

Shill, Pamela R [VRAC]

From: Shill, Pamela R [VRAC] [pshill@iastate.edu]
Sent: Tuesday, April 21, 2009 10:26 AM
Cc: Shill, Pamela R [VRAC]
Subject: SPIRE-EIT Information
Attachments: Independent Personal Service form.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings:

We are excited that you will be participating in the Summer Program for Interdisciplinary Research and Education: Emerging Interface Technologies offered by the Human Computer Interaction Graduate Program at Iowa State University. Below you will find several details that will be helpful to you. Please read through everything carefully.

PAYROLL: Please complete and sign the enclosed Independent Personal Service form and fax or mail this to us as soon as possible. The fax number and address are at the bottom of this email. This form will allow us to initiate your paychecks. You will be paid \$200 on May 27, \$1900 on June 30 and \$1900 on July 31 for a total of \$4000. We will not be able to issue your May 27 paycheck if we do not receive this form back by May 1.

ISU is not required to send a 1099-MISC or other tax document to you for fellowships or qualified internships. However, in most cases this is taxable income, and you are responsible for self-reporting. Please check with your tax preparer if you have questions about filing your tax return.

HOUSING: You will be staying in the Frederiksen Court Apartments. You will be assigned to a four bedroom apartment, giving each student their own bedroom. More information about Frederiksen Court Apartments can be found at <http://www.housing.iastate.edu/places/frederiksen-court/> A campus map of Frederiksen Court can be found at <http://www.fpm.iastate.edu/maps/closeup.asp?left=983&top=1100&width=480&height=380&layer=base>

The apartments are carpeted, furnished, and include central air conditioning. Bedroom furniture includes a bed, clothing drawers, desk, chair, file caddy, and wardrobe. Living room furniture includes a sofa, armchair, end table, coffee table, table lamp, and floor lamp. Kitchen appliances include a stove, refrigerator, microwave, dishwasher, and garbage disposal. The appliances in the kitchen are all of standard size; the stove has four burners and an oven, and the refrigerator is 18 cubic feet with a freezer. There is a clothes washer and dryer provided in each apartment. There is an Ethernet connection in each private bedroom.

ARRIVAL TIME: Check in time for Frederiksen Court Apartments is Tuesday, May 26 from 10 am to 5 pm. Michael Oren and/or Zayira Jordan will meet you at Frederiksen Court on Tuesday when you arrive to welcome you to Ames.

Those of you that are flying into the Des Moines airport will be met by a shuttle to transport you to Ames. We will send you more information about that later.

MEAL PLAN: You will be given the Cyclone 17 Plus 75 meal plan while you are on campus. This means that you will be given 17 meals per week, except Sunday evenings, plus \$75 Dining Dollars. Dining Service for your program will be at the Union Drive Marketplace in the Union Drive Community Center. Breakfast, lunch, and dinner are served seven days a week except for the evening dinner meal on Sundays. ID cards will be issued to individuals for access to the Dining Center. The cost for replacing an ID card is \$20. Dining Dollars can be used to purchase food, beverages, and snacks at the following locations: Union Drive marketplace in the Union Drive Community Center, Westside market (C-Store) and Clyde's (a sports grill in the Union Drive Community Center, Hawthorn Market and Café located within the Frederiksen Court neighborhood, Onion's C-Store in the Memorial Union, select Memorial Union Food Court Vendors, and several on-campus cafes. All Dining Dollars must be used before the end date of August 1, and no refunds will be issued for unused Dining Dollars. You will find a map of dining locations on campus at <http://www.dining.iastate.edu/campusmap/> Most of the program activities will take place in Howe Hall, which is close to the Union Drive Marketplace. More information about

Union Drive Marketplace and a scheduling showing serving times for meals can be found at http://www.dining.iastate.edu/dining_centers.php?id=1&date=05/22/2006

If you have any special dietary needs that you did not include in your registration packet, please let us know those as soon as possible.

WHAT TO BRING:

The What to Bring page at <http://www.housing.iastate.edu/faq/bring.html> will give you an idea of what to bring to campus for your apartment. You will not do much cooking in your apartments this summer. Dress in the lab is casual, jeans and t-shirts are good. The lab is a little cool, so you may want a sweatshirt or a sweater. You will want to bring your own towels and bed linens, including a pillow and mattress pad. The mattresses that are provided are 80" (extra long.)

In addition to your clothing, personal items, and things you will need for your apartment, you will want to bring the following items, if you have them available:

- 1 summer dress outfit, suitable for a cultural event and the end of the term Symposium. Suggestions for men include a button-down shirt and slacks. Suggestions for women include a dress, skirt, or slacks.
- Sporting equipment (frisbees, basketball, tennis equipment, soccer ball, etc.)
- Hiking shoes, if you have them, or tennis shoes.
- Umbrella or rain coat. (It rains here in the summer and you will be walking across campus a lot!)
- Digital camera, if you have one.
- Cell phone
- Laptop computer, if you have one.

We will take you to either Walmart or Target on Tuesday evening, May 26, after our welcome dinner, to pick up necessary items that you were unable to pack and bring.

In the next week or so, you will be sent a list of your roommates and their email addresses so that you can contact them to coordinate things to bring for your apartment.

OTHER: Most of your program activities will take place in Howe Hall. Generally you will be expected to be in the Research Center from 9 am to 5 pm Monday through Friday, with lunch about 11:30 am and dinner about 5 pm. Social activities will be scheduled each week and some weekends throughout the summer. You will also be given access to the ISU Lied Recreation Athletic Center. <http://www.recservices.iastate.edu/ried/> A campus map can be found at <http://www.fpm.iastate.edu/maps/>

Information about your research projects and research teams will be sent to you before you arrive.

You will be able to get around the campus and the city using CyRide, the city bus service. More information about CyRide can be found at <http://www.cyride.com/> You will be given a bus schedule and a pass to ride the bus free, when you arrive.

CONTACT: Contact information for the Virtual Reality Applications Center can be found at <http://www.vrac.iastate.edu/contact.php?hci=1> Some of the people that you will be working with this summer include:

Stephen Gilbert, Director of SPIRE-EIT, Associate Director of Graduate Education of Human Computer Interaction and Lecturer in the Psychology Department

Office Address: 1620 Howe Hall

Office Phone: 515-294-6782

Email: gilbert@iastate.edu

Pam Shill, Program Coordinator for the HCI Graduate Program

Office Address: 1638A Howe Hall

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Email: pshill@iastate.edu

Michael Oren, Graduate Assistant

Email: moren@iastate.edu

Zayira Jordan Conde, Graduate Assistant

Email: zjordan@iastate.edu

This is lots of information. Please read this carefully.

If you have questions about the program or if we can help in any way, please let me know. We look forward to working with you this summer!

Thanks,

Pam

<<Independent Personal Service form.pdf>>

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