Tennessee Institutes for Pre-Professionals
2011 Information Alert!

We hope you are looking forward to your summer with the TIP program as much as we are. Hopefully, the following information will answer any additional questions you may have. If not, please contact Jennifer Kizer at 901-448-8772 or 1-800-998-8654 or jkizer4@uthsc.edu.

PROGRAM DATES

Tennessee Institute for Pre-Professionals (TIP): The 2011 Program dates are June 1st – July 15th for Track I, II and Track III Pharmacy. Track III Medicine will occur between June 1st –July 22nd. A REQUIRED orientation will be held on Monday, June 1st beginning at 10:00 a.m. Registration activities will be held in the Student Alumni Center (SAC) located at 800 Madison Avenue. During this time, payroll procedures will be finalized, photographs will be made, and TIP Program meetings will be held. Please dress comfortably but appropriately.

HOUSING

Please see page 4 for the University of Memphis Housing Information

****If you have not received email confirmation that you have on-campus housing, and are not a Memphis resident, please contact Jennifer Kizer at 901-448-8772 or by email at jkizer4@uthsc.edu. Memphis residents we require to reside at their Memphis residence.

Students who live in Memphis will stay home unless other arrangements have been approved. Those staying home should be reminded that they are still obligated to be at UTHSC or your respective Preceptor’s site Monday-Friday at 8:00 a.m.

MEALS/INCIDENTALS

A meal/incidental allowance will be made available to all TIP participants. Students living on campus will receive $75/week for a 7-day week. Students living off campus will receive $30/week for a 5-day week. These monies will be distributed each Friday throughout the summer. Further information will be available at the orientation.

STIPENDS

You will receive 2 stipend checks; the first around the end of June/first of July and the second will be mailed to you in August. To eliminate confusion, please confirm the address that you want your final check to be mailed to at orientation. You should bring enough money to sustain yourself until you receive the first check. Please bring the proper forms of identification: Social Security card and driver’s license or other form of photo identification. The Social Security card must not be laminated.

PARKING at UTHSC

If you will have a car on campus this summer, a parking tag [permit] is required to park on UTHSC’s campus. You will be assigned a specific lot to park in for the summer. The following information will be needed for you to purchase the tag at a cost of $15.00 per month, payable when you arrive:

| License Tag # | Tag State | Make of Car | Model of Car | Color of Car | Year of Car |

HEALTH INSURANCE

All participants in summer programs must have insurance. If you do not have personal insurance, coverage will be secured through the UTHSC at a cost of $3.20 for the period of time you are participating in the summer internship. This insurance covers INJURY ONLY, not illnesses. Injuries can be treated at the UTHSC Health Center (9th floor 910 Madison Ave.) or at Methodist University Hospital located at 1211 Union Avenue.
For your information, if you visit the UTHSC Health Center for an illness, the office visit will cost $50.00; the cost of lab work, if necessary, varies.

Injuries can be treated at the UTHSC University Health Services (UHS) located at 910 Madison Avenue, Suite #922. Illness and injury care is available to you at University Health Services. UHS is able to bill your insurance if you are on BlueCross BlueShield, Cigna, or Student Aetna insurance plans. You will be responsible for your co-pay and/or deductible (which is based on your insurance plan benefits). You can also be seen at a cash discounted rate of $50 for a basic visit. Rates can be determined prior to your visit if you need wellness care, lab work, or other services. You can contact UHS at 901-448-5630 with any questions about their services or if you need to schedule an appointment.

**TRAVEL TO MEMPHIS/UTHSC**

TIP will be held in the University of Tennessee’s Student Alumni Center (SAC). Although students will not be able to park there, there is a garage on the corner of Madison and Dunlap, across from The MEDPLEX. Parents should drop their students off at the SAC. Due to the high security on the UTHSC campus, all doors to the SAC are accessed only by ID badges. The first day, we will have someone stationed at the door to let students in, before they are issued their ID badges.

**Car:** If you are driving or riding into Memphis and experience difficulty following the enclosed map and directions, please call Jennifer Kizer, the TIP Administrative Assistant at 800-998-8654 or 901-448-8772, for directions.

