ACTION PLANS: Each participant is required to prepare an action plan to be implemented at the school/college in the fall. You will be provided with a guide for developing an action plan. There will be small group discussions at the beginning of the week to answer any questions. However, if you have additional questions or concerns, we encourage you to schedule a short, individual appointment with a World View staff member to discuss your action plan.

ADDRESS CHANGES: If your school address or position changes, please notify the World View office immediately.

ADMINISTRATIVE SUPPORT: The Center for School Leadership Development staff is not able to provide administrative support, e.g. copying or faxing, and neither is World View because our offices are five miles from your classroom.

ATTENDANCE: To complete the program satisfactorily, you must attend and participate in each class session, and plan and implement an action plan. In case of an emergency, please talk with the director.

BREAKS: There will be two breaks scheduled each day. Beverages and very light snacks will be provided.

CHECK-OUT TIME: Check out on incidental hotel charges Thursday evening or before class on Friday. Please check out early, since all of you will be checking out at about the same time. World View pays for all rooms directly, however, you may have telephone charges to settle.

CLASSROOM: Our program is scheduled for Room 111 of the Center for School Leadership Development (CSLD), located on Friday Center Drive, just off Hwy 54 East and approximately three miles from the hotel. (Directions will be available on arrival at the hotel on Sunday afternoon, June 24.)

CLASS REPRESENTATIVES: Participants of each year’s program elect co-presidents (one K-12 and one community college) to speak for them at Friday’s graduation and to represent the class on the World View Advisory Board for a one-year term. The Board meets in Chapel Hill twice a year (November and April). The election will be held on Wednesday just before we break for lunch.

DRESS: Although business attire is not required, we request that you do not wear shorts, blue jeans, T-shirts, or other casual sportswear to class. A tie is always appropriate for men, and we do ask that men wear a coat and tie for the group picture and final luncheon on Friday. Thank you.
EMAIL: There are two email stations at the Center for School Leadership Development. The Hampton Inn offers free wireless Internet access in each guest room and in their business center.

EMERGENCIES: See “Messages” and “Medical Care.”

EVALUATIONS: You will receive a form on which to evaluate each day’s sessions. We will compile the ratings and comments (without names) and send them to the presenters. If you have comments for the World View staff only, or have a personal request, please [bracket them] so that they will not be included in the group evaluation. We ask that you sign the evaluation so that we can follow-up on your concerns. At the end of each day, place your form in the box marked “Evaluations” located in the classroom. On Friday’s evaluation you will be asked to evaluate the entire week.

HANDICAP ACCESSIBILITY: The Center for School Leadership Development is handicap accessible with wheelchair compatibility and assisted listening devices. Please let Jasmin know if you have special needs.

HOTEL: Participants will be staying at the Hampton Inn off Hwy 15-501 in Chapel Hill. (Not the Hampton Inn off Hwy 54 at Exit 273 of I-40.) All rooms have free high speed wireless Internet.

LAPTOPS: You may bring a laptop for note taking, reviewing discussed online resources, and completing an electronic version of your Action Plan. Please use common courtesy when speakers are presenting and refrain from using your computer in class for anything but program focused activities.

LIBRARIES: The UNC Davis Library (a graduate and research library), located at the center of campus near the student bookstore, is available to you in the evenings. It is open in the summer until 10:00 pm Sunday through Thursday, and until 6:00 pm on Friday.

Wilson Library houses the North Carolina Collection, the largest and most comprehensive library of published materials in the country relating to a single state. It also contains the Southern Historical Collection, the University Archives, the Maps Collection, and the Rare Book Collection. Unfortunately, regular hours are 8:00 to 5:00 weekdays when you are in class, but it is also open 9:00 to 1:00 on Saturday and 1:00 to 5:00 on Sunday. It is worth a visit on your next trip to Chapel Hill.

MEALS AND DIETS: World View provides all lunches, and the hotel offers a complimentary continental breakfast each morning. You will have heavy hors d’oeuvres Sunday night and dinner at CSLD on Tuesday. If you require a special diet or have food allergies, please let Jasmin know. For meals not planned by World View, you are on your own. World View will provide you with a list of local international restaurants in the binder you receive Sunday.
MEDICAL CARE: The Center has a first aid station at the front desk for minor injuries. In the event of an emergency call 911. UNC’s Hospital Emergency Room (919/966-4721) can handle dental, as well as, medical emergencies. The hospital is located off Manning Drive, about five miles from the hotel and three miles from the Center.

MESSAGES: Between 8:00 am and 5:00 pm callers may leave messages for you at the Center (919/843-5000). We will interrupt class to deliver messages only in an emergency. In the evening callers should call the Hampton Inn (919/968-3000). If you need to reach World View in the evening, please call Robert at 919/942-5997 (H) or 360-3143.

NAMETAGS: We ask that you wear your nametag during the week. (Presenters like to know who you are and where you are from.)

NEWSLETTERS: World View publishes a semi-annual newsletter plus two electronic global updates – one for K-12 (monthly) and one for college (bimonthly). You will be added to the global updates listserv and will be notified when the semi-annual newsletter is posted to our website.

PARKING: Parking is provided in the Center’s parking lot. If you venture to other parts of campus, parking is extremely limited, and parking violations usually result in a ticket. After 5:00 pm, however, campus parking is less restricted; the regulations are clearly indicated.

SMOKING: Smoking is prohibited in all areas within the Center building. The outdoor patio area is equipped with ashtrays for those who smoke.

TELEPHONES: There are public telephones and free campus phones located throughout the Center for local calls. Please turn off all cell phones and PDA devices while in the classroom.

WORLD VIEW STAFF:
Listed below are the telephone numbers of the World View staff.

- Robert Phay, Director 919/843-9408 (home: 942-5997)
- Neil Bolick, Associate Director 919/843-5332
- Julie Kinnaird, Assistant Director 919/962-6785
- Katharine Robinson, Assistant Director 919/843-7793
- Juliet Traub, Program Manager 919/843-6795
- Jasmin McCrory, Asst Program Manager 919/962-9264 (main number)
- Leslie Hodges, Program Associate 919/843-8210