



# SUFFOLK UNIVERSITY

## *Residence Life & Summer Programs*

### SUMMER INSTITUTE APPLICATION – SUMMER 2008

The Residential Summer Institute Programs are two-week intensive summer experiences in the heart of Downtown Boston. Participants will have the opportunity to learn about a variety of topics related to the institute of their choice. **There are institute descriptions on the following pages.** Each institute will take place from **Sunday, July 13, 2008 – Saturday, July 26, 2008** and is open to High School students entering their Sophomore, Junior or Senior years.

PERSONAL INFORMATION			
Last Name		First	M.I.
Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>		Date of Birth	Age
Home Address			Box or Apt #
City		State	ZIP
Cell Phone Number		Preferred E-mail Address	
Parents/Guardians		Home Phone Number	
Current High School		City	State
Cumulative GPA	Expected Year of Graduation	Class Standing as of Fall 2008    SOPH <input type="checkbox"/> JUN <input type="checkbox"/> SR <input type="checkbox"/>	
HOUSING			
Housing will be provided for all individuals that are accepted into Suffolk University's Summer Institute Program. Housing will be provided from Sunday, July 13, 2008 until Saturday, July 26, 2008. Early arrival/late departure may be granted depending on travel arrangements.			
Arrival Date (Earliest arrival date is Saturday, July 12, 2008)		Arrival Time (Check-in begins at 3:00 PM)	
Departure Date (Latest departure date is Sunday, July 27, 2008)		Departure Time (Check-out ends at 12:00 AM)	
INSTITUTE OPTIONS (PLEASE SELECT ONLY ONE)			
All six institute programs will run concurrently, so students may only participate in one program. However, students will have the opportunity to interact with students in other institutes as field trips and select outside meals will be combined whenever possible. All coursework and trips are subject to change.			
<input type="checkbox"/> Business Organization & Leadership Institute		<input type="checkbox"/> GLBT Awareness Institute	
<input type="checkbox"/> Peer Health Educator Institute		<input type="checkbox"/> Improv Comedy Institute	
<input type="checkbox"/> Screenwriting & Video Production Institute		<input type="checkbox"/> Politics & Public Service Institute	
<input type="checkbox"/> Student Leadership Development & Service Learning Institute			
ROOMMATE PREFERENCES			
The following information will help us in pairing you with a compatible roommate. Please be honest with all answers.			
You may request a specific person(s) as your roommate(s). Roommates must be of the same gender. Only mutual requests will be considered. We will honor as many requests as possible on a first come first serve basis. You may room with another student who is participating in a different institute program. Please indicate your choice below:			
Requested Roommate			
I prefer... (please rank in order of importance 1, 2 or 3, with #1 being the most important)		The type of music I enjoy...	
Ranking: 1 2 3	<input type="checkbox"/> quiet room or <input type="checkbox"/> a noisy room while I study .	Do you feel there any health or personal needs that we should consider in making a room or roommate assignment?	
Ranking: 1 2 3	<input type="checkbox"/> stay up late or <input type="checkbox"/> to go to bed early.		
Ranking: 1 2 3	<input type="checkbox"/> a neatly kept room or <input type="checkbox"/> a casually kept room		
SIGNATURE			
Name			Date

## PROGRAM COSTS

The Suffolk University residence hall is comprised of doubles, triples and quad rooms arranged along a corridor. The residence hall features 24-hour security, air conditioning, a computer lab, twin size beds, and hallway bathrooms. All Institute students will be housed with a roommate. The quads in the building are the largest rooms in the residence hall. The floors are co-ed, but room assignments are same gender.

It is important that your information below is accurate and complete. **Room assignments are made based on deposit date.** Qualified applicants are accepted into the institute on a first-come, first-serve basis. Apply early! Individual Institutes may be canceled due to low enrollment and/or staffing. If the selected Institute is canceled, participants will be given the option to register for a second option or a full refund will be issued. In most cases, participants will be notified by Monday, June 2, 2008 if the institute will be canceled.