**From the east - Germantown, Cordova, or Nashville**

- West on I-40 (go straight west)
- I-40 becomes Sam Cooper Blvd.
- Sam Cooper ends at East Parkway.
- Turn left (south) on East Parkway
- Turn right (west) at 2nd stop light at Madison Ave.
- Cross Pauline (about 3 miles west)
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX

**From the west - West Memphis, Little Rock, or St. Louis**

- East over I-40 bridge
- South on I-240
- Madison Ave. West exit
- Cross Pauline
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX

**From the University of Memphis campus on Central Avenue**

- West on Central to Cooper
- Turn right (north) on Cooper to Madison (at Overton Square)
- Turn left (west) on Madison Ave.
- Cross Pauline
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX

**From Bartlett**

- West on I-40
- South on I-240
- Madison Ave. west exit
- Cross Pauline
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX

**From Memphis International Airport**

- West, follow I-240 and Democrat Road signs
- Continue on Airways (do NOT exit)
- Airways becomes East Parkway
- Turn left (west) on Madison Ave.
- Cross Pauline
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX

**From the south - Oxford or Jackson, MS**

- North on I-55
- Exit on I-240 West
- Madison Ave. West exit
- Cross Pauline
- Cross Dunlap
- The SAC is South of Forrest Park, on the right
- 800 Madison Ave,
- GEB Garage, across from The MEDPLEX
RICHARDSON TOWERS SUMMER STAFF & GENERAL INFORMATION

The Summer Conference Housing Staff is available to assist you on a daily basis and to make your stay in the residence halls an enjoyable experience. There is a 24-hour desk in each hall that is open for Conference Housing. Here you will find a staff member available to help you with any questions or concerns you may have. Provided below is a brief description of the duties and responsibilities of the various members of the Conference Housing staff.

CONFERENCE ASSISTANTS

Conference Assistants are The University of Memphis students selected as live-in staff in the residence halls used for Summer Conference Housing. Their primary responsibilities include staffing each front desk, checking guests in and out, familiarizing guests with the University policies and procedures, and serving as resource persons. They are the front line staff of the Conference Housing operation. There is at least one Conference Assistant on duty every night in each hall in addition to the Conference Assistant available at the front desk.

CONFERENCE MANAGERS

Conference Managers are live-in staff members employed by the Department of Residence Life and Dining Services. Their primary responsibilities are supervising the Conference Assistant staff, maintaining contact with group leaders, and handling the administrative details of the residence halls. They serve as resource persons, organize and oversee staff scheduling, and insure the safety, security, and cleanliness of each residence hall. One Conference Manager is also on duty each night.

ASSISTANT DIRECTOR FOR RESIDENCE LIFE & CONFERENCES

The Assistant Director for Residence Life & Dining Services directs the overall operation of the Summer Conference Housing program. The Assistant Director for Residence Life & Dining Services is responsible for selecting, training, and supervising all full-time and student staff as well as organizing systems to address the many housing needs of our guests. Additionally, the Assistant Director for Residence Life & Dining Services oversees efforts to properly manage the maintenance and cleanliness of the residence halls.

STAFF AVAILABILITY

The Richardson Towers North desk is staffed around the clock throughout the summer. All other buildings have 24-hour desk coverage when there are groups utilizing those facilities. Additionally, two Conference Housing staff members are on duty each night to handle any situation that may arise.

CONFERENCE HOUSING DESK ASSISTANTS

Each residence hall has a main desk located in the lobby of the building. Conference Assistants at each desk serve as a general resource person for all conference guests. If you need to contact someone at the front desk in case of emergency or to leave a message for a conference guest, please use the following phone numbers:

Richardson Towers North  (901) 678-3446
Richardson Towers South  (901) 678-2289
Smith Hall  (901) 678-2141
West Hall  (901) 678-4035
South Hall  (901) 678-2820
Robison Hall  (901) 678-2826
Rawls Hall  (901) 678-2130

PARKING at the University of Memphis

Limited parking access at Richardson Towers, and near West, Smith and Robison Halls is available for an additional cost of $1.00 per vehicle per day (Mon-Fri, there is no charge for weekends). For other information concerning parking, please contact The University of Memphis Parking Office at (901) 678-2212.
UNIVERSITY of MEMPHIS POLICIES

ALCOHOL POSSESSION
The University of Memphis is a dry campus. The possession or consumption of alcoholic beverages is prohibited on University controlled property, even if you are of legal drinking age. Additionally, the use, possession, or distribution of narcotics or other illegal substances is prohibited.

