Welcome to Duke TIP

It is with great enthusiasm that we welcome you to the 2017 Duke TIP Summer Studies Program. We are glad you have chosen to spend your summer with us, and we hope the academic and social adventure you are about to undertake will be one of your most influential educational experiences.

To help you make the most of your experience this summer, we have packed a lot of vital information into this guide. Please read it carefully, as it will help you prepare for many aspects of the program. Please remember that Duke TIP is not a summer camp; it is an academic program that will present you with many rewarding challenges and opportunities. We recommend that you become familiar with the information in this guide before you arrive on campus. Parents should use this guide as a reference when their child leaves for Duke TIP; students will have access to this information once they arrive at the site.

You are about to embark on an exciting and challenging journey, and we hope you will enjoy your time with us. We are looking forward to your arrival. If you have any questions before the program begins, please call us at (919) 668-9100.

Permanent Staff

A number of Duke TIP staff members work year-round to plan the Summer Studies Program and ensure that students have a challenging, fun, and safe experience.

Shawna Young, MBA | Executive Director
Ms. Young determines the mission, goals, and philosophical direction of Duke TIP.

Shayne Goodrum, PhD | Director of Educational Programs
Dr. Goodrum oversees the curriculum, policy, and program development of all Duke TIP face-to-face educational programs.

Paris Andrew | Dean of Students
Ms. Andrew oversees the student conduct process; supports social, emotional, and ethical development within the cocurricular experience; and supervises Residence Life Coordinators at each site.

Sally Starrfield | Assistant Director for Academic Affairs
Ms. Starrfield participates in curriculum and program development and coordinates the hiring of instructional staff. She also supervises the Academic Coordinators at each site, and supervises program sites.

Brian Denton | Assistant Director for Operations
Mr. Denton oversees program logistics and operations for all sites, and supervises program sites.

Michael du Laney | Assistant Director for Staffing and Recruitment
Mr. du Laney oversees recruitment of summer programs staff.

Ashley Walker | Coordinator of Accommodations
Ms. Walker organizes all disability, allergy, and medical accommodation requests; hires nurses and Psychological Counselors; and supervises program sites.

Susan Anderson | Coordinator of Educational Programs
Ms. Anderson hires Teaching Assistants and supervises program sites.

Lindsay Hamrick Smith | Coordinator of Educational Technology
Ms. Hamrick Smith serves as Duke TIP’s technology liaison, hires academic Program Assistants, and supervises program sites.

David Gaines | Coordinator of Educational Programs
Mr. Gaines hires Instructors, assists with academic books and coursepacks, and supervises program sites.

Matthew Philbrook | Coordinator of Educational Programs, Texas Office
Mr. Philbrook assists with program logistics, hires Residence Counselors, and supervises program sites.

Anna Martin | Coordinator of Residential Programs
Ms. Martin coordinates residential programming, oversees the hiring of Residential Counselors, and supervises program sites.

Palema E. Walton | Staff Assistant
Ms. Walton provides support to the educational programs department.

Bud Chestnut | Staff Assistant
Mr. Chestnut provides support to the educational programs department.
We are delighted you have chosen to spend part of your summer with Duke TIP, and we eagerly anticipate your arrival. Our students consistently say the program changes their lives in many positive ways, and their friendships with fellow students are significant and enduring. Summer Studies is a holistic academic and residential experience, and we encourage you to participate fully.

We understand that attending Duke TIP classes with students of similar academic abilities may initially seem intimidating to students who have always been at the top of their class. Duke TIP strives to make this academic environment supportive and noncompetitive, and our staff will work diligently with all students and parents to provide a meaningful and successful growth experience. Duke TIP is committed to a nongraded policy for all coursework. We encourage students to measure success by their individual efforts and progress over the three-week period rather than by the achievement of a certain grade.

Residential life at Duke TIP is a critical component of the Summer Studies experience. You will interact in a social setting with other academically gifted peers from many different cultures and backgrounds. You may also have a roommate and will live alongside other students in the residence halls, participate in athletic and recreational activities together, and develop lifelong friendships.

The Duke TIP Mission

The Duke University Talent Identification Program is dedicated to being a global leader in identifying academically talented students and providing innovative programs to support the development of their optimal educational potential. Programs for students, families, and educators will be of such excellence that they will become models for the education of academically talented students worldwide.

Contact us

(919) 668-9100
300 Fuller Street
Durham, NC 27701
**ON-SITE SUMMER STAFF**

When you arrive on campus, you will find a wide array of staff members who will help you have a positive experience at Duke TIP. Their positions are described below. All Duke TIP staff undergo a highly competitive application process, pass an annual background check, and receive training in the protection of minors before beginning work.

**On-Site Director**
Each Duke TIP site is managed by an On-Site Director, who supervises the residential and academic staffs, addresses student behavioral concerns, and oversees student social and recreational activities. The On-Site Director lives on campus alongside TIP students and staff. This person has received special training and maintains daily contact with the Duke TIP main office at Duke University.

**Operations Coordinator and Office Assistant**
The Operations Coordinator manages the on-site program office on each campus. The Operations Coordinator acts as a liaison between administration, faculty, staff, students, parents, and the host campus. At most sites an Office Assistant helps the Operations Coordinator to fulfill these roles.

**Psychological Counselor**
Psychological Counselors are on call at each campus and work closely with Duke TIP On-Site Directors to provide advice, encouragement, referrals, counseling, and workshops for students.

**Nurse and Student Health Coordinator**
The site Nurse and Student Health Coordinator role is designed to promote good health and provide basic healthcare when needed. This person will also be responsible for tracking all student medications and communicating with parents and medical professionals when necessary.

**Academic Coordinator**
The Academic Coordinator supervises the instructional staff, serves as head of academic affairs, and monitors students’ progress. The Academic Coordinator acts as the liaison between the Instructors, Teaching Assistants, and Duke TIP main office administrative staff.

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**THE ON-SITE OFFICE**

Each campus has an on-site office staffed by the Operations Coordinator and the Office Assistant. The on-site office is where students go to take medicine, make medical appointments, borrow recreational supplies, or obtain general information and answers to their questions.

While summer programs are in session, the on-site office is also the best place for parents to call with questions or concerns. People at this office will be able to answer questions more readily than the Duke TIP main office. Direct contact information for your on-site office will be posted to your online account in early May.

