A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

Wall Street B07

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Section 1- WPI and IGSD procedures

Introduction

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the Handbook for Wall Street has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program at the Wall Street Project Center during B term of 2007.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.
The following text is taken from the NAFSA: Association of International Educators' website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI’s off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the
host county.
III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised November 8, 2002
http://www.nafsa.org/knowledge_community_network_sec/education_abroad_1/education_abroad_2/practice_resources_12/most_commonly_used_resources/guidelines_for_health
Mandatory Paperwork

The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

**Paperwork Deadline**

*All paperwork for Wall Street B 2007 must be in the IGSD by Wednesday, October 3, 2007 before 1:00pm.*

**Participant Statement of Agreement**

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated “Participant Statement of Agreement”. The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed “Participant Statement of Agreement” at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

A. **Financial Responsibility**

1) I understand that my deposit of $400 is used to secure my place in the program and will be credited toward my housing cost.

2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.

3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. **Withdrawal, Cancellation, or Dismissal**

1) I understand that the $400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.

2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.

3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

C. **Behavioral Responsibilities**

1) I understand that all policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.
D. **Academic Responsibilities**
1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.

2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.

3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. **Medical Issues**
1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.

2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. **Legal Issues**
1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of *The Campus Planner & Resource Guide*, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and/or the laws of the host country.

G. **Travel Issues**
1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.

2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. **Federal Compliance Issues**
1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI’s emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device), I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

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Printed Name | student number | date of birth* |
|-------------|----------------|---------------|

*If participant is under 18 years of age, both parents and/or legal guardian must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X
Signature of Parent / Guardian Date

X
Signature of Parent / Guardian Date
Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for his or her site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the center director all will know when and where every student will arrive and will be alerted if a problem arises.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university takes no responsibility for the student’s safety during independent travel. The student must inform the faculty-in-residence of any travel plans and when they should be expected back on site. If a student fails to appear at the time specified, the IGSD will be notified immediately. At that point, someone from the IGSD will contact the family of the student to inform them that their student has failed to return to the site.

You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job-related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

When living away from home, it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.
Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student’s responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay.

Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care at any site it is usually necessary to pay in full when the care is administered. Later they will have to seek reimbursement from their insurance company when they return home.

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.
Voluntary Acknowledgment Form

All participants are required to sign a Voluntary Acknowledgment Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the __________________________ (the “Program”), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature     date

Printed Name     date of birth*

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

Signature of Parent / Guardian     Date

Signature of Parent / Guardian
WPI Policies and Services for Students at Off-Campus Sites

Informal Hearing Procedure at Off-Campus Residential Program Sites
Students at off-campus residential program sites, accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student’s responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student’s past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within seven (7) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:
   a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
   b. Inappropriate gravity of the sanction in relationship to the offense;
   c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI’s Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence. You must go to Residential Services to fill out the appropriate forms and turn in your keys. Before you return to campus you will need to contact Residential Services to arrange to pick up your room keys.

Mail Services

All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student’s mailbox for the entire term. All students are responsible for their own mailbox and are required to sign a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers – Appendix D

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should be the member of the team with the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC’s reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.
3. Modems, ethernet cards and other misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.

4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.

5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a $50 per business day late fee.

**Software**

1. All PCs will be loaded with Windows, MS Office, Netscape and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a $50 software re-installation fee.

**Picking up the PC**

1. You must have your WPI ID card in order to pick up the PC assigned to you.

**Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use)**

At a minimum, you must adhere to the WPI Acceptable Use Policy ([http://www.WPI.EDU/Pubs/Policies/AUP/](http://www.WPI.EDU/Pubs/Policies/AUP/)) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
General Policies and Important Things to Remember

- There can be no overnight guests in any accommodations acquired and provided by WPI for use by the Project Center students.

- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.

- Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

- All policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.
Section 2 Health and Safety Information

Safety
When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.

- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers’ checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.

- Always keep the faculty advisor informed of your whereabouts. Each Friday you must fax the On-Site Travel Form to Professor Gerstenfeld at (508)831-5720, see Appendix E.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your faculty advisor to inform them that you are safe.

- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.

- Always be careful about traveling alone.

- All WPI students who are participating in the Wall Street B07 Project Program are expected to behave in a manner so as to not put themselves at risk.

- All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor should then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.

- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

- Do not flash money or documents in public places. Be discreet in displaying your passport.
Safety Tips from the US State Department

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

• Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers’ checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.

• Use a money belt or a concealed money pouch for passports, cash and other valuables.