FIREARMS
The storing, possession, or detonation of firearms, weapons, ammunition, or explosives, including fireworks of any kind, are prohibited on campus. No one, including guests employed by a guard or security service may keep any of these items.

HEAT PRODUCING APPLIANCES
Toaster ovens, hot plates, slow cookers, woks, and other heat producing items are prohibited. If any of these items are brought to campus, you will be required to remove them immediately, or they may be confiscated during your stay.

QUIET HOURS & COURTESY HOURS
To ensure a quality Conference Housing experience for you and other guests sharing the facilities, the hours between 10 p.m. and 10 a.m. are designated as Quiet Hours. Please keep noise to a minimum. Courtesy Hours are 24 hours a day.

LOST KEYS
In the event that a key is lost, a $20.00 charge will be assessed to the individual before a replacement key will be issued. The same charge applies for keys not returned upon check-out. A refund will not be issued if the key is returned later.

ROOM DAMAGES
If room damages occur to any residence hall building or room, the group will be charged for the damage. Information will be provided as to what room was damaged and which individuals occupied that room.
DIRECTIONS TO THE UNIVERSITY OF MEMPHIS for HOUSING
(3603 Central Avenue Memphis, TN 38152)

EAST - From I-40
At Exit 10, continue straight ahead on Sam Cooper Boulevard.
Follow Sam Cooper to Highland Street, which will be the third exit.
Turn left onto Highland. Follow Highland approximately 1.7 miles to Central Avenue.
Turn left onto Central Avenue.
The Information Center is on the right at the corner of Central and Patterson. (This will be the first light you come to.) Richardson Towers is next to the Information Center.

SOUTH - From I-55 OR from Memphis International Airport
Take Exit 6A, 240 East to Nashville.
(From the airport, follow signs to 240 East.)
Follow 240 East to Getwell Road North, Exit 20B. (The exit leads into a lane that ends soon after entering Getwell.)
There will be several signs leading to The University of Memphis.
Follow Getwell until it ends into Park Avenue. (Burger King will be directly in front of you.)
Turn right onto Park Avenue.
At the first light, you will make a left onto Goodlett.
Follow Goodlett over the railroad tracks to Central Avenue (2nd light).
Turn left onto Central Avenue.
The Information Center will be on the left at the 3rd light at the corner of Central and Pattson
Richardson Towers is next to the Information Center.

NORTH - From Highway 51
Follow Highway 51 through Millington.
After you go through Millington, you will need to get into the left lane to turn onto Paul Barrett Pkwy.
Follow Paul Barrett Parkway to TN 204 exit.
The road will veer right onto State Rd. 204.
Continue on this road until it comes to Summer Avenue. The road will change names to Covington Pike, then Stratford Rd. Stratford will dead end into Summer Ave.
Turn right onto Summer Avenue.
Follow Summer to Highland Street.
Turn left onto Highland and follow to Central Avenue.
Turn left on Central Avenue.
The Information Center will be on the right at the corner of Central Ave. and Patterson. Richardson Towers is next to the Information Center.

WEST - From I-40
Follow I-40 over the bridge into Memphis to the 240 South exit.
Follow 240 South to the Crump Boulevard/ Lamar exit, Exit 29.
Turn left onto Lamar Avenue.
Ahead you will see signs to Overton Square and the Pink Palace Museum.
Following these signs, take a left onto Central Avenue.
Follow Central approximately 4.3 miles to Patterson.
The Information Center is on the right at the corner of Central and Patterson. Richardson Towers is next to the Information Center.

