For Accepted Students Handbook
STEM I for Middle School Students – SPARK
Getting Started

Congratulations on your acceptance to the STEM I for Middle School Students – SPARK program!

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

We encourage you to select your course(s) and register early. Courses fill up very quickly, so please enroll as soon as possible to ensure that you reserve a spot in your preferred course(s).

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I. A Note to STEM I – SPARK Parents

Dear Parents and Guardians:

We are excited to welcome your child to Brown’s STEM I for Middle School Students – SPARK program! SPARK is an academic experience, designed to let bright, young students meet their peers in a supportive, constructive, and challenging environment. It is also a unique opportunity for talented and motivated young people to practice managing their daily lives in a supervised and encouraging environment.

Although the program is selective, once admitted the students learn and live in a non-competitive environment. In fact, we pride ourselves on creating a nurturing atmosphere where students learn together, socialize with each other, and engage in group activities. Students will be encouraged to collaborate and work together to achieve common academic and social goals.

Each student will be treated with respect, and in return, we expect that students are respectful to each other, their Residential Advisors (RAs), Teaching Assistants (TAs), and instructors.

Each day, students participate in classes and co-curricular and recreational activities. While our trained staff of Residential Advisors will supervise activities and residence hall life, we would like to emphasize that students must accept responsibility for their own work and behavior. Students who are not ready to take responsibility for their own actions may not be suitable for SPARK.

We are concerned about the academic, emotional, and physical well being of all students in the SPARK program. In the case of offensive and/or disruptive behavior by a student, we will contact the student’s parent(s) or guardian(s), discuss the issue, and search for a mutually agreeable solution.

We are eager to share the excitement and exploration of STEM subjects at Brown with your student. We look forward to an academically inspiring, fun-filled, two-weeks on campus this summer!

II. A Note to STEM I – SPARK Students

Dear STEM I – SPARK Students:

Hello and welcome to STEM I – SPARK! For two weeks this summer, you will embark on a wonderful experience that will be exciting, fun, and challenging. Not only will you delve deeper into the world of science, technology, engineering, or math (STEM), but you will grow and learn both in and out of the classroom.
In order to have the most successful SPARK experience possible, we ask that you have an open mind, be respectful, and engage in teamwork. Respect is important everywhere—in your classes, during free-time activities, and in your residence hall. At SPARK, we focus on both respecting yourself and respecting others.

You will be studying with instructors who are passionate about their subjects. They will both challenge and support you as you explore and deepen your understanding of STEM. Come ready to learn and have fun!

You will make friends with many other students from different states and countries. You will be working in teams with your peers in your classes, conducting experiments, and solving problems. You will also be spending your free time together, going on field trips, playing games, relaxing in the dorm, eating your meals together, and sharing a residential hall. Respecting and accepting each other’s differences and similarities, listening to each other, being honest, and helping each other in all aspects of the program will make it rewarding for everyone.

We look forward to seeing you and sharing a wonderful two weeks together.

III. Next Steps for STEM I – SPARK Students

You will soon receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. Included in the checklist are student account activation, electronic billing and payment access, travel itinerary form, forms completion via DocuSign, and an online tutorial that reviews Brown’s values and policies. As you work through the steps, it is recommended that students and parents write down all usernames and passwords.

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 to complete.

You can expect to complete the following forms:

**Required Forms**
- Pre-College Student Acceptance Form
- Medical Authorization Form
- Medical and Immunization History – Requires a medical provider’s signature
- Travel Itinerary Form

**Additional Forms, if applicable**
- Disability, Medical, and Dietary Services Request Form
- Dietary Concerns Form
- Medication Form
STEM I – SPARK Course-Specific Forms

*Please note that individual courses may require specific forms. Students will not be allowed to participate in these courses if the forms are missing.*

- CRN: 10121 Conservation of Endangered Species Roger Williams Zoo – Medical Form
- CRN: 10134 Exploring the World of Marine Science – Save The Bay Waiver
- CRN: 10130 So You Want to Be a Scientist – Course Waiver Form

STEM I – SPARK Course-Specific Equipment Lists (please review)

- CRN: 10121 Conservation of Endangered Species Roger Williams Zoo - Equipment List
- CRN: 10134 Exploring the World of Marine Science - Equipment List

Residential Activities Forms

- The Residential Activities form will be emailed to students in May.

Questions concerning forms should be directed to spsforms@brown.edu.

IV. What to Bring

Because of the intensity of this program, we are not staffed to provide laundry service to students, and they will have very limited time to do their own laundry. It is suggested that students should bring what they need for the two weeks; however, students can use their free time over the weekend to do laundry if desired. A laundry card may be purchased upon arrival in the Residence Halls. Please note, residential staff will be running programs or supervising groups of students and will NOT be able to assist students with laundry.

Common Necessities

- Proper attire for laboratory-based classes and STEM activities (see below)
- Clothing: shorts, t-shirts, pants, etc.
- Sunscreen
- Comfortable walking shoes
- Umbrella/rain jacket
- Sheets for your twin, extra-long size bed (36 by 80 inches, approximately 6 inches thick.)*
- You may also wish to bring a mattress cover or pad
- Blanket
- Your own pillow*
- Towels
- Alarm clock
- Desk lamp (Halogen lamps are not permitted in the residence halls)
- Clothes hangers
• Mug/drinking glass (plastic)
• Laundry bag and washing supplies (if needed)
• Toothbrush, toiletries, soap, flip flops for the shower
• Water bottles or snacks (if desired)
• Common classroom necessities (pen/pencil, notebook etc.)

