Congratulations on your acceptance to the 2016 NCSU Engineering Summer Programs Residential Camps! This handbook contains important camp information and preparations families need to make for the summer. Maps and directions are included. We certain that this will be a fun and rewarding summer experience for everyone!

Office Email:
COE-theengineeringplace@ncsu.edu

Office Phone Number:
919-515-3263

Summer After Hours Phone Number:
919-421-4192
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## Important Reminders

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| **MANDATORY STEP:** Complete your “For Accepted Campers: Confirm or Decline Attendance” form. | May 6, 2016    | Go to: [https://theengineeringplace.campbrainregistration.com](https://theengineeringplace.campbrainregistration.com)  
Hit the red “View Registration Details” button, then find the appropriate form on the list of forms. |
| **MANDATORY STEP:** Make your non-refundable payment in full to camp to confirm your acceptance. | May 6, 2016    | Payments are made online via credit card or by check made out to “NCSU Engineering Summer Programs” and mailed to:  
NC State Engineering Summer Programs  
120 Page Hall, Campus Box 7904  
Raleigh, NC 27695-7904 |
| Make travel arrangements                                             | ASAP           | Go to: [https://theengineeringplace.campbrainregistration.com](https://theengineeringplace.campbrainregistration.com)  
Hit the red “View Registration Details” button, then find the appropriate form on the list of forms. |
| **MANDATORY:** Tell us how you are getting to and from camp, and request a shuttle ride if applicable. Fill out the “Travel Details”. | ASAP, no later than June 1st | Go to: [https://theengineeringplace.campbrainregistration.com](https://theengineeringplace.campbrainregistration.com)  
Hit the red “View Registration Details” button, then find the appropriate form on the list of forms. |
| **MANDATORY:** REVIEW your medical information.                       | ASAP, no later than June 1st | Go to: [https://theengineeringplace.campbrainregistration.com](https://theengineeringplace.campbrainregistration.com)  
Hit the red “View Registration Details” button, then find the appropriate form on the list of forms. |
| **OPTIONAL:** Provide us with updated information                    | ASAP, no later than June 1st | If you need to provide us with updated household information or notes about a camper’s needs, email us at coe-theengineeringplace@ncsu.edu. |
| Pack                                                                 | Opening Day    | Check out the packing checklist on page 7 and be sure to bring everything you need.                                                   |
| Print directions and important phone numbers                         | Opening Day    | Be sure to print out this Camper Handbook so you have directions and important phone numbers that you will need on the first day of camp, and throughout the week. |

Please direct all camp questions to our administrative office at 1-919-515-3263 or email us at [engineering@ncsu.edu](mailto:engineering@ncsu.edu).
Schedule for Sunday Arrival Day

1:00pm - 3:00pm  Camper Check-In
3:30pm - 5:30pm  Camper Workshop Orientation
5:30pm – 7:00pm  Dinner at Talley Camper Center
7:00pm - 11:00pm  Campus tour / scavenger hunt/ Evening Activities
11:00pm  Curfew/ Lights Out

Schedule for Friday Departure

7:30am - 8:30am  Breakfast
8:30am – 9:00am  Travel to camp closing
9:00am - 9:30am  Week closing for all campers
9:30am – 10:00am  Campers travel to workshop locations
10:00am – 12:00pm  Workshop Presentations (parents invited)
12:00pm – 1:00pm  Check-out. Campers should be prepared to depart quickly. Lunch will not be provided.

Typical Daily Schedule

7:30am - 8:30am  Breakfast
8:30am – 9:00am  Travel to workshop locations
9:00am - 12:00pm  Engineering Workshops
12:00pm - 1:00pm  Lunch
1:00pm - 4:00pm  Engineering Workshops
4:00pm - 5:30pm  Free Time
5:40pm - 7:00pm  Dinner
7:00pm - 11:00pm  Evening Activities
11:00pm  Curfew/ Lights Out
Typical Day on Campus

What to expect
Breakfast begins at 7:30 a.m. in the cafeteria. You will travel as a group to your workshop via bus or by foot and be ready to begin by 9 a.m. Workshop sessions run from 9 a.m. to 4 p.m. with an hour break for lunch. You will spend the majority of the time in classrooms and labs. Most workshops also include at least one field trip to a site off-campus. There is no homework assigned while at camp.

Each evening includes a variety of non-academic activities that you will be able to select and participate in. The residential counselors work hard to provide a wide variety of social, recreational and athletic activities for you to choose from. Most of our activities utilize campus resources and facilities. Camp curfew is at 11 p.m.