**Cost includes:** Housing (including linens and local phone service), most meals, transportation within Boston, tours, activities and any other necessary supplies. Spending money is suggested for souvenirs, snacks and "free time in the city." During the "free time in the city", students will be responsible for their own meals. Applications may not be able to be considered after July 1, 2008. Institute costs must be paid in full by July 1, 2008. Payment plans maybe set up on an individual basis.

**The total cost is \$1125 per person**  
*If full payment is postmarked on or before April 15, 2008*

**The total cost is \$1375 per person**  
*If full payment is postmarked on or after April 16, 2008*

Please submit this application with the following documents:

- \$200.00 non-refundable deposit\*  
*Methods of Payment: Check, Money Order, MC/ Visa/Discover/American Express*  
*If paying with a credit card please use the attached credit card authorization form*  
\*The deposit will be refunded if the applicant is not accepted into the program or the program is cancelled.
- Completed High School Conduct Form

Once we have received your completed application, we will notify you by e-mail or postal mail to provide you with your status. Please allow 2-3 weeks for processing.

Once accepted into the program the following documents will need to be returned to the Office of Residence prior to Tuesday, July 1, 2008.

- Signed License Agreement
- Emergency Contact Form

## QUESTIONS

If you have questions, please do not hesitate to contact the Residence Life & Summer Programs Office at Suffolk University. The office is open Monday through Friday 9:00 AM to 5:00 PM.

All application packets can be returned to:

The Office of Residence Life & Summer Programs  
ATTN: Summer Programs  
Suffolk University  
150 Tremont Street  
Boston, MA 02111  
Fax: 617.305.2504  
Phone: 617.305.2500  
Email: [summerprograms@suffolk.edu](mailto:summerprograms@suffolk.edu)

For more information, visit our website at: <http://www.suffolk.edu/summerinstitutes>



# SUFFOLK UNIVERSITY

## *Residence Life & Summer Programs*

### Summer Institute Descriptions – Summer 2008

#### **INSTITUTE DESCRIPTIONS**

##### **Business Organization & Leadership Institute**

From the boardroom to the classroom, this is the ideal summer institute for students who want an introduction to the fundamentals of business practices in Boston, New England's business and financial epicenter. Students will visit local executives and then return to our internationally recognized Business School to review core business topics such as: accounting, marketing, management, finance and leadership. Group work will be emphasized as students prepare final presentations for a panel of business and community leaders. Perfect for future business majors!

##### **GLBT Awareness Institute**

During this summer program, which is unique to Suffolk University, you will have the opportunity to connect with other GLBT youth and develop a greater understanding of your GLBT identity. Daily workshops will include topics such as GLBT history, queer theory, homosexuality and religion, pop culture, coming out in college, gender identity, knowing your resources and more. You will also participate in workshops with students from the Student Leadership Development Institute to foster personal growth and leadership skills.

##### **Improv Comedy Institute**

"So You Think You're Funny?!?" Spend two weeks in Boston proving it! Work with acting and comic professionals in the Boston area and learn the art of Improvisational Comedy. During your stay, you will hone your skills while working in small and large groups, develop your own comic timing, develop quick wit and form an Improv Troupe. Your troupe will perform for your fellow participants and others guests at Suffolk, and perhaps in the Greater Boston Area! Suffolk University's improv comedy troupe – Seriously Bent – has won the Boston Area College Improv Championships two years in a row! No previous comedic or theatrical experience necessary. Anyone with an open-mind and a creative spirit is welcome!

##### **Peer Health Education Institute**

Do your friends always come to for advice? Do you consider yourself a good listener? Do you want to help young people make informed and responsible decisions about their health? If so, it sounds like you would make a great Peer Health Educator! The Peer Health Education Summer Institute will give you the unique opportunity to learn the most current information on a variety of health related topics including; stress, nutrition, eating disorders/body image, alcohol and substance abuse, and sexual health. In addition you will be trained to develop skills such as; presenting in front of groups, leadership, program planning and active listening. Students will develop a health workshop on a topic of their choice that will be presented to other students. Take what you learn and help your friends make informed choices that will support and encourage healthy living!

