences. The Las Cruces Advisory Committee also provides scientific leadership and oversight. Through their combined efforts in the early 1990s, a master plan was developed for the station.

Researchers at Las Cruces typically focus on the basic biology of particular plant and animal species. In addition, several long-term research efforts are ongoing at the station. For example, Paul Ehrlich and Gretchen Daily (Stanford University) studied forest fragments and the maintenance of biodiversity, Tom Gavin and René Borgella (Cornell University) compared abundance, distribution and movement patterns of resident forest birds, and Bruce Haines and

Jon Paul Davis (University of Georgia) studied rates and patterns of forest regeneration in recently abandoned pastures.

The current physical plant at Las Cruces was improved dramatically after a fire in 1994 destroyed the central housing, dining and teaching facility. New facilities include a dining hall complex, offices, library and laundry room. Las Cruces is connected to the national electrical system and potable water is provided.

## Life in Costa Rica

### 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. Duke TIP 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.

The majority of the program will be spent at the Las Cruces Biological Station. Facilities at Las Cruces are quite nice as far as a research station goes. Students will primarily stay in the Wilson Building which houses students 4-6 to a room with shared bathroom facilities.

The atmosphere at the field station is relaxed, but students will find themselves in close quarters with other participants and staff. It is the more important to be respectful of others in terms of space and noise level. Students should also be aware that **there is no place to lock up valuable items**. In such a closely-knit group, trust between individuals is a necessity and theft will not be tolerated. Duke TIP strongly discourages students from bringing any valuable items and is not responsible for any lost or stolen items.

*Please Note:* The course Group Leader is responsible for all program logistics. The group will travel between program sites by private bus. When traveling between program sites, students should expect to spend the greater part of that day on often muddy or ill-repaired roads. Reservations for each night of the program and most daily activities have been made well in advance. However, circumstances beyond Duke TIP's control, such as the weather, may force an alteration of program content. Duke TIP reserves the right to change program venues if necessary.

For more information on the OTS: [www.ots.ac.cr](http://www.ots.ac.cr)

For more information on Costa Rica: [www.vga.edu/costarica](http://www.vga.edu/costarica)

## WEATHER AND PHYSICAL CONDITIONS

The Tropical Medicine Field Study takes place at the height of Costa Rica's rainy season. The rainy season occurs between May and November and is characterized by days that begin sunny, hot, and humid with a downpour of warm rain sometime in the afternoon or evening. Palo Verde is located in a tropical dry forest ecosystem and usually experiences less rain than the other sites. The average temperature in Costa Rica remains in the mid-70s throughout the year; however, temperatures do vary with respect to elevation. Areas near the coast usually experience warmer temperatures, while up in the mountains, the nights can get cool. For example, in many locations the temperatures can range from 80-90°F during the day and 40-60°F at night, with occasional rain.

Students should remember that the trip includes extensive hiking and to drink plenty of water in order to avoid dehydration. Students should also be prepared to be physically active during the two-week course. If students have not been very physically active during the winter and spring, they should start walking regularly in their hiking boots, perhaps even with their packed daypack. Students should also practice walking in their rubber boots, as they will be wearing them extensively in the field. *Duke TIP and the Tropical Medicine staff highly recommend that students take the time to break in their hiking boots and become accustomed to their rubber boots prior to coming to the program.* (See packing list)

## SAFETY, HEALTH, AND EMERGENCIES

All Duke TIP programs are designed with the utmost concern for safety. Students should be aware that the surrounding environment of Costa Rica is much different than that to which they may be accustomed. Dangers associated with local wildlife, such as snakes, can be greatly minimized by bringing and properly using appropriate gear (i.e., always wearing hiking boots or rubber boots (a.k.a. "Wellies") and staying on walking trails). **Please pay special attention to the packing lists when preparing for this course.**

Participants must follow all safety rules as explained by staff members. A student may not leave the supervision of a staff member, unless the Instructor has given him or her specific permission. Students are not permitted to go on any excursions alone or without obtaining permission from a staff member. Upon arrival at the program site, students will be provided with specific instructions for safety, including what to do in the case of an emergency or if a student is lost. Please listen carefully and learn all instructions. If students have any questions they should ask the Instructor, Group Leader, or Teaching Assistant (TA)/Residential Counselor (RC).

If a student is involved in an emergency situation, the appropriate staff member will immediately contact the student's parent/guardian. If parents will be leaving home for an extended time, 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.