Here are some things to remember when you call:

- After on-site offices are closed, staff members check messages every half hour until 2 a.m.
- If you reach a recording when you call the on-site office, please follow the recorded instructions to reach a staff member.
- Please do not call the campus police at your child’s site unless there has been a serious family emergency and you are either unable to reach a Duke TIP staff member at the on-site office or it is after 2 a.m.

If you have program concerns of a general nature, or if you have already spoken with the student’s On-Site Director and still wish to speak with someone in the Duke TIP administration, please contact the main Duke TIP office at (919) 668-9100.

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**On-Site Office Hours**
(while students are in session)

- **Monday–Sunday:**
  - 8 a.m.–5 p.m. and 6–10 p.m.

**On-Site Office Hours for Duke Marine Lab**
(while students are in session)

- **Monday–Friday:**
  - 8 a.m.–5 p.m. and 6–7 p.m.
- **Saturday & Sunday:**
  - 8 a.m.–noon
INSTRUCTORS
Duke TIP Summer Studies Instructors are a diverse and talented group of individuals who embrace their role in the academic development of young scholars. Instructors are selected for their expertise in their field of study, and the instructional staff is composed of:

• accomplished college and university Instructors
• exceptional graduate students enrolled in master’s or doctoral programs
• outstanding teachers from public and private schools

Each Instructor works with a Teaching Assistant to provide students with a unique learning experience. Each Instructor works with a Teaching Assistant chosen from a competitive pool of enthusiastic undergraduate and graduate students with a passion for education. A background check is performed on each staff member prior to the start of the program.

COURSEWORK
Duke TIP courses embrace the educational philosophy that all students deserve to be challenged. Classroom instruction and activities are designed to engage students in high-level critical thinking, reasoning, and discussion.

PERSONAL ELECTRONIC DEVICES IN THE CLASSROOM
Duke TIP recognizes the role technology can play in creating an enriching academic experience. As such, Duke TIP provides students with access to computers and/or iPads when needed to complete academic assignments. While students are not required to bring Internet-enabled devices for class use, at the discretion of the Instructor or Teaching Assistant, students may use their personal devices for class assignments. When given this opportunity, students are expected to remain on task and uphold the Digital Citizenship Agreement at all times. Devices should only be used for the given assignment and students should refrain from texting, playing games, freely surfing the web, using social media, visiting inappropriate websites, or using devices to engage in other distracting behaviors. For additional information, visit the phones and personal electronics section on page 10.

EVALUATION AT DUKE TIP
Duke TIP is not a credit-granting institution and does not assign letter or numeric final grades. The nongraded approach encourages a less competitive environment in which students will become comfortable taking intellectual risks that they might avoid in a stressful grade-driven environment. During the course, Instructors evaluate your performance using criteria such as journal entries, presentations, individual research, and class projects.

RUBRIC EVALUATIONS
The rubric evaluation indicates your performance in such areas as intellectual processes, work habits, peer interactions, and products generated in the course, such as tests, essays, or visual projects. At the beginning of the course, the Instructor discusses the rubric form with the class so each student fully understands these academic expectations.

At the end of the term, Instructors complete rubric evaluation forms to assess students’ performance. During the final class session, you will review your completed rubric evaluation and may discuss any questions with the Instructor. Evaluations will be available online within two weeks of the end of the term, along with a course description and syllabus. Duke TIP recommends that parents and students file these evaluations for future reference, as Duke TIP cannot guarantee that copies can be mailed at a later date.

PARENT CONFERENCES
Parents are an integral part of students’ successes. Duke TIP Instructors are eager to talk with parents about students’ performance while at TIP. Instructors will be available for face-to-face or telephone conferences on departure day from 9 a.m. to 3 p.m. Parents can schedule conferences upon drop-off at the beginning of the program, or by calling the on-site office during the first or second week of the program. The office staff will find a time that works for both you and the Instructor.

Instructors will use calling cards to contact parents requesting telephone conferences. Please be sure you are reachable at the phone number you provide and that your phone will allow a calling card phone call.
SEEKING COURSE PLACEMENT OR CREDIT FOR YOUR DUKE TIP COURSE

A syllabus and the rubric evaluation will be available online approximately two weeks after the end of the term. These items may be useful in requesting placement or credit from your local school. Though Duke TIP is a nongraded program and does not grant credit or issue a grade or transcript, many families have successfully requested that their local school issue placement or credit for work completed at Duke TIP. We recommend the following steps for families who plan to seek placement or credit at local schools for Duke TIP coursework:

1. Before Duke TIP begins, call your school counselor, vice principal, or registrar (the person who would grant placement or credit for a student’s work at Duke TIP). Explain that Duke TIP students enroll in one course for three weeks and attend class for 108 contact hours.

2. Inform the local school official that at the end of the Duke TIP course, students receive a syllabus and an evaluation rubric.

3. Students enrolled in Algebra I or Algebra II will take an Instructor-created final exam. A copy of the scored exam will be provided.

School officials will use the information provided to decide whether to grant course placement or credit. We are happy to assist in this process. Students who intend to include their Duke TIP participation as part of their college admissions portfolio should print and keep a copy of the rubric evaluation. Duke TIP cannot guarantee that copies of the evaluation will be available at a later date. Neither Duke TIP nor Duke University will produce a transcript for Duke TIP students.

RESEARCH

As part of a world-class university, Duke TIP places research among its top priorities. We believe research is necessary to make advancements in our knowledge regarding gifted children and gifted education. Duke TIP’s research focuses on cognitive, motivational, and social issues related to the psychological and educational development of talented youth. Research over the years has found that:

- students describe their Duke TIP courses in terms of intrinsic motivation; that is, at Duke TIP they learn for the sake of learning, not for external reasons such as gaining a good grade
- according to Duke TIP Instructors, our students tend to be interpersonally competent and highly engaged in their class work
- students rate Duke TIP more highly than school on a variety of social, academic, and personal factors

Each summer, many program participants are offered the opportunity to take part in Duke TIP research. Only students with parental permission are allowed to participate. Research is built into the daily schedule and is coordinated with the assistance of the instructional and residential staff. All Duke TIP research is reviewed by an oversight committee of Duke TIP staff, as well as by the Duke University Human Subjects Review Committee, and is guided by the ethical code of the American Psychological Association. All information we collect is kept confidential. You can find more information about Duke TIP research by visiting our website at www.tip.duke.edu.

