

**PRE-DEPARTURE ORIENTATION GUIDE**  
**for the**  
**Benjamin Franklin Transatlantic Fellows Summer Institute**  
**June 27 – July 25, 2015**  
**Purdue University**  
**West Lafayette**  
**Indiana**

This orientation guide will give you information necessary to prepare for your trip to participate in Benjamin Franklin Transatlantic Fellows Summer Institute (BFTF) at Purdue University. Please take a few minutes to read through this guide to determine the actions you should take to prepare yourself for the Institute.

***Purdue University, West Lafayette***

Welcome to Purdue University. Founded in 1869 Purdue has grown to include more than 65,000 students on all 4 campuses including 39,200 students on the main campus in West Lafayette, Indiana. The West Lafayette campus is conveniently located between Indianapolis (60 miles/100 km) and Chicago (115 miles/180 km). According to the most recent enrollment statistics, Purdue University's total international enrollment of 8,600 students ranks second among Universities in the United States. Purdue is ranked 22nd in the nation in the latest *U.S. News & World Report* top 50 public universities survey and 59th in the world, and ninth among American public universities in a survey by *The Times of London*.

- The total number of buildings – 380
- The total number of computing labs – 279
- The total number of computers available for students – 5,394
- Number of libraries – 13
- The total number of volumes – 3, 023,000
- Purdue's Housing operation is the fourth largest in the country
- Boiler TV is a cable service that offers 42 TV channels including the International Channel with news and movies in Russian;

***Institute Forms***

At the end of this guide, you will find the following forms that BFTF needs you to complete. The forms need to be signed by you and a parent/guardian and returned to BFTF via email ([abalkute@purdue.edu](mailto:abalkute@purdue.edu)) as scanned documents or faxed to +1 (765) 496-2210 (Attn: BFTF) by **June 1<sup>st</sup> 2015**. Please bring the original signed forms with you also.

The forms are:

1. Medical Information Form
2. Statement of Responsibility
3. Participant Consent and Release Form: Photo, Audio, Video, and Interview Releases
4. Visitor Request Form (if awaiting any visitors while at Purdue University)
5. Participant Information Sheet

### ***Pre-Institute Assignments***

To make the most of your time at the Institute and to help you prepare for your upcoming experience, we ask that you work on the following assignments prior to the U.S. program: **(1) prepare a 3 minute presentation about the place you come from. We encourage you to be as creative as possible, please don't exceed the 3 minute time limit; (2) think how you can contribute to the Institute talent show and the International Cuisine Night (yes, you will have to cook!), (3) what topics you want to discuss at our discussion club, (4) think of a possible community oriented project that you can introduce at the Institute and later implement when you return to your community.**

### ***Academic Program***

The program will consist of five modules, each representing a component of Benjamin Franklin's legacy:

- International Relations
- Media & Journalism
- Civic Education & Democratic Citizenship
- Science in the Global Context
- Service & Volunteerism

Each module is comprised of a set of thematic presentations, workshops, seminars, panel discussions, site visits, and other interactive activities, conducted by highly qualified faculty, graduate students, and area specialists.

The Institute's academic curriculum is designed to incorporate and balance presentations and practical activities. Fellows will have three, sometimes two classes each day, to be held between 9 a.m. and 12 p.m. (two classes) and 1:30 p.m. and 2:45 p.m. (one class). To enhance individual comprehension and participation, Fellows will be split into three groups for daily debriefing sessions and several projects. Students will be assigned readings from provided materials.

For the first two weeks, Fellows will be staying in the residence hall (student dorm) on campus. Each room in the residence hall will be shared by two Fellows. **We recommend that Fellows bring their own electronic devices (laptops, iPads, tablets).** Fellows will have an access to the Internet and Wi-Fi. Fellows will also be provided with passwords to use any of the more than 6,000 computer workstations on campus, and will be able to print materials free of charge. Remember to bring U.S. compatible adapters/converters for your devices.

