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

*Congratulations on your acceptance to the STEM I 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 Parents and Guardians

Dear Parents and Guardians:

We are excited to welcome your child to Brown’s STEM I for Middle School Students Program! STEM I 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 Assistants (RAs), Teaching Assistants (TAs), and instructors.

Each day, students participate in classes, and co-curricular and recreational activities. While our trained staff of Residential Assistants will supervise activities and residence hall life, please be aware 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 STEM I.

We are concerned about the academic, emotional, and physical well-being of all students in the STEM I 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 Students

Dear STEM I Students:

Hello and welcome to STEM I! 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 STEM I 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 STEM I, 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 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 instructions for: student account activation, electronic billing and payment access, travel itinerary request 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/guardians write down all usernames and passwords.

Forms are submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign your required forms and waivers. Forms include sections for both students and parents/guardians to complete.
You can expect to complete the following forms:

**Required Forms**
- On Campus Student Acceptance, Release, and Waiver
- Medical Authorization and Health History Form
- Physician’s Immunization and Medical Report – Requires a medical provider’s signature
- Travel Itinerary Form

**Additional Forms, if applicable**
- **Disability, Medical, and Dietary Services Request Form**
  Students may indicate a need for academic, housing, dietary and/or transportation accommodations when completing the Disability, Medical and Dietary Services Request section of the Medical Authorization and Health History Form. Students will then be sent the link to complete the form which will be submitted to Student and Employee Accessibility Services (SEAS). Please reference the [SEAS guidelines for documenting a disability](mailto:seas@brown.edu) 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 part of their checklist email. Please only complete if you need to indicate any food allergies and/or dietary preferences, including vegetarians and vegans, on the form.
- **Medication Form** – required for all students taking medications

**STEM I Course-Specific Forms**
*Please note that individual courses may require specific forms. Students requiring these forms will find them in their checklist email. 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 Laboratory Scientist – Course Waiver Form

**STEM I 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](#)
IV. What to Bring

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.

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
- 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.)

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

**Laundry: 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.

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)
• Recreation and sports equipment (only if desired)

Proper attire for laboratory-based classes and STEM activities
All STEM I 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 $1.00 at any ValuePort machine—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 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 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 set-up for wireless 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.

V. Student Travel to Campus

Unaccompanied Minor 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. We strongly encourage parents, guardians, or family members to come to the check-in and attend the opening orientation session of the STEM I program. In addition, we strongly encourage family members to come to the closing ceremony and pick up their students on the last day. All parents/guardians are required to complete the Travel Itinerary Form included in your checklist.

For Unaccompanied Minor Travel please see TRAVEL ALONE below

VI. Directions to Campus

Arrival Information
On your orientation Sunday, you will want to arrive for check-in at Simmons Quad, which is located behind the Soldiers Memorial Gate, at 168 Thayer Street in Providence, between 9:00am and 1:00pm. Click here for a campus map. Please look for STEM I 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 your 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 onto 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 onto Waterman Street. Take a right onto 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 [Providence Amtrak 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, guardians, 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 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. Upon arrival at campus, ask for directions to Simmons Quad and the STEM I Check-In location.

One Way Ticket: $25 USD/ student  
Round Trip Ticket: $40 USD/ student

Shuttle Solutions, LLC accepts CASH ONLY.

Upon arrival at the airport, students may purchase a round trip ticket that covers the cost for both arrival and their shuttle trip back to T.F. Green Airport at the close of the program. Students will be provided with coupon for the return trip. At the close of the program students may refer to the schedule below to take a shuttle back to T.F. Green Airport. If you have paid for a round trip you may give your coupon to the driver. Unused pre-paid coupons for the return trip cannot be refunded. Please see a Shuttle Solutions, LLC representative at airport to purchase in advance.
Schedule

Arrivals | Sunday, July 16, 2017
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 28, 2017
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. Students requiring handicapped accessible transportation are encouraged to contact Brown Pre-College Programs via phone during regular business hours (Monday to Friday, 8:30am–5:00pm) or via email at precollege@brown.edu.

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

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 you choose to send your student alone through Logan Airport in Boston, please note that there are no Brown University sponsored transportation services to or from Logan Airport. Brown University cannot accept responsibility for your student until they arrive at Check-In. Please see below for a list of alternative transportation companies who can bring your student from Logan Airport to the Brown University campus. Brown University cannot be held liable for any transportation arrangements made from Logan Airport.

*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.
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 can find through the internet.

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

Travel Alone

Unaccompanied Minor 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.

If parents or guardians are unable to attend the opening or closing events and your child is arriving alone, then we may be able to 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 and approved a minimum of three 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 26, 2017).

