For Accepted Students Handbook
Brown Leadership Institute
Getting Started

*Congratulations on your acceptance to Brown Leadership Institute!*

We created this welcome packet to help you prepare for your arrival and ensure an enriching and rewarding time here on campus. Please review this information carefully, and let us know if you have any questions.

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I. A Note to Parents, Guardians, and Students

Welcome to Brown Leadership Institute!

Attending a summer academic program at a college or university is a significant event for a high school student—and no less so for their parents/guardians. We are mindful that parents/guardians and students share in the excitement and exhilaration upon learning of the student’s acceptance into the program, but that in addition, many parents/guardians and students also have some anxieties. We hope that this For Accepted Students document communicates not only the excitement of the program but also addresses your concerns. And we are always happy to talk to parents, guardians, and students to answer any questions that you may not find an answer to within these pages.

Maturity and Independence

Independence is central to students’ time at the Brown Pre-College, and for many students, this level of independence will be a new experience. They will need to find within themselves self-discipline to manage their time, set their priorities, and be mindful of such things like eating balanced meals, getting enough sleep, and doing their own laundry—all without parental assistance. The Pre-College programs at Brown are a great opportunity for a bright, motivated young person to practice managing their daily life in a supportive environment.

This combination of rigorous academics and personal independence most certainly prepares pre-college students for the challenges of college life. Indeed, students and their parents/guardians have often said that the best part of the program was the personal growth that occurred. When pre-college students successfully complete a program at Brown, they emerge with renewed confidence that they will be able to make a successful adjustment to college life.

Supervision

Students will learn quickly how—and how necessary it is—to balance their academic responsibilities with responsible living in a community of like-minded peers. They do so with the help of a team of carefully selected and trained staff, including Brown University’s professional Community Directors (CDs), Residence Directors (RDs) who are currently enrolled in Master’s degrees in student affairs, and undergraduate Leader Fellows, who also live in the residence halls. These skilled and caring staff help students learn how to balance the competing demands of an exceptionally rich and rewarding academic and social life, and serve as a resource for everything from guiding students to resources around campus to aiding them in negotiating roommate conflicts. Our primary goal is to create a safe atmosphere which supports student success, and the residential staff’s emphasis on community-building and individual responsibility encourages students to develop the necessary skills and capacities in a way that is as enjoyable as it is rewarding.
Students, we are thrilled you have decided to attend the Brown Leadership Institute! We look forward to engaging with you in a robust academic program balanced with activities, meeting new friends, and discovering your capabilities!

Parents and guardians, we are looking forward to having your child on our campus this summer, and thank you for allowing us that privilege! For local accommodation and activity information, visit our "Exploring Providence" page.

II. Next Steps

You will receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. As you work through the steps, it is recommended that students and parents/guardians write down all usernames and passwords. Included in the checklist are University account activation, bill payment, forms completion, and an online tutorial that reviews Brown’s values and policies.

Forms can now be submitted electronically through DocuSign, an electronic signature provider, where you can digitally fill out and sign our required forms and waivers. Forms include sections for both students and parents/guardians to complete.

Required Forms

- On Campus Programs Acceptance, Release, and Waiver Form
- Medical Authorization and Health History Form
- Physician’s Immunization and Medical Report – Requires a medical provider’s signature
- Challenge Course Waiver

Additional Forms, if applicable

- **Disability, Medical, and Dietary Services Request Form** Students may indicate a need for academic, and or medical accommodation when completing the Disability, Medical and Dietary Services section of the Medical Authorization and Health History Form. Students will then be sent the link to complete the form. Please reference the SEAS guidelines for documenting a disability and contact them if you have any questions or concerns: seas@brown.edu or 401-863-9588. Students should request accommodations with as much notice as possible to ensure accommodations can be arranged.
- **Dietary Concerns Form** – Students participating in field trips or other meals outside of Brown Dining Halls will be asked to complete the Dietary Concerns Form as a part of their checklist email.
III. What to Bring

Each student room provides typical college furniture, including a bed, desk and chair, dresser, wireless internet, pillow, and trash can. You will need to bring sheets for x-long twin bed (36 by 80 inches, approximately 6 inches thick) and a pillow case, as well as other recommended items listed below.

Students can find information about rentals of fans, refrigerators, microwaves, linens, and laundry services through the Brown Student Agencies. Please visit the website in May for additional details.

**Recommended items**

Summer weather in Rhode Island can be quite variable, so check the forecast prior to your arrival and pack accordingly. Residential halls are not air-conditioned, but classrooms are often cool. In general, it is advisable to pack clothes that can be worn in layers and to bring comfortable shoes for walking around. Students tend to over pack, and a few versatile items are usually sufficient.