SAMPLE WEEKDAY AT DUKE TIP*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45–8:45 a.m.</td>
<td>Breakfast in the campus dining facility</td>
</tr>
<tr>
<td>8:45–9 a.m.</td>
<td>Meet Teaching Assistants and walk to class</td>
</tr>
<tr>
<td>9 a.m.–noon</td>
<td>Class</td>
</tr>
<tr>
<td>Noon–1 p.m.</td>
<td>Lunch in the campus dining facility</td>
</tr>
<tr>
<td>1–4 p.m.</td>
<td>Class</td>
</tr>
<tr>
<td>4–5 p.m.</td>
<td>Free time within designated boundaries</td>
</tr>
<tr>
<td>5–6 p.m.</td>
<td>Dinner with residential living group in the campus dining facility</td>
</tr>
<tr>
<td>6–7 p.m.</td>
<td>Evening study (Monday–Thursday)</td>
</tr>
<tr>
<td>7–9 p.m.</td>
<td>Evening residential programing (Monday–Thursday)</td>
</tr>
<tr>
<td>9–10 a.m.</td>
<td>Free time within designated boundaries</td>
</tr>
<tr>
<td>10–10:45 a.m.</td>
<td>Hall time (students must check-in with their Residential Counselor and remain on their hall)</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>Lights out (All students must be in bed with the lights out)</td>
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</tbody>
</table>

*Times may vary by site

Attendance is required at all of the above activities except breakfast. Staff will supervise students during these times. Exact times may vary slightly by campus. Quiet hours are observed from 10:30 p.m. to 7 a.m. Students must remain on their floor until 7:30 a.m., except in the case of an emergency.

During free time, students will be supervised by residential staff. Duke TIP students may not leave campus or designated boundaries at any point during the program, except under the direct supervision of Duke TIP staff. Older students have extra privileges during free time; see the boundary privileges section on page 10.

On weekends, class is held Saturday mornings from 9 a.m. to noon. Friday evenings, Saturday afternoons, and Sundays are reserved for recreational activities, relaxation, and opportunities for religious observance. See page 6 for more information about weekend schedules.
Residence Life

Outside the rigorous classroom atmosphere, you need time to decompress and make new friends in a variety of social and recreational settings. This opportunity to socialize and form bonds strengthens the Duke TIP community both in and out of the classroom and results in lifelong friendships.

STAFF
A staff of Residence Counselors is chosen from a large group of outstanding undergraduate and graduate students in a competitive application and interview process. The Residence Counselors live in the residence halls with the students, organize social and recreational activities, serve as role models, and enforce Duke TIP conduct guidelines. Each Residence Counselor supervises a group of approximately twelve to sixteen students. In addition, two to three Residence Hall Leaders and a Residence Life Coordinator assist with supervision and programming on each campus. These staff members have a great deal of experience with Duke TIP or in educational administration.

CAMPUS-WIDE EVENTS
During the weekend, students participate in large campus-wide events and trips, including field day activities, a talent show, lip sync or skit competitions, special off-campus field trips, carnivals and dances. Students will also attend special events and take local trips as a group. Recent activities at various sites included a trip to a rodeo, a visit to a local zoo, a WNBA game, theater productions such as *Paint Your Wagon* and *The Music Man*, touring the Perot Museum of Nature and Science, and minor league baseball games.

FREE TIME
Although much of the day is devoted to class and planned activities, Duke TIP understands that most students appreciate and need a break. Students have periods of free time, generally from 4 to 5 p.m. and 9 to 10 p.m. each weekday, and Sunday mornings. During these times, students are encouraged to relax, read quietly, or spend time with their friends within program boundaries and with staff supervision. Campuses may offer a few activities on a sign-up basis during these times to provide more structured options for interested students.

RESIDENTIAL PROGRAMMING
Residential staff members plan a wide variety of activities that appeal to the many different interests of Duke TIP students. Programming and community-building activities follow our TIPstar programming model, which focuses on the following five points of interest representing five points on a star:

**Diversity:** Understanding and embracing the differences within ourselves and the world around us.
(Sample activities: community mural; history of hip-hop and freestyling; capoeira and Brazilian culture; “salsa and salsa,” i.e., both making the food and learning the dance)

**Service:** Supporting the people within our own and surrounding communities through volunteerism and compassion.
(Sample activities: Project Linus, i.e., crochet making for a cause; random acts of kindness competition; cards for the troops; neighborhood clean-up; park revitalization)

**Leadership:** Helping students grow to become stronger people while exploring and defining their own values, ethics, and identity.
(Sample activities: college expo, personality tests, debates, research opportunities, LeaderTIP Academy)

**Health and Wellness:** Intentionally creating an atmosphere in which residents are exposed to information that will enable them to make healthy lifestyle choices.
(Sample activities: yoga, TIPStar Boot Camp, cooking lessons, spa night and healthy snacks, field day or Quad Fest, Ultimate Frisbee competition)

**Fine Arts:** Fostering the opportunity for students to share their originality through performing arts, creative arts, visual arts, media, and entertainment.
(Sample activities: painting without brushes, “kookies and karaoke,” jam sessions, playwriting, poetry night, improvisation, TIPSync, dances, talent show)

At the conclusion of each TIPStar activity, students will receive a button for that activity as a tangible memory and keepsake from the experience. Students and staff will wear their buttons on their lanyards throughout the term and can take them home as memorabilia. As more buttons are accumulated, they will serve as great conversation gateways and tokens of appreciation and accomplishment for students as they engage fully in our residential programs.
Residence Life

**RELIGIOUS SERVICES**
The availability of services for particular religions or denominations varies by program location. As such, Duke TIP will accommodate student transportation requests to attend religious services within a ten-mile radius, to the extent that staff supervision and drivers can be provided. Free time during the weekends allows students to attend services, if they wish. If there are any questions or special considerations that Duke TIP should be aware of to allow students to practice their religion, please contact the Dean of Students at (919) 668-9100.

**WEEKEND SCHEDULE**
On Friday evenings in place of evening study, students will enjoy staff-supervised free time to participate in optional group activities, attend religious services available in the area, read, or hang out with friends. Occasionally, staff may plan a large, campus-wide activity, such as an off-campus trip.

On Saturdays students will attend class from 9 a.m. to noon and, after lunch, participate in campus-wide activities that have become storied traditions on each campus. These include game tournaments and field day activities. Saturday evenings at TIP generally mean a dance, though options will be available for students who do not wish to attend.