Although students should make every effort to plan their travel to Brown based on a Sunday, July 16th arrival, procedures are in place to accommodate a Saturday, July 15th 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, July 15th:

- 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, July 15 after 3:00pm and before 8:00pm.
- There is no Sunday pickup. If your child will arrive on Sunday, July 16th, please utilize the shuttle bus services described above.
- 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 & 6:00pm on Friday, July 28, 2017.
- Note: No extended stay after July 28th 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 students who are utilizing the travel alone pick-up services indicated above must arrive at a pick-up location on Saturday, July 15, 2017 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.

Information from Logan Airport: http://www.massport.com/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 (800) 905-9025
Go Boston Shuttle – Ultimate Livery (888) 437-4379
Green Shuttle (866) 934-6476
Arrival
The Office of Residential Life is open for early arrivals on Saturday, July 15 from 1:00pm–9:00pm. All students arriving on Saturday should check in at the Office of Residential Life located at 42 Charlesfield St. 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. 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.

• If your child is to arrive on Saturday, July 15, 2017, 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, July 16, 2017, 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 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 28, 2017.
• Note: No extended stay after July 28th is possible. Unfortunately, we cannot accommodate housing and supervising your STEM I 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.

REMINDER: STEM I students who are arriving through Logan Airport should arrive at the airport between 12:00pm and 6:00pm EST on Saturday, July 15, 2017, or before 10:00am EST on Sunday, July 16, 2017. These arrival times should facilitate the student
VII. Check-In and Closing Event Details

Arrival and Check-in

Sunday, July 16, 2017: 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; as 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, July 16th after students’ check-in. An orientation for parents/guardians only will be given at 1:30pm. Parents/guardians will have an opportunity to meet program staff and the professional STEM I Community Director. During this time, the Residential Assistants will meet with students separately and lead ice breaker activities and review program expectations.

Parents/guardians 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/guardians only
- 2:30pm: Goodbyes
- 3:00pm: Orientation for students only

Closing Day Events and Departure Schedule

Friday, July 28, 2017

Parents/guardians and students are invited to join instructors and staff for a Closing Event on Friday, July 28th from 1:30–3:00pm (campus location to be determined). The Closing Event will highlight the work of all the STEM I courses. We encourage parents, guardians, 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/guardians proceed to the residence halls for check-out.

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

VIII. A Typical Day at STEM I

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.

**Meals and Snacks**

STEM I students eat breakfast, lunch, and dinner together in one of Brown’s dining halls, under the supervision of Residential Assistants. 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 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 student is taking medications, we ask that parents/guardians give all medications (prescription and over the counter) to the STEM I medical coordinator at check in. The coordinator will supervise the administration of all prescription and over-the-counter drugs. Please note that Residential Assistants 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 provided in your checklist. It is important that Brown receive this form at least two weeks prior to the start of the program.
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.

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 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 Assistant 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 student is transported to the hospital. Students should expect to spend an average of three hours in the Emergency Room.

**Health Insurance Coverage**

STEM I 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 $75 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 students are accompanied at all times by a STEM I 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 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 Resident Assistants will make sure activities are finished and students are escorted back to their residence halls before curfew. STEM I 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.

**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, please email STEM-Precollege@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 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 staff are reachable via STEM-Precollege@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, guardians, and family members) are not permitted to enter residence halls when the program is in session without the special permission of the STEM I Residence Director.

Mail
Letters and packages for students should be addressed as follows:

<table>
<thead>
<tr>
<th>Mail:</th>
<th>Packages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student name</td>
<td>Student Name</td>
</tr>
<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>
<td>1st Floor, Grad E</td>
</tr>
<tr>
<td></td>
<td>Providence, RI 02912</td>
</tr>
</tbody>
</table>

Resident Assistants 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: precollege@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 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 $75 health insurance fee required for all international STEM I 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.

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

When selecting the STEM I 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 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 Customs 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*.

**XIV. Housing**
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. If you are in need of special housing accommodations, please indicate that you may require accommodations when completing the Medical Authorization and Health History form. 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. The link to the form can be found in your checklist email.

A Community Director and two Residence Directors oversee supervision of all STEM I Residential Assistants (RAs) and students and serve on call 24 hours a day, seven days a week while the program is in session.

STEM I students are supervised throughout the program by a team of carefully selected Residential Advisors (RAs) who live in residence halls with STEM I 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 STEM I students. RAs not only supervise the safety of your STEM I student, but they are there to be a mentor and answer any questions concerning high school and college life.

**Roommate Requests**

As STEM I 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 STEM I students to enter the program at the same place and experience meeting new people. If you would like to request a roommate, the STEM I 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.

**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.

**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 Residence Director.

**Commuter Students**

The STEM I program does not accept commuter students. In an effort to build teamwork, cohesiveness, and a community, all STEM I students live on campus for the two-week program.
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.

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.

Smoking
STEM I 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/guardians, 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.