
Lehigh University's

SUMMER ENGINEERING INSTITUTE

June 29 - July 12 - Session 1

July 13 - July 26 - Session 2

2025

Student Handbook





LEHIGH
UNIVERSITY

SUMMER
ENGINEERING
INSTITUTE

Dear Student Engineer:

Welcome to the 2025 Summer Engineering Institute at Lehigh University!

You are about to begin an exciting experience where you have the opportunity to learn with other intellectually talented students from our area. This experience will challenge you throughout the time that we spend together, and we implore you to take full advantage of this unique learning experience.

This handbook was developed to prepare you for the experience that you are about to begin. Please review this information and share it with your parents prior to submitting your student and parent commitment forms. Throughout the summer, we will refer to policies contained here in the 2025 program. You are fully expected to understand and abide by all rules and procedures.

We are honored that you will be joining us at Lehigh University in a few short months, to officially celebrate the beginning of the 2025 Summer Engineering Institute. We look forward to the program with excitement and anticipation and we will do our best to make certain that your experience is academically, culturally and personally enriching.

Sincerely,

Dr. Laura Moyer, Director

Lehigh University Summer Engineering Institute Student Handbook

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1. Philosophy and Goals

The purpose of the Summer Engineering Institute is to encourage young talent to pursue careers in these areas and other STEM disciplines, thereby fostering global competitiveness in engineering and technology and other STEM disciplines and to ignite the students' spirit of creativity, innovation, and learning. Through experience and application, the students will develop a way of thinking in which they can:

- evaluate whether an idea is worth adopting for the purpose of becoming an innovation.
- evaluate whether the idea has the potential for success.
- understand what steps will be required to develop the idea fully.
- work as part of a team and learn to value the team process.

PROGRAM GOALS AND OBJECTIVES

1) To provide a constantly challenging and motivating program of learning in the areas of engineering and technology for high school students.

- Daily schedule
- Team Research Project
- Lab Experiences
- Core courses
- Field Trip(s)
- Guest lectures

2) To have students develop awareness and a working understanding of the social impacts of engineering and technology around the world.

- Grand Challenge discussions to cover social impact, ethics, etc.

3) To give students the opportunity to meet, network, interact and learn from other students, university faculty, guest lecturers, and professionals from Lehigh University and the world.

- Guest lectures
- Core courses
- Discussions and informal roundtables

4) To provide a well-rounded curriculum that encourages the learning process to continue well beyond the classroom.

- Educational field trips
- Challenge activities

5) To assist students in their individual journeys of self-discovery, career awareness, and leadership development related to engineering and technology.

- Leadership activities
- Communication and public speaking
- Social opportunities
- Career counseling

6) To expose students to the benefits and opportunities gained in functioning as members of a team with common goals and values.

- Mentor groups
- Team projects
- Challenge activities
- Final presentations

7) To provide students a safe, residential experience throughout the program of learning and discovery.

- Residence life staff-student interaction
- Dining and housing facilities
- Lehigh University services and resources support

2. Welcome - Arrival Information

STUDENTS

Students will join the program on Sunday, June 29th for the residential program session 1 OR on Sunday, July 13th for the residential program session 2. Students are asked **to arrive between 11:00 am and 1:00 pm**. Opening Ceremonies occur at 1:30 pm. At Lehigh University, you will arrive for check in at the Williams - Stoughton Residence Halls. Address: **Williams House (Centennial II), 50 Centennial Drive, Bethlehem, PA 18015 GPS: 40.607223,-75.372562**. Information on opening ceremonies will be provided at check in.

UNLOADING AND PARKING

Once you know your room assignment, you should proceed to your assigned room. There is ample parking near both halls, and staff members will be there to assist as you unload your belongings.

REGISTRATION AND IDENTIFICATION CARDS

At registration, you will meet some of the staff; receive your room key, ID card, name badge and other important information. Staff members will then direct you to one of two residence halls. Cost for replacement: Room key \$30.00, Swipe Building Card\$30.00.

IDENTIFICATION AND SAFETY

To help ensure your safety during the Program, please wear your name badge at all times. The Identification card serves as your meal card and your campus identification throughout the program and allows you access to libraries, computer facilities, athletic facilities and other places on campus. You must carry the ID card at all times. Loss of ID card may result in a fee of \$30.00.

OPENING CEREMONIES

At 1:30 pm, Opening Ceremonies will begin to signal the start of the 2025 Summer Engineering Institute. **At the conclusion of Opening Ceremonies, families should plan to leave and students will stay for an opening activity followed by dinner.**

WHAT TO BRING TO LEHIGH UNIVERSITY

The following is only a guide and should not be considered a complete or required list:

- **A FAN – window fans are permissible**
- **A REFRIGERATOR - no larger than 3.5 cubic feet (not needed but some students prefer to have one)**
- **Laptops are encouraged but not required. Students are responsible for the safety of their computing equipment.**
- **A REUSABLE WATER BOTTLE**
- A good pair of walking shoes and sneakers (You will be doing a lot of walking.)
- UMBRELLA
- Bed linens (Twin XL), a pillow, hangers, wastebasket and shower caddy
- A sturdy backpack
- **ON LAB DAYS YOU MUST WEAR LONG PANTS AND CLOSED-TOE SHOES. Please no revealing clothing, shorts, or flip-flops to class or field trips. Skirts on girls are only allowed on non-lab, non-field trip days and should be no shorter than the fingertips of their outstretched arm. You will need more professional looking attire for 2 the closing ceremonies.**
- Casual wear for evening activities and around the dorm: sneakers, shorts, jeans, T-shirts, sundresses, sweaters, sweatshirts, light jacket, rain gear (**please no revealing clothing, cut-offs or shirts with offensive slogans or designs.**)
- Dress appropriately for final presentation; for men this would include a suit/sport coat, dress pants, khakis, dress shirts or polo shirts, tie, socks, shoes. For women -- dresses, suits, skirt, blouse or professional looking pants and shoes (**please no revealing clothing, jeans, shorts, sneakers or FLIP FLOPS**).
- Toiletries: soap, toothpaste, shampoo etc.
- Hair dryer, small mirror
- Bathrobe and slippers
- Alarm clock or clock radio
- Flip flops for shower
- School supplies: notebooks, pens, highlighters, pencils
- Reading Lamp
- Laundry detergent, laundry basket, supply of quarters (laundry is \$2.00 to wash and \$1.75 to dry. Students can also set up the speed queen app and pay by credit card)
- Some pocket money (US DOLLARS or credit/debit cards such as Visa, American Express or Mastercard.)
- This Student Handbook
- Extension cord/Surge protector

WHAT NOT TO BRING TO LEHIGH UNIVERSITY

Students may NOT bring the following items:

- Irreplaceable or very valuable items (including expensive jewelry)
- Electrical appliances or cooking appliances (irons are OK)
- Large stereo systems
- Television sets, DVD's, VCR's, Gaming consoles
- Air conditioners
- Car or motorcycle
- Fireworks or explosives
- Bicycles
- Roller skates/roller blades/skateboards – or anything else on wheels
- Pets
- Exercise equipment (barbells, treadmills, etc.)
- Sporting equipment (golf clubs, baseball bats, baseballs, etc)
- Illegal drugs
- Alcohol
- Tobacco or tobacco products
- Weapons, including pocket knives
- Candles, Incense etc.

STAFF

For several months, the staff of the Summer Engineering Institute at Lehigh University has been working hard in anticipation of your arrival.

SEI STAFF PHONE NUMBERS

Laura Moyer, Director, ler2@lehigh.edu

610-758-4228 (office)

610-392-7291 (Cell)

Please contact Dr. Moyer with any questions regarding the program.

3.Travel Directions and Hotel Information

DIRECTIONS TO STOUGHTON - WILLIAMS RESIDENCE HALLS AT LEHIGH UNIVERSITY

GPS USERS: *50 Centennial Drive, Bethlehem, PA 18015*

From Route 22 (East or West):

Take Rte 22 to the Route 378 exit in Bethlehem. Route 378 heads only south; continue for approximately 3.6 miles. When you cross the bridge over the Lehigh River, stay in the center lane. Continue through one light (this is 4th Street). Continue up Brodhead and at a four-way stop sign, make a left onto Packer Avenue. Follow Packer Avenue to the fourth stop sign and turn sharp right directly after the Zoellner Arts Center parking garage. Turn right and follow the road up the hill **adjacent to the Parking Garage**. Take the first right; this leads to the parking lot. The Lower Centennial Complex will be to the left.

From Points North:

Take the Northeast Extension of the Pennsylvania Turnpike South to Route 22 East. Follow directions above.

From Route I-78 (East or West):

Take the Hellertown/Bethlehem exit 67. Turn right at the end of the exit ramp onto Route 412 North; you will go under 2 overpasses. Bear left at the fork, staying on 412 N. Bear right to stay on 412 North. Proceed to the 6th traffic light, and make a left onto Webster St. Continue through one light to the stop sign, and make a left onto East Packer Ave. Follow Packer Avenue and turn sharp right directly after the Zoellner Arts Center parking garage. Take the next right, this leads directly into a parking lot. The Lower Centennial Complex will be to the left.

From Points South:

Take the Northeast Extension (Route 476) of the Pennsylvania Turnpike north to exit 44 (Quakertown). Turn left onto Route 663. Follow for 3.5 miles. Turn left onto Route 309 in Quakertown. Continue north on Route 309 to Center Valley. Turn right onto Route 378 north towards Bethlehem. Follow Route 378 over South Mountain. About halfway down the far side of the mountain, at the second set of yellow blinking lights, turn right onto Summit Street. Take Summit St. to the end, and make a left onto Brodhead Ave. At the first stop sign, make a right onto Packer Ave. Follow Packer Avenue and turn sharp right directly after the Zoellner Arts Center parking garage. Take the next right, this leads directly into a parking lot. The Lower Centennial Complex will be to the left.