Reusable water bottles will be provided to the students upon check-in. It’s important for students to stay hydrated during the summer heat.

**Recommended Items**
• Laptop computer or tablet
• Sunglasses
• Swimsuit (Potential beach trip on July 4th)
• Recreation and sports equipment (only if desired)

* Please note that sheets, pillows, and refrigerators may be rented on Sundays during check-in; however, there is a very limited supply available and availability is not guaranteed. Please visit the Brown Student Agency website in May for details: http://www.brownbsa.com/summer/

In your room you will find typical college furniture, including a bed, desk and chair, dresser, wireless internet, a trash can, and one fan per student. **You may NOT bring pets, cooking devices, or air conditioners.**

**Proper attire for laboratory-based classes and STEM activities**
All STEM I – SPARK students may work in laboratories during the course of the program and **MUST** dress to meet established practices for lab attire. **Closed toed shoes or sneakers and long pants are required in laboratories.** Sandals, shorts, skirts, and tank tops may NOT be worn in laboratories. Students with long hair should be prepared to tie their hair back for safety reasons as necessary and as required by your instructor.

**Spending Money**
How much additional money to bring depends in part on how long a student will be staying at Brown and on normal spending habits, but more importantly on the learning community we seek to foster here. Our students come from all over the world and from home and community situations that reflect the wide range of socio-economic and cultural diversity that characterizes our world. As a place dedicated, above all, to student learning and development and that supports and encourages diversity in all forms for the common good, students do not need a significant amount of spending money to have a rewarding and transformative experience at Brown. Program activities are free, and we encourage students to engage in activities that are no-cost or low-cost so that the community of learners we seek to build can be an inclusive one and remain focused on learning. When considering how much spending money to provide your student for their stay at Brown, consider these community-building goals along with their more practical, daily needs.
Students who wish to use washers, dryers, and campus printers and copiers will need to purchase Bear Bucks Guest Cards for a $1—cash cards used in these campus machines. Cards may be purchased from any of the several Value Port machines located across campus. As unused funds are not refundable, students are advised to add money in small increments. For more information on Bear Bucks Guest Cards, please visit the Brown Card Office website.

**Personal Computers**
Laptops or tablets are appropriate for students to bring to STEM I – SPARK if they wish; while they are not required, they are, however, recommended to assist with any out-of-class assignments. Students will be expected to conduct some out-of-class assignments during the week or over the long weekend for all courses. Please note, students should always keep their valuable items safe, either with them or locked in their rooms. Brown University is not responsible for any lost or stolen personal items.

Residence halls at Brown are wireless and wired for access to the Brown network and the Internet. Students who have the appropriate computing equipment and can configure their own computers are welcome to use the network during the summer at no charge. You will receive information about getting connected on the network when you arrive on campus during student orientation.

For those who do not bring a computer with them to campus, several computing clusters are available. They are equipped with PCs and Macs, printers, and scanners. If you do not own a laptop, there are a limited number available for loan through the Computing and Information Services Department while on campus. All students are expected to abide by the rules and regulations set forth in the Computing & Information Services Acceptable Use Policy.

**V. Student Travel**
All parents are required to complete the Travel Itinerary Form included in your checklist.

We strongly encourage parents, guardians, or family members to come to the check-in and attend the opening orientation session of the STEM I – SPARK program. In addition, we strongly encourage family members to come to the closing ceremony and pick up their students on the last day.

If you or a family member are unable to travel with your child, please see the information on pages 9–12 for specific travel alone information.
VI. Directions to Campus

Arrival Information
Check-in for STEM I will be held in front of Caswell Hall, on the Ruth Simmons Quad, located at 168 Thayer St. Please look for signs and the check-in tent.

Parking on Campus
Street parking is often limited. It is recommended that all visitors park in the Visitor Parking Lot. Please view the Brown website for details on where to park and costs.

Arrival by Car
On orientation day, students find it convenient to leave their luggage in the car and walk to check-in. Once you are checked in, luggage may be brought directly to the SPARK residence hall.

From the North or South on Interstate 95: Take Exit 22 to Downtown Providence. Follow signs for Memorial Boulevard/Downtown. Continue straight on Memorial Boulevard. Take a left on Waterman Street and proceed up College Hill. Take a right on Thayer Street.

From the East on Interstate 195: Take Exit 2 to South Main Street; at the end of the long ramp, continue straight through the traffic lights onto South Main Street. Proceed for half a mile until the first set of traffic lights. Turn right onto College Street and then left onto Prospect Street. Take a right on Waterman Street. Take a right on Thayer Street.

From the North West: Follow Route 146 to I-95 South. Once on I-95 South, follow the directions from the North and South.

Arrival by Train
Providence is served by Amtrak and Boston’s Commuter Rail. The train station is a short cab ride to the University.

Arrival by Bus*
Providence is served by Peter Pan bus lines. The Providence terminals are a short cab ride to the University. Please note: there are two Providence bus stops. Parents and students should get off at the Providence Bus Terminal and not the Providence Downtown stop.

Arrival by Air—Providence T. F. Green Airport
T. F. Green International Airport (named for Theodore Francis Green, Brown class of 1887) is served by many national and regional airlines. The airport, which is in the city of Warwick, is approximately 10 miles from the University. A variety of ground transportation is available from the terminal to Providence.

Airport Shuttle
A shuttle will run every 30 minutes on the hour and half hour from T. F. Green Airport to the
Brown University campus. STEM I – SPARK students, including those traveling alone, and their parents should meet a representative from Shuttle Solutions LLC holding a "Brown Pre-College Programs" sign near baggage claim who will direct them to the vehicles in the lot.