- Sheets for x-long twin bed (36 by 80 inches, approximately 6 inches thick) and a pillow case
- Pillow
- Lightweight blanket or throw
- Comfortable, weather-appropriate shoes
- Casual and comfortable clothing that can be layered
- Light weight jacket or sweatshirt
- Long pants (not capri) and close-toed shoes (sneakers, hiking shoes) for outdoor Challenge Course
- Raincoat and umbrella
- Large shoulder bag or backpack that can be used daily
- Swim suit if you want to participate in optional trips to beach
- One business casual outfit for Action Plan Closing Presentation
- Reusable water bottle
- Any prescribed medications in their original bottle and a copy of the prescription, if a refill is needed
- Government-issued photo ID
- Toiletries
- Laptop (highly recommended) and charger
• Phone and charger
• Notebook or folder for notes and handouts
• Several pens or pencils

What not to bring
Students are prohibited from bringing illegal drugs, alcohol, and weapons of any sort, including pocket or Swiss army knives.

In addition, you may NOT bring pets, cooking devices, air conditioners, or motor vehicles (except commuter students) to campus.

IV. Check-In and Closing Event Details

When to Arrive
Students check-in between 9:00am and 1:00pm on the Sunday before their class starts. Once on campus, students will be directed to the check-in location where they will receive their residence hall room keys, Brown ID card, an orientation schedule, and campus map.

Although students should make every effort to plan their travel to Brown based on a Sunday arrival, procedures are in place to accommodate Saturday arrival for those students who are arriving from long distances and need to work around flight schedules. There is a $150 early arrival fee for students arriving on Saturday. Early arrival must be requested in advance of the program. If you meet the early arrival criteria due to long-distance travel, please complete the Early Arrival Request Form. As buildings are in use throughout the summer, the rooms for specific programs may not be available until Sunday at 9:00am; therefore, any approved early arrivals may be housed in a different building than the one students will be assigned to on Sunday.

Campus Tours
Campus Tours for students and their families will be given at multiple times during the Sunday morning of check-in. Details will be provided on tour times during check-in.

Orientation
General Pre-College Orientation for students and their families is offered on Sunday after students check in. Parents/guardians should plan to depart campus by 2:45pm. An orientation for students only will take place at 3:00pm.
**Arrivals after 1:00pm.**
Students should make every effort to arrive between 9:00am and 1:00pm on the Sunday before their classes begin. Students who arrive after 1:00pm must check in at the Office of Residential Life, Grad Center E, 42 Charlesfield Street, 3rd Floor, Room 302. Any student who arrives after 9:00pm will be housed in a temporary room for the evening until they officially check in at Grad E, 3rd Floor, Room 302 at 8:00am on Monday morning.

**When to Depart from Campus**
Students should plan to leave campus after the Leadership Institute Closing Program and Action Plan presentations end, on the last day of class, at approximately 3:00pm on Friday, July 7, Friday, July 21, and Friday, August 4. Please plan travel arrangements to ensure student participation in the Closing Day Program and Action Plan presentations on the last day of class—this presentation is a **required** component of the Leadership Institute. The program will begin at 1:00pm and end at approximately 3:00pm.

Students must return their key and check out of the residence hall no later than 9:00pm. If long distance travel plans necessitate staying one more night, students may remain until 9:00am on Saturday, July 8, Saturday, July 22, or Saturday, August 5.

Students who remain in the residence for one more night will receive information about checking out of their room including where to return their room key prior to the end of their program. Students do not have to register for late departure online but must inform their Leader Fellow that they are staying late for one extra night.

**Unaccompanied Travel**
In recent years, bus, train, and airline carriers have instituted a range of policies related to unaccompanied minors traveling. Brown Pre-College Programs are unable to meet many of these new requirements, so we urge families/guardians to review their likely carrier’s policies early and make decisions about travel based on the assumption that students must arrive on campus for orientation and depart campus at the end of their program without assistance from the Pre-College programs.

**Leadership Closing Day Program and Action Plan Presentations**
We strongly encourage parents/guardians and family members to attend our Closing Day program if they are able to do so. This will be an opportunity to hear Action Plan presentations from the students and meet Leadership Institute faculty and staff.
V. Housing and Meals

Housing
Leadership Institute students will be housed in two residence halls which are situated next to one another. Students will be assigned a roommate. To provide a typical Brown University experience and due to the volume of residential students arriving each week, students are randomly assigned a roommate so that they can build friendships with new people. We are unable to honor roommate, suitemate, or same building requests.