Free time on Sunday mornings is time to take a break from academic work and structured activities. Students may choose to socialize in staff-supervised areas, attend religious services available in the area, do laundry, or sleep late. In the afternoon and evening, a wide variety of activities is offered, including off-campus trips.

**HOUSING**
While at Duke TIP students live in college residence halls and will usually be assigned one or two roommates as part of a twelve-to-sixteen-student residential group. Students at Rice are generally housed in single rooms. They may live on floors with members of another sex; however, all halls have adult staff supervision and same-sex bathroom facilities. Where possible, students will have access to a single-occupancy all-gender restroom if needed. Students are only allowed to have their assigned roommates in their room. All residential rooms, classrooms, and labs are air conditioned except for a few classrooms at Appalachian State University.

One goal of the Duke TIP experience is to give students the opportunity to meet people from many walks of life. Learning to live with others is an important component of this. Sharing a residence hall space with someone new can be exciting and create the opportunity to build lifelong friendships. We encourage you to embrace the opportunity to experience this with someone you do not know.

Duke TIP is unable to accommodate roommate requests. Just before students arrive, Duke TIP staff members make residential group assignments based on the gender, age, and interests of the students. This process is based on the information students provide on the roommate information form online.

Transgender or gender nonconforming students who have specific housing needs based upon their gender identity or gender expression may contact the Dean of Students at (919) 668-9100.

**KEYS AND IDENTIFICATION CARDS**
You will be issued a room key and Duke TIP ID card, which will provide access to the residence halls. If you lose your room key or ID card, you must immediately report the loss to your Residence Counselor. This card also serves as a meal card, a library card, and an access card to the residence hall. Duke TIP cannot be responsible for lost or stolen personal items, and students should keep their rooms locked at all times. The host campus will charge students for replacing cards or keys (often $100), and this charge will be billed to you at the end of the summer. If you depart campus without turning in your room key, you will automatically be charged a replacement fee. Our host campuses will not accept keys turned in after the end of the program. Individual rooms at the Marine Lab do not have locks so students should limit the valuables they bring.

**DIETARY ALLERGIES/DIETARY RESTRICTIONS**
All Duke TIP Summer Studies campuses provide a variety of á la carte options at each meal and include a meat and meatless entrée, salad bar, and other assorted items.

Menus are designed to accommodate vegetarian, gluten-free, and lactose-free diets, as well as many common food allergies. Before the first meal on arrival day, TIP staff will assist students with food allergies or dietary restrictions in understanding their food options.

Most Duke TIP sites are unable to offer kosher meals, but, when they are an option, the meals are prepackaged frozen entrées. Students requesting kosher meals are obligated to eat the frozen meals, but many students opt to eat “kosher-style” by selectively choosing items from the regular dining hall offerings.

Students who choose to eat the regularly prepared meals and do not require any specially ordered meals do not need to make any special arrangements.

Students who have severe or life-threatening allergies or dietary restrictions and students who wish to request kosher meals must contact the Coordinator of Accommodations at (919) 668-9100 by April 14 to discuss meal options.

**LIBRARIES**
While attending Summer Studies, students will have access to university libraries. The resources provided by these libraries greatly strengthen the academic experience of the program. Students may check out books by showing their Duke TIP ID card (though the check-out process may vary by campus). Students must take responsibility for returning any books they borrow. Duke TIP staff will not return books for students. Students will be charged fines for late books and replacement costs for lost books. Replacement costs can be $100 or more.

**ITEMS PURCHASED DURING THE PROGRAM**
While students should bring all necessities, items such as snacks, stationery, reading materials, notebooks, pens, pencils, magazines, and toiletries are available for purchase at all campuses.

**COMPUTER LABS**
Students will have access to computers for class-related research and word processing purposes. Access to email may be available on a limited basis, but students should not expect to check email daily. Students may bring laptop computers, but Duke TIP does not provide Internet access on personal computers and is unable to guarantee or support campus network access.

To discuss exceptions for students with disabilities, please contact the Coordinator for Accommodations at (919) 668-9100.
LAUNDRY
Coin- or card-operated washers and dryers are available on all campuses. Each washer and dryer load costs approximately $1.50. Residence Counselors will be glad to provide instructions on the use of the machines, and they will help students set up declining balance cards at the campuses that have card-operated machines. We suggest you add identification labels to clothes in case they are lost.

ATHLETIC FACILITIES AND TRAINING PROGRAMS
The residential staff schedules evening recreational and athletic activities, such as swing dancing, basketball, soccer, and Frisbee, depending on the available facilities. In addition, staff may lead supervised group runs before breakfast if there are appropriate facilities and interested students.
Duke TIP is unable to accommodate specific training needs, and Summer Studies students are not allowed access to campus weight rooms, swimming pools, or other athletic department facilities or equipment. Students are not allowed to swim recreationally.

MUSICAL INSTRUMENTS AND PRACTICE FACILITIES
Students may bring small musical instruments (clarinets, trumpets, etc.) that can be stored in their residence hall rooms. Music practice rooms are not available and students will have very little time to practice. Please do not bring large instruments (drums, harps, etc.) as there is no storage space available for them. Duke TIP is not responsible for loss or damage to instruments during the program.

MAIL SERVICE
Residence Counselors distribute mail each weekday. There are US Post Offices or mailboxes on or near each campus where students may purchase stamps and send mail. Specific information regarding mailing addresses will be provided in May.

Although Duke TIP staff distributes student mail, we do not accept responsibility for lost or stolen items. College and university mail centers do not operate on weekends and service may be slower than expected due to limited summer hours or staffing. Mail sent during the third week of the program may not arrive in time to be delivered to students before they leave, so family and friends should only send mail through the second week of the program. Mail or packages delivered after the end of the program will be discarded. Please do not mail or ship cash.

Because incoming mail is being relayed through a campus post office or another administrative office before it reaches the TIP residence hall, we cannot guarantee that overnight or express deliveries will arrive within the timeframe a delivery company may offer.

CAMPUS SECURITY
Under the Federal Campus Security Act (20 USC 1092f), prospective students may obtain a copy of the annual security report for any college or university using the contact information listed below. The security reports include campus crime statistics and the institution’s safety and security policies.