Site visits are planned as a continuation of the academic activities and are essential to each module. The Fellows will visit **Indianapolis**, where they will tour the Indiana State House, learn about federalism and how state government works. Other civic education-related site visits will take place

in **Washington** and **Philadelphia** (Independence Hall and National Constitution Center). Other site visits will include:

- **Lafayette/Tippecanoe Battleground**
- **Indianapolis:** city tour, Indiana War Memorial, Indiana State Museum
- **Chicago:** city tour, Shedd Aquarium, Willis Tower (formerly known as Sears Tower, tallest building in the U.S.), Chicago Institute of Arts
- **Washington:** city tour, Capitol Hill tour, Department of State, Smithsonian Institutions, Newseum interactive museum; and the Holocaust Memorial Museum
- **Philadelphia:** Franklin's Philadelphia city tour.

Cultural and social activities are integral to the Institute, helping you better understand the diverse cultures of the United States and Europe, and develop new friendships. In addition to visiting museums, Institute cultural and social activities will include: a July 4<sup>th</sup> Independence Day picnic; International Cultures Night/Talent Show; Country presentations; International Cuisine Night; visits to centers on campus; movie nights; and visits to shows and sporting events.

### ***Follow-on Projects after the U.S. Institute***

This is one of the most important parts of the Institute and it will take place after you return home. It is meant to help you integrate the knowledge and skills you will acquire throughout your participation in the program and put them into practice. For the follow-on activities, you will be asked to develop an academic or community service project that you will put into practice once you return home. Over this process you will be receiving feedback and support from your BFTF mentors and instructors. Through the follow-on project you will demonstrate leadership skills and become `ambassadors` of positive change in your home community. **We strongly encourage you to do a preliminary research and needs assessment for a socially-oriented project in your school or community before the Institute.** Funds will be available to sponsor the most promising follow-on projects. There will be training sessions on project grant writing that will help you design and implement your follow-on project.

### ***Arrival at the Institute***

The closest large airport to Purdue University is Indianapolis International Airport. If you are flying from Europe, your port of entry into the United States will be one of major international airports (Dulles in Washington, JFK or La Guardia in New York, Logan in Boston, or O'Hare in Chicago) where you will go through Immigration Control and clear U.S. customs. Please read carefully Immigration and Customs Control regulations before your transatlantic flight <http://www.cbp.gov/xp/cgov/travel>

After you are admitted to the United States and clear customs in the port of entry, you will take another flight to Indianapolis International Airport. After landing in Indianapolis, you will take Lafayette Limo shuttle to Purdue University. Lafayette Limo booth is located at Ground Transportation. BFTF staff will also be present there to assist you. We will make your reservation for you, you will only have to give your name to the attendant or shuttle driver. Lafayette Limo shuttle runs every 2 hours. You can find information about Lafayette Limo and the departure schedule here (you need Indianapolis to Lafayette schedule)

<http://www.lafayettelimo.com/Shuttle/Schedule.aspx>

We expect that all Fellows will arrive on June 27, 2015. Your dormitory is located approximately 250 yards (200 meters) from the “Purdue West” shuttle stop. BFTF staff will meet you at the stop and direct you to the dormitory. In the dormitory lobby, you will find BFTF registration where you will receive all further instructions and assistance.

### ***Lodging***

During the Institute, you will be staying (a) in a residence hall on the Purdue University campus, (b) with a host family, and (c) in a hotel in Philadelphia and student dormitory in Washington, D.C. When you stay on the Purdue University campus, you will have a special card (Purdue Conference ID Card) that you will use to gain access to your floor. Male and female participants will be housed on separate floors. BFTF Resident Assistants will be also staying in the residence hall. For the participants’ safety, a bed check will be conducted each night. Each Fellow will share a room with one other Fellow. The Fellows will use a shared bathroom on their floor.

The dormitory bedroom has a separate bed, desk and dresser for clothes for each Fellow. You will be provided with a set of linens for your bed and towels. You can change your linen and towels as frequently as you want for no charge. For your clothes, the residence hall has laundry facilities with washers and driers.