Cost: $20 USD per person per way. Shuttle Solutions LLC accepts CASH ONLY.

Schedule
Arrivals | Sunday June 26, 2016
8:00am – 1:00pm
T. F. Green Airport → Brown Campus
1:00pm – 7:00pm
T. F. Green Airport → Brown Office of Residential Life (42 Charlesfield Street)

Departures | Friday July 8, 2016
1:00 – 9:00pm
Brown Office of Residential Life (42 Charlesfield Street) → T. F. Green Airport

If you need transportation outside of these hours, please plan on taking a cab or contact Shuttle Solutions LLC at 401–467–2225, Monday–Friday, 9:00am – 5:00pm EST or at info@shuttle-solutions.net in advance of your planned arrival to determine if they can assist you.

Arrival by Air—Boston, Logan Airport
If you are arriving via airplane at Logan Airport in Boston, Massachusetts, please rent a car or take the Peter Pan Bus* to Providence (approximately a one hour and thirty minute ride). Visit the Peter Pan Bus/Logan Airport website for complete information on schedules and ticket purchasing. If students are traveling alone, please see information on pages 9–12.

*Please note, after arriving at the Peter Pan Bus Terminal in Providence, you will need to contact a local taxi company to bring you to Brown University. Please see local taxi cab numbers listed below to set-up in advance.

Local Taxi Telephone Numbers
Corporate Transportation (877) 231–2228
Checker Cab (401) 944–2000
Airport Express (401) 521–4200

STEM I SPARK Travel Alone
If parents or guardians are unable to attend the opening or closing events and your child is arriving alone, then we can coordinate to meet them at the appropriate location in Rhode Island, or provide you with suggestions for self-booked transportation through Boston. All travel alone details must be coordinated at least two weeks in advance of the program start date, and parents are required to fill out the Travel Form at least three weeks prior to the start of STEM I – SPARK (before June 3, 2016).
Although students should make every effort to plan their travel to Brown based on a Sunday, June 26th arrival, procedures are in place to accommodate a Saturday, June 25th arrival for those students who are traveling from long distances and need to work around flight schedules or those STEM 1 students who are traveling alone. 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 and/or are traveling alone, please indicate on the Travel Form.

**Travel Alone through Rhode Island**

Travel alone pick-up can be accommodated at the following locations on Saturday, June 25th:

- T. F. Green Airport in Rhode Island
- Peter Pan Bus Terminal in Providence, Rhode Island (Please note, there are two Providence bus stops. Students should get off at the Providence Bus Terminal and not the Providence Downtown stop.)
- Amtrak Train station in Providence, Rhode Island

**Arrival**

- Please plan to have your student arrive at a pick-up location on Saturday, June 25, 2016 after 3:00pm and before 8:00pm.
- There is no Sunday pickup. If your child will arrive on Sunday, June 26th, please utilize the shuttle bus services described on page 9 of this document.
- Please provide your STEM I – SPARK student with a cell phone and let us know the student’s number, as well as a contact number for the parents/guardians.
- Two weeks prior to the beginning of the program, students will receive detailed instructions on how they will get to campus and if a Brown staff member will greet them.

**Departure**

- Please make sure your student leaves between 3:00pm and 6:00pm on Friday, July 8, 2016.
- Note: No extended stay after July 8th is possible. Unfortunately, we cannot accommodate housing and supervising your STEM I – SPARK student for an extra night.

**Fees—the cost of this service is:**

- Providence, RI pick-up $75 each way (arrival and/or departure)
- $150 for Saturday night housing prior to the start of the course

STEM I – SPARK students who are utilizing the travel alone pick-up services indicated above must arrive at a pick-up location on Saturday, June 25, 2016 after 3:00pm EST and before 8:00pm EST.
Travel Alone through Boston, Logan Airport
If you choose to send your child through Logan Airport in Boston, please note that there is no Brown University sponsored transportation, or pick-up service, to or from Logan Airport. Brown University cannot accept responsibility for your child until they arrive at Check-In. Please see below for a list of alternative transportation companies who can bring your child from Logan Airport to the Brown University campus. Brown University cannot be held liable for any transportation arrangements made through Logan Airport.


Logan Airport Transportation Options
Please note, the names of these companies are provided for your convenience. Brown University is not affiliated with, nor endorses, any of these specific companies. There are also many others you may find through the internet.

- **Logan Car Service**
  1 (800) 905-9025
- **Go Boston Shuttle – Ultimate Livery**
  1 (888) 437-4379
- **Green Shuttle**
  1 (866) 934-6476

Arrival
The Office of Residential Life is open for early arrivals on Saturday, June 25 from 1:00pm – 9:00pm. All students arriving on Saturday should check in at the Office of Residential Life. It is important that you complete the Travel Form, so specific directions can be provided to your student about where to check-in and how to access their accommodations.

- If your child is to arrive on Saturday, June 25, 2016, please arrange the arrival time to Logan Airport between 12:00pm and 6:00pm to accommodate the times listed above for the Office of Residential Life.
- If your child is to arrive on Sunday, June 26, 2016, please arrange the arrival time to Logan Airport between 7:00am and 10:00am to allow them to reach campus in time for the Sunday check-in.
- Please provide your STEM I – SPARK student with a cell phone and let us know the student’s number, as well as a contact number for the parents/guardians.
- Please be sure to complete all the details requested on the Travel Form regarding your child’s travel arrangements, including the contact details for the transportation company.

