EXERCISE - Explore Emerging Computing in Science and Engineering

Salisbury University

Participants Information Packet

Documents to bring:

Some documents are needed for the first day of REU summer program and for the field trip to NASA.

The list of acceptable documents to verify citizenship or permanent residency status is on the page 9 of attached I-9 form: http://www.uscis.gov/files/form/i-9.pdf. You will need to bring the original(s) of one item from list A or two items (one from list B and one from list C) on the first day of REU program (June 6, 2016). These documents are needed for your summer payment paper work.

You also need to bring a government-issued ID (an UNEXPIRED passport would work, but so would a Driver's License - student ID would NOT be acceptable) if you are a US citizen or your green card if you are a NON US citizen on the day of field trip to NASA. There is a special requirement for the shoes you can wear on the NASA field trip. You need to wear flat, closed-toe, closed-heel shoes. (We are still working on the field trip to NASA. The field day to NASA Wallops is TBA).

Summer stipend:

You will be compensated for your work at the rate of $500 per week for a total of $5000 for the entire 10-week period. The payments will be processed weekly. Note that no advance payment will be provided when arriving at Salisbury University (SU). The payments will be processed by SU grant office. No tax will be retained at the moment of pay and 1099 forms may be issued. You are fully responsible for any tax or financial implications. In order to be eligible to receive stipend payments, you must remain in good standing throughout the 10-week program. Please note that you will probably get your first pay at end of the first week. Based on this, you are strongly suggested to have available funds for at least one week when arriving at SU. Please remember that we will provide both lodging (free of charge) and food money (up to $1500) once you arrive at SU. If such funds will create a hardship to you, please contact us immediately. Your final week pay check will be mailed to your home address. Please note that the food money loaded into your gullcards is only to be used for food and nothing else including gift cards and alcohol. Unspent money in your GULL card will be returned back to Salisbury University at the end of program.

Travel to SU:

Each participant is responsible for their own travel arrangements. The grant will reimburse your travel expenses up to $600.00. Please plan to arrive on Sunday, June 5, 2016, between 10:00 am and 4:00 pm to check-in to on-campus housing with check-out and departure on the afternoon of Friday, August 12, 2016. Please note: housing is not available before June 5. All rooms must be vacated no later than August 12. Before finalizing your flight details, we would be happy to review them. You can use any reasonable means of transportation to reach the REU site. Please note that if you are unable or unwilling to complete the 10-week program, SU has the right to recover any travel expenses paid. Extenuating circumstances will be taken into consideration.

- If you plan to fly, we suggest you fly into our local airport: Salisbury-Ocean City-Wicomico Airport (SBY), which is approximately 15 minutes driving distance from SU. It takes about $15 to take a taxi from SBY to SU. Please call the taxi to reserve one in advance (City Cab (410) 749-8294; Bailey's Taxi Service (410) 546-4025. More taxi services information can be found: http://salisbury-md.yellowusa.com/Taxicabs.html). As an alternative, Baltimore-Washington International (BWI) is approximately 2 hours from Salisbury. If you fly into BWI, you will have to arrange transportation to SU. You can make arrangements with Bayrunner Shuttle Service http://www.bayrunners.com/). After your flights have been booked, we will gladly help you complete expense statements for reimbursement. It is important that you submit all original receipts including a receipt for taxi or shuttle services.

- If you plan on driving and having a car at SU, you will be reimbursed for your mileage to and from campus at the standard rate of .575/ mile and tolls (if applicable) up to a total of $600. Please keep track of all receipts and submit them for reimbursement after your arrivals. The visitor parking at SU is free of charge, but you need to stop into the Police Department at SU (http://www.salisbury.edu/police/Parking) for a pass of the length of 10 weeks. You can come to Parking Services sometime between Monday – Friday, between the hours of 8am and 4:30pm. They will need a copy of your vehicle registration. Please contact SU parking service for the detail:

  Parking Services
  Salisbury University
  Holloway Hall 219
  1101 Camden Ave.
  Salisbury, MD 21801

  410-543-6338
  parkingservices@salisbury.edu

- Direction to SU: http://www.salisbury.edu/Info/Directions.html
- Campus map : http://www.salisbury.edu/CampusMap/

Housing at SU:

You will not be billed for the cost of housing as the grant will charge it directly. You will need to complete the housing application form and return it as soon as possible (if you have not done so): http://www.salisbury.edu/housing. All students will be housed in Dogwood Village. You will receive your room assignment when you check in and get your card programmed for building access. Only single rooms are provided. The standard check-in time is June 5, 2016: from 10am-4pm. Check-in will be at the Dogwood Village Staff Office (http://www.salisbury.edu/CampusMap/). Please contact SU housing office for more information including what personal belongs that your need to bring:

Office of Housing and Residence Life
(410)-543-6040
house@salisbury.edu

SU Gull Card: http://gullcard.salisbury.edu/

You will be given a Gull card once you arrive at SU. The SU Gull Card is a multi-functional card that serves as your free, official Salisbury University ID. You should carry your Gull Card at all times while on campus. Your Gull Card is necessary for accessing services in residence halls, University Dining locations, Blackwell Library, Maggs Physical Activities Center, computer labs, the new University Fitness Center, and other services throughout campus.