Austin College Campus Police
Jackson Technology Center, Room 100, 900 N. Grand Ave, Sherman, TX
(903) 813-2555
www.austincollege.edu/campus-life/police/

Appalachian State University Police Department
461 Rivers Street, Suite B, Boone, NC
(828) 262-2150
www.police.appstate.edu

Davidson College Police Department
Tomlinson Residence Hall, Davidson, NC
(704) 894-2178
www.davidson.edu/offices/public-safety/campus-police

Duke University and Duke Marine Lab
Duke University Police Department
502 Oregon Street, Durham, NC
(919) 684-2444
www.duke.edu/web/police

Georgia Tech Police Department
879 Hemphill Avenue, NW Atlanta, GA
(404) 894-2500
www.police.gatech.edu

Louisiana State University Police Department
South Stadium Road, Baton Rouge, LA
(225) 578-3231
sites01.lsu.edu/wp/lsupd

Rice University Police Department
6100 Main MS-551, Houston, TX
(713) 348-6000
www.rupd.rice.edu

Rollins College Campus Safety Department
1000 Holt Avenue, Winter Park, FL
(407) 646-2999
www.rollins.edu/safety/

Trinity University Police
One Trinity Place, San Antonio, TX
(210) 999-7000
www.trinity.edu/departments/safe/

University of Georgia Police Department
286 Oconee St. Suite 100, Athens, GA
(706) 542-2200
www.police.uga.edu

Wake Forest University Police
HS Moore Building, P.O. Box 7686
Winston-Salem, NC
(336) 758-5911
http://police.wfu.edu/
DUKE TIP COMMUNITY STANDARD

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 each student understands the level of behavior that will be expected.

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, plagiarize, 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, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, and age.

To ensure that students and parents understand Duke TIP’s expectations for student behavior, all participants must sign the statement prior to attendance at the program. A form will be provided for this purpose.

Nondiscrimination Policy

As stated in the Community Standard, students at all Duke TIP sites are expected to abide by Duke University’s nondiscrimination policy:

Duke University is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The university prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, or age in the administration of educational policies, admission policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. The university also does not tolerate harassment of any kind.

Further information, as well as the complete text of Duke University’s nondiscrimination policy, may be found at www.duke.edu/web/equity.

Academic and Social Conduct

Any student who demonstrates inappropriate or disrespectful academic or social behaviors (other than those resulting in immediate dismissal from the program) will be required to meet with Duke TIP staff members to discuss the problem. If improper behavior continues, Duke TIP staff will meet with the student and contact the student’s parents. If improper behavior continues after meeting with the student and contacting the student’s parents, the student may be asked to leave the program.

Dress Code

Duke TIP expects its participants to dress in a manner that is appropriate for a learning environment. In general, dress at Duke TIP sites is casual. Students will do a lot of walking on site and should bring comfortable shoes. Students should bring adequate clothing to participate in recreational and athletic activities (shorts, T-shirts, and closed-toe shoes). Some courses may require specific attire for certain activities (e.g., labs, court visits, and field work). Families will receive notification of any specific clothing requirements for the student’s course prior to the start of the program, if needed.

Students are prohibited from wearing clothing that displays offensive slogans or graphics, exposes undergarments, or is otherwise revealing. Students should refrain from wearing clothing that is unsafe for program activities, and clothing that advertises products or services that are illegal or illegal for minors. If staff determine that a student is not meeting these expectations, the student will be asked to change attire.

Room and Suite Policy

Students are only allowed to have their assigned roommates in their room at any given time. Duke TIP considers a student’s room a place where the student can rest and sleep after a long day of activities. Reducing the individuals permitted in the student’s room is intended to ensure students have a quiet space, while also contributing to personal safety. During free times, students may socialize and congregate in designated common areas at their Duke TIP site. Violation of the room and suite policy may be grounds for dismissal from the program.
VISITORS AND OFF-CAMPUS VISITS
To take full advantage of Duke TIP, students are encouraged to remain on campus for the full session to participate in all academic and residential activities and to interact with other students. Duke TIP discourages family and friends from making visits to campus and from taking students off campus, as this can diminish the program experience and can exacerbate feelings of homesickness. For the safety of students, staff members are trained to keep individuals not associated with the program away from Duke TIP participants.

Students are not permitted to go on any excursions or leave the program site alone.

Duke TIP will accommodate campus visits under the following conditions:

• Any planned visitors, including parents or guardians, must be listed on the off-campus permission form.
• The visitor must be at least twenty-one years of age and have a driver’s license or other photo identification.
• Students will sign out and sign back in to the program at the on-site office.
• Approved site visitors may not participate in TIP activities or stay overnight in TIP facilities.
• Students should not miss class time.

Duke TIP students are reminded that guests may not stay with them in a Duke TIP residence hall, and students may not invite friends, even former Duke TIP students, to come onto campus or participate in Duke TIP activities.

PROHIBITED ACTIVITIES
In a program as brief and intense as Duke TIP, it is important that behavioral matters be addressed promptly and decisively. While most student behavioral concerns are resolved through meetings with or intervention by Duke TIP staff, certain actions by students constitute clear-cut and serious violations of program policies and, in some cases, campus regulations and state or federal laws.

Students who engage in the following actions will be immediately dismissed from Duke TIP:

• possession of weapons of any kind
• possession, sale, or use of alcohol, tobacco products, illegal drugs, or paraphernalia of any kind
• social dishonesty, including, but not limited to, theft
• tampering with fire alarms

At our discretion, students who engage in the following activities may be dismissed from Duke TIP:

• violating host site regulations, policies, and procedures, or federal, state, or local laws, rules, regulations, or ordinances
• academic dishonesty, including, but not limited to, plagiarism
• failure to meet academic standards
• using profane language in any context other than when appropriate to an academic exercise
• reckless, disruptive, damaging, or otherwise uncontrolled behavior in the classroom or residence hall
• excessive damage to host campus property
• misuse of any electronic use privileges by such actions as visiting inappropriate Internet sites, sending inappropriate email messages, or disrupting computer operations
• traveling outside of the designated Duke TIP campus area boundary or leaving campus without permission or supervision
• risky behavior that endangers the student’s safety or the safety of others
• sharing prescribed medication
• swimming
• verbal or physical harassment of students or staff, including, but not limited to, bullying and playing pranks or practical jokes, including via electronic means
• fighting, including hitting or pushing another person, either as an aggressor or in response to the aggressive or irritating actions of another
• violating the room and suite policy by visiting a room that is not your own, or permitting another student to enter a residential room that is not your own
• interaction of a sexual nature or sexually suggestive manner
• possession of matches, lighters, candles, fireworks, or any other incendiary device
• tampering with fire extinguishers or hoses