Living on Campus

Housing
Campers are housed in air-conditioned rooms with double occupancy; campers may also be assigned to triple- or single- occupancy rooms. There will be one Residence Counselor for every 12 to 14 campers. Specific roommate requests are not accepted.

Campers are provided with a bed, desk, dresser, and closet. Campers should bring their own pillows, pillowcases, sheets, blankets, and towels. Beds are twin extra-long size. Extra-long sheets or flat sheets are recommended.

For more detailed information about the dorm, check out the website:
https://housing.dasa.ncsu.edu/residence-hall/becton-hall/

Dorm Keys/ Entry Cards
All residence hall rooms are secured with individual room keys and a card for the locked exterior doors. Keys and cards will be distributed at Camper Check-in. Each camper will receive a lanyard. Their room key, building access card and meal card must be kept on their lanyards at all times.

If you lose your key while at camp, or leave camp without returning it at check-out, the key replacement fee is $150. This fee covers the cost of re-coring the door, for safety measures. After each week of camp, the University re-cores all locks for rooms with missing keys. The card replacement fee is $25. You will need to provide a check for that amount at Friday check out for your missing key or card. Checks may be made out to “NCSU Engineering Summer Programs.” We are unable to process debit or credit card transactions.
Meal Cards
Meal cards will be distributed at check-in. Cards must be swiped at every meal in order to gain access to the cafeteria. The meal cards can only be used for purchasing meals at approved university dining locations (Clark Dining Hall and On the Oval). Campers will turn in their meal cards when the session is over. The replacement cost for lost meal cards is $25. Campers who lose their meal cards during the session are required to provide a check for that amount at Friday checkout. Checks may be made out to “NCSU Engineering Summer Programs.” We are unable to process debit or credit card transactions.

Meals
Dinner on arrival day is the first meal provided for campers by NCSU Engineering Summer Programs each session; the final meal is breakfast on departure day. Three meals are provided each day with a variety of menu selections. Breakfast and dinner will be eaten in Clark Dining Hall in an all-you-can-eat setting.

Vegetarian Meals: Meatless and vegan entrees are available at every meal. Some meatless options may contain animal products (dairy, eggs, etc.). Campers who prefer not to eat animal products may choose to eat food from the extensive salad bar.
Specific Food Allergies: Campers with food allergies manage by selecting from the variety of items available on the daily menu. NC State is very good about labeling food contents and answering camper questions. When in doubt, always ask a member of the cafeteria staff for clarification.

NC State University Dining provides allergen information and special dietary options in the link below: http://www.ncsudining.com/campus-dining/nutrition/food-allergies/

Laundry
Laundry facilities will only be available for campers in case of an emergency. Counselors will help campers with card-operated machines.

Contacting Your Child

Telephones/Phoning Home
Campers are permitted to have cell phones at the site, but only under strict guidelines. Cell phones may be used outside of class time, only. During workshops, cell phones must remain off, and should be accessible for emergencies only. Cell phones used during class may be confiscated. For the purposes of this policy, cell phones include all mobile communication devices; use including sending and receiving text messages, sending and receiving email, and accessing the internet. NC State assumes no responsibility for lost, stolen, or damaged cell phones, or for their misuse, including exceeding plan limits or use by unauthorized persons.
Internet Access
Camper s will have access to the Internet as part of sanctioned activities. Campers using the Internet to view inappropriate web sites, or to bully and intimidate other campers, or for other inappropriate reasons, will be subject to discipline and removal from the program.

Mail
Due to the short time period that the campers are on campus, we are unable to accept mail for campers.

Visitation Policy
NCSU Engineering Summer Programs campers enjoy their time on campus, especially in the evenings when a full range of activities are planned and campers have time to relax with new friends. We therefore strongly discourage taking campers off-campus. If special circumstances arise, only a camper’s parent, guardian, or an authorized adult may take the camper off-campus. All requests must be arranged prior to the start of camp, and must occur outside of class time.

Contacting the Site
The number for the Engineering Summer Programs Office is 919-515-3263. This phone will be attended to daily from 8am - 5pm, Monday through Friday throughout the academic school year and summer session. The site director may also be reached at this number. If you need to contact your camper or the staff during the summer outside of normal business hours, please call the summer after-hours number, 919-421-4192.

In case of an emergency: If you have an emergency and cannot reach program staff, you may use the following number to reach NC State Public Safety: 919-515-3000. This number is operational 24 hours a day and is for emergencies only.

Spending Money
Campers should bring approximately $30 - $50 spending money for occasional late-night snacks or bookstore souvenirs. Quarters are helpful for vending machine purchases.