4. The Experience

STUDENT COMMITMENT

In accepting an opening within Lehigh University's Summer Engineering Institute, each student agrees to bear certain responsibilities. **Central among these are full and active participation in the program and following the established rules, regulations and procedures of the School and program.** These are outlined in this handbook. From time to time, it may be necessary for the Director to modify and/or amend these depending on circumstances, in which event; students will be notified of any changes. Students who are uncertain as to the meaning or intent of any of these practices are urged to talk with a Student Mentor, the Operations Manager, or the Director.

PARENT COMMITMENT

At least one parent or guardian is required to make a formal, signed commitment to the program. The expectation for parents is that they will support the full participation of the student in this unique learning environment. This requires that parents refrain from visiting students or requesting their absence to tend to matters off campus, that they provide transportation to and from the program, and that they assume any unusual expenses (e.g. lost or damaged materials, damage to university property, medical expenses, etc.) incurred by their child during the program. Parents are asked to supervise the completion of all forms for the program.

In the event that the student does not live with both parents at a single address, the parent signing the commitment form is asked to inform the Director in writing of any standing legal or custodial arrangements with respect to the other parent, which may have a bearing on the student's participation in the program. Unless otherwise notified, the Director will assume that either parent may participate.

FULL PARTICIPATION IN SEI

In order to establish a mutually respectful environment, **students are NOT PERMITTED to bring cell phones to class/lab**, giving their undivided attention to speakers, respecting group leaders, instructors, faculty, mentors and most importantly, each other.

The expectation is that each student will take full advantage of the program's opportunity by:

- Completing all required readings and assignments on time.
- Taking an active role in class discussions, lab experiences and guest lectures, team projects and social functions.
- Cooperating with peers and staff in order to create a community of learners that facilitates personal growth and intellectual development.
- Living in residence for the entire 2 week program for the residential program.

While it is uncharacteristic for a student not to take full advantage of the unique opportunity afforded them, you should be aware that the staff, faculty, engineers, business leaders, and university administration expect of all students an extremely high level of interest and participation in the entire academic and social program. **Failing to meet this expectation by exhibiting inappropriate disinterest in or disregard for a particular aspect of the program, or by failing to participate in any required component of the program at a standard level, could result in dismissal from the program.**

In addition to the exciting curriculum and activities planned for the two-week program, there are special events planned for students and your family members:

Opening Ceremonies Sunday, June 29, 2025 at 1:30 pm for Session 1 and Sunday, July 13, 2025 at 1:30 pm for Session 2.

On the opening day of the program, this event is an opportunity for students and their families to officially join in the celebration to kick off the Lehigh University Summer Engineering Institute. At this meeting, you will be welcomed by both staff and Lehigh University administrators and hear final details about the program. Parents are not required to attend but we encourage attendance so you can learn more about what your student will be doing!

Closing Ceremonies Friday, July 11, 2025 from 6:00 – 8:00 pm for Session 1 and Friday, July 25, 2025 from 6:00 – 8:00 pm for Session 2.

This formal final event for the Lehigh University Summer Engineering Institute will be held on Friday evening. At this time, each student receives a certificate recognizing their efforts and achievements in the program. All students must attend Closing Ceremonies, and close family members are invited to attend.

Check-Out Saturday, July 12, 2025 from 8:00 – 10:00 am for Session 1 and Saturday, July 26, 2025 from 8:00 - 10:00 am for Session 2.

Upon checking-out from the Residence Hall, students and their mentor will complete a room inspection to make certain that everything is in order, and to assess for any damages. **To avoid a residential fee, all keys MUST be returned at check out with a clear room inspection sheet. Cost for replacement: Room key \$30 and Swipe Building Card \$30, any Lehigh University property damage will be assessed on a case by case basis.**

5. The Learning Environment

The Summer Engineering Institute is a unique opportunity for you to interact academically, socially and culturally with other students from throughout the region. It is our goal through the program to ignite the spirit of engineering and technology in each of you, and introduce you to experiences and concepts surrounding innovation and creative problem solving. This applied program will allow you to explore engineering in a variety of fields including environmental, technology, manufacturing, health care, transportation, energy and nanotechnology.

Our expectations are very high, and we look forward to sharing a challenging and rewarding summer with you.

CORE COURSES

As a foundation to the program curriculum, the Core Courses will set the standard for the high quality of learning and discovery for the students. There are Core Courses that all students will experience throughout the two weeks which explore the designated engineering departments at Lehigh University including: Industrial and Systems Engineering, Materials Science and Engineering, Civil and Environmental Engineering, Mechanical Engineering and Mechanics, Chemical and Bio-molecular Engineering, Electrical and Computer Engineering, and Computer Science and Engineering. Each course will include lectures and/or social/ethical discussions, and a demonstration or hands-on lab experience.

Life Skills Courses

Intro to Computing Services
Using Lehigh's Library Resources
Team Building Activities

Special Sessions

The History of Technology
Manufacturing tours

Guest Lectures

A highlight of the curriculum are Guest lectures. At different times throughout the program, visiting faculty, scientists, engineers and business owners will meet with the students.