PROHIBITED ITEMS
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. Students are not to bring the following items to Duke TIP:

• alcoholic beverages or illegal drugs
• drug paraphernalia of any kind
• weapons of any kind
• tobacco products, electronic cigarettes, hookahs, matches, or lighters
• candles, incense, or fireworks
• cars, mopeds, motorcycles, bicycles, scooters, skateboards, roller blades, or similar items
• pets of any kind
• refrigerators, cooking appliances, or televisions (some Duke TIP sites are equipped with TVs)
• large stereo equipment (iPods, mp3 players, and CD players are allowed)
• small magnetized toys or objects
• walkie-talkies
• desktop computers (laptops allowed; see computer labs on page 6)
Student Expectations and Policies

PHONES AND PERSONAL ELECTRONICS

Duke TIP allows students to bring Internet-enabled devices, including cell phones, laptops, iPads, tablets, and e-readers, as well as other non-Internet-enabled personal electronics, such as cameras. These devices can serve both a social and academic purpose. The responsibility to appropriately use devices falls on the student, and all students are expected to uphold the Digital Citizenship Agreement. To help ensure that the use of these devices does not interfere with students’ fully engaged participation in the program, as outlined in the Duke TIP Community Standard (page 8), students may use devices on a limited basis.

Social use of personal electronics is restricted to the following times:

- Monday–Saturday before class (7–8:30 a.m.); Monday–Friday afternoon free time (4–5 p.m.); Sunday 10 a.m.–noon; every day after evening activities, but before lights out (9–10:30 p.m.)
- Students may not use personal electronics after lights out or before 7 a.m.

Note: Because Duke TIP’s philosophy is one of total immersion, there may be times when students could use their personal device during the above window of time, but may choose not to so that they can engage in the on-campus experience. As such, consider coordinating with your child to find a time when you will check in once or twice a week. Additionally, please support your child in abiding by Duke TIP’s electronic use policy by refraining from texting or calling your student outside of the above stated times.

Academic use of personal electronics may be allowed in the classroom at the discretion of the Instructor or Teaching Assistant. Expectations of academic use are outlined in the personal electronic devices in the classroom section on page 3.

Duke TIP cannot guarantee Internet connectivity or cell phone service at any site. Please check with your service provider for information about coverage at the program site.

Please keep in mind that it is impossible for Duke TIP staff to maintain ubiquity in monitoring a student’s use of electronics, including the content a student may access. As digital citizens, students are responsible for their own actions at all times. Duke TIP will respond to incidents as we become aware of them; however, we cannot offer comprehensive supervision in this area. Please speak with your child about appropriate conduct with regard to the use of electronics, and instruct your child to inform a staff member if another student is sharing material that makes the student or others uncomfortable, or is otherwise using electronics inappropriately. Parents are solely responsible for monitoring their children’s activity on social networking sites. Duke TIP views the use of personal electronics as a privilege. If students do not adhere to the policy listed above, they may face consequences, including having their device confiscated and held in a secure location.

Duke TIP will not assume any responsibility for a student’s personal electronics, which includes, but is not limited to, cell phone bills and lost or stolen electronics. See the damages and charges section to the right.

BOUNDARY PRIVILEGES

Students who have completed tenth grade will be allowed to travel outside of the designated Duke TIP boundaries during certain times of the day if they have a signed parental release on file. When leaving TIP boundaries, fourth-year students must travel in a group of three or more and follow all procedures for signing in or out. Because of location limitations, this privilege does not apply to the Duke University Marine Lab.

DAMAGES AND CHARGES

Students are expected to treat property with respect. Any damages to Duke TIP or campus property caused by a student will be billed to that student’s family. Residence hall rooms are inspected before and after each session. In cases where damage to a shared residence hall room is not attributable to one student, the charge will be divided between both families. Students with outstanding bills for damaged or lost property, including library books, keys, and conference cards, will be prevented from enrolling in future Duke TIP programs. Students are responsible for their own personal property, and Duke TIP will not arbitrate disputes between or among families regarding compensation for lost or damaged personal property.

EMOTIONAL SUPPORT AT DUKE TIP

Occasionally, students deal with emotionally challenging issues. Duke TIP staff members are trained to assist students in adjusting to a new environment, a rigorous class schedule, and the challenge of being away from home for three weeks. However, Duke TIP does not have the facilities or staff to assist students experiencing serious emotional distress. Any student who exhibits behavior that is disruptive or may result in self-harm or harm to others may be required to leave the program.

DISMISSAL FROM DUKE TIP

Should a student be dismissed from the program, the On-Site Director will contact the student’s parents. Duke TIP does not make the decision to dismiss a student lightly; however, once the decision has been made, the student must depart from the program within twenty-four hours. Parents must make immediate student travel arrangements to retrieve their student at their own expense. Program fees will not be refunded.

BEHAVIORAL ISSUES AND FUTURE DUKE TIP PARTICIPATION

Duke TIP staff members evaluate each student’s academic and social behaviors at the end of the summer. Students with numerous and/or severely negative incidents may be refused future admission to Duke TIP programs.

Some students may be allowed to return to Duke TIP only after agreeing to certain conditions regarding their behavior. The parents or guardians of students who will not be allowed future admission to Duke TIP or for whom return is contingent upon certain conditions will receive an explanatory letter from the Dean of Students in the fall.

Please keep in mind that it is impossible for Duke TIP staff to maintain ubiquity in monitoring a student’s use of electronics, including the content a student may access. As digital citizens, students are responsible for their own actions at all times. Duke TIP will respond to incidents as we become aware of them; however, we cannot offer comprehensive supervision in this area. Please speak with your child about appropriate conduct with regard to the use of electronics, and instruct your child to inform a staff member if another student is sharing material that makes the student or others uncomfortable, or is otherwise using electronics inappropriately. Parents are solely responsible for monitoring their children’s activity on social networking sites. Duke TIP views the use of personal electronics as a privilege. If students do not adhere to the policy listed above, they may face consequences, including having their device confiscated and held in a secure location.