Departure
- Please make sure your student leaves between 3:00pm and 6:00pm on Friday, July 8, 2016.
- Note: No extended stay after July 8th is possible. Unfortunately, we cannot accommodate housing and supervising your STEM I – SPARK student for an extra night.
Fees—the cost of this service is:

- Boston Logan Airport travel costs determined by private provider; Brown University assumes no liability for these arrangements.
- $150 for Saturday night housing prior to the start of the course.

STEM I – SPARK students who are arriving through Logan Airport should arrive at the airport between 12:00pm and 6:00pm EST on Saturday, June 25, 2016, or before 10:00am EST on Sunday, June 26, 2016. These arrival times should facilitate the student reaching campus during the appropriate check-in times listed above.

VII. Check-In and Closing Event Details

Arrival and Check-in | Sunday June 26, 2016: 9:00am – 1:00pm
Check-in for STEM I will be held in front of Caswell Hall, on the Ruth Simmons Quad, located at 168 Thayer St. Please look for signs and the check-in tent, where you and your student will receive a room assignment, key, and additional information. (We highly recommend you arrive to check-in by 12 noon at the latest to allow time to move your child into their room and get lunch before parent orientation).

Be sure to leave time to find on-street parking, which can be scarce on College Hill, or park in the Brown Visitors Parking Lot. Do not park in any other lot; you may be subject to a ticket or have your vehicle towed.

Campus Tours
Tours for students and their families will be held during the Sunday check-in times. Additional detailed information will be sent two weeks prior to your arrival on campus.

Orientation
Orientation for students and their families is held on Sunday, June 26th after students’ check-in. An orientation for parents only will be given at 1:30pm. Parents will have an opportunity to meet program staff and the professional STEM I – SPARK Community Director. During this time, the Residential Advisors will meet with students separately and lead ice breaker activities and review program expectations.

Parents will have an opportunity to say goodbye to their students after the orientation session and should plan to depart campus before 3:00pm.

Here is a list of the events on Sunday:

- 9:00am–1:00pm: Check-in
- Times to be announced: Campus Tours
- 12:00pm–1:30pm: Lunch on your own
- 1:30pm: Orientation for parents only
- 2:30pm: Goodbyes
● 3:00pm: Orientation for students only

Closing Day Events and Departure Schedule | Friday, July 8, 2016

Parents and students are invited to join instructors and staff for a Closing Event on Friday, July 8th from 1:30–3:00pm (campus location to be determined). The Closing Event will highlight the work of all the STEM I – SPARK courses. We encourage parents and family members to attend. More information regarding this event will be posted as we get closer to the date.

Immediately following the Closing Event, students and parents proceed to the residence halls for check-out.

Extended housing is NOT available for STEM I – SPARK students. Students must leave campus after checking out of the residence hall at the conclusion of the closing ceremony.

VIII. A Typical Day at SPARK

Students attend classes on weekday mornings and have two extended course days for further exploration or field trips. In the afternoons and on weekends, a range of activities are scheduled, including field trips, community building activities, hands-on STEM challenges, and research talks. Social activities are planned for the evenings. As the 2016 SPARK program includes the July 4th holiday, all efforts will be made to create a fun and festive experience for the students on July 4th, including a potential beach trip.

Meals and Snacks

STEM I – SPARK students eat breakfast, lunch, and dinner together in one of Brown’s dining halls, under the supervision of Residential Advisors. Morning and afternoon snacks will be provided. Students are encouraged to fill their water bottles and bring them to class and to all of their activities.

IX. Health Services

Health Services is located in Andrews House on the corner of Brown and Charlesfield Streets. If a STEM I – SPARK student requires medical assistance from Health Services or from the hospital, he or she will be accompanied at all times by a residential staff member and parents/guardians will be notified.

Medications

If a STEM I – SPARK student is taking medications, we ask that parents give all medications (prescription and over the counter) to the STEM I – SPARK medical coordinator at check in. The coordinator will supervise the administration of all prescription and over-the-counter drugs. Please note that Residential Advisors do NOT dispense, or remind students to take, medications. Please bring an original prescription and enough medication for the duration of the program.
If your student is taking prescription and over-the-counter medications, please complete the Medication Form. It is important that Brown receive this form at least two weeks prior to the start of the program.

To contact Health Services from off-campus or if using your cell phone while on campus, call: (401) 863–3953. If using an on-campus phone, dial: 3–3953.

Brown University Health Services is available to all students during business hours Monday through Friday for medical problems such as colds, cuts, sprains, or infections. Limited pharmacy and x-ray hours are offered. If a student is charged for medication or tests, we will contact the parent/guardian to obtain credit card information. Please have available a credit card or cash to pay for these services.

Brown University maintains its own Emergency Medical Services (EMS). Our EMTs are equipped to respond to medical emergencies 24 hours a day. Situations involving emergency medical attention after business hours are referred to the Brown EMS or to local area hospitals, and parents/guardians will be notified.

A Residential Advisor will chaperone the student at the hospital and remain with the student until he or she is treated and released. The parent/guardian will be notified if a STEM I – SPARK student is transported to the hospital. Students should expect to spend an average of three hours in the Emergency Room.

Families must complete the Medical Authorization Form and Medical History and Immunization Form before the start of the program. We regret that we cannot allow a student to participate in the program until the medical forms are completed and on file with us.

**Health Insurance Coverage**

STEM I – SPARK students must show proof of health insurance coverage with a US carrier. If proof is not listed, they will automatically be enrolled in Brown’s student health insurance plan for a $60 fee for the length of their program. This plan has limited coverage. International students are automatically billed for and enrolled in Brown’s student health insurance plan.