During the guest lecture the featured speakers may address some of the following topics with the students:

- Background including education and training
- Company overview and history
- Personal philosophy about being successful in engineering
- Qualities necessary to be an engineer

ENGINEERING PROJECT

An outstanding feature of the program is the Engineering Project where students have an applied opportunity to partner with faculty and staff to learn first-hand about what it takes to be successful in research. The students will be grouped into teams of 4 or 5 for these projects.

- During the first meetings with your team, you will receive an overview of your project/problem/area of concern that needs to be addressed, gain an understanding of the deliverables that will be expected of your team, and submit an abstract for review to Faculty advisors.
- Your team will present on the last Friday of the program session.
- During team meetings, you might have the opportunity to meet with faculty and/or staff to help learn more about the topic of your research project.

MENTOR GROUPS and TEAM ADVISORS

Each student will be assigned to a Student Residential Mentor and a Project Mentor. You will have the chance to interact with all of the Student Mentors, but your assigned mentor(s) will work closely with you as you adjust to the program.

Student Mentors will meet regularly with you in order to give you an opportunity to properly reflect upon the many different activities that are part of the program's curriculum. The Mentor Groups are a chance for you to talk openly with each other about the varied experiences, raising issues and further questions, and processing the learning experiences in relation to the program as an entire opportunity.

ENGINEERING FIELD TRIPS

During the program, you will take educational and other trip(s) away from campus. A proper off-campus waiver is required for these trips.

6. The Residential Living Environment

Because the Summer Engineering Institute is a residential program, it offers a unique opportunity for extending the learning of engineering and technology and intercultural communications beyond the formal classroom and into a more informal and personal setting. With this in mind, every effort is made to provide students with a living environment that supports and reinforces the academic program.

RESIDENTIAL LIFE STAFF

The Student Mentors will live in rooms throughout your residence hall, and they are available to assist you with any academic and/or personal questions or problems you may have. If the Student Mentors cannot directly assist you, they will refer you to someone who can. We encourage you to get to know the Student Mentors well. The program's Operations Managers supervise the Student Mentor staff.

The Operations Managers will reside in the housing during the entire program. The Operations Managers are professional staff members, well acquainted with the services of the University and the Lehigh Valley. They will work with the Student Mentors in planning and supervising social and extracurricular activities with the support of the Program Director.

STOUGHTON - WILLIAMS RESIDENCE HALLS

Students in the program will reside on Lehigh University's main campus (Asa Packer campus) in two small and secure residence halls. Stoughton/Williams halls will be separated to male and female sides. And to provide a comfortable environment for all students, visitation between male's and female's rooms and floors is strictly prohibited. Students will have access to both common lobby areas.

Both residence halls have a common lobby area including game room, TV lounge, and a small kitchen area. Students will be responsible for cleaning their individual rooms. Students are also responsible for general upkeep of the common rooms and a schedule for cleaning will be provided.

Only staff, special clearance visitors and Lehigh custodian staff are allowed in the dormitory buildings at any time. Parents are able to visit the dorms on move-in day, and move-out day.

Each residence hall is set up with double rooms. Gender separate, community bathrooms are located on each floor of the gender separate buildings. The student rooms are furnished with two beds, two chest drawers, and desks with chairs, bookshelves, and clothes closets. The lobby of the residence halls are air conditioned. **THE INDIVIDUAL DORM ROOMS ARE NOT AIR CONDITIONED BUT YOU MAY BRING A FAN.** We also invite you to bring a few pictures or your favorite poster to give your room a more personal touch, and a bedspread is recommended.

Each student will receive an ID card, Swipe building card and Room key that will only allow entry into his or her own residence hall.

Students are responsible (financial and otherwise) for any damage/theft done to the room(s) or any other part of the living environment or its equipment.

MONEY AND VALUABLES

Students are responsible for their own money and valuables. **Please lock your room door at all time.**

DINING SERVICE

Students and staff will enjoy 3 meals a day at a variety of locations including Rathbone Dining Hall or at the residence hall.

Each student will have an ID Card for access into Rathbone Hall. During the program, students will go to most meals as a group, in accordance with the daily schedule of activities. During dinners and trip(s), or visits away from campus, local restaurants will provide meals for the students. **Students are not permitted to use their ID card to pay for other students meals. ALL STUDENTS MUST STRICTLY ADHERE TO THE DINING SCHEDULE AND EAT ONLY IN THE DESIGNATED AREAS AT THE DESIGNATED TIMES, FAILURE TO ABIDE BY THESE RULES MAY RESULT IN A FINANCIAL PENALTY OR ACADEMIC DISCIPLINE.**

PHONE

You may bring a cell phone with you; however, cell phone use is limited only to free time and personal time during the program. Cell phones are not permitted in class or during any of the lecture and lab time. The use of cell phones during class, labs or lectures will result in a minor offense.

E-MAIL

Students will receive a Lehigh e-mail account to use during the summer program. You will receive an email address at computer orientation during the first week of the program.