• In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons’ wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.

• When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.

• When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.

• Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.

• Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.

• Avoid travel at night.

• Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.

• Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.
Avoiding Travel Risks

Prepared By:
William L. Granahan CIC, LIA, CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

Planning and Preparing:
Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;
Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;
Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:
Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;
Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;
Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;
Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country;
Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;
Study and understand the customs and political environment of the country(s) you are visiting;
Be prudent in your choice of eating and drinking establishments;
Avoid political discussions, confrontation and arguments;
Do not reveal personal information to casual acquaintances;
Beware of overly friendly or flirtatious persons;
Always travel in groups of two or more people;
Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;
Carry the phone number and address of the American Embassy and local police – and a cell phone if possible.

Return to your apartment or living quarters at a reasonable, early hour every night.
MEDIA NOTE
State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department’s effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached “Fact Sheet” on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs’ web site, http://travel.state.gov, for the latest travel safety information.
Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State’s web site at http://travel.state.gov.

You are subscribed to www-announce. To unsubscribe go to: http://www.iienetwork.wego.net/?g=1710&ct=announce&ci=1885

If you have problems accessing the above link, visit the main site below.

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This message is a service of IIE Network
http://www.iienetwork.org—Powered by Wego

Drugs

If any students are found to be using drugs, or if any complaints are lodged against a roommate who is found to be using drugs, that student will be immediately sent home. There will be no exceptions to this policy.
Car Responsibilities

If you choose to bring your own car or to rent a car, you assume all risks involved in the use of the car. The following paragraphs provide some general advice about car usage.

If you use your own car:
1. Make sure you have valid insurance coverage.
2. Make sure you carry your insurance papers with you in your car.
3. Make sure you have a recent registration in your car and that it will not expire while you are at the project site.
4. If your car is registered in a state that requires a safety and/or emissions inspection, make sure it is up to date and will not expire while you are at the project site.

If you rent a car:
1. The rental agreement is a contract between you and the rental company. Make sure that you read and understand the entire rental agreement. In particular, the rental agreement determines your liability in case of an accident or damage to your car, and any restrictions on the use of the car.
2. Make sure that you understand the insurance options being offered by the rental company, and that you select insurance coverage appropriate to your situation. If your or your parents' automobile liability insurance covers you when you are driving a rental car, you may not need to purchase liability insurance from the car rental company. Check with your insurance agent. Your credit card may cover you for damage to the rental car. Check with your credit card issuer. If you are planning to rent a car for a long period, you should make sure that your own insurance or your credit card will cover a long-term rental.
3. If you are involved in an accident or if your rental car is damaged, inform the car rental company right away.

If you use a car:
1. Do not drink and drive! If you are cited for drunk driving or any other infraction involving drinking and driving, you will be on your own! WPI assumes no responsibility for your operation of your own vehicle or any vehicle you are traveling in while participating in the Program.
2. If you have an accident or are cited for any reason, tell your advisor(s) immediately!
3. Safety is the most important issue while using your car or being a passenger in a car while participating in the Program!
4. Bring an extra car key and either keep it in a safe place in your apartment or give it to someone you trust and will be available should you lose your key or lock yourself out of your car.

I acknowledge that I have received, read and understand the above text describing “car responsibilities” while participating in the WPI Project Program.

<table>
<thead>
<tr>
<th>Name</th>
<th>site</th>
<th>term</th>
</tr>
</thead>
</table>

Signed date
Drugs and the Legal System

When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a US consul can do for you if you encounter legal difficulties
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don’t need to agree with those reasons), and that you are a guest, and should behave as such.
WWW Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

<table>
<thead>
<tr>
<th>Health &amp; Safety Sites</th>
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| Center for Disease Control (CDC)  
| American Society of Tropical Medicine and Hygiene (ASTMH)  
  [http://www.astmh.org](http://www.astmh.org) |
| Council on International Educational Exchange (CIEE)  
  [http://www.ciee.org](http://www.ciee.org) |
| Travel Safe: AIDS and International Travel  
  [http://www.ciee.org/travelsafe.cfm](http://www.ciee.org/travelsafe.cfm) |
| Lonely Planet  
  [http://www.lonelyplanet.com](http://www.lonelyplanet.com) |
| The Travel Clinic  
| Travel Health Online  
| U.S. State Department  
  [http://travel.state.gov](http://travel.state.gov) |
| Association for Safe International Road Travel (ASIRT)  
| NAFSA: Association of International Educators  
  [http://www.nafsa.org/](http://www.nafsa.org/) |