Packing Guidelines
You will find a list of recommended items in this packet. Please also pay careful attention to our list of prohibited items found in the policies section of this packet as well as on the bottom of the packing list.

Clothing
In general dress on campus is casual (shorts or jeans, t-shirts, sneakers). Campers should dress in a manner that is appropriate for a classroom environment. While in laboratory sessions, campers must wear long pants and closed toed shoes. Some campers enjoy dressing up a little more for the closing
ceremonies. Campers should also bring rain gear, a sweater and a jacket for cooler temperatures (in air-conditioned rooms). Black-soled shoes are not permitted in the gymnasium.

**Personal Electronics**

Any electronic equipment required for a camper’s course work (ex: calculator) will be indicated in a separate email. Campers may elect to bring a laptop, but the vast majority of campers do not, and instructors do not expect campers to have them. NCSU assumes no responsibility for lost, stolen, or damaged laptops, or for their misuse, including by unauthorized persons.

We want campers to work and socialize with each other without the other potential distractions posed by personal electronic devices (cell phones, smart phones, iPods, etc.). For this reason, campers may use these devices only at certain times and for specific purposes. For example, campers may use personal electronics to communicate with their families only outside of class time. **We do not provide wired or wireless internet access in the dorms during our camp programs.**

As you think about whether to send your child with personal electronics, please consider:

- Campers have sole responsibility for the safekeeping and appropriate use of their belongings. NCSU is not responsible for the loss, damage, theft or misuse of any camper belongings. Do you have insurance that will protect you if the item is lost, stolen or damaged? What are your financial risks if your child misuses the device (for example, how costly would it be if your child were to exceed plan limits)?
- At NCSU Engineering Summer Programs, campers move from place to place frequently and do not always return to their rooms between different program activities. Is your child prepared to be responsible for a valuable item under these circumstances?
- Does your child have the self-discipline to use personal electronics only at designated times and only for sanctioned purposes?
Checklist: What to Bring

Clothing
- Casual clothing for classes
- Long pants for lab
- Jacket or sweater
- Sweatshirt or hoodie for cold classrooms and labs
- Bathrobe, pajamas, slippers, shower shoes
- Athletic clothes
- Rain gear
- Athletic shoes (no black soles)
- Closed toed shoes for labs

School Supplies
- Pens, pencils and a pad of paper
- Backpack or book bag

Bedding Needs
- Sheets (twin extra-long) or sleeping bag
- Pillow and pillowcase
- Light blanket or comforter

Bath Supplies
- Bath Towels and washcloths
- Toiletries: toothbrush, toothpaste, soap, shampoo, plastic cup, etc.
- Shower caddies are helpful when transporting toiletries to and from the hall bathrooms

Miscellaneous
- Refillable water bottle
- Alarm clock
- Watch
- Sunglasses and/or hat with visor
- Sunscreen & bug spray
- Extra snacks if desired
- Spending money. We suggest $30-$50.

Workshop Specific Supplies
If your workshop instructor would like you to bring anything else to camp with you, you will receive an email with a detailed description prior to the first day of camp.
What NOT to Bring

Prohibited Items Include

- Weapons of any kind (including pocket knives and martial arts devices);
- Any flame producing device (including matches, lighters, and firecrackers);
- High energy drinks, such as Red Bull, Monster, and Amp;
- Trading cards;
- Pets of any kind;
- Televisions, computer/video games, or DVDs;
- Bicycles, skateboards, scooters, roller blades, skates, or shoes with wheels;
- Water guns;
- Halogen lamps, refrigerators, or cooking devices.
- “Cards Against Humanity” or similar games

Travel Information

Directions to NC State By Car

Take I-40 E and exit at Wade Ave towards I-440 (exit 289). Take the I-440 S exit towards Sanford. Follow I-440 for less than a mile and exit onto Western Blvd towards NC State (exit 2B). Follow Western Blvd for approximately two miles. Make a left onto Pullen Road and then a left onto Dunn Ave. The Reynolds Coliseum Parking Deck is on your left.

GPS Users:
Use the following GPS coordinates for our Reynolds Coliseum Parking Deck: 35.782441,-78.668237

Traveling to NC State Via Plane/Train/Bus

Raleigh is served by the Raleigh Durham International Airport (RDU), the Raleigh AMTRACK Station and the Raleigh Greyhound bus station. All three are within a 20 minute drive of campus.