COOKING/APPLIANCES/REFRIGERATOR

Absolutely **NO** cooking appliances of any kind are permitted in student bedrooms – this includes but is not limited to microwaves, hot plates, toasters, electric frying pans, toaster ovens, popcorn poppers and coffee makers. **Students may bring a small refrigerator if desired, but it must be no larger than 3.5 cubic feet.**

LAUNDRY FACILITIES

Washers and dryers are available in a nearby residence hall. Please bring your own detergent, dryer sheets, etc, as well as a supply of quarters. Students may use the laundry facilities only during the service hours posted and **NOT after in-room curfew.** Keep in mind when preparing to do laundry that all students are generally free during the same times so advance planning is highly recommended with the use of laundry facilities. Students must be accompanied by a mentor to do laundry.

MAIL –

During the program, students can receive mail if needed. All student correspondence should be addressed as follows:

(Student's Name)
Lehigh University
c/o Laura Moyer
5 E Packer Ave
Bethlehem, PA 18015

7. Rules and Regulations

Students, parents and legal guardians should understand the Summer Engineering Institute's primary concern throughout the program is the welfare of the students. For this reason, certain rules and regulations have been established. It is expected that students and parents will be well acquainted with these rules before your arrival at the program. The School also looks to parents and legal guardians to support the program in maintaining adherence to these rules and regulations.

GENERAL SCHOOL POLICIES:

Students are expected to observe the following:

CURFEW AND ROOM CHECK: To ensure the whereabouts of all students, curfew is set for 10:30pm*. To ensure the safety of all students, check-in is conducted nightly by SEI staff at curfew. Students must be in their rooms promptly at 11:30pm*. *Times may vary depending on day of week and activity. Students will stay in their sleeping rooms until breakfast the next morning.

RESIDENCY: Students are required to be in residence for the full period of the program and may not leave the designated Lehigh University campus area without the written permission of the Operations Manager and/or Director. Students WILL NOT be permitted to leave the program for family events, holidays, etc.

ATTENDANCE: Students are expected to attend and participate in all regularly scheduled classes, exchanges, student meetings, workshops, excursions, mentor group meetings, trips and/or all social events. Students are further expected to arrive **on time** for all scheduled activities.

APPROPRIATE BEHAVIOR: Students are expected to conduct themselves as adults and to demonstrate maturity, good manners and judgment at all times. Students are also expected to respect the rights of fellow students.

DRESS CODE: Students are expected to dress appropriately at all times during the program because of activity in laboratory facilities. Long pants and closed toed shoes are required for many of the SEI days due to lab activities. Occasionally, students may be traveling off campus into the community and should dress professionally which includes nice slacks for girls and khaki pants/golf shirts for the boys. **No flip-flops, jeans or shorts in class, business trips, or when visiting a project company. Long pants and close-toed shoes are mandatory for all on days with lab experiences.**

NAMETAGS AND ID CARDS: To help ensure your safety, students are required to wear their nametags and **carry their ID cards at all times**. They are not to be defaced or edited in any way, as the nametags will be used for many special events.

RELIGIOUS OBSERVANCES: Students are permitted time each week for religious observance. If a student should miss class for religious reasons, the student is expected to make up time and/or work missed as soon as possible. **The student must inform the Director at least 3 weeks in advance if they will be absent for religious observances so arrangements can be made.** Students will be expected to attend religious services on or near campus unless granted special permission by the Operations Manager and/or Director, and then they must be accompanied by a responsible adult.

ALCOHOL, SMOKING AND/OR TOBACCO:

In accordance with Pennsylvania Act 145, the use of alcohol, illegal drugs, and tobacco at the program is prohibited. Any student who possesses or uses any of these products will be subject to immediate expulsion from the program.

LEHIGH UNIVERSITY PROPERTY AND POLICIES

Students will be held responsible for the following:

- a) **ROOM CONDITION AND FURNISHINGS:** Students will not damage or alter the walls, floors, ceilings, elevators, telephones, and furnishings in any Lehigh University facility, including the residence halls. Students may not change furnishings from room to room. Students and their families will be held financially responsible for damage or loss of University property caused by the student.
- b) **LIBRARY MATERIALS:** Students will be assigned special dates for return of library materials. Students will observe these dates, return materials personally, and be financially responsible for damage or loss of books or materials.
- c) **ROOM KEYS, MEAL CARDS AND ID CARDS:** **Students are required to turn in these items as part of the check-out process. Failure to do so will result in replacement costs incurred by the student. \$30 room key, \$30 swipe building key.**
- d) **LEHIGH UNIVERSITY RULES AND REGULATIONS:** Students are expected to observe Lehigh University rules and regulations for conduct and use of all campus facilities, including but not limited to: classrooms, residence halls, computer labs, dining hall, libraries, book store, elevators, and recreational facilities.