##### **Politics and Public Service Institute**

If you're interested in the exciting world of government and politics this institute is for you! Begin your program in the classroom, learning the basics of political theory and government. Then take advantage of Suffolk University's unique location just behind the Massachusetts State House and around the corner from City Hall by applying what you learned through real life learning opportunities.

##### **Screenwriting & Video Production Institute**

Do you dream of being a director, producer or writer of film and television? Do you have ideas for scripts, but don't know how to bring them to fruition? Then the Screenwriting and Video Production Institute is for you! This program will bring you through the three stages of film and video creation: Pre-production, production and post-production. This hands-on approach will give students the background needed to pursue a degree in directing, acting and writing. Students will learn how to brainstorm ideas, research topics, write scripts, shoot and edit video. Our focus for this program will be creating a narrative critiquing body image in media. This production can take any form and it is up to your creative talents to make this narrative materialize, with the guidance of two experienced faculty. There is no need to have a background in video production or scriptwriting, just that you have an interest and passion for the creative process!

##### **Student Leadership Development and Service Learning Institute**

Do you want the training and knowledge to become an emerging leader? This institute will help you will learn the valuable skills necessary to rise up to the challenges of leading others. You will participate in group activities and seminars covering a broad range of leadership skills, including: Teamwork, Group Conflict, Communication, Diversity, Event Planning, and more. You will also have the opportunity to partake in service learning opportunities in the Boston-area, applying what you have learned to help and serve others.



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## Credit Card Authorization Form

\*\*\*All information must be provided and faxed to 617.305.2500 for processing \*\*\*

CREDIT CARD INFORMATION	
Company Name:	
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number:	Expiration Date:
Payment Amount (US Dollars):	Security Code:
Name as it appears on Credit Card:	
Signature:	Date:

CREDIT CARD BILLING ADDRESS		
Street Address:		
City:		
State:	Zip/Postal Code:	Country:
Phone Number:	Fax Number:	

ADDITIONAL INFORMATION	
<input type="checkbox"/> Summer Group Deposit (Contracted Amount) <input type="checkbox"/> Summer Group Payment <input type="checkbox"/> Invoice <input type="checkbox"/> Summer Institute <input type="checkbox"/> Other	Type of Service: (Please select) <input type="checkbox"/> Housing/Meal <input type="checkbox"/> Meal Only <input type="checkbox"/> Classroom Space <input type="checkbox"/> Conference Space <input type="checkbox"/> Other _____
Invoice Number (If Applicable):	

PAYMENT INFORMATION	
Description	Amount
Sub-Total:	
Other:	
Total:	

\*\*\* For Office Use Only \*\*\*

<input type="checkbox"/> Approved    Approval Code _____ <input type="checkbox"/> Declined
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\* NOTE: Sales tax will be added if applicable.

## **INSTRUCTIONS FOR COMPLETING THE CREDIT CARD PAYMENT**

### **CREDIT CARD INFORMATION**

- Fill in all credit card information including the payment amount to be charged to your credit card. Form must be signed and dated by the cardholder for validation. Suffolk University – Residence Life & Summer Programs Office cannot process credit card payments without an authorized signature.
- Suffolk University – Residence Life & Summer Programs Office does not accept debit cards or check cards that require use of a personal identification number as a method of payment.

### **CREDIT CARD BILLING ADDRESS**

- For verification purposes, address information must be filled out as it appears on credit card monthly statement. Failure to complete the address information, including zip/postal code, may result in the payment not being accepted by your credit card institution.

### **PAYMENT INFORMATION**

- To properly apply your payment, please indicate Invoice number (if applicable) and amount in which you want to apply this payment to. If a deposit payment is remitted as a partial payment, please indicate deposit.