A visit to a physician or a travel clinic would be wise prior to the trip. Often, they 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 food/diet. It is important that the student informs a staff member, if this occurs, so he/she can be of assistance in locating appropriate facilities or seeking medical attention if the illness becomes severe.

## VACCINATIONS

Duke TIP does not require students to obtain any additional vaccinations (other than those required on Form #4: Duke TIP Medical Form). Although no additional vaccinations are required, Duke TIP highly recommends that students and parents consult their family physician or a travel clinic about the risks associated with international travel. In addition, we suggest that students and parents consult the Center for Disease Control (CDC) website for more information regarding travel to Costa Rica. 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](http://www.cdc.gov)

## LANGUAGE

Students do not need to have taken coursework in Spanish 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 Spanish 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 that students are visiting. While it is not a requirement, students may want to purchase a Spanish 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 Costa Rica 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. Take advantage of this opportunity to try the new types of food that the cuisine has to offer. Although the food may be an acquired taste, students should take advantage of this chance to experience the unique cuisine of Costa Rica.

At all stations, students will be abundantly supplied with well-balanced meals, and after a long day in the field, dinner will be a welcome sight. Contrary to what students might think, Costa Rican food is not spicy. The staple is black beans and rice, which will be served at most meals. In addition, the field stations can accommodate various dietary needs - **be sure to indicate any special needs on the appropriate form.** Please note that students will not be allowed to cook their own meals. The drinking water provided at all sites is safe to drink, and students will need to drink water whenever possible.

Access to snacks and soda will be limited, but during travel between sites, students may have the opportunity to purchase snacks. Please ask staff for suggestions of good local snacks that will keep for several days. Due to the high temperatures and absence of refrigeration, we highly discourage students from bringing or purchasing snacks, such as chocolate or other candy, that will melt quickly and not provide adequate energy. A healthy alternative would be to bring trail mix or granola bars that will transport well, keep for quite some time, and provide a great deal of energy.

## MONEY

Before students leave home, they should discuss their financial budget with their parents. Their tuition for the programs includes lodging throughout the program, transportation for excursions, and most meals. Students will need money for laundry, around 2-3 dinners and 2-3 lunches, and souvenirs, personal items, or snacks.

Most students find **\$400** to be an adequate amount to budget for the Costa Rica program. Parents should consider sending additional “emergency” money with the student should there be unexpected occurrences such as canceled or delayed flights. It is estimated that students will spend about \$100 of this money on food; while the remaining will be used for general spending money and souvenirs.

**In addition to bringing enough money to cover their individual expenses while traveling, students also need to be sure to bring money in a format that is both reliable and convenient.** Below are specific recommendations from Duke TIP regarding how students should plan to carry their money:

### CASH (U.S DOLLARS)

Duke TIP recommends that students bring \$150-\$200 in cash, preferably in small bills (\$1s and \$5s). Students will be able to exchange some money (about \$50) before leaving San José at places like the airport, hotel, or banks. Most stores and vendors will accept small U.S. bills, but it is better to use Colones, the local currency of Costa Rica.

### TRAVELER’S CHECKS

Due to the fact that many stores and hotels do not take accept these as payment, students are advised not to bring traveler’s checks.

### ATM/DEBIT/CREDIT CARDS

Duke TIP recommends students bring an ATM/debit/credit card with them as a **BACKUP PLAN**. While banks and ATMs are not available in the field, their ATM card can be a reliable means of accessing money in the event of an emergency. While in San José, students will have access to banks/ATMs to withdraw cash in Colones, the local currency. Students planning to bring an ATM/debit/credit card with them should follow these helpful guidelines for traveling abroad:

- Contact their local bank or crediting agency to notify them of their travel plans. On occasion, if a bank or credit card company does not know students are traveling, they may suspect someone else is using their account and suspend their service. Although this service is for their protection, it does cause a delay in being able to access their money
- Students should talk to their local bank or crediting agency about their PIN to make sure it will work in foreign countries. Some PINs (sometimes those starting with a “0”, for

example) will not work 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. Please have a new card issued in the student's name.

### **REMINDER: Exit Tax upon Departure from Costa Rica**

Students will also be responsible for paying an "exit tax" upon leaving Costa Rica. This exit tax is approximately \$30.00 per person and must be paid by cash or credit. Please plan their budget accordingly to ensure that students will have money available at the end of the program for this fee.