RESIDENCE HALL POLICIES - RESIDENTIAL PROGRAM:

- a) **STUDENT MENTORS:** The Student Mentors are responsible for assisting students in resolving residence life problems that may arise during the program and for referring them to the Operations Manager.
- b) **ROOM ACCESS BY STAFF:** The Summer Engineering Institute reserves the right to have authorized staff enter any student's room without notice if there is reasonable cause to believe there is danger or that program policies are being violated.
- c) **LIVING AREAS:** All program living areas are exclusive and gender-separate. Only Summer Engineering Institute students and appropriate staff may enter the

living areas. **Furthermore, male students may not enter the floors of the female living areas and female students may not enter the floors of the male living areas. Failure to follow this rule will result in immediate dismissal.**

- d) EMERGENCIES: To be prepared for any emergency situation, please wear your name badge at all times. Also, please orient yourself to the nearest exit to be used in the event of an emergency. Fire drill and other emergency procedures will be explained upon arrival. A fire drill will be scheduled during the first week of the program. (Failure to comply with a fire drill, tampering or damage to any fire equipment could result in a fine up to \$500).
- e) CURFEW: An in-building curfew and on-floor curfew is established and enforced without exception throughout the entire program.
- f) QUIET HOURS: Designated quiet hours are established and enforced in the residence hall in order to provide an atmosphere conducive to sleep and study.
- g) HALL SPORTS: Students are not permitted to play “hall sports.”
- h) PETS: Students may not bring or keep pets of any kind in the residence hall.

ATTENDANCE

You are expected and required to attend all regularly scheduled classes, meetings, trips and all other required extracurricular activities. An unexcused absence from an activity will result in the completion of a Communication Report Form, which is submitted to the Director for appropriate action. Unexcused absences from programs, classes and activities may constitute grounds for dismissal. Those activities that are optional will be clearly indicated as such for the residential program.

QUIET HOURS, SOCIALIZING AND CURFEW

Students are required to observe the following curfews: Times may vary depending on schedule of daily activities.

Sunday to Thursday

7:00 pm:	Free time/Residence Hall activity*
10:00 pm:	Sign in at Residence Hall*/Quiet hours begin
10:30 pm:	Lounge clear
11:30 pm:	In assigned rooms

Friday and Saturday

7:00 pm:	Free time/Residence Hall activity*
11:00 pm:	Sign in at Residence Hall*/Quiet hours begin
11:30 pm:	Lounge clear
12:00 am:	In assigned rooms

* (time subject to change)

Curfew is in effect until 6:00 am the following morning. You may not accept deliveries (such as pizza) after 10:00 pm (Sunday – Thursday) and 11:00 pm (Friday and Saturday).

Students are not authorized at any time to be out of the residence hall overnight. The Lehigh University Police and parents will be called when students are unaccounted for at curfew. Disregard of curfew and leaving the residence hall without permission of the Operations Manager and/or without a mentor chaperone may result in expulsion from the program. If you find yourself unavoidably delayed at curfew, immediately contact the Operations Manager.

VISITORS

Under no circumstances will visitors be permitted to enter the living areas of the opposite sex. In addition, students will not be permitted to enter residence halls of other programs on campus.

No unauthorized visitors whatsoever will be permitted to enter the Residence Halls except on move-in day, and move-out day. Overnight guests are absolutely not permitted at any time during the program. A staff member or the Lehigh University Police will immediately escort unauthorized visitors off campus and the **student will be expelled from the program.**

LOSSES

Students are responsible for their own property. The Summer Engineering Institute and Lehigh University does not accept responsibility for the personal property of students or student groups. Protection against loss, theft, or damage to such property occurring in the residence halls or elsewhere can be supplied by special insurance which must be arranged by your parents. You are strongly advised to not bring large amounts of money, jewelry, or other items of value to campus. **If you bring a laptop to campus, you do so at your own risk.** The program does not employ IT support. There are

many computer labs on campus. **To deter theft, you should make sure that your door is locked at all times.**

LEAVING CAMPUS AND CAMPUS BOUNDARIES

“Campus Boundaries” will be defined in your first meeting with your Student Mentor. This is the area within which you may go with another person or in groups with the escort of a Student Mentor. Students must always sign in and out per the direction of the Operations Director. If leaving the residence hall after 7 pm in the evening, you must be accompanied by at least two other students in the program and a mentor. If you are caught outside “Campus Boundaries” without permission from the Operations Manager or Director, it will result in immediate expulsion from the program.

SMOKING

Students are NOT permitted to have, use or be in the company of someone using or possessing tobacco/firearms/drugs/alcohol/vapes during your entire participation in the program. This will result in immediate expulsion from the program.

CONTROLLED SUBSTANCES

Students are not permitted to be in possession of or consume alcohol or take illegal drugs at any point during the program whether you are on University property or elsewhere. Violation of this rule will result in **IMMEDIATE EXPULSION** from the program. Staff does reserve the right to search student rooms in the event of suspicion.

GENERAL COMMUNICATION

So that all appropriate persons in the program are informed of the health and well-being of each student, the School has a standard Communication Report Form to aid record keeping and problem solving. In the event of a medical, disciplinary, or otherwise significant incident, staff and/or faculty submit a Communication Report Form to the Operations Manager. The Operations Manager will inform the Director as appropriate and he/she will take action to resolve the problem when necessary. These forms are kept on file and may be taken into consideration when writing letters of recommendation.