**X. Safety and Security**

**Personal & Community Safety**

The safety of our students is of paramount importance. Brown Department of Public Safety personnel are on duty 24 hours a day, seven days a week. Access to residence halls is restricted to residents, their approved guests, and other authorized members of the University community. All residence hall entrances are locked 24 hours a day and can only be accessed with an authorized ID card.
Safety Precautions

STEM I – SPARK students are accompanied at all times by a STEM I – SPARK residential staff member. Each student is issued a wallet-sized, laminated card with emergency phone numbers. Residence halls are equipped with smoke alarms, pull stations, and fire extinguishers.

Brown’s campus is part of what is known as "College Hill" in the city of Providence, and as such, is open to the public. A residential staff member always accompanies STEM I – SPARK students, whether they are on the way to class, the dining hall, or any location on or off campus.

There are 140 emergency phones, also known as "blue light phones," on buildings or in green areas on campus and 58 in elevators. All residence halls and classroom buildings have a blue-light phone at each entrance. Students can call anywhere on campus, or be connected to the Department of Public Safety for assistance or emergencies.

STEM I – SPARK Resident Advisors will make sure activities are finished and students are escorted back to their residence halls before curfew. STEM I – SPARK students must be in their own rooms by 10:00pm and lights out is 10:30pm. Students may not leave their residence hall after curfew and must never leave on their own.

In the event that a student is absent from the residence hall or floor as prescribed, the student’s parents/guardian, then the Department of Public Safety will be informed. 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.

Brown University Department of Public Safety

Personnel are on duty 24 hours a day, seven days a week. Department of Public Safety (DPS) Officers routinely patrol the campus and surrounding Providence neighborhoods in cars, on bikes, and by foot patrols. DPS officers are trained at the Municipal Police Academy and are empowered by the State of Rhode Island to enforce state statutes. Security officers are trained by the department, and along with the campus police officers, are authorized by the University to enforce University rules and regulations. Both police and security officers patrol the campus 24-hours a day to deter crime, develop community relationships, and respond to calls for service and assistance. The department also provides the community with the resources and education necessary to take responsibility for making informed choices about their personal safety.

The phone number for DPS is 401–863–3322 and TDD number is 401–863–1740. DPS is open and staffed by Communication Control Officers 24 hours a day. Communication control officers are responsible for answering all emergency and non-emergency calls for service and dispatching officers to the appropriate locations for response.

The Department of Public Safety also offers Rave Guardian service, which provides a public
safety cell phone speed-dial option to students, faculty, and staff at Brown.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report, which includes statistics mandated by the Clery Act. You can obtain a copy of this report by contacting Public Safety at 401–863–3103 or accessing the report on the DPS website.

**Fire Safety**
Fire safety regulations must be followed. When a fire alarm sounds, students must evacuate the building immediately. Tampering with fire equipment, including fire extinguishers, smoke alarms, and alarm boxes, is a violation of law and carries a fine of up to $1,000. Complete fire safety regulations are posted in the residence halls and are reviewed thoroughly at orientation. More information is available at the Environmental Health and Safety website.

**Emergency Action Plan**
In the event of an emergency situation, the University has an Emergency Action Plan to promote the safety of Brown students, faculty, staff, and guests. The plan outlines procedures for building evacuation, shelter in place, and emergency communication. More information about the Emergency Action Plan is available at the Environmental Health and Safety website.

Brown University utilizes an emergency siren warning system and campus alert system to contact students, faculty, and staff in the event of a campus emergency. Students receive information about how to opt-in to get alerts via email or texts during orientation.

**Lost & Found**
The lost and found location on campus during the summer session is the Department of Public Safety (401–863–1663). Items of value left behind in residence halls, such as jewelry, money, and laptop computers will be turned in to the Office of Residential Life—Summer Programs (401–863–6868).

**XI. Contacting Your Student**

**Cell Phone**
The most reliable and convenient way to contact students is via a personal cell phone. If your student does not have a personal cell phone, parents, please email spark_program@brown.edu, or speak with a professional staff member on check-in day to make other accommodations. Please note that students spend the majority of their time in class and participating in extracurricular activities—during which cell phone use is prohibited. STEM I – SPARK students have free time in the late afternoon (approximately 4:30pm – 5:30pm) almost every day. They will also be available between 9:00pm and 10:30pm (EST), after which lights are out. If you are concerned about your student, please let us know. STEM I – SPARK staff are reachable via spark_program@brown.edu.
Except in emergency situations, Pre-College staff cannot generally honor requests to track down a student; hence, our request is that you arrange regular times to be in touch with your child.

For the safety of our students, visitors (including parents and family members) are not permitted to enter residence halls when the program is in session without the special permission of the STEM I – SPARK Residence Director.

**Mail**

Letters and packages for students should be addressed as follows:

**Mail:**

<table>
<thead>
<tr>
<th>Student name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown University</td>
<td>Brown University</td>
</tr>
<tr>
<td>C/o STEM I – SPARK Program</td>
<td>C/o STEM I – SPARK Program</td>
</tr>
<tr>
<td>Box 1864</td>
<td>42 Charlesfield Street</td>
</tr>
<tr>
<td>Providence, RI 02912</td>
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Resident Advisors will bring mail to the residence halls and distribute each afternoon. Unfortunately, we cannot accept mail or package delivery on the weekends.

**XII. Contacting Brown University**

Brown University
Pre-College Programs
200 Dyer Street Box T
Providence, RI 02912

Phone: 401–863–7900 (Monday to Friday, 8:30am to 5:00pm EST)
FAX: 401–863–3916
Email: summer@brown.edu

**Emergency Contact**

If you have an emergency and need to contact your student immediately, please call the Brown Department of Public Safety at 401–863–3322.
XIII. Information for International Students

Welcome to Brown!