Eating at SU

The board (food) money will be added to your Gull card once you arrival at SU. The SU dining services will not offer summer meal plan during summer time (http://www.salisbury.edu/dining/). However, university operates various eating places, with some of them staying open throughout the summer. There are some on-campus locations (http://gullcard.salisbury.edu/OnCampusLocations.asp) and off-campus merchants (http://gullcard.salisbury.edu/OffCampusMerchants.asp) accepting the Gull Card. Please keep in mind: your weekly meal expense is $150 (and your daily meal expense is about $21). You can only use your Gull card to buy meals not others. The grant office will track your expense statements. You are requested to refund (or we will deduct your stipends) for any non-meals expense. Please contact SU dining services for more information:

Salisbury University Dining Services
410-543-6105
dining@salisbury.edu

Healthy at SU

Your wellbeing is of the most importance to us. NSF REU program does not provide any health insurance for you. We are strongly request that you have some form of health insurance while participating in the site. I am personally advising that you check the coverage of your contract

since many of you will spend the time in a new state. The following is a list of nearby hospital and emergency care centers:

Peninsula Regional Medical Center (http://www.peninsula.org/)
100 East Carroll Street
Salisbury, MD 21801
(410) 546-6400

Salisbury Immediate Care & Injury Center (http://sbyimmediatecare.com/)
659 South Salisbury Boulevard #2
Salisbury, MD 21801
(410) 543-2020

Your Docs In -Walk In Urgent Care Medical Center (http://www.yourdocsin.com/)
2425 N. Salisbury Blvd.
Salisbury, MD 21801
877-222-4934

Web Links:
- SU Office of Housing and Residence Life http://www.salisbury.edu/housing/
- SU parking services: http://www.salisbury.edu/police/Parking
- SU dining services: http://www.salisbury.edu/dining/
- SU Gull Card: http://gullcard.salisbury.edu
- SU Fitness Club: http://www.salisbury.edu/fitnessclub
- SU Maggs Physical Activities Center: http://www.suseagulls.com/facilities/maggscenter
- SU Blackwell Library: http://www.salisbury.edu/library/
- SU Mathematics and Computer Science Dept: http://www.salisbury.edu/mathcosc/welcome.html (410) 543-6471
- SU police department: http://www.salisbury.edu/police/ 410-543-6222
- List of Emergency Phone Numbers page: http://www.salisbury.edu/police/Emergency_Response_Guide/

Local stores:
- Giant Food: http://www.giantfood.com
- Food Lion: http://www.foodlion.com/Stores
- Wal-Mart: http://www.walmart.com/
- The center of Salisbury (shopping mall) http://www.centreatsalisbury.com/

Research at SU:

The NSF REU EXERCISE program will be hosted in the Undergraduate Research Computing Lab (HS101) which is housed in Henson Hall. The program will start on June 6th and end on August 12th, 2016. We expect you to be at the REU EXERCISE site for the entire period. You should not have a summer job during this period or be enrolled in summer classes since the program is designed to be a full time intensive research experience. Once on campus you must attend scheduled meetings, field trips, social activities, discuss research progress with advisors, provide a final written report, give a poster and oral presentation during the last week of summer program, and work at least 40 hours per week.

We will schedule most of the activities from Monday to Friday between the hours of 9:00am and 5:00pm. You are expected to be available at any of these times. Upon agreement with your mentor you may schedule project related activities within or outside these times. Future details on how your work will be evaluated will be provided after you arrive at the site.

Upon arrival at the site, you will be provided for use a computer system located in a dedicated lab (HS 101). You are expected to maintain the system and leave it in working order when leaving the site. Your Gull card will be programmed to be able to access the Henson Science building and lab HS 101 from 6am to 11pm every day. You must follow the Acceptable User Policy listed in the University Helpdesk Information Technology Department Webpage (http://www.salisbury.edu/helpdesk/welcome.html). Any violation may subject you to the criminal provisions embodied in the respective laws.

Responsible Conduct of Research (RCR) Online Training Modules are required for all individuals conducting research funded by NSF (http://www.nsf.gov/bfa/dias/policy/rcr.jsp). The following is the link to the research modules you will need to complete. Each takes roughly 20 minutes and you should complete all of them within the first week of REU program: http://www.salisbury.edu/gsr/research/compliance/index.html

REU site webpage (including contact and research mentors' information, summer program schedule, research project information): http://faculty.salisbury.edu/~ealu/REU/REU.html

Research Mentors:

Name	Office Location	Email Address	Office Phone Number
Dr. Enyue (Annie) Lu	HS 114	ealu@salisbury.edu	410 (543)-6144
Dr. Steven Lauterburg	HS 130	stlauterburg@salisbury.edu	(410) 677-4909
Dr. Arthur Lembo	HS 157H	ajlembo@salisbury.edu	(410) 677-0140
Dr. Yuanwei Jin	Engineering and Aviation Science Complex, room 2008 (at UMES)	yjin@umes.edu	(410) 621-3410
Dr. Lei Zhang	Engineering and Aviation Science Complex, room 2038 (at UMES)	lzhang@umes.edu	(410) 651-8470

First Day of Program: Monday June 6th Schedule (Tentative):

Time	Events	Location
8:30am-9:00am	Welcome breakfast	HS Hallway
9:00am-9:30am	Opening remarks: Dean of Graduate Studies & Research -Dr. Clifton Griffin Henson School Dean - Dr. Olmstead Introduction of REU Program: Department Chair -Dr. Donald Spickler Faculty Mentors/REU students introduction	HS 101
9:30am-11:30am	Orientation meeting, grant paper work, Gull card Grant office: Vanessa Collins Gull card office	HS 101 CB 036
12:00pm-1:30pm	Joint lunch with all participants	Commons
1:30pm-2:00pm	Campus and facility tours, group pictures	
2:00pm-3:00pm	Computer accounts, lab facility, work log, summer schedule, etc.	HS 101
3:00pm-4:00pm	Entry program pretest survey	HS 101
4:00pm-5:00pm	Responsible Conduct of Research Online Training	HS 101

Communication Methods:

Please check your email regularly. We will send you any updated information to you though email. If you have any question, please email me at ealu@salisbury.edu (preferred) or call me at my office 410-543-6144. For emergency, you may contact me at 410-726-7882.