Curfew
Students are required to check-in with their Leader Fellow every evening at 11:00pm and remain on their floor unit for the evening. The residential staff will place a call to the parents of any student who is more than one minute late for curfew. The Department of Public Safety will be informed after an appropriate interval of time. Repeated and/or serious violations of the curfew could result in dismissal from the program.

Adhering to the curfew policy is the student’s responsibility. While residential staff will take reasonable measures to ensure that students adhere to the curfew, once a student has been verified as being within the residence halls at the designated time, it cannot be guaranteed that the student will not subsequently choose to leave the residence hall area.

Curfew hours for Pre-College students are:
- 11:00p.m. – 6:00a.m.

For more details, please read the [Housing Policies section](#) on our website.

Laundry
There are laundry facilities in the basements of all residence halls. You will need to supply your own detergent, softener, and bleach. All washers and dryers operate using Bear Bucks. To pay for laundry services, you must purchase a Bear Bucks Guest Card for $1.00 at any ValuePort machine. (ValuePort machines are conveniently located at the Rockefeller Library, Sciences Library, Sharpe Refectory lower level, Josiah’s, Stephen Robert ’62 Campus Center, Bookstore Lobby, Emery Woolley Hall, and at 222 Richmond Street. Alternatively, you can find out about professional laundry services through the [Brown Student Agencies website](#).) Money may be added to Bear Bucks cards so that you may use laundry machines, vending machines, and printers in the public computing clusters. Please **DO NOT** add funds/Bear Bucks to your summer Brown ID card. Each washer and dryer costs $1.50 per load. It is advised to only add money in small increments, as unused funds are not refundable.

[Click to see map »](#)
**Overnight Leave**
Once students arrive on campus, and need to leave overnight, they are required to notify their Leader Fellow at least two days in advance. Students must inform their parents/guardian that they will not be at Brown. The School of Professional Studies requires parental/guardian approval before permission is granted.

Parents/guardians should fax a signed copy of the **Overnight Leave Form** at least two days in advance to (401) 863–1331. Parents/guardians can also scan the signed form and email it to **RD-oncall@brown.edu**.

**Meals and Snacks**
Breakfast, lunch, and dinner are served in one of Brown’s dining halls daily. You may invite guests to enjoy a meal with you on a cash basis.

If you have significant food allergies, please indicate that you may require special accommodation when completing the Medical Immunization and History form. The link to the form can be found in your checklist email. Those students who indicate they are in need of a special accommodation for housing and/or meals on form will be sent the **Disability, Medical, & Dietary Request Form** automatically.

Students participating in field trips or other meals outside of Brown Dining Halls will be asked to complete the Dietary Concerns Form as a part of their checklist email. Please indicate dietary preferences, including vegetarians and vegans, on the form.

The links to these forms can be found in your checklist email.

For additional information on Housing Policies, please visit the **Pre-College Policies page**.

**VI. Contacting Pre-College Students**
We know that you will want to be in touch with your child—and they with you—and we encourage you to talk to them about when and how much to be in touch. It frequently happens that within hours of parents'/guardians’ departure, the students are so immersed in the experience that their sense of time—of when they last spoke to their parents/guardians—is very different from their parents'/guardians’ sense.

Telephone service is available in all rooms, but you must bring your own telephone and answering machine. Many students find that cell phones are a more convenient alternative. In addition, long distance calls can be made with a pre-paid calling card sold at the Brown Bookstore. Except in emergency situations, Pre-College staff cannot generally honor requests to track down a student; hence, our request that you arrange regular times to be in touch with your child.

Emergency Contact: **Brown Department of Public Safety**: (401) 863–3322.
VII. Program FAQs

**How many students are there? What are they like?**
Generally, there are about 120–140 students in each Leadership Institute session, which is comprised of 5 different courses. Most students are rising juniors and seniors who come from all over the world. The Leadership Institute attracts academically motivated and socially aware students who are interested in contributing to the betterment of their schools and communities.

**Who are the Leader Fellows and what do they do?**
Leader Fellows are undergraduate college students who serve both as teaching assistants and as resident advisors in the Leadership Institute. We have nine committed Leader Fellows, who will provide assistance and supervision to participants both within and outside of the classroom. Leader Fellows are a great resource, and in addition to providing academic and personal support, they are available to share insight and experience about the college experience. Additionally, they work closely with the Resident Director to develop social and educational programming specific to the Leadership Institute. We encourage students to actively seek out Leader Fellows for advice, assistance, and mentorship.

**What is our schedule?**
The Leadership Institute program is an immersive experience, and its schedule differs from other Pre-College Programs.

**Monday – Friday**
- 9:00 – 11:30am: Class
- 11:30am – 1:00pm: Lunch and free time
- 1:00 – 3:00pm: Class
- 3:15 – 5:15pm: Leadership development workshops, free time to study, or time to engage in recreational/educational activities
- 5:30 – 7:00pm: Dinner and free time
- 7:00 – 11:00pm: Community meetings, free time to study, or time to engage in recreational/educational activities
- 11:00pm: Curfew

Exceptions to the schedule include July 4th, the day on the Challenge Course and the last day of the program.

**Saturday & Sunday:** Free time for study, recreational and educational activities
What is a “Challenge Course?”
A Challenge Course, or low ropes course, is an outdoor experience that challenges groups to solve problems and work effectively together. It provides an opportunity for students to gain insight into their own leadership styles and to observe the ways in which groups work best. Experiential learning provides a “living laboratory” for students’ analysis and complements more academic discussions regarding leadership; it is a powerful teaching tool. Our course is located in Bristol, Rhode Island on Brown-owned property. We will travel by bus to this location. You are required to wear long pants (NOT capris) and close-toed shoes like sneakers or hiking shoes for this activity. We also recommend that you bring a rain jacket or inexpensive poncho. Please make sure to pack a raincoat, long pants, and close-toed shoes (sneakers, hiking shoes) for this activity.

Tick Awareness
As with most outdoor locations in the Northeast, deer ticks that sometimes carry Lyme disease may be present at the site where the Challenge Course is held. We take a number of precautions while on the course, including: provision of permethrin-treated socks that students are required to wear, spraying students’ close-toed shoes with permethrin, and requiring students to check themselves carefully at the end of the day. Should a student find a tick on him/herself, we work closely with Brown Health Services to implement a protocol that may include tick removal and/or a preventative course of antibiotics. Although not required, some families may be interested in purchasing tick repellent clothing for this activity prior to the course or having their own clothing treated. Information can be found here: http://www.tickencounter.org/prevention/tick_repellent_clothing

If your student experiences any flu-like symptoms, joint aches, or a bulls-eye rash, upon their return home, you should contact your medical provider and inform them that your student has been in an area where there are deer ticks that sometimes carry Lyme disease. We have had hundreds of students participate without any problems, but we want you to know about deer ticks and tick-bite prevention should you be unfamiliar with this information.

What leadership skills will I learn and practice?
- Identification of different leadership styles and analysis of personal leadership style
- Effective listening skills
- Diversity awareness
- Group problem solving and teamwork
- Community development and engagement
- Public speaking
What is the Action Plan?
We believe that students have the ability and responsibility to be engaged global citizens. The Action Plan is a capstone project, enabling students to apply what they’ve learned at Brown in their home communities.

We help our students define the issues that they are passionate about and construct a plan for addressing them. We work with them to set realistic goals, identify mentors and resource people, and anticipate challenges.

We encourage students to think about some topics before they come to Brown, but most students don't actually know what their Action Plan will be until they start working on it in class. Instructors and Leader Fellows will help students design an Action Plan that fits their interests and skills. Students will present their Action Plan on the last day of class to their peers and guests.

What are some examples of Action Plans?
• Developing a program, initiative, or educational campaign (climate change, media literacy, body image) in your school, church/mosque/synagogue, or neighborhood
• Collaborating with existing organizations or community groups that address a societal problem such as affordable housing, relationship violence, or college access
• Planning and implementing a fundraiser for an organization or cause
• Improving your own leadership skills or developing your own content knowledge around an issue of importance to you

Visit this page for examples of past Action Plans: Action Plans (link needs to be live)

What should I expect for homework?
Students will be expected to complete at least 1–2 hours of homework a night. This work may include readings, group projects, writing assignments, and oral presentations. Although a laptop is not required, it is highly recommended if available to you. There are computers available for use in libraries.

How will I be evaluated?
For the most part, students will participate in experiential learning together during the day with some reflective writing. Students will be required to present a short oral presentation related to their Action Plan at the end of the program.

Students will receive a Course Performance Report (CPR), written by instructors and will also be asked to complete a course evaluation. Students who successfully complete the program will receive a Certificate of Completion. All completion materials, including the evaluation, will be
sent 6 weeks after the program concludes. The certificate will be sent via US Mail, but other items will be sent electronically to the email we have on file.

VIII. Policies

Code of Conduct
Please review the Brown Pre-College Code of Conduct.

Financial
The payment deadline for the program is Thursday, May 25. Students must be paid in full PRIOR to the start of the program. Please review our financial policies, including payment and refund information.

IX. Contacting Brown University
We hope this For Accepted Students document gives you a good idea of what Brown’s Leadership Institute holds for you. If you have questions, please don’t hesitate to contact us:

Telephone: (401) 863–7900
Email: precollege@brown.edu