<table>
<thead>
<tr>
<th>Travel Sites</th>
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</table>
| U.S. Customs Office  
| U.S. State Department  
| Travel Warnings and Consular Information Sheets  
| Important Telephone Numbers  
  [http://www.travel.state.gov/about/contact_how.html](http://www.travel.state.gov/about/contact_how.html) |
| Links to U.S. Embassies and Consulates Worldwide  
  [http://travel.state.gov/visa/questions_embassy.html](http://travel.state.gov/visa/questions_embassy.html) |
| Services and Information for American Citizens Abroad  
| Travel Warning on Drugs Abroad  
  [http://travel.state.gov/travel/livingabroad_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html) |

<table>
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<tr>
<th>Women’s Sites</th>
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| Journeywoman  
  [http://www.journeywoman.com](http://www.journeywoman.com) |
| Lonely Planet  

<table>
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<tr>
<th>Disability Sites</th>
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</table>
| Access-Able  
  [http://www.access-able.com/tips/](http://www.access-able.com/tips/) |
| Air Travel Tips and Resources  
  [http://www.miusa.org](http://www.miusa.org) |
Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485
• Prof. Rick Vaz, Dean
  x 5344, vaz@wpi.edu
• Natalie A. Mello
  Director of Global Operations
  x 5852, nmello@wpi.edu

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
• Dale Snyder, Director
  x 5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064
• Janet Whittier
  Accounts Receivable Manager
  x 5741, whittier@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753
• Celia McLaren, Supervisor
  x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039
• Michael Curley, Director
  x 5469, mjcurley@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
• Mr. Tom Thomsen, Director
  x 6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
• Mary Beth Harrity, Director
  X5810, mharrity@wpi.edu

Registrar’s Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931
• Alaina Wiehn, Registrar
  x 5211, awiehn@wpi.edu
• Marjorie Roncone
  x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
• Naomi Carton, Director
  x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
Cell #: (774)239-3424
• Charlie Morse, Director
  x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
• Philip Clay, Dean of Students
  x 5507, pclay@wpi.edu
HIV and AIDS information

Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information
The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

Increased risk for contracting AIDS and HIV

Travelers are at risk if they:
• have sexual intercourse (heterosexual or homosexual) with an infected person;
• use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, ear or body piercing, or tattooing;
• use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

People should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.

For the information made available by the Center for Disease Control, please go to the following web address

http://www.cdc.gov/travel/hivaids.htm
Section 3: Site Specific Information for Wall Street, New York

Site Specific Information

A wealth of experience indicates that the accompanying information provides a framework for effective achievement of the Project Center objectives. This document is divided into three major sections:

Section 3.1 contains general information on hotel and transportation services, working with your liaison, and things to keep in mind throughout the project.

Section 3.2 contains specifications for the final report. It specifies the format and content requirements for the final document.

All procedures outlined in the Sections regarding Weekly Project Schedule and Project Procedures are mandatory, unless the student, faculty, and organization liaison agree to an alternative mode of operation, which then may supersede those outlined in this memorandum. The only legitimate reason for such a change is that the educational quality of the project will be enhanced as a result.

The format guidelines for the FINAL REPORT have been developed with the student in mind. The guidelines are meant to allow the production of a report that meets all appropriate publication standards while eliminating wasteful use of time (a precious commodity in a seven-week term).

Consistent with WPI's Residence Hall policy there are no pets allowed in project center housing. Violation of this policy can result in your termination from a residential project center.
**Housing**

Students will be provided with Housing (T.B.A.)

Arrive at housing: 10/20/07  
Depart from housing: 12/14/07

**Location**

Manhattan

**Telephones**

The off-campus housing provided for the WPI/Wall Street Projects Program has both phone and cable TV service. Long Distance Calling is disabled on the apartment phones to insure that there are no problems with the phone bills.

Since the phone will be shared between all students in an apartment, if you want to make long distance calls you will need to obtain a calling card if they do not have one already. Use of the card will solve two problems. First, long distance calls will probably be less expensive that if you were to make local or long distance calls using the local telephone service. Second, use of the calling card will prevent problems with deciding who owes what for the phone bill.

**Transportation**

Project Site is within subway distance.