Each year, Brown welcomes STEM I – SPARK students from around the world who seek a challenging yet fun experience in the United States. They come to Brown to experience an immersive science, engineering, technology, and math (STEM) program on a college campus and to meet new friends from around the US and the world who share their academic interests and goals.

The information below will help you complete the necessary application materials and provide information about visa requirements for study in the US.

Fees
Student applicants are encouraged to review our Financial Policies. Please note that there is a $50 international processing fee and a $60 health insurance fee required for all international STEM I – SPARK students. The international processing fee covers various costs associated with foreign delivery of completion materials, refunds where applicable, as well as other costs associated with foreign bank fees, etc.

Refund Policy
Please note: If you must withdraw from the program at any point, the application fee, program deposit ($300), and international processing fee will not be refunded.

Language Proficiency
Students should be highly proficient in English. At least three years of formal English language classes are recommended for STEM I – SPARK students.

When selecting the SPARK program, please consider your level of English proficiency and familiarity with the subject matter. Some courses require substantially more reading and writing than others. In our review of applications from non-native English speakers, we may request further evidence of proficiency and may recommend students enroll in an alternate course.

Tourist Visas
Immigration rules allow visitors on a tourist visa (B-2 or Visa Waiver Program [VWT]), who are coming to the US primarily for tourism, to take a short course of study that is not for credit and is less than 18 hours per week. A consular officer will determine the visa that may be appropriate based on the purpose of a visitor’s travel and supporting documentation.

Brown University does not provide formal supporting documentation to enable students to acquire a tourist visa. Your acceptance letter to our programs can serve as proof of initial visit.
IMPORTANT: STEM I – SPARK is considered a part-time program and under 18 hours per week. Afternoon program activities do not count towards this total.

Entering the US
At the Custom’s Office at the airport, please have the following documents ready to show the Port of Entry Officer:
- Valid Passport
- Brown University Admissions Letter
- Official proof of funding or receipt of full payment for program

Wire Transfer
Brown University has partnered with Flywire to offer a streamlined and cost saving way to make international tuition payments. With this partnership, students and families are offered favorable foreign exchange rates, the ability to pay in your home currency (in most cases), and savings compared to traditional banks. In addition, you will be able to track your payment via Flywire’s dashboard, and you will be notified via email (and/or text) when your payment is received by Brown University.

Visit the Flywire website to make an international student account payment.

Additional International Student Questions
Please contact us by email: SPSInternational@brown.edu.
Or by phone: 401–863–7900, Monday through Friday from 8:30am until 5:00pm EST

XIV. Student Accessibility Services
Brown University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Federal Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individual with disabilities shall, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education. For further information, please go to the Student and Employee Accessibility Services (SEAS) homepage. Notice of the need for accommodations must be made a minimum of two weeks prior to the start of classes to allow time to reserve the available support services.

Brown also has two accessibility maps that describe routes of travel, accessible parking, and the general accessibility level of all campus buildings.

To obtain information about accommodations you may need, please contact Brown Student and Employee Accessibility Services (SEAS) by email at SEAS@Brown.edu.
XIV. a. Medical Conditions
Residence halls are not air-conditioned and do not have elevators. Students who have asthma and other medical conditions should fill out the Disability, Medical, and Dietary Services Form, so it can be determined if an accommodation is necessary. Upon receipt of a completed form, a representative of the Student and Employee Accessibility Services Office (SEAS) or Student Affairs will contact the parent to discuss accommodations or request medical documentation. **It is important that Brown receive this form at least two weeks prior to the start of your student’s course.**

XIV. b. Food Allergies and Dietary Restrictions
We will work with the Brown University Dining Services to make accommodations for dietary restrictions and food allergies if we are notified in advance. Students must communicate significant food allergies that require meal accommodations (e.g. gluten, wheat, milk, soy, fish, shellfish, eggs, or nuts) on the Disability, Medical, and Dietary Services Form. **It is important that Brown receive this form at least two weeks prior to the start of your student’s course.**

Please indicate dietary preferences, including vegetarians and vegans, on the Dietary Concerns Form to allow us to plan accordingly, especially for off-site field trips or boxed lunches.

XV. Policies

Introduction
The Brown University STEM I – SPARK program brings together students from the United States and other countries who share an interest in seeking academic enrichment and intellectual growth. The program is committed to maintaining standards that are conducive to academic excellence and personal health. Brown University assumes that the students enrolled in STEM I – SPARK are capable of accepting responsibility for their behavior and safety and expects them to do so.

Students and parents are expected to review our Code of Student Conduct and Policies and sign the Code of Conduct section of the acceptance form. Specific policies apply to aspects of academic and residential life, including class attendance, plagiarism, curfew, quiet hours, and disruptive behavior. Behavior that is unsafe, disruptive, and/or inappropriate will not be tolerated. Students are expected to abide by the policies, and students who do not adhere to them may be dismissed from the program.

Residential staff members help students balance the competing demands of academic and social life. If students have an academic concern, they are encouraged to seek out the guidance of their instructor or the Director of STEM I – SPARK in the School of Professional Studies. If they have a personal concern, they are encouraged to seek out their Resident Advisor for advice or assistance. Professional live-in Resident Directors and Resident Advisors participate in a 24-hour, on-call system to manage any emergencies that might arise.

These policies and guidelines, together with advising from faculty, residential staff, and
administrators, should make clear to students the acceptable standards of conduct and the resources for support. Students who do not act in accordance with reasonable standards of behavior, thus creating a detrimental effect on themselves or others, will be subject to discipline and possibly dismissal from the SPARK program. It is expected that parents, aware of the social and academic policies, will support these policies.