### ***Purdue University Housing Drug and Alcohol Policy***

- No alcoholic beverages are permitted in the University housing. It is illegal for persons under the age of 21 to consume alcohol in the United States.
- Use and/or possession of illegal drugs and drug paraphernalia are prohibited on the Purdue University campuses. Violation of this community standard is considered a serious offense and students may be sent home.
- The sale of tobacco or electronic cigarets to persons under 18 years of age is forbidden by Indiana law. Smoking is only permissible in designated areas.
- The University Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures and guidelines.

You can find all information and Purdue University Residences’ policies here:

<http://www.housing.purdue.edu/ResidentialLife/urguidelines.html> Please carefully read the information provided. By agreeing to participate in the 2015 BFTF at Purdue University you agree to follow and respect Purdue University Residences’ policies.

### ***Homestays***

All Fellows will live with a host family for ten days of the Institute. All host families are carefully screened and provided an orientation about the program and their responsibilities. You will meet your host family at a special reception. The homestay will provide you with another opportunity to experience American family life. Fellows may have a private room or share a room with another Fellow or possibly with a teenage family member (of the same gender). Each Fellow will have a separate bed. You will spend each evening and two weekends with your host family. You may want to bring a small gift for your host family as a token of your appreciation.

### ***Purdue Conference ID Card***

After you check in the residence hall, you will receive your Purdue Conference ID card, which will give you access to the residence hall, floor, campus services and facilities including dining halls, libraries, gyms, and swimming pools.

### ***Meals***

The BFTF Fellows will use a combination of cash and dining cards to purchase meals. During your stay on campus, you will have meals (breakfast, lunch, and dinner) in one of several Dining Courts, located near your dorm. Fellows will be also provided with funds for lunch on campus during homestay; you will have breakfast and dinner at your family's home. Purdue Dining Courts offer a wide variety of foods to choose from, including healthy and vegetarian meal options. We will try our best to accommodate you. There are convenience stores located on campus for snack foods and beverages.

During field trips, the Fellows will eat in cafés and restaurants.

### ***Religious Observance***

If you have religious practices that you intend to continue observing during BFTF, please let us know on the *Participant Information Sheet*. We will try to accommodate your needs to the best of our ability.

### ***Expectations for Participation – Code of Conduct***

Fellows are expected to attend all official BFTF activities (see draft schedule). You will not be allowed to travel by yourself or go to visit relatives or friends during the program.

All Fellows will be expected to sign and follow the BFTF Code of Conduct, which states:

*I agree to treat each member of the BFTF team, including Fellows and Staff with respect and dignity and to handle any conflict that might arise in an honest and forthright manner and, if necessary with the support of the BFTF staff. I agree to follow all reasonable requests made by BFTF staff, faculty, or Purdue University personnel.*

*I agree to participate fully in BFTF sponsored activities, and to the best of my ability to do so with curiosity and eagerness to engage.*

*I agree to abstain from any and all drug and alcohol use during the Institute.*

*I agree to remain with my assigned BFTF group at all times and not venture off on my own or to leave campus without the supervision or express permission of BFTF staff.*

*As a BFTF Fellow, I agree to abide by this Code of Conduct and understand that my willful disregard of any of its agreements may result in the termination of my Fellowship.*

### ***Money/Cash Allowance***

All Fellows will receive a stipend upon arrival. The purpose of the stipend is to provide some money for incidental expenses, such as snacks, laundry, or city bus. We strongly recommend that you

make a budget to determine what additional money you might need to bring with you or access during the Institute. ATMs are available on campus and around the Greater Lafayette Area. Make sure that your bank supports U.S. ATMs. Credit cards in your name are also useful. It is a good idea to plan a budget for the amount of money you may need ahead of time with your family.

**Important: If you pay cash, remember that most stores or services won't accept bills larger than \$20. ATMs in the United States typically do not dispense bills in large denominations.**

Should an emergency arise where you need extra funds, money can be wired around the world via Western Union or Money Gram. BFTF staff will show you how to use these services if needed.

### **Contact Information**

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