### **Other Important Details:**

- Students may also want to bring along a money belt or a chest pouch to help them carry their cash more safely. During the program, students must assume responsibility for the safekeeping of their own belongings at all times. **Neither Duke TIP nor OTS will assume responsibility for any items lost or stolen.**
- During the program, it will be virtually impossible to cash personal/payroll checks or to receive money by wire, and the Instructor is not authorized to make loans to individuals.
- Please keep close track of their spending throughout the program. The money students bring with them must last for the entire length of the program.

### **LAUNDRY**

Laundry can be done at Las Cruces. Students should bring extra garbage bags and plan to wash some of their own clothing by hand as it can become quite expensive. It would be helpful if students had their names written on the labels.

### **TELEPHONES**

Access to telephones while in Costa Rica will be *extremely limited*. Students will have access to phones while at the hotel in San José on the first and last days of the program. Las Cruces will also have limited telephone access using a calling card that students may purchase on-site. Duke TIP strongly suggests that students and parents plan on only contacting each other in the case of an emergency. Please understand that Costa Rica is a developing country and that the group will be in remote sites most of the time.

Upon arrival at the airport in San José, we suggest that students not plan on being able to contact their parents to report their safe arrival. The telephone system in Costa Rica sometimes presents difficulty with connecting calls and obtaining a clear connection. If the group is rushed and a student is not able to reach his/her parents, it will only cause them to worry. Parents, please keep in mind that the Tropical Medicine and Ethnobiology Instructor will check in with Dr. Charles after the group arrives safely in San José, and also throughout the duration of the program. While Dr. Charles will be aware of the status of the group, she does not receive reports about individual

students. **Parents, please remember that no news is good news.** If students and parents do 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.

Duke TIP *does permit* students to bring cellular telephones to the program. However, most cell phones are not automatically set up to work internationally. **Students should plan on their phones not being functional while in Costa Rica and purchase an international calling card instead.** Please be aware that although Duke TIP does permit students to bring cellular phones to the program, students 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.

***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 their calling card that students can call to get these access numbers. These access numbers are required for students to be able to successfully use their card with the local telephone system.

Duke TIP staff is not responsible for helping students locate lost phones or IPODs. Students are responsible for their own belongings.



## MAIL SERVICE

Regular mail service in Costa Rica can take up to two weeks. In addition, there is no regular government postal service to any of the field stations. That means that if parents or friends write to students the day after students leave, it will be received well after they have left Costa Rica. **Students should not plan on receiving any mail while in Costa Rica.** While students may not be able to send and receive mail during their trip, this time does offer a great opportunity to practice the art of journaling to record observations, thoughts, and experiences to share with friends and family after students return home.

## LOSSES/DAMAGES

Duke University TIP highly recommends that all students and staff take necessary precautions to protect their personal property throughout the program. Students should refrain from bringing unnecessary valuables with them to the program, and use room or dormitory keys to lock their personal room at all times. **If there is a deadbolt lock on the door, please use it for added security. At some field stations, there is a lockable compartment in the room where students may secure some items.** 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 own belongings at all times. **Duke TIP does not assume responsibility for any items lost or stolen.**

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

## STUDENT AMBASSADORS

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

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

### Student Ambassadors from Duke TIP Tropical Medicine Field Study in 2008

Alicia Vallncla	<a href="mailto:aliciaisabelvalencia@yahoo.com"><u>aliciaisabelvalencia@yahoo.com</u></a>
Anu Udayakumar	<a href="mailto:dancinduckie@comcast.net"><u>dancinduckie@comcast.net</u></a>
Chelsea Fischer	<a href="mailto:chelseafische@gmail.com"><u>chelseafische@gmail.com</u></a>
Chnstopher Ball	<a href="mailto:cball71991@gmail.com"><u>cball71991@gmail.com</u></a>
Davis Xu	<a href="mailto:davis.xu@sfuhs.org"><u>davis.xu@sfuhs.org</u></a>
Diana Bramson	<a href="mailto:dbramson0201@yahoo.com"><u>dbramson0201@yahoo.com</u></a>
Doug Wackerle	<a href="mailto:HDWackerle26@aol.com"><u>HDWackerle26@aol.com</u></a>
Emily Basford	<a href="mailto:emilyrose0222@yahoo.com"><u>emilyrose0222@yahoo.com</u></a>
Lauren Goodwin	<a href="mailto:laur129laur@yahoo.com"><u>laur129laur@yahoo.com</u></a>
Layne Cole	<a href="mailto:lcole1259@gmail.com"><u>lcole1259@gmail.com</u></a>
Lianne Brown	<a href="mailto:prettyonpointe09@aol.com"><u>prettyonpointe09@aol.com</u></a>
Lindsey Anderson	<a href="mailto:lindseylox@yahoo.com"><u>lindseylox@yahoo.com</u></a>
Lindsay Walker	<a href="mailto:lwalker09@lawrenceville.org"><u>lwalker09@lawrenceville.org</u></a>
Roshni Patel	<a href="mailto:r.d.patel@hotmail.com"><u>r.d.patel@hotmail.com</u></a>
Shelby Spehar	<a href="mailto:shelby.shelb@yahoo.com"><u>shelby.shelb@yahoo.com</u></a>
Sara Emamian	<a href="mailto:saraemamian@yahoo.com"><u>saraemamian@yahoo.com</u></a>
Sara Nestok	<a href="mailto:soccr9024@aol.com"><u>soccr9024@aol.com</u></a>
Julia Da Silva	<a href="mailto:juls1890@aol.com"><u>juls1890@aol.com</u></a>