**Medical Services**

Your medical insurance should allow you treatment at any of the local hospitals and medical centers. **It is essential that you bring your insurance ID card with you to New York and that you have it with you if you seek medical assistance.**

**Manhattan**

**Hospital**  
St. Claires Hospital  
419 W. 51 Street (between 9th and 10th Ave).  
New York, New York  
(212) 586-1500

**Dentist**  
Mark Jacobson  
400 Madison Avenue  
New York, New York  
(212)755-6131

**Mental Health Facility**  
St. Lukes-Roosevelt-1009 10th Avenue at 59th Street 212-523-4000.  
New York-Presbyterian Hospital  
525 E 68 St.  
New York, NY  
(212)305-2500
Banking

The most straightforward way to handle your money is to purchase travelers checks before you arrive in New York, or use ATM machines. Remember to allow for food, laundry, Metro cards, entertainment, and miscellaneous expenses. Most students’ find that the amount they budgeted is not enough. We suggest that you consider having a credit card with you for emergencies.

Communication

Communication between faculty and students at the Wall Street, N.Y. Project Center is usually easy. Usually, two students will be designated as CONTACTS by the faculty. These students will be responsible for getting information to the rest of the students at the Project Center. For example, if the faculty advisor decides to change the time of a scheduled meeting, the Contacts will be notified and will have the responsibility of telling all other students.

Code of Conduct

WPI’s Code and the Code of Ethics of Professional Engineers bind your personal conduct. You are also ethically obligated by the Code of Conduct of the organization at which you are working and by the codes published in the WPI Student Conduct Policies booklet. Please be especially careful to safeguard information that is not intended for others.

Your behavior outside of the agency should not be a matter of concern here, but we feel it is necessary to make a few comments. You are representatives of WPI twenty-four hours a day in Wall Street. Future groups of Wall Street Project Center students depend upon you to safeguard the reputation of the school at the hotel and at the agencies. We expect that your conduct in relationship to your student colleagues will be above reproach and that you will think through the implications of practical jokes, sexual innuendoes or harassment, and other behaviors that have any possibility of being inappropriate or upsetting to your colleagues. Furthermore, physical materials associated with your projects may be used only for purposes directly related to the projects; they may not be used for any other purpose. Faculty has the authority to take disciplinary action they deem necessary for the safety of individuals or for the well being of the project center.
You are expected to be at your agency for at least the full working day on each day that a group meeting with the faculty has not been scheduled. Remember that your meetings with faculty take up most Thursday afternoons and that there is considerable preparation necessary for each of those meetings. Additionally, you will have to prepare for the weekly meetings that you and your liaison have with your faculty advisors at your agency, and you must get your draft chapters in on time. The full impact of this statement will not be felt until the second week when you realize the four and a half days at your agency is barely adequate.

Dress Code

New York and London are cities of professionals and proper dress is required at all times at the agencies. Formal professional dress should be worn on the first day and for final presentations. After the first day, follow the custom of your agency. Formal professional dress for men is a collared shirt and tie, dress pants, jacket and dress shoes. It does not include baseball hats, shorts, tee shirts, sneakers, sandals, jeans, or skate pants. Formal professional dress for women includes a dress with jacket, or skirt or dress pants with jacket and blouse. Appropriate shoes are dress pumps or flats. It does not include baseball hats, mini-skirts or mini-dresses, tank tops, halter-tops, spaghetti strap tops or dresses, shorts, or jeans.

When you arrive in late October, you will begin to need winter clothes. Bring comfortable shoes for leisure time. Also a small backpack, fanny pack, and a water bottle would be very handy if you choose to do any hiking or biking.

Meetings

Please note that all Center meetings and weekly faculty meetings at agencies are mandatory. If another meeting comes up that conflicts with these, make sure that you have prior approval of your faculty to attend.

Also, keep in mind that the time of your organization liaisons is valuable. The amount that they spend with all of you is directly related to the quality of your efforts. However, you are entitled to some regular contact with your liaisons that are your lifelines to your projects. Occasionally, a group will feel some pressure from the agency to go beyond the bounds of what can reasonably be accomplished in seven weeks. If such is the case with your team, enlist the help of your advisors early to negotiate with the agency a way to contain the project.

Grading Policy

Faculty advisors will explain the grading policy to you, but you should expect that your liaison’s expectations are sometimes different from your advisor’s. Therefore, even if you satisfy your sponsor, faculty may still have other expectations regarding the academic aspects of the experience to fulfill in order to get that coveted “A.”
Required Books and Other Materials

Bring your A-Term books, articles collected during proposal preparation, and other appropriate project-related references. A writing manual will be very useful.

Sightseeing

There are numerous guidebooks available in bookstores that tell you all about sightseeing in New York.