DISCIPLINE POLICY:

Minor Offenses:

- Forgetting to sign in for check-in (although in building)
- Late to class or a required event <10 minutes; having made an effort to get there
- Missing check-in curfew by <10 minutes
- Missing in-room curfew by < 10 minutes
- Using foul language
- Dress code violation
- Entering Mentor-only areas (storage room)
- Use of cell phone during class/lab
- General misbehavior or miscellaneous obnoxiousness

Minor Offense Consequences:

- 1st Minor offense – warning
- 2nd Minor offense – warning
- 3rd Minor offense equals 1 major offense – Referred to Program Director AND Call to Parent(s)/Guardian and Nominating School officials

Major Offenses:

- Missing check-in or in-room curfew by more than 10 minutes
- Late to class or a required event by more than 10 minutes
- Skipping Class entirely
- Any violation of Lehigh University Procedures, policies, and Code of Conduct
- Failure to leave residence grounds with less than three people.

- Failure to return to dorm with less than three people for final check-in

Major Offense Consequences:

- 1st Major offense - Referred to Program Director AND Call to Parent(s)/Guardian
- 2nd Major offense – Expulsion from the program
- Nominating school officials will be notified for any major offense.

EXPULSION:

- Use or possession of tobacco/firearms/drugs/alcohol
- Being in the company of someone using or possessing tobacco/firearms/drugs/alcohol
- 2 major offenses
- Letting non-program people into the residence buildings
- Entering other residence buildings
- Entering opposite sex residence buildings
- THEFT – Lock your doors at all times
- Failure to adhere to all technology-related policies, procedures and guidelines defined by Lehigh University
- Violence of any kind
- Destroying property - Maliciously breaking or damaging the property of others or the University
- Leaving the residence hall after curfew or returning to the hall after curfew
- Departing from the program and/or leaving the boundary at any time without the consent and permission of the Director or appropriate staff member
- Unexcused absence from class or program activity
- Harassment - Behavior that is considered potentially harmful, mentally or physically to oneself and/or others
- Bringing a vehicle to campus or being in one other than with parents, staff, or other authorized individuals
- Exhibiting inappropriate disinterest in or disregard for a particular aspect of the program, or by failing to participate in any required component of the program at a level standard
- Plagiarism
- Anything else illegal.

In the event that a student is expelled, the parents, legal guardian or emergency contact will be called immediately. In addition, if any law has been violated, we will contact the appropriate authorities. Residential students will remain in the “custody” of staff until satisfactory arrangements are made for the student’s return trip. The student’s nominating school will also be notified.

Decisions regarding expulsion are made by the program’s Director, in conjunction with the School’s administrative liaisons from Lehigh University. The Director’s decision is final, and parents and guardians are expected to respect and support the decision.

8. Health, Safety and Campus Services

MEDICAL INSURANCE AND HEALTH CARE

You are required to have adequate medical insurance coverage for the duration of the program. Your insurance company name and policy number will be collected on the application. Students and/or parents will be responsible for all medical expenses, including prescribed medications. Students without adequate medical insurance cannot attend the program.

If at any time during the program you require medical attention, you should consult a Student Mentor or Operations Manager. When necessary, you will be referred and/or taken to the appropriate medical facility. The director will call your parents and/or designated emergency contact as soon as possible if the nature of the illness necessitates the prescribing of medication or emergency treatments.

St. Luke’s Hospital, a major medical facility, is located just minutes from campus and is available to meet the student’s health needs including emergency room treatment, laboratory procedures or x-rays.

COUNSELING SERVICES

The staff at Lehigh University’s Counseling Center understands that students face academic, personal, and social challenges and opportunities. The staff members at the Counseling Center support students’ efforts to successfully meet these challenges, and to reach their personal and academic goals. If the need arises during the program, the Counseling Center staff serves as ONLY a referral to get the student the help he or she requires.

COMPUTING SERVICES

A variety of computer facilities are located on the campus of Lehigh University. Each student will be assigned a Lehigh University user ID and password providing them access to all computer services available throughout the campus.

MEDIA SERVICES

The Instructional Technology Support Service operates three facilities to provide students with access to and instruction in a wide range of traditional and high-tech media resources including the International Multimedia Resource center, the Media Production Center, and the Media Center. Using their Lehigh identification card, students can take advantage of all Media Services provided by Lehigh.

LIBRARIES

Two major facilities, the Fairchild-Martindale Library and the Linderman Library, house the university collection of more than one million volumes. The Fairchild-Martindale Library contains books, journals, newspapers, audio-visual resources and microform collections in all branches of science, engineering, mathematics and the social sciences, including business and education. Subscriptions to more than 5,000 journals and serials allow the university to compete successfully with many larger institutions in supporting scholarly research. The historic Linderman Library with its stained glass skylight, a spiral staircase and gothic detailing evokes the classic collegiate atmosphere of the late 19th century. Appropriately, it houses books and journals in the humanities and Lehigh's impressive collection of rare books.

Lehigh has available a full range of electronic indexes, reference works, full-text databases and image databases, all of which are accessible to students from any computer on campus.

RESIDENCE HALL SECURITY

The Residence Halls are locked 24 hours a day. You must use your key card to enter the building. Two Mentors will be on duty each evening as well as the Operations Manager. Start time may vary.