Duke TIP will not assume any responsibility for a student’s personal electronics, which includes, but is not limited to, cell phone bills and lost or stolen electronics. See the damages and charges section to the right.
Student Health and Safety

MEDICATION POLICIES AND PROCEDURES

In order to maintain a safe environment for students, Duke TIP has strict policies for handling and storing medications. Policies are subject to change each year and can vary from site to site depending on local regulations. Students who take medications during the school year should continue to do so as prescribed while at Duke TIP. The daily schedule and demands of our program require at least as much focus and energy as a typical school day. To have the greatest opportunity for success, students should maintain their medication schedules, even during the summer.

It is essential that you follow the instructions below if your student will require medications and/or injections while at Duke TIP.

1. Make sure all sections of the online student health profile have been thoroughly completed by parents and the student’s physician, and that the materials have been submitted to Duke TIP by the deadline.

2. Students should bring their medications to Duke TIP in the original prescription bottle labeled with the student’s name, the contents, and dosage information. Please ensure that you have enough medication to last for the full term, because it is often difficult to obtain refills without a parent’s signature. Students should also remember to pick up any unused medication before leaving campus. Duke TIP will discard forgotten medication at the close of the term.

3. Students are not allowed to keep medications in their rooms. Upon arrival at the site, students must turn in all medications to Duke TIP staff so they can be stored in a secure location in the health office (refrigerated if necessary). All medications, including over-the-counter products, must be stored in the Duke TIP medication room. Students must self-administer medications that are stored in the Duke TIP office in the presence of Duke TIP staff. The only exception to this policy will be for acne creams and urgent-need medication such as insulin, diabetic supplies, rescue asthma inhalers, and epinephrine devices, which students may keep with them. It is students’ responsibility to remember to take their medications. Duke TIP staff members will not administer any medications, except for epinephrine devices and glucagon in emergency situations.

4. Occasionally we have students who have medications that must be injected, and these medications are stored by Duke TIP in the medical room. If the student cannot self-inject, the medication must be administered by a licensed health practitioner only (not a Duke TIP employee). Students who cannot self-inject and who require any type of injected medication (such as allergy shots) will be taken to the student health clinic or physician’s office where a licensed health practitioner will administer the shots. Access to regular administration of injected medicines is only available Monday through Friday during regular business hours. There may be an additional fee for this service, determined by the number of injections needed. Parents are responsible for scheduling any needed appointments for injections for their student at a local medical facility within a ten-mile radius of the Duke TIP campus their students will be attending. Duke TIP staff will provide transportation to and from the scheduled appointment.

For medication-related questions or to discuss your student’s medical needs or scheduled appointments, please contact Duke TIP’s Coordinator for Accommodations at (919) 668-9100.

DISABILITY-RELATED INFORMATION

If your child has a disability and would like to receive consideration for reasonable accommodation, contact the Coordinator of Accommodations at (919) 668-9100. For your child to receive consideration, you must have documented verification from a licensed physician, psychologist, or other qualified professional.

The Duke University Student Disability Access Office deals only with disabilities, and not with medical conditions that do not rise to the level of a disability under the Americans with Disabilities Act. For more information on documentation guidelines, visit the Duke University website at www.access.duke.edu/students/index.php.
HEALTH SERVICES AND INSURANCE

At most program sites, Duke TIP has an agreement with either on-campus student health services, a local clinic, or urgent care facility to provide a level of basic health care at no cost for students. This basic care includes office visits during normal operating hours for colds, flu, etc. Your own health insurance must be used to cover additional services and items, such as specialist referrals, X-rays, splints, stitches, and prescription medication. Health insurance must also be used if the time of day or extenuating circumstances necessitates a visit to a health care facility (urgent care or an emergency room) with which TIP does not have a prearranged agreement.

Every participant is required to complete a health profile and to provide documentation of health insurance coverage. Please ensure that your medical coverage is valid and can be accepted in the state where your child is participating in TIP. If the coverage is not valid outside of your home state or you do not have health insurance from an approved provider, you must buy short-term insurance for the duration of the program. Verification of coverage must be sent to TIP at least three weeks prior to the start of the program. Duke TIP does not endorse any particular plan; however, information about short-term health insurance can be found within the online health profile you must complete. Payment and the insurance application should be sent directly to the insurance company. Duke TIP does not process your insurance application or claims.

Parents should be aware of the status of family insurance deductibles for emergency and other medical services.

ILLNESS OR INJURY WHILE ATTENDING DUKE TIP

If a student is injured or becomes ill while at a Duke TIP site, the On-Site Director is notified immediately. Depending on the severity, emergency medical services (EMS) may also be called. For an injury or illness that requires a clinic visit, students will be transported to that facility. For a more serious injury or illness, students will be taken to the emergency facility of the nearest hospital. In that event, the following procedure has been implemented:

1. Depending on the severity of the illness or injury, Duke TIP will attempt to contact the parents of affected students to allow them the option of taking their child to the doctor or health care facility. If the situation is severe or the parents cannot be reached within fifteen minutes, Duke TIP staff will escort the students to the appropriate health care facility.

2. While the students are on the way to the facility, a Duke TIP staff member will attempt to notify parents and/or the individuals listed as emergency contact. (If the parents or emergency contacts are unavailable, the online student health profile may be the only assurance that the children will receive treatment immediately.)

3. Duke TIP will request that the treating physicians contact the parents to advise of a diagnosis and/or treatment that has been provided. Because we cannot predict situations that might arise, completion of the online student health profile is essential. In case of an emergency, the student health profile will be taken to the clinic or hospital as a guide for the health care provider. If medical or emergency contact information has changed since completion of the online student health profile, please be sure to provide Duke TIP with updated information as soon as possible.

4. After the students return to the Duke TIP site, they will be asked to call home to report their condition.

EMERGENCY FUNDS

Parents should be aware of the status of family insurance deductibles and prepare their students to pay for emergency and other medical services not covered by Duke TIP. Most emergency rooms will arrange payment by credit card over the phone, but parents may wish to consider providing extra money for student use in case of an emergency or for any newly prescribed medicines they may need.
Travel

MAKING TRAVEL PLANS
Arrival and departure times, as well as airports, are listed in the chart below. Driving directions and campus information will be posted to your online account in May. Students arriving by plane should come to baggage claim to meet staff. Information for students flying as unaccompanied minors is provided on the next page.

ARRIVAL DAY
- Check-in begins at 9 a.m. on the first day of the program, and student dinner and orientation begins at 5 p.m. Signs will direct you to the Duke TIP registration area, and Residence Counselors will assist students as they settle into assigned residence hall rooms.
- An optional parent question-and-answer session will be hosted on campus by the On-Site Director and instructional staff at 2 p.m. Location information will be provided at registration.
- If you are accompanying your student to campus, please plan on eating lunch together. Dinner is the first full meal provided for participants. Parents should depart campus no later than 5 p.m. so participants can begin orientation.

DEPARTURE DAY
- Students departing campus by car should leave between 9 a.m. and 3 p.m. on the last day of the program. Students departing by plane should book flights with departure times between 7 a.m. and 3 p.m. Marine Lab students should book flights with departure times between 9 a.m. and 2 p.m.
- Instructor-parent conferences are available on the final day of the program. This meeting can be held in person or over the phone. You can register for an end-of-term Instructor-parent conference on arrival day or you can call your campus on-site office during the program. The office number will be posted to your online account in early May.

PLANNING ARRIVAL AND DEPARTURE FLIGHTS
Please purchase your airline tickets as soon as possible. We ask that families strictly adhere to the arrival and departure guidelines when making travel plans. With limited staff and transportation options, our staff is unable to accommodate flights outside the times stated. Duke TIP cannot assume responsibility nor provide housing, meals, transportation, or supervision for students arriving before or departing after the listed program dates.

Students arriving by plane should follow signs to the baggage claim area where Duke TIP staff (wearing Duke TIP staff T-shirts) will meet them. Students will wait in this area for chartered buses or vans to take them to campus. While we make every effort to transport students as soon as possible, the large volume of students may require them to wait with TIP staff for several hours. Please make sure your child has money on hand to purchase snacks or a meal in the airport during travel and waiting times. Note: because of the longer distances between the designated arrival airports and the Duke Marine Lab (170 miles) and Appalachian State University (120 miles), the waiting times at the airport may be longer.

Note: If your child’s arrival or departure times deviate by more than one hour from the arrival and departure range stated above, you must call admissions at (919) 668-9100 for approval before you purchase your tickets. We cannot guarantee transportation otherwise. Duke TIP only uses the airports designated in the chart for specific sites. As such, please use the designated airport for your site. Duke TIP only provides supervision and transportation on arrival day and departure day at the airports—and during the time-frames—designated in the chart below.

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<tr>
<th>Campus</th>
<th>Location</th>
<th>Airport</th>
<th>Term 1</th>
<th>Term 2</th>
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<td>Appalachian State University</td>
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<td>Charlotte Douglas International (CLT)</td>
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<td>Austin College</td>
<td>Sherman, TX</td>
<td>Dallas/Fort Worth International (DFW)</td>
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<td>Davidson College</td>
<td>Davidson, NC</td>
<td>Charlotte Douglas International (CLT)</td>
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<td>Duke University East Campus</td>
<td>Durham, NC</td>
<td>Raleigh-Durham International (RDU)</td>
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<td>Arrival: July 9</td>
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<td>Louisiana State University</td>
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<td>Rice University</td>
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<td>William P. Hobby (HOU) only, not IAH</td>
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<td>Wake Forest University</td>
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INTERNATIONAL STUDENTS

Though we understand the difficulty of arranging international flights, we cannot accommodate early arrivals and late departures. Our residence halls open at 9 a.m. on arrival day and close promptly at 3 p.m. on departure day. If you cannot arrange a flight for arrival or departure day, you may arrive up to twenty-four hours late and/or depart from the program early.

UNACCOMPANIED MINOR STATUS

An “unaccompanied minor” is a status designated by an airline that denotes a child who flies with specially arranged airline supervision, either because the airline deems the child to be too young to travel alone, or because a parent specifically requests additional airline supervision. Unaccompanied minor status only applies once parents have paid an extra fee for this additional level of supervision. The fee and age range for this designation vary among airlines.

Duke TIP recommends that parents understand the unaccompanied minor designation, the implications and rules of these policies as determined by their airline provider, and whether or not their children will travel as an unaccompanied minor.

Typically, a student traveling as an unaccompanied minor:
• must have picture identification; the airline can provide guidance as to acceptable forms of identification
• is not allowed to travel on the last flight of the day
• may be required to travel with the same airline provider from the city of origin to the destination
• may not be eligible for connecting flights
• will be met at the arrival gate (not at baggage claim) by a Duke TIP staff member on arrival day
• will be escorted through security and to the departure gate on departure day

Determining and arranging unaccompanied minor status:
Each airline sets its own policy for unaccompanied minors based on the age of the child and other factors. To determine if your airline requires children to fly as an unaccompanied minor or for parents seeking additional supervision for their children, we recommend you consult with your airline. The information above is a general guideline for unaccompanied minor designation, and we urge you to review the information above and to consult your airline before arranging air travel for your child.

If your child will fly as an unaccompanied minor, please complete the following the steps:
• Clarify with the airline what restrictions apply to your child to ensure your child can arrive and depart within Duke TIP’s designated time frames.
• Once you pay the fee for the unaccompanied minor status for both arriving and departing flights, the airline will require the name, address and telephone number of the Duke TIP staff person meeting your child at the airport on arrival day and escorting your child through security on departure day. Duke TIP will not have this information at the time you purchase your ticket. At the time of purchase, please provide the following information to the airline as a placeholder: Paris Andrew, Dean of Students, 300 Fuller Street, Durham, NC 27701, (919) 668-9100.
• On the days listed below, call your campus on-site office to request the names of staff who will escort your child on arrival and departure day. You will receive the on-site office numbers in May. On-site offices will be open and have staff names available beginning at:
  • for Term I arrival: 10 a.m. on the Wednesday prior to arrival
  • for Term II arrival: 10 a.m. on the Thursday prior to arrival
  • for all departures: 10 a.m. on the Wednesday prior to departure

Then call the airline to update the name of the Duke TIP staff member who will be picking up your child from the airport for arrival day; repeat for departure day.

Please complete your child’s transportation information in the online student portal, and in addition to providing arrival and departure information, note that your child is traveling under the airline’s unaccompanied minor status.

If your child will not fly as an unaccompanied minor: please complete the transportation information online with arrival and departure information and Duke TIP staff will meet your child in baggage claim of the designated airport.
ABOUT DUKE TIP

The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth. As a global leader in gifted and talented education, Duke TIP works with students, families, and educators to identify, recognize, challenge, engage, and help students reach their highest potential.