## **Travel Preparations**

### **INSURANCE AND MEDICAL INFORMATION**

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

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

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

U.S. Citizens:  
Hill, Chesson & Woody  
Tel: (919) 489-7426  
[email@hillchesson.com](mailto:email@hillchesson.com)

Non U.S. Citizens:  
Gateway Plan Administrator  
1255 23<sup>rd</sup> St. N.W. Suite 300  
Washington D.C. 20037  
Web site: [www.gatewayplans.com](http://www.gatewayplans.com)  
Phone: (202) 367-5097 between 9am and 5pm EST  
Email: [gateway@marshpm.com](mailto:gateway@marshpm.com)

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

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

### **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 9, 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 Costa Rica 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 Costa Rica. 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.

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

Participants in the Costa Rica Field Study will meet Duke TIP staff at the gateway airport—Hartsfield-Jackson International Airport, Atlanta (ATL) before departure for Costa Rica. To help ensure each student’s safety, and that of the group, Duke University TIP has secured a group reservation for each individual 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 are **not included in the program price.**

Arrival by Airplane: Students traveling to ATL Airport by airplane may purchase their domestic airline tickets from Gale Gentry Travel (800-633-9350) the Duke TIP travel agency. 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 ATL a **minimum of two hours prior** to international departure to allow adequate time to 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. 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 international departure.

### **IMPORTANT!**

If a domestic flight is not secured that arrives in ATL a minimum of **two hours** prior to the group’s international departure, please call Dr. Nicki 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 ATL may not arrive in time to meet the group. If Dr. Charles has not approved an exception, Duke TIP staff will depart ATL 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 ATL Airport by car should simply plan to meet the group at the international departure gate. Students should plan to arrive at ATL a **minimum of two hours prior** to international departure in order to allow adequate time to 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 COSTA RICA)**

Duke TIP has secured a group reservation with Gale Gentry Travel for the group's international flight to and from Costa Rica. Students are required to purchase a seat from this reservation from Gale Gentry Travel (800-633-9350) 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 costs. This could include cost of a hotel room, transportation, food, etc.**

## **TRIP ITINERARY**

June 25, 2009	Depart U.S. for Costa Rica, Arrive in San José in the evening
June 25-26, 2009	Group stays at Villa Tournon Hotel, field trips in San José on June 26 <sup>th</sup> (1 night)
June 26, 2009	Depart San José for Las Cruces Biological Station
June 26-July 8, 2009	Group will stay at Las Cruces Biological Station (12 nights)
July 8, 2009	Depart Las Cruces for San José, group will stay at Villa Tournon Hotel (1 night)
July 9, 2009	Depart Costa Rica for U.S., arrive in U.S. early afternoon

## **DEPARTURE FROM PROGRAM**

As with arrival, Duke TIP staff will travel with the students from San José to **Hartsfield-Jackson Atlanta International**–(ATL). Students departing Atlanta by plane may arrange the domestic portion of their trip through Gale Gentry Travel, where a travel agent can ensure that the connecting flight to their 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 Atlanta to be able to clear U.S. Customs and get to their domestic departure gate in time!**

Students departing Atlanta 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 children 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 will be carrying their luggage up and down stairs and hills as well as loading and unloading it onto and off buses. 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 strongly recommends that students bring to the program. Please pay careful attention to the items listed, as these lists have been specifically designed for the Tropical Medicine and Ethnobiology Field Study in Costa Rica.