There are so many things to do and see:

- Museum of Natural History
- Museum of Modern Art
- Metropolitan Museum of Art
- You are able to purchase 1 ticket for multiple events.
- Statue of Liberty
- Ellis Island (Take the Audio Tour)
Formal Guidelines for Final Report

Due to the heavy workloads that will be experienced during the term, certain procedures have been adopted to facilitate your efforts.

1. Everything submitted to the faculty advisor must be on 8 ½ x 11 paper and either stapled or punched with three holes and put in a loose-leaf binder.

2. Everything submitted must be dated and initialed and must have been the name of the project and students on it. All drafts of chapters must be typed. No handwritten drafts will be accepted.

3. A Task Chart for the entire term project, written by the project team jointly, is to be submitted at the first weekly meeting with the faculty advisor.

4. At the weekly organization meeting with the faculty advisor, each team will submit a:
   a. Proposed Work Plan identifying major tasks to be done in the next week by the group.
   b. Summary Progress Chart briefly indicating the team’s overall fulfillment of its progress on the project.
Formal Guidelines for Final Report

CONTENTS:

Letter of Transmittal
Title Sheet
Abstract
Authorship Page*
Acknowledgments
Table of Contents
List of Tables

I. Executive Summary
II. Introduction
III. Literature Review (or Background Information)
IV. Methodology
V. Results and Discussion
VI. Conclusions
VII. Recommendations
VIII. Appendices
IX. References

APPENDICES

A. Mission and Organization of the Agency
B. 
C.

* This page is required by WPI for all group projects. It identifies which student holds primary responsibility for each section of the report.
Format for Letter of Transmittal

(Business letter format, written to agency liaison)

The Letter of Transmittal is a letter formally submitting the project report to the agency involved. A sample letter of transmittal is given below. The letter must contain the title of the report and include the following sentences:

“Copies of this report are being submitted simultaneously to (faculty advisors) for evaluation”.

“Upon faculty review, the original will be catalogued in the Gordon Library of Worcester Polytechnic Institute”.

The letter should close with a statement that thanks the liaison for his or her help.

(Sample Letter)

date of letter

Mr. Jay Maller
Morgan Stanley Dean Whitter
Avenue of the Americans
New York, NY 10019

Dear Mr. Miller

Enclosed is our report entitled The Analysis of Work Flow for Prime Brokerage. It was written for Morgan Stanley Dean Whitter during the period of October through December. Preliminary work was completed in Worcester, Massachusetts, prior to our arrival in New York. Copies of this report are simultaneously being submitted to Prof. Arthur Gerstenfeld and Professor Michael Ciaraldi for evaluation. Upon faculty review, the original copy of this report will be catalogued in the Gordon Library at Worcester Polytechnic Institute. We appreciate the time that you and others at Morgan Stanley Dean Whitter have devoted to us.

Sincerely,
Abstract
The Abstract is of prime importance since it is used by readers for guidance about the subject, treatment and results. Often the quality of the Abstract will determine how much attention a decision-maker will devote to the rest of the report. Therefore, the Abstract must summarize the contents briefly and accurately, and be understandable independent of the text. It should contain no equations; figures or illustrations and you should aim for no more than 80 words. The Abstract must contain the name of the organization with which you worked. It might begin, for example: “This report, prepared for the U. S. Department of Commerce…”. The Abstract must be single-spaced. This abstract, unless revised by the faculty advisors, will appear on your transcript.

Authorship Page
When a single, comprehensive written report is submitted for a project, each individual’s contribution to the group effort must be clearly identified. The authorship page is either a simple list of individual chapters and their respective authors or is a statement in which each contributing group member is named as having carried out one or more specific tasks within the overall project effort.

Acknowledgments
Students often insert an acknowledgment page if they wish to specifically acknowledge the assistance or involvement of particular people, such as liaisons or advisors.

Table of Contents
This should be the last part of the report you do, because you cannot fill in the page numbers until you are finished with the report. However, you should have developed the Table of Contents early in the formulation of the report. It can serve as the basic outline of the paper.

Executive Summary
This will also be one of the last sections written. This section of the report, like the Abstract, should be able to stand by itself, and should be tightly written, concise and right to the point because this may be all that a top manager has time to read.

While the format for this section may vary from report to report, the following outline (all in very brief statements) may prove helpful:
- Introduction
- Objective of Project
- Methodology Used
- Main Findings or Results
- Conclusions
- Recommendations

The Executive Summary should be not more than 2 or 3 pages.
Introduction
The Introduction should contain a section on the significance of the subject matter. It usually runs about 4 to 5 pages in length and describes in general terms what the reader will read in the body of the report. The subject, goals, purposes, importance, method, audience, and anticipated form of the results for the project should all be touched upon. The last paragraph should be a definition of the MQP and a description of how your project fulfills that definition.