CAMPUS SAFETY AND SECURITY

Lehigh is very committed to campus safety. The University has a full police department of twenty-one professionally trained Police Officers, four part-time professionally trained Police Officers and four Security Guards. The University has police bike patrols, an extensive campus emergency telephone system with approximately 100 outdoor call boxes, and a magnetic card system to enter residence halls, which are locked 24 hours a day. The department is located on the second floor of Johnson Hall and is open 24 hours a day, 7 days a week. The mission of the Lehigh University Police Department is to enhance quality of life by providing a secure and safe environment through professional service to the community. The success of their mission rests on a partnership between the Police Department personnel and the community. The department places a high priority on honesty and integrity, and values the need for effective and open communication with the community it serves.

CAMPUS SQUARE

Campus Square is located at New and Morton Streets. Housed inside the square are Lehigh's Bookstore, Johnny's Bagels, Copier and Postal Services and The Cup (Ice Cream).

LEHIGH'S BOOKSTORE:

Not only does Lehigh's Bookstore carry reasonably priced T-shirts, sweatshirts and souvenirs to remember your time on Lehigh University's campus, but you will also find items to take care of all of your personal needs (toothpaste, deodorant, etc), as well as snacks, magazines and greeting cards.

Summer hours: Monday through Friday, 8 am - 5 pm, Saturday 10 am - 3 pm.

SUBJECT TO CHANGE

9. Finances

PAYMENT:

Thanks to the generosity of Lehigh University and friends and sponsors of the Lehigh University Summer Engineering Institute, the SEI Scholarship covers tuition, room, board, instructional materials and program activities for all participants. Although tuition will not be charged for the 2025 program, there will be a \$100.00 refundable deposit collected from all participants for residential purposes. The student will be billed ONLY if the student does not return the room key, building access card and/or additional Lehigh University property damage occurs.

* Billed at the discretion of the Dean of the College of Engineering.

PAYMENT METHODS:

- **Personal Check** against a U.S. Bank or Money Order (make check/money order payable to Lehigh University/SEI/2025). Be sure that your name is located somewhere on the check or money order.

A room condition report will be completed prior to your arrival. This form protects you from being charged for damage that existed prior to your arrival. All room maintenance problems should be channeled through your Student Mentor, who will then work with the Operations Manager. If damage occurs to the residence hall or to any Lehigh University property as a result of actions of students, the individual student or group of students will be charged appropriately and/or disciplinary action may follow. Students will be charged for lost keys (\$30 room key, \$30 swipe building key).

PERSONAL SPENDING MONEY

As the Summer Engineering Institute is sponsored by Friends and Corporations of Lehigh University the program covers full tuition, room and board for each student, you will only need to bring enough money to cover personal expenses (such as health and beauty aids) or non-program social activities (such as snacks, ice cream, etc.) We suggest a budget of no more than \$40 per week for these expenses, depending on the student and for many spending money will not be used. It is strongly recommended that students NOT bring large sums of money to campus or keep large sums in their room. There is a MAC/ATM machine on campus, and a branch of Wells Fargo is located in the University Center building and also in the Bookstore. The bank will cash traveler's checks (up to \$100 a day), but will not cash personal checks unless you have a Wells Fargo account.

10. The Graduate

EVALUATION AND STUDENT RECORDS

You will receive neither grades nor academic credit for the program and no formal assessment of your performance will be sent to you. However, records will be kept on each individual's class attendance and class and project performance and reported to the Director at the end of the program on final student evaluation forms completed by the faculty and staff. Information from these evaluations and the leadership project documents are kept on file and referred to when, and if, students request letters of recommendation for college admissions or employment. All student files are strictly confidential and reviewed only by the program administration.

LETTERS OF RECOMMENDATION

If you wish to have letters of recommendation sent to college admissions offices, guidance offices or potential employers, please make your request in writing (by regular or email) to the Director. The program does not allow letters of recommendation to be sent directly to the student. The following information should be included with each request:

- 1) Name (if known) and title of person to whom the letter should be addressed;
- 2) The full address of the institution including the zip code;
- 3) The program, department, or major in which you plan to study, if known;
- 4) The deadline for application;
- 5) Any specific information which should be referred to in the letter; and
- 6) Any forms or envelopes, which must be completed and/or returned with the letter.

We recommend that you make any requests for such recommendations at least 2 weeks in advance of the application deadline in order to allow sufficient time for processing. In the event that your *performance* in the program makes it impossible for the Director to write in support of your application, you will be advised to seek a letter of recommendation from another source.

ALUMNI RELATIONS

It is expected the program graduates will continue to update their files in the program office by regularly providing information on their current activities, and both permanent and campus mailing addresses. Graduates should also send in copies of any newspaper articles covering their attendance in the program or program inspired follow-up activities.

The program office will periodically conduct follow-up studies to survey students' academic leadership, and personal activities. Alumni are encouraged to remain active with the program. There are a number of ways to do this including returning as a Student Mentor or participating in Alumni Day.

NOTE: Handbook subject to change / modification. Any change / modification will be reviewed with staff and participants.