*Note on Clothing:* While in Costa Rica, please dress for comfort and versatility, not for fashion. One-to-two sets of street clothes for traveling between Atlanta and San José on the first and last days would serve students well (keep in plastic storage bags during the program). For the field, layers of lightweight cotton or cotton/polyester blend clothing are best, as they dry quickly and can be added or shed easily, depending on the weather. Students will also need **a pair of knee-high rubber boots** for venturing out into the marshes and rain forests. These knee-high rubber boots slip over socks and have no buckles or laces to trap unwanted creatures. They are invaluable for muddy walks and for the prevention of snakebites, which incidentally, thanks to preventive measures, have occurred very few times with OTS groups in the past twenty years.

**Students must not wear revealing clothing**

## *Clothing Items*

- 1-2 sets of street clothes for travel to/from U.S.**
- Knee-high Rubber Boots** (Wellies)  
(Available at discount outlets, farm supply stores, or Army-Navy stores for about \$25)
- Hiking Boots** (Lightweight ones are best)
- Tennis shoes** (for in town and outside of class)
- Undergarments**
- Sleeping clothes/pajamas**
- Lightweight wool sweater or polar fleece jacket**
- Several short-sleeved shirts or t-shirts**
- Three hand-washable long-sleeve, lightweight shirts**  
(Flannel is too heavy, Cotton/Poly blends work well)
- Fleece jacket or wind breaker**
- Waterproof rain jacket with hood**
- (Not an umbrella)
- Soft, wide-brimmed hat**  
(to keep away insects; protection from sun/rain)
- Two bandannas**
- Socks** (several types, see below)
  - 3-4 pairs of knee-high socks
  - 6-8 pairs of regular cotton socks, for classroom time and field trips
- 3 pairs of lightweight cotton or cotton/nylon blend pants**  
(For field work, L.L. Bean makes a very nice pair of Tropical Weight pants, do not bring jeans—they are heavy and dry very slowly) **Expect to wear long pants almost everyday.**
- 1-2 pairs of lightweight shorts**  
(Please remember Costa Rican modesty and do not bring short-shorts)

## *Non-Clothing Items*

- Student Guide and Course Materials**
- Band-aids** (for blisters and bug bites)
- Sunscreen w/SPF 30 and Lip Balm w/SPF 15**
- Bath towel** (thinner ones dry faster)
- Personal Toiletries** (compact size, seal in plastic bags)
- Laundry Detergent** (powdered)
- Shatterproof Sunglasses w/UV filter**
- Large Zip-lock bags and several garbage bags** (for wet clothes and keeping items dry inside backpack)
- School supplies for class** (journal, notebook, mechanical pencils, Sharpie™ permanent marker, eraser)
- Small day-pack for excursions and walks** (used as carry-on bag)
- Students, who wear glasses or contacts, should bring spare contacts or glasses and their prescription.**
- Prescription medicines** (*Only if accompanied by a copy of the Medicine Request Form. The original Request Form must be mailed to the Duke TIP office with the Medical History Form.*)
- If students are allergic to insect bites or stings, bring appropriate medication.**  
(*Also note this information on the Medical Request Form.*)
- Insect repellent** (a necessity: for skin repellent we suggest 24-hour time-release DEET 20 – 40%; for clothing and gear repellent, we suggest Permethrin .5% pre-diluted.). Test both for allergies and effectiveness before students leave.  
(Please do not bring aerosol cans.)
- Flashlight** (Petzl™ or MagLite™ recommended) **or head lamp, and plenty of extra batteries**
- Flash drive**
- Travel alarm clock** (battery powered)
- Waterproof Wristwatch**
- Spending money, credit card**
- Small package of tissue**
- 10-15ft. of rope** (for a clothesline)
- Money belt or pouch** (for money, credit cards, ID's, etc.)
- 32 oz. water bottle or canteen**  
(Nalgene™ bottles are nice, and they will hook onto their backpacks)

### ***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***

- Camera** (Small camera is preferable; silica gel pack, recommended for humidity)
- Film** (5-6 rolls, 400-800 speed is probably best for a variety of conditions) – unless using a digital camera
- Binoculars**
- Deck of Playing Cards**
- Wet Wipes** (baby wipes or face wipes to use between showers)
- Earplugs** (if the student is a light sleeper)
- Small hand lens or magnifying glass**
- Scientific Calculator**
- Dramamine (or other motion-sickness medicine)**

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

### ***DO NOT BRING!***

Beyond our 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:

- ***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.)
- ***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 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 remove or disturb any field station property, including indigenous plants or animals.
- 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 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](http://www.tip.duke.edu) to download a copy of the catalogue and application materials.

*Notes*

*Notes*