Campus Parking for Campers

Campers are not permitted to drive themselves to camp. Cars without university issued parking permits will be towed.
Shuttle Service
We can make arrangements to pick up a camper traveling alone to the designated airport, train, or bus station. Please schedule your child to arrive between 10am and 2pm on Sunday and to depart between 2pm and 6pm on Friday. If you cannot make this window, we cannot guarantee a shuttle arrangement. Please let us know when you fill out the “Travel Details” form online.

There is no fee for the shuttle service, but it must be requested by June 1st to guarantee availability. To make a request, please log in to your online account at https://theengineeringplace.campbrainregistration.com/, click on “View Registration Details,” and complete the “Travel Details” form. You will receive an email confirmation approximately one week prior to your arrival day. If you do not receive confirmation, please email us at engineering@ncsu.edu.

Campers requesting shuttle service will be met just outside the security checkpoints by staff members wearing NC State T-shirts. In the unlikely event that the camper does not immediately see the staff member, it is very important that the camper wait at the checkpoint until the staff member arrives. Call the site immediately at the After-Hours number, 919 421-4192, if there is any last-minute change in the flight schedule. Departing campers are checked in and escorted to the security checkpoint by staff members. Because of airport regulations, the staff member will not be able to accompany the campers to the gate.
**Sunday Check-In at Becton Residence Hall**

**Sunday Check-In Procedure**
Camper check-in will take place from 1:00 pm to 3:00 pm on Sunday, June 12 (Week 1), June 19 (Week 2) and June 26 (week 3).

Planned late arrivals are not generally allowed. Campers unable to check in by 2:30 p.m. on Sunday can request an exception via the “Travel Details” form online. Exceptions are rarely made, as campers will miss the first academic session of the already very short week. Missing this session hurts the camper, and can disrupt class on Monday as well, as the instructor tries to bring the tardy camper up to speed.

Unexpected delays happen. If you will arrive after 2:30pm, please call 919-421-4192. You will still proceed to the residence hall upon arrival, and we will arrange for a residence counselor to meet you there to check you in.

Room assignments, dorm keys, meal cards, and additional program information will be provided at check-in.

**Friday Check-Out from Becton Residence Hall**

**Friday Check-Out Procedure**
Parents are invited to attend Workshop Presentations from 10 a.m. – 12 p.m. on Friday, June 17 (Week 1), June 24 (Week 2), and July 1 (Week 3). These presentations are spread throughout campus; specific parking directions for these workshops will be provided to you at check-in, and via email. At the completion of these presentations parents should proceed directly to the camper residence hall to check-out.

Check-Out is from 11:00 am to 1:00 pm on Friday, June 17 (Week 1), June 24 (Week 2), and July 1 (Week 3). If you choose to attend the Workshop Presentations from 10:00 am to 12:00 pm on campus, you may move your car to the Coliseum Deck for parking.
Parking and Becton Residence Hall Map
1. The bringing, selling, and/or providing of weapons, drugs, alcohol or any other controlled substance to camp participants or for self-use is prohibited.

2. Smoking or use of any form of e-cig or vape pen product is not permitted.

3. Physical and verbal abuse of any kind directed towards staff or other campers is not allowed.

4. Speak with consideration towards all camp staff and campers at all times.

5. Harassment in any form, verbal, physical, written, or electronically transmitted towards staff or other campers is unacceptable and will not be tolerated.

6. Follow all directions given by Engineering Camp staff.

7. Participants are responsible and accountable for being on time and attending all aspects of the departmental and camp program.

8. Participants are expected to respect all University property and facilities. Campers represent the College of Engineering while they are at camp and should act with dignity and courtesy while at camp.

9. Campers will be in their rooms by 11:00pm, the beginning of Quiet Hour, and throughout the night. Lights Out is at 12:00am, but campers must be respectful towards other campers that may be trying to sleep before this time.

10. There is no parking available throughout the camp week for vehicles owned by campers.

11. Unlawful and/or harmful behavior to self or others is not permitted.

12. Electronic equipment must be used appropriately. Loss or damage to such equipment is not the responsibility of Engineering Summer camp, the College of Engineering, or NC State University.

13. Campers are expected not to post anything that would damage the reputation of individuals, Engineering camp, or NC State University.

14. Engineering Camp is a coed program. The privacy rights of all campers are to be respected at all times. We encourage interaction between campers that develops friendships. Choosing to interact with individuals leading to any form of intimacy or activity of a sexual nature is inappropriate for this particular setting.

15. Campers are expected to maintain contact with their assigned residential counselor throughout the camp week.

Failure to abide by the above camper conduct standards may result in expulsion from camp, requiring a parent to come to campus to pick up their child.