

PURDUE UNIVERSITY

COLLEGE OF ENGINEERING HONORS

# STEP

*SEMINAR FOR TOP ENGINEERING PROSPECTS*

**HANDBOOK**



# GENERAL INFORMATION

PLEASE KEEP FOR YOUR RECORDS

## ***TRANSPORTATION TO WEST LAFAYETTE:***

Parents or guardians are responsible for arranging arrival and departure transportation for their student to and from the West Lafayette campus.

### ***Indianapolis International Airport (airport code IND):***

Lafayette Limo runs directly from Indianapolis to Purdue University. Please visit <http://www.lafayettelimo.com/> or contact them via phone at (765) 497-3828 for more information. You will select the Purdue Memorial Union drop off location.

Go Express Travel runs from Indianapolis to Purdue University. Please visit <http://www.goexpresstravel.com> or contact them via phone at 1-800-589-6004. You will select the Pudue Memorial Union drop off location.

Reindeer Shuttle also offers transportation service from Indianapolis to Purdue University. Please visit <http://reindeershuttle.com> or call (765) 637-5124. Unaccompanied minors (under 18) require written permission to travel alone. Please contact [info@reindeershuttle.com](mailto:info@reindeershuttle.com) to provide consent of parent or legal guardian. You will select the Purdue Memorial Union Club Hotel drop off location.

### ***Chicago O'Hare International Airport (airport code ORD):***

Express Air Coach runs directly from the Chicago O'Hare International Airport to Purdue University. Please visit [http://www.expressaircoach.com/](http://www.expressaircoach.com) or contact them via phone at (765) 743-3120 for more information.

If your travel plans require you to arrive a day early or stay a day later you may contact the Union Club Hotel, which is located at the Purdue Memorial Union. Please visit <http://www.union.purdue.edu/HTML/UnionClubHotel/> or contact them by phone at (765) 494-8922 for more information.

## ***SHUTTLE ARRIVAL:***

If you are arriving to campus via the airport shuttle please be sure you are at the residence hall between 2:00 p.m. to 4:00 pm (EST) for registration.

## ***REGISTRATION:***

Registration is scheduled from 2:00 p.m. to 4:00 p.m. (EST). Be sure to check your time zone carefully. Upon arrival at the residence hall please proceed to the STEP registration table where you will register for the program and receive a variety of program materials. If you arrive after 4:15 p.m., please call Melissa Hale, 765-494-3976.

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## **WHAT TO WEAR:**

When packing for the seminar, please take local weather into account. July is the warmest month of the year in Indiana, with the average temperatures ranging from low 80's to high 90's, and 60-80% humidity. Casual clothing will be acceptable for the classroom setting, however, students will be off-site for some activities (industry and departmental tours). For off-site activities, *long pants, closed toed/heeled shoes* and socks are required. You will also need a comfortable pair of walking shoes.

- Please see packing recommendations included in the STEP Handbook; if you have questions, feel free to reach out to Melissa Hale at [step@purdue.edu](mailto:step@purdue.edu).

## **ACCOMMODATIONS:**

All participants will be housed in university residences. Females and males will be housed on separate floors of the residence hall. Male campers are prohibited from entering female floors, and female campers are prohibited from entering male floors. Students will be under the supervision of STEP Residential Staff throughout their stay, and will be required to adhere to a fixed schedule of classroom and program activities. Violation of these rules will result in immediate suspension from the program, and parents will be asked to make prompt arrangements for their child to leave campus.

Unless they are participating in a supervised activity, all youth program participants must be in their assigned university residence no later than 11:00 p.m. and in their assigned room no later than 12:00 midnight unless directed otherwise by program staff. STEP Residential Staff members will perform nightly security rounds on all floors at 12:00 pm, 12:30 am, 1:00 am, 2:00 am, and 2:30 am, and Residential Staff will be accessible at any time there is a youth participant in the university residence. Rooms in the university residences where STEP participants are housed ARE air conditioned. All bed linens, towels and washcloths are provided, but participants may wish to bring an extra blanket in case the room is cooler overnight. Towels and washcloths can be exchanged daily. Prompt attendance at all sessions during the STEP program is mandatory.

# STEP CHECKLIST

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## **ADDITIONAL ITEMS:**

STEP participants may wish to bring a small amount of spending money for snacks, souvenirs, or other expenditures. While students are welcome to bring laptops or mobile devices for personal use, they are not required. Purdue University and the STEP program will not be responsible for lost or damaged electronics. **PACKING RECOMMENDATIONS (This is not an exhaustive list):**

The residence hall will provide bed linens, blanket, pillow, towels, and washcloth, as well as bed linen and towel exchange during your stay. University residences are unable to provide extra blankets or pillows, so please consider packing items to ensure your comfort. Laundry facilities are available in university residences, however due to our schedule, students will not be allowed to do laundry. We encourage students to pack enough clothing for the entire week.