Literature Review
Usually, a project topic will deal with several areas of knowledge. The literature review is a discussion of the theoretical background your topic and current and past research performed in relevant area. It provides the reader with the information necessary to understand your topic. It also leads the reader to understand how and why you formulated the problem in the way you did. Your project is intended to fill a gap in knowledge or add to the store of knowledge in the subject area. In some cases, when a project results in a product such as a videotape, for example, the literature review created the rationale for creating the product, which, in turn, will be used as a tool for actions that in the end will develop knowledge. If your literature review does not clearly provide a rationale for your project, you have not covered your field or you have not conceptualized the problem rationally. Your literature review from your preparation should provide you with a good start. But you are expected to greatly expand your own knowledge through new literature sources and to provide the reader with many more sources. Remember, people who have no knowledge in your project area may look at your report in Gordon Library. Your literature review should enable them to understand the basics in your topic area, the rationale of your methodology, the data you discuss, and your conclusions and recommendations. Remember to focus on points not on particular authors or sources, unless they are seminal works in the field that are so commonly recognized that the name of the author or work is immediately recognized.

Follow the referencing format prescribed by your advisor.

Methodology
This chapter, one of the most important in the report, must present your methods of analysis in a way that will allow the reader to replicate your efforts with a different sample. The Procedure or Methodology is the general, conceptual flowchart of the problem-solving approach. You must provide a rationale for all procedures you elect. If for example, you plan to conduct interviews, you must tell why you chose to conduct unstructured versus structured interviews. If you sent out questionnaires, why did you do so? Justify the type and size of your interview sample or your questionnaire sample.

Many projects do not lend themselves to quantification. However, you will discuss, for example, why you chose to do open-ended interviews, focus groups, content analysis, system dynamics modeling or document research or observation techniques or historical research or other procedures for data collection not named here. Whatever
methodologies you use should be discussed in detail. You should clearly explain the rationale for your choices, including the alternate methodologies you did not choose and why. For example, how many people were involved in your focus groups and why did you choose that number and that sample? How did you train the leaders to insure uniformity across groups? How did you record the information and organize it so that you could analyze it conceptually? How did you find the documents you needed when you did document research? What were the obstacles and what compromises did you have to make regarding the data in the process of collection? These are but a few of the sorts of questions you should address.

Many projects will not require statistical analysis. However, if your project did require statistical analysis, why did you choose one statistical procedure over another? What were the difficulties in choosing your sample? How did you pre-test your interview questions or your questionnaire? What were the time, money, geographic and human resource constraints? If you did not choose a random sample, why didn’t you? If you stratified your sample, why did you stratify it that way? Use Bailey, K. Methods of Social Research (2nd ed.), Kidder, L. (1981) Sellitiz, Wrightsman and Cook's Research Methods in Social Relations (4th ed.). New York: Holt, Rinehart & Winston is also excellent and supplements Bailey.

Whenever possible and if appropriate for your topic, include procedures that will allow you to qualify at least some of your results. For example, if you interviewed thirty people using an open-ended interview schedule, you may still be able to tabulate your results in some way so that trends at least can be noted, reported in your Results chapter, discussed in your Analysis chapter, and used for the basis of recommendations in your Conclusion and Recommendations chapter. Be complete and be specific.

In conducting your work, you may have had to modify the procedures you first intended to use. Explain what modifications you made and why. Hunches, even based on interviews, cannot be reported unless they are backed by data that has been analyzed systematically, if not statistically. Systematic analysis requires organizing data according to criteria set up in advance. Usually systematic analysis means numbers are involved.

Results and Discussion
This chapter contains the presentation, discussion and analysis of the findings of your investigations. Start with the simplest material, but be specific. Your reporting and any arguments you make will be infinitely stronger if you use, whenever possible, tabulations of the findings. An example is, “Six out of twenty people interviewed wanted the airport to be transferred to private ownership”. Proceed to more complicated reporting. “In spite of the fact that so few people were in favor of private ownership, the majority - 18 out of 20 - felt that private ownership would result in more efficient service for passengers”. However, not all projects will lend themselves to this sort of reporting. Discuss the format of the presentation with your advisor(s) early in the project.

Tables may be used when doing so supplements but does not simