

# Duke TIP

TALENT IDENTIFICATION PROGRAM

## Parent and Student Guide

# Business Leadership ~ Belize ~



# 2009 International Field Studies

**Parents: Please copy important information**

# Duke TIP

TALENT IDENTIFICATION PROGRAM

## Business Leadership in Belize July 10 – July 24, 2009

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Spring 2009

Dear Duke TIP Summer Program Participant:

It is with great enthusiasm that we welcome you to Duke TIP Summer Programs for high school students 2009. We are glad that you have chosen to spend your summer with Duke TIP. Hopefully, your academic adventure will be among the most influential experiences of your life.

To help you make the most of your experience with Duke TIP this summer, please read this guide thoroughly. The information in this guide will help you prepare for the program both mentally and physically. Your summer experience is not a vacation and will include many new challenges, so you should do all that you can to be prepared. Pack your bags lightly and with the correct clothing and equipment. Complete any required reading or assignments that is asked of you by the instructor; depending on the course you have chosen, the syllabus will be sent to you in late May or early June. Finally, know the rules and guidelines for the program, which can be found on pages 26-28 of this guide.

The information in this guide will benefit you at home and in the field. You should bring this Parent/Student Guide with you to your program site. Please make sure that your parents have copied necessary information (emergency and contact information) from this guide before you leave. You can also find this guide on our Website.

We have tried to give you as much information as possible before the program starts, but there will be many things that you will simply have to experience for yourself. You will be called upon to adapt to many changes, including weather, living conditions, and food. We will rely on you to keep an open mind, be flexible, and make the necessary adjustments. Remember that you will be a representative of Duke University and your behavior and attitude will reflect on the University. We are very proud of Duke and expect each of you to represent us well.

You are about to embark on an exciting and challenging journey. We hope that you will enjoy your time with us. If you have any questions before the program begins, please call us at (919) 681-6519.

Sincerely,



Hollace L. Selph  
Senior Director, Educational Programs



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.

## **Business Leadership in Belize** **~ Program Overview ~**

### **EDUCATIONAL MODEL**

Duke TIP Field Studies are highly selective courses with limited slots available. Each program has three to six staff members who remain with the students throughout the entire course. This staff team is composed of an instructor, academic/residential assistants, and in some cases a full-time administrative staff. Many of our instructors hold Ph.D.s or advanced degrees in their academic fields and may be professors or doctoral students from leading universities, while some instructors are exceptional secondary school teachers from across the country.

Small classes, experiential learning environments, and the academic enthusiasm of the staff combine to make each Field Study an amazing learning opportunity for high school students.

### **ACADEMICS**

A Duke TIP Field Study is much more than just a science or humanities class. This is an authentic academic experience, much like a college field study course. Although these courses are not offered for academic credit, the academic material offered in these courses will satisfy the intellectual hunger of the most ardent learner. Students who are selected to participate in one of these courses will receive detailed correspondence from the instructional staff several weeks before the start of the program. The instructions may contain a preliminary assignment that must be completed before the beginning of the course. During the course, a variety of teaching styles will be employed to help students benefit most from their coursework in an enjoyable and accessible manner. Evaluative assessment instruments will be used so students can measure their progress; however, grades are not earned for these courses. Unlike traditional classes, students do not learn in competition with each other or for the purpose of receiving a grade. Rather, students work in cooperation to excel beyond their own self-perceived limits. While it is very likely that any motivated student would do well in this kind of environment, these courses have been created specifically for academically gifted students.

### **THE COURSE**

The focus of this course is Business Leadership and participants will study leadership styles, theories/models and skill building as well as gain an understanding of their own personality style and strengths as a business leader in today's increasingly global world. Students will be asked to research and analyze one of three academic areas: Ecotourism; Energy-Oil; and Technology. At the culmination of the program, student teams will present group projects on their chosen topic. As with any Duke TIP academic course, students will have a strong residential program consisting of such activities as hiking in the rainforest, visiting an important Mayan archeological site and viewing the incredible wildlife in Belize. These residential activities create a close and lasting learning community as well as provide an experience that is fully immersed in the local culture and beautiful sites of Belize.

- Meet with Belizean business leaders and use Belize's emerging economy to study business models and gain the leadership skills necessary to create successful partnerships on a global scale.
- Study leadership theories, models and styles with gifted Belizean students in their country of origin
- Gain an understanding of how personalities and strengths translate in an increasingly competitive and interconnected business climate.
- Work alongside Belizean peers to research and analyze one of three areas important to Belizean society: ecotourism, energy and oil, and technology.
- Present research findings during the program's culminating symposium.
- Visit local Creole towns, observe the astonishing wildlife of Belize, and explore a Mayan archaeological site.

### **A Typical Day**

Most days will begin with formal instruction which including group discussions, lectures and hands-on activities. On many days, students will take field trips to local businesses and institutions that specialize in ecotourism, energy/oil or technology. Participants will hear guest speakers and learn from experts as well as enjoy the cultural aspects of Belize. Each evening students will analyze their reaction to and understanding of the day's field trip and delve deeply into the subject of business leadership as well as engage in community-building residential activities.

## Life in Belize

### DANGRIGA, BELIZE

The Central American country of Belize is the ideal venue for studying Business Leadership against the backdrop of an emerging economy which for generations has been based largely upon agriculture and tourism for generations. After landing in Belize City, students will travel by road through green flatlands and the Maya Mountains to the coastal town of Dangriga. The town is the epicenter for the Garifuna people and their rich cultural traditions, but also boasts Creoles, Mestizos, and Asians peoples, adding to its rich cultural tapestry. Within easy traveling distance of Dangriga are several mainland and island resorts, a Jaguar reserve, and major agric/aqua-culture industries; Belize's emerging oil industry is centered in an area approximately two hours away. The classes will be held at the Petters Research Institute in Dangriga. The institute, which was founded by Duke Professor, Dr. Arlie Petters, is an interdisciplinary center of excellence in the application, theory, and pedagogy of mathematics, science, and technology, and it is also known and highly regarded for its synergistic ties to leadership science, business innovation, and entrepreneurship.

### LODGING

One goal of the Duke TIP experience is to give students the opportunity to meet people from all over the world. Learning to live with others is an important component of this experience. Therefore, we do not accommodate requests for specific roommate assignments. Residential assignments are made by the Duke TIP staff and are based on gender and age. Because of the small group sizes, students can expect to share a room with students who are in grades 10-12.

Members of the Duke TIP staff, selected and trained to work with high school students, will always be on-site to assist students or socialize with them. The staff also stays in the living quarters with students. The Teaching Assistants (TAs) / Residential Counselors (RCs) will be advising students and supervising them during evening and weekend activities. The TA/RC is the first person with whom students should speak if they have any problems or concerns. The Instructor and Group Leader are also available if the student would like to talk or has concerns about their studies.

Chaleanor Hotel <http://www.toucantrail.com/Chaleanor-Hotel.html> is a family run operation located in the center of town and within walking distance of Petters Research Institute and a block and a half away from the Caribbean sea. The name of the hotel was created by combining the names of the owners (Chad and Eleanor). Students will be housed in double and triple rooms with a private bath in each room. Linens and towels will be provided. Rooms will have air conditioning but participants are expected to turn off the A/C and lights when leaving the room. The rooftop boasts a dining area where students will enjoy most breakfasts and dinners. The rooftop has beautiful views of the Mayan mountains and the Caribbean sea.

Clarissa Falls Resort <http://www.clarissafalls.com/> is located in the Cayo district where students will visit Mayan Archaeological Ruins and tour the location where oil was discovered on Menonite land. This resort is next to a beautiful river and the "falls" can be seen from the resort. This tranquil country-side resort is home to many "pets" such as geese, a parrot and even a toucan, Belize's National Bird. Students will enjoy sumptuous family-style meals in the dining area while taking in the beauty of the Belizean countryside.

## **WEATHER AND PHYSICAL CONDITIONS**

Belize has a tropical climate with pronounced wet and dry seasons, although there are significant variations in weather patterns by region. Average temperatures in the coastal regions are 80-90°F in July with high humidity. The seasons are marked more by differences in humidity and rainfall than in temperature. Although it is the rainy season, these showers of blessing are sporadic and short in duration. Students will be walking about town as well as on field trips and should be physically fit. It will be quite hot and humid which may cause students to become tired easier.

Belize has experienced tropical storms and hurricanes in the past. For more information about the history of hurricanes in Belize, please visit <http://ambergriscaye.com/hurricane/>

## **SAFETY, HEALTH, AND EMERGENCIES**

All Duke TIP programs are designed with the utmost concern for student safety. Students should be aware that the surroundings and culture of Belize may be different than that to which they are accustomed. Participants must follow all safety rules, as explained by staff members. A student may not leave the supervision of a staff member unless the instructor has given him or her specific permission. Students are not permitted to go on any excursions alone or without obtaining permission from a staff member. Upon arrival at the program site, students will be provided with specific instructions for safety, including what to do in the case of an emergency or if a student is lost. Please listen carefully and learn all instructions. If students have any questions they should ask the Instructor, Group Leader, or RC/TAs.

If a student is involved in an emergency situation, the appropriate staff member will immediately contact the student's parent/guardian. If parents will be leaving home for an extended time while the student is in the program, they should give the group leader a telephone number where they can be reached, or the number of another relative who will know how to contact them. Please note any special notification arrangements on the enclosed Medical History Form. If parents need to reach their child because of an emergency at home, they should use the phone numbers located in the "*Important Phone Numbers for Parents*" section. During orientation, students will receive a great deal of information pertaining to safety and health precautions. This will be reiterated throughout the Field Study in Belize and our staff will expect students to be vigilant in their awareness of their surroundings.

A visit to a physician or a travel clinic would be wise prior to the trip. Often 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.

Students should take care to be very respectful of the Belizean culture and its people. If a concern arises, this should be brought to the Group Leader's attention immediately. Students should not engage in a disagreement with anyone. Students need to be careful not to voice opinions that could be considered offensive, remembering that they are there to observe and absorb the culture, not change it. It is important to be mindful that even joking around could be offensive, so it should be avoided.

## 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 travel clinic about recommendations they might have regarding healthcare while traveling to Belize. In addition, we suggest that students and parents consult the Center for Disease Control (CDC) website for more information regarding travel to developing countries. 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

English is the official language of Belize, although Spanish, Creole, Garifuna and Maya are widely spoken throughout the country.

## MEALS

Meals and food arrangements in Belize 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 Belize.

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, Belizean food is not spicy. The staple is beans and rice, which will be served at most meals. In addition, the restaurants and caterers 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. Most breakfasts and dinners will be eaten at Chaleanor. Most lunches will be eaten at Petters Research Institute.

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.

Most breakfasts and dinners will be eaten at Chaleanor. Most lunches will be eaten at Petters Research Institute. Students must drink bottled water at all times and should refrain from drinking water from the tap. There is a slight possibility that a participant might pick up a stomach parasite or giardia. This can be avoided by not ingesting hand-picked fruits and vegetables without cleaning them properly. The symptoms could include stomach discomfort, diarrhea and anal itching which could occur up to 3 – 4 weeks after exiting the country.

## MONEY

Before leaving home, students should discuss a financial budget with their parents. The tuition for the program includes lodging, admission to excursion sites, meals, and transportation. Students will only need money for laundry, and any purchases they plan to make for such things as gifts, souvenirs, personal items, optional activities, or snacks. Plan a budget for the program and stick to it.

Most students will find **\$400** to be an adequate amount for the Belize program. Parents should consider sending additional “emergency” money with the student should there be unexpected occurrences such as cancelled or delayed flights. Students may want to bring more if they are planning to purchase a lot of souvenirs or take advantage of participating in extra activities. **Students will need to retain approximately \$40.00 (USD) to pay for the exit tax at the airport.**

Students are discouraged from giving money to anyone asking for money as it is likely that they will be continually requested for money in the future.

**In addition to bringing enough money to cover individual expenses while abroad, students also need to be sure to bring money in a format that is both reliable and convenient.** Below is a list that Duke TIP recommends to students and parents when planning how to carry their spending money:

### 1) Traveler’s Checks

- Traveler’s checks are accepted in limited places in Belize. **Should students chose to bring traveler’s checks, they must HAVE A BACKUP PLAN. Please do not use traveler’s checks as the only method of transporting money.** Students should plan to bring a portion of their money in cash for use at small shops and while traveling.

### 2) Cash

The Belize Dollar (BZ\$) has a fixed rate of exchange of BZ \$2 to US \$1.00 All resorts, restaurants, and tour operators will accept U.S. currency (not change). Duke TIP does not recommend that students plan to bring **all** of their spending money in the form of cash. However, **students should need to bring a portion of their money in cash.** There will also be expenses such as small purchases during travel to/from the program and as a backup plan in the event that their ATM/debit/credit card or traveler’s checks cannot be used immediately. In addition, please remember the following:

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

### 3) ATM/Debit or Credit Card

When using credit cards in Belize, most establishments may add a service charge to the bill. It would be wise to purchase a prepaid Visa card with a limited amount of money on it as **Duke TIP will not allow students to receive wire transfers**. If students are bringing a debit or credit card they should be aware of the following:

- Students or parents should contact the local bank or crediting agency to notify them of the travel plans. On occasion, if a bank or credit card company is unaware of travel plans, they may suspect someone else is using the account and suspend service. Although this service is for fraud protection, it does cause a delay in being able to access money
- Students or parents should talk to the local bank or crediting agency about the PIN to make sure it will work in foreign countries. Some PINs (sometimes those starting with a “0”, for example) will not work while abroad and students will have to select a new number. Students should **NOT** plan to bring a debit/credit card that has been issued in their parent’s name. Increased security has made it nearly impossible for students to be able to consistently use a parent’s card, even if they have the same last name and a permission note. Students should have a new card issued in their name

**Students should HAVE A BACKUP PLAN. Students should not use an ATM/debit/credit card as the only means to access money.** Students should plan to bring a larger portion of their money in cash for use while traveling.

### 4) Other Important Details

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

## **LAUNDRY**

Laundry facilities are located within a short distance from Chaleanor hotel. There is a small fee and clothing will be washed, dried and folded. Student should allow sufficient time for laundry services.

## **COMMUNICATION**

### **Telephones**

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

If students and parents 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. Also, if the student is planning to call home, Duke TIP recommends that the student purchases an international calling card in Belize. Students and parents should also remember the time difference between the U.S. and Belize.

Duke TIP *does permit* students to bring cellular telephones to the program. However, most cell phones are not automatically set up to work internationally. **It is recommended that students plan on their phones not being functional while in Belize and prepare by buying an international calling card.** Please be aware that although Duke TIP does permit students to bring cellular phones to the program, students are *strictly prohibited* from bringing them to or using them during class. Also, Duke TIP does not assume responsibility for additional charges incurred due to roaming or exceeding the usage limit of a cellular account. It is recommended that students or parents check with their cellular service provider to determine if the area in which the student will be located is included in the existing plan.

***Special Note regarding International Calling Cards:***

Students can purchase an international calling card in Dangriga that can be used on any pay phone in country. Calling cards purchased outside of Belize will not work in country, so students need to wait until arriving to purchase a pre-paid calling card.

**Internet**

An internet café is located a short distance from Chaleanor hotel, near the laundry service. Students will have extremely limited internet access and should plan accordingly. Students should not bring a laptop.



## **LOSSES/DAMAGES**

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

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

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

## **Travel Preparations**

### **INSURANCE AND MEDICAL INFORMATION**

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

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

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

U.S. Citizens:

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

Non U.S. Citizens:

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

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

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

### **PASSPORT**

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

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

Students must have a valid passport. If a student has been issued one previously, be sure to check to see that it is still valid. It must be valid for a minimum of 6 months after the return date of the trip (in this case, January 24, 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 Belize 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 Belize. 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 <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 office 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. For example, if tropical storms or hurricanes were an issue, we might have to cancel. Therefore we recommend that you have trip insurance. 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 Belize Field Study will meet Duke TIP staff at the gateway airport – Houston George Bush Airport (IAH) before departure for Belize. 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 IAH 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 IAH 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 IAH 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 IAH may not arrive in time to meet the group. If Dr. Charles has not approved an exception, Duke TIP staff will depart IAH 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 IAH Airport by car should simply plan to meet the group at the international departure gate. Students should plan to arrive at IAH 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. Nicki Charles at (919) 681-6519 or the main office at (919) 668-9100 immediately so all staff are aware of the correct travel plans of each student.**

*The information students provide is essential to ensure that a staff member is present at the gateway airport prior to the arrival of the first student and after departure of the last student.*

## **INTERNATIONAL TRAVEL (TO/FROM BELIZE)**

Duke TIP has secured a group reservation with Gale Gentry Travel for the group's international flight to and from Belize. 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 cancelled. 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**

July 10, 2009	Depart U.S. for Belize, Arrive in Belize City in the afternoon. Private bus to Dangriga Town.
June 10 - 15, 2009	Group stays at Chaleanor Hotel, Dangriga Town
June 15, 2009	Group stays at Clarissa Falls while visiting Cahal Pech, Xunantunich, San Ignacio and Spanish Lookout
June 16 - 23, 2009	Group stays at Chaleanor Hotel, Dangriga Town
June 24, 2009	Depart Dangriga for morning flight from Belize City

## **DEPARTURE FROM PROGRAM**

As with arrival, Duke TIP staff will travel with the students from Belize to Houston George Bush Airport (IAH). Students departing Houston George Bush Airport (IAH) 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 the destination city allows enough time (minimum of two hours) for the student to clear U.S. Customs prior to departure. **Due to the large size of the group traveling together for this program, it is essential to allow students a minimum of two hours connection time in Houston to be able to clear U.S. Customs and get to their domestic departure gate in time.**

Students departing Houston George Bush Airport (IAH) by car can be picked up in the baggage claim area upon the arrival of their flight. Parents should make every effort to pick up their child in order to avoid a lengthy wait at the airport.

## **Packing for the Program**

### **GENERAL PACKING ADVICE**

**By all means, travel light!** Students should be prepared to carry or wheel their own luggage, and should not bring more than can comfortably be carried. Students should also plan to bring a backpack to carry class materials and for use on hikes.

If students are traveling via air, they should check the Transportation Security Administration (TSA) <http://www.tsa.gov/> guidelines regarding rules and regulations. In the past year, the rules on carrying liquids have changed on numerous occasions. Students should have updated information about weight restrictions as well. Domestic (U.S.) and international weight allowances differ, so students should make sure they have up-to-the-minute knowledge prior to departure. Some airlines also require you to pay for bags, so students should check out airline regulations prior to the trip.

Students should be aware that it may be difficult to find the proper sunscreen or insect repellent with DEET while in Belize. Students should bring an ample supply with them.

### **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 Field Study in Belize.

## *Clothing Items*

- 1-2 sets of street clothes for travel to/from U.S.**
- Hiking Boots** (Lightweight ones are best)
- Tennis shoes** (for in town and outside of class)
- Undergarments**
- Sleeping clothes/pajamas**
- Lightweight wool sweater, windbreaker 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)
- Waterproof rain jacket with hood**
- (Not an umbrella)
- Soft, wide-brimmed hat** (to keep away insects; protection from sun/rain)
- 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
- 1 - 2 pairs of lightweight cotton or cotton/nylon blend pants (for tropical weather)**
- 3 - 4 pairs of lightweight shorts** (Please 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**
- 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**
- 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, inexpensive camera is preferable)
- Film** (5-6 rolls, 400-800 speed is best for a variety of conditions) and memory card
- Sketchbook**
- Deck of Playing Cards**
- Earplugs** (if the student is a light sleeper)
- Binoculars**

***Medication, drugs or pills*** (All medication must be accompanied by a copy of the Medicine Request Form. The original request must be attached to the Duke TIP Medical History Form and sent to the Duke TIP office by April 17, 2009.)

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

Beyond our suggestions of what to bring, there are particular items that students are **not permitted to bring**. Duke TIP reserves the right to confiscate prohibited items for the duration of the program. Duke TIP cannot assume responsibility for loss or damage to confiscated items. Possession or use of certain prohibited items may result in dismissal from the program. Pay as close attention to this list as the previous one:

- ***Alcoholic beverages or illegal drugs*** (Violation of this rule will result in immediate dismissal from the program. The student is responsible for all additional travel expenses and no part of the program fee will be refunded.)
- ***Weapons of any kind***
- ***Cigarettes, other tobacco products, matches, lighters, incense, or candles***
- ***Computer equipment*** (unless otherwise specified by instructor)

**Remember: No inappropriate clothing such as halter tops, short skirts/shorts or t-shirts with inappropriate slogans will be permitted. If students bring inappropriate clothing 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 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 leave the site with anyone (including a relative or family friend) and may not leave the supervision of the staff without explicit permission from the Instructor. Duke TIP will not assume liability for any visitor. Therefore, visitors are not allowed.
- Students must follow additional guidelines presented by the staff and any other instructions deemed necessary at any other time during the program.

## **ACADEMIC DISCIPLINE**

Students accepted into a Duke TIP educational program are expected to work to the best of their abilities. **Most likely, students will need to work harder during this time period than ever before. Although students will enjoy exciting adventures outside the classroom, the academic work takes priority.** If a student's work or involvement in the course is unsatisfactory, he or she will first meet with the on-site staff to resolve the situation. In the case of continuing academic or social difficulties, the Group Leader will notify the Duke TIP office to discuss solutions, and the student's parents will be contacted. Duke TIP reserves the right to dismiss a student for poor effort (are you speaking of academic discipline in general?) 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.

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