## **TOUR ATTIRE:**

- Long pants
- Socks and closed-toed shoes (non high-heeled)
- Hair tie (for students with longer hair)

## **RECOMMENDED ITEMS:**

- Comfortable walking shoes and socks
- Photo Identification (driver's license, school ID, or identification card with photo)
- Swim suit/attire for fountain run (no bikini/speedo) and extra shoes that can get wet
- Toiletries
- Daily, over the counter medications (can be kept with the student - prescription medications will be turned in during registration and kept by program staff)
- Spending money (students may visit campus book stores during Purdue Tradition time)
- Umbrella
- Raincoat/poncho/jacket
- Notebook & pen or pencil
- Sunglasses/sunscreen
- Refillable water bottle with spill proof lid
- Charger

# PROHIBITED ITEMS

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## **PROHIBITED ITEMS:**

Possession of prohibited or illegal items are grounds for immediate dismissal from the STEP program. This list is not exhaustive; if you have questions related to items you are considering bringing, please contact [step@purdue.edu](mailto:step@purdue.edu) before your STEP session. Staff decisions during STEP are final. The STEP program and Purdue University are not responsible for lost or damaged items, including electronic devices. The following items are prohibited at STEP:

- Knives, firearms, or other weapons
- Glass bottles or containers
- Alcohol, drugs, controlled substances, and tobacco products (prescription medications will be kept by STEP Residential staff during the STEP program)
- Skateboards, in-line skates
- Fireworks

# CODE OF CONDUCT

PLEASE KEEP FOR YOUR RECORDS

Students have been selected to attend the Seminar for Top Engineering Prospects (STEP) based on their academic achievements and potential. We assume that all students attending the seminar are committed to maximizing the benefits of all scheduled activities. To ensure this, we have established the following behavioral guidelines. Additionally, participants must comply with all applicable federal, state, and local laws, as well as all university statutes and regulations while on campus. Further information is available online at [www.housing.purdue.edu](http://www.housing.purdue.edu).

Failure to adhere to this code of conduct or engaging in behavior that compromises the safety of participants and staff will not be tolerated. Parents or guardians will be required to arrange immediate transportation for students who violate this code of conduct, and refunds will not be issued. Decisions of STEP administration are final.

**1. Prohibited Items and Activities:** The possession or use of smoking materials, gambling, alcohol, drugs, firearms, weapons, engaging in sexual activities, and threats that compromise the perceived safety of others or oneself are strictly prohibited and will be met with a zero-tolerance policy.

**2. Curfew:** Students must check in with their counselors by 11 p.m. each night and remain in the residence hall. All students are to be in their rooms by midnight unless directed otherwise by residential and program staff.

**3. Room Restrictions:** Under no circumstances are young women allowed in the men's areas of the residence hall, nor young men in the women's areas. (Family members are allowed during check-in and check-out). Students may not exchange rooms with other attendees. All attendees are to stay housed in their assigned rooms. Switching is not allowed and could result in dismissal of the program, due to safety reasons.

**4. Dress Code:** Students should always be appropriately dressed. No spaghetti strap tank tops, crop tops, or muscle shirts unless covered by an over shirt. No holes in clothes. Shorts should be at least fingertip length.

**5. Automobiles:** Students may drive to campus for the program, but may not, under any circumstance, use their cars until the seminar is over. Keys must be given to the STEP staff upon check-in and will be returned at check-out.

**6. Respect:** Follow the directions of counselors, professors, and residence hall personnel. Respect all peers and adults with whom you come in contact.

**7. Language and Behavior:** Avoid using profane language and other lewd, indecent, and unruly behavior. Threats to harm yourself or others, or that jeopardize the perceived safety of others will not be tolerated.

# CODE OF CONDUCT

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**8. Travel:** Travel in pairs or larger groups.

**9. Safety:** Use caution when walking to and from activities, and cross streets at marked crosswalks.

**10. Health:** If you feel ill or are injured in any way (no matter how minor), contact a staff member immediately.

**11. Damages:** Report damages (intentional or unintentional) to personal property and/or Purdue University property to a staff member immediately.

**13. Medical Conditions:** Inform the director in writing of any medical condition which might need attention.

**14. Security:** Keep your door locked when you are out of your room, even if only for a few minutes, and when you retire for the night. Do not loan your key to anyone.

**16. Identification:** Wear your name badge at all times so that you can be easily identified.

**17. Punctuality:** Arrive to class and all scheduled activities on time as designated in the program agenda.

**18. Meals:** Eat the residence hall meals which are included with your program cost. Participants will not be allowed to leave during breakfast, lunch, or dinner to eat at local restaurants.

**19. Transportation:** Ride in vehicles that are owned by Purdue University and driven by a STEP staff or other Purdue employee approved by the STEP program. Do not ride in any personal motorized vehicle.

**20. Cell Phones & Electronic Devices:** Use of cell phones is prohibited during STEP scheduled activities. Use of the cell phone before or after STEP activities should be done with courtesy and respect for other STEP peers and staff. Staff will collect phones from students who do not comply with this expectation, and phones will be returned following the activity.

**21. Scooters/Bicycles:** STEP attendees are not allowed to rent or ride the motorized scooters or bicycles located throughout campus.

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<https://engineering.purdue.edu/Honors/>



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