WEST - From I-55
Follow I-55 over the bridge until the interstate turns into Crump Boulevard/Lamar Avenue.
Ahead you will see signs to Overton Square and the Pink Palace Museum.
Following these signs, take a left onto Central Avenue.
Follow Central approximately 4.3 miles to Patterson.
The Information Center is on the right at the corner of Central and Patterson. Richardson Towers is next to the Information Center.
PACKING SUGGESTIONS

Each Conference Housing room is air-conditioned and equipped with two (2) single beds, (some are extra long) dressers, desks and chairs. Here is a list of items that you should find useful in making your stay enjoyable as well as comfortable.

DO BRING…

Linens: Pack sheets, blanket, comforter or spread, and pillow.

Towels and toiletries: If your group is here for an extended stay, you may want to bring an extra towel or two.

Telecommunications: Rooms are equipped with a modular jack. Local calls are free. Long distance service is available with a calling card or by calling collect. Do you need computer access? Each room is equipped with Ethernet connections. Once you arrive on campus you will need to pick up a ResNet information sheet to gain access to the internet.

Appropriate clothing: Students must dress appropriately; Men - no hats, no sleeveless shirts, no muscle shirts: Ladies – no sport hats, no midriffs, no short skirts/shorts. Keep in mind that although it tends to be hot and humid in Memphis during the summer, air conditioning makes our rooms a little cool at night.

Laundry on Campus: Each building has a free laundry room facility

Pen, paper, envelopes and stamps: You will want to write home and tell everyone what a great time you are having. You may also receive mail at the following address:

Name
Health Career Programs
/c/o Residence Life
The University of Memphis
011 Richardson Towers
Memphis, TN 38152-6442

Mail received after your departure will be returned to sender.

Other items that you may want to include: Alarm clock, coat hangers, and a clothes iron. For guests with an extended stay, you may want to bring a television (basic cable service is provided), a small refrigerator, and/or a small microwave oven. For information about renting a micro-frig you may call Central Appliance, which is relatively close to campus and has delivery and pick-up services at (901) 327-7368. The only additional cooking appliances allowed for use in a residence hall room are coffee makers with enclosed heating elements and hot air popcorn poppers.

Recreational: A work out facility is also available on campus at the Student Recreation and Fitness Center. Showing your conference housing key, with the conference housing key chain, allows you to get in the Fitness Center for $5 a day as a guest of Conference Housing. You may contact the Fitness Center for additional information at (901) 678-2801. If you are part of a group that wants to use this facility, it must be requested when you are requesting housing in order for the center to be able to have the proper number of staff available.

DO NOT BRING…

Toaster ovens hot plates, slow cookers, woks, and other heat producing items are strictly prohibited in the residence halls. If you bring any of these items to campus, you will be required to remove them from the residence halls or they may be confiscated. The University of Memphis is a dry campus. The possession or consumption of alcoholic beverages is prohibited on University controlled property. Additionally, the use, possession, or distribution of narcotics or illegal substances is prohibited on University controlled property.
**Tennessee Institute for Pre-Professionals**

**Summer Programs Orientation**  
**Wednesday, June 1, 2011**  
**TENATIVE**  
*(changes may occur)*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00 – 9:00 a.m.</td>
<td>TIP Move In (Please be at UofM Richardson Towers residence hall at 8am sharp!)</td>
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<tr>
<td>9:00-10:00 a.m.</td>
<td>TIP Registration: Student Alumni Center (SAC) Lobby</td>
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<tr>
<td>10:00-11:00 a.m.</td>
<td>Welcome: SAC Dining Hall</td>
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<tr>
<td>11:00 a.m.</td>
<td>TIP Program Meetings</td>
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<tr>
<td>12:00 p.m.</td>
<td>Lunch</td>
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<tr>
<td>1:00 p.m.</td>
<td>SASS Assessments SAC Dining Hall</td>
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*Registration activities include: composite pictures, distribution of books and jackets, tours, etc.*

*The Student Alumni Center (SAC) is located at 800 Madison Ave, Memphis, TN  
Richardson Towers is located at 3603 Central Ave. Memphis, TN*