Program faculty, residential life staff, and other staff are charged with implementing and enforcing both University and the School of Professional Studies program policies. Students are expected to follow these policies in order to maintain and enjoy an academic and social environment, which is conducive to the academic success, comfort, and satisfaction of all.

Please do not hesitate to contact us with questions: (401) 863–7900 or email us at summer@brown.edu.

XV. a. Code of Student Conduct
The Code of Student Conduct can be found on the Pre-College website. Parents and students should read and discuss the Code of Student Conduct.

Completion of the Code of Conduct section on the Student Acceptance Form, which indicates knowledge of policies and guidelines contained on our webpages, is a condition of program enrollment. Failure to read the policies documents or the webpages does not excuse students from complying with program policies.

XV. b. Academic Policies
Academic Honesty
Strict academic honesty is required of all STEM I – SPARK participants. A student’s name on any written exercise is regarded as an assurance that it is a product of the student’s own thought and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of other sources. Infringement of the academic code in written work entails penalties ranging from failure in a particular exercise or in a particular course to dismissal.

STEM I – SPARK Attendance Policies
All students must be in attendance by the second day of classes or their registration will be cancelled.

Course Changes
Course changes can be made up to one week before the start of STEM I – SPARK on a space available basis. Course changes are not permitted once the STEM I – SPARK program has begun.

Successful Completion of Academic Program
Commitment to successful completion of the STEM I – SPARK program is required. Students must meet all academic requirements established by instructors. Regular attendance at class sessions, punctual and competent completion of all assigned work, and full preparation for and
participation in each class session are required. The University expects that students will not indulge in behavior that endangers the academic well-being of themselves or others. Any student who does not meet these obligations may be put on probation or dismissed.

**SPARK Evaluations**

STEM I – SPARK courses do not have formal tests or grades. STEM I – SPARK allows students to concentrate on learning and the process of scholarship, not their final grade. All students who successfully complete their course will receive a certificate of completion and a course performance report from their instructor(s).

**XV. c. Residential Policies**

As a member of the Brown community, STEM I – SPARK students must follow rules and policies for their own well-being and for that of other students. Specific policies apply to aspects of residence life, including curfew, disruptive behavior, quiet hours, visitors, and overnight leaves. Residential staff will bring unsafe and/or inappropriate behavior to the attention of the program administration. If a student, in the judgment of the residential staff, fails to meet the established expectations for social and residential conduct, or shows disregard for a member of the residential staff’s directives, disciplinary action will be taken.

**Housing**

Students are required to live in Brown’s residence halls. The residence halls are within walking distance of classrooms and dining halls. Male and female students are housed in different units or floors within buildings. Within buildings, students are randomly assigned to double occupancy rooms on single-sex floors with single-sex shared bathrooms. Rooms provide typical college furniture, and do not have central air conditioning; one fan per student is provided. A Community Director and two Residence Directors oversee supervision of all STEM I – SPARK Residential Advisors (RAs) and students and serve on call 24 hours a day, seven days a week while the program is in session.

STEM I – SPARK students are supervised throughout the program by a team of carefully selected Residential Advisors (RAs) who live in residence halls with STEM I – SPARK students and chaperone them throughout the entire day. An average student/RA ratio of 12:1 guarantees that students will receive the personal attention they need. The RAs are trained specifically to support this program.

The RAs lead floor meetings several times throughout the program and facilitate community building among their cluster of SPARK students. RAs not only supervise the safety of your STEM I – SPARK student, but they are there to be a mentor and answer any questions concerning high school and college life.

**Roommate Requests**

As STEM I - SPARK is a Pre-College program, roommate requests are not encouraged. A main goal of SPARK is to connect with and make new friends, and we want all SPARK students to
enter the program at the same place and experience meeting new people. If you would like to request a roommate, the SPARK program will accept and consider requests, only if parents of both students send an email requesting each other to summer@brown.edu. Requests must be made a minimum of two (2) weeks prior to the start of the program or they cannot be honored. Please note, roommate requests are not guaranteed.

**Quiet Hours and Curfew**

*Quiet hours* for STEM I – SPARK students:

- 9:00pm–8:00am: Sunday through Thursday
- 10:00pm–8:00am: Friday and Saturday

Note: All other hours are considered “courtesy” hours. Students may study in groups or socialize quietly in the lounges during quiet hours. Violation of quiet hours is disruptive to many individuals living in the residence hall and may result in disciplinary action. Causing excess noise and/or undue disturbance is prohibited at all times.

*Curfew hours* for STEM I – SPARK students:

- 10:00pm in their own rooms
- 10:30pm lights out

**Overnight Leaves & Leave at Other Times**

Overnight leaves are NOT allowed for STEM I – SPARK students; we require that they remain on campus for the entire two weeks in order to build cohesiveness among the students. In addition, leave at any time is not allowed unless due to an emergency situation and only with prior approval from the Program Director.

**Visits by Parents or Others**

Parents are asked not to plan visits to their students during the two-week period due to a full schedule of activities. A visit would otherwise take your student away from vital programming.

Additionally, to promote the safety of our STEM I – SPARK students, visitors (including parents and family members) are not permitted to enter the residence halls when the program is in session without contacting the STEM I – SPARK Residence Director.

**Room Changes**

Room changes are discouraged because we would like the students to have a real college experience and learn to respectfully live with roommates. If there are concerns or problems, please consult the STEM I – SPARK Residence Director.

**Commuter Students**

The STEM I – SPARK program does not accept commuter students. In an effort to build teamwork, cohesiveness, and a community, all STEM I – SPARK students live on campus for the two-week program.
Air Conditioners Are Not Permitted
If you need to bring an air conditioner for medical reasons, you must complete the Disability, Medical, and Dietary Services Form. A staff member of the Student and Employee Accessibility Services (SEAS) office will contact you for additional medical documentation to determine if you are eligible for this accommodation.

Identification Cards
Each student is issued a Brown University identification card (ID) that is the property of the University. This card opens the exterior door of the residence hall and provides access to the computing center, libraries, and dining hall. Lost cards should be reported immediately to a member of the residential staff. There is a replacement charge for lost cards. University employees have been instructed to confiscate any invalid ID card; therefore, a student should use only his or her card and never lend the card to another student.

Room Keys
Brown University issues one room key to each resident assigned to a room in a residence hall during the summer months. Students are expected to be in possession of their room key whenever they leave the room, even if it’s “just for a minute.”

Lock-Outs, Lost Keys, and Lost ID Cards:
Students are responsible for their room key and ID card at all times. Students who lock themselves out of their rooms or who lose keys and access cards pay the following charges:

- $0 for an initial lock-out
- For subsequent lock-outs, the fee is based on how many lock-out instances occur
- $100 for each lost key and lock change
- $20 the first time a card is lost, with increments of an additional $15 for each subsequent loss

Note: Students who do not return their room key when they check out of their room will be charged $100 for a lock change.

If a student has lost their ID Card, they should first contact their Residence Advisor who will accompany them to the Brown Card Office located at 69 Brown Street, J. Walter Wilson building, 5th Floor, Room 511, between 8:00am-4:00pm, Monday-Friday. If a student has lost their ID Card outside of these hours, they should contact their Resident Advisor who will assist in the procurement of a new card when feasible.

Windows & Balconies
Sitting on window ledges, balconies, or roofs, and dropping or throwing objects out of windows is prohibited. Failure to adhere to this policy is grounds for disciplinary action.
Residence Hall Security
Residence hall rooms need to be locked when not occupied. Residence hall entrances remain locked at all times. Students are urged not to bring valuables to campus outside of those needed for academic study. A STEM I – SPARK student should never leave the residence hall area alone. Resident Advisors are there to help them get whatever they need. Personal and community safety precautions are reviewed thoroughly at orientation and during the first residential hall meeting.

Student Rooms & Common Areas
Students are responsible for the condition of their rooms and hallways. They will be held liable, individually or jointly, for damaged or missing University property. Course Performance Reports and Certificates of Completion are withheld until any damage charges are paid.

Abandoned or Damaged Property
The University is not responsible for personal property of students. This includes items delivered to the University on your behalf and property in individual rooms. It is strongly urged that all students have personal property insurance to protect from loss or damage due to theft, fire, flood, vandalism, and any other hazards. Students are urged to lock doors and windows of their room at all times.

Any belongings left behind remain the sole responsibility of the registered occupant. The University reserves the right to remove unidentified/unclaimed items from all areas in the residence halls. Students wishing to claim items left behind should contact Facilities Management Services within 48 hours of moving out at (401) 863–7800. You can also call the Office of Residential Life—Summer Programs at (401)–863–6868.

Note: Students who are dismissed from the program are responsible for packing their belongings and returning their key. If a student is not able to pack their belongings before departing from campus, the belongings will be inventoried, packed, and shipped by a third party vendor contracted by the University at the student’s own expense. The University is not responsible for lost or damaged property that may occur in packing and shipping.

Items Not Allowed in the Residence Halls
Specifically prohibited from the residence halls are firearms of any type, ammunition, knives of any sort, including pocket knives, fireworks, explosives, gas operated stoves, motorcycles, vehicles, hot plates, heating appliances, space heaters, air conditioners, torchiere halogen lamps, candles (including tea lights), open flames or any external heating elements, and illegal drugs. Refrigerators must not exceed 4 cubic feet, 1.5 amps. Pets are not allowed.

Personal Health
Care for personal health is critical. Poor hygiene, nutrition, and sleeping habits lead to academic and social difficulties and illnesses. Should a STEM I – SPARK student exhibit behavior which causes the program staff to have a concern for the student’s health, the student’s parents or guardian will be called, and the student may be required to see a healthcare professional for a consultation at Health Services or Counseling and Psychological Services on campus, or an
appropriate clinic off-campus. If a health care professional judges a student’s health to be at risk or to pose risk to other students, the student may be asked to leave the program.

**Smoking**

STEM I – SPARK students are not allowed to smoke. Failure to adhere to this policy may result in disciplinary action including notification of the student’s parent or legal guardian. For parents, there is no smoking in Brown University buildings, including residence halls or within 35 feet from the entrance to any University building. Smoking is prohibited at program-sanctioned events, including outdoor events.

**Libraries, Computing, Food Services, and other facilities**

Students must follow the guidelines provided by each University service facility. Disregard for facilities policies, misuse of facilities, or dangerous or offensive behavior in any University department will be grounds for disciplinary action, including the loss of facilities’ use privileges.

**XV. d. Financial Policies**

Please visit the Financial Policy page on the Pre-College website for complete financial policies, including billing information, accepted payment methods, additional fees, and refund policies.

**Payment Information**

Payment deadline STEM I – SPARK: May 26, 2016.

*Students who register May 26, 2016 and thereafter—payments are due upon course registration. Students may not carry a balance while on campus and will be withdrawn from the program if payment is not made by the deadlines stated above.*

**XVI. Fundraising Guide**

Please follow this link to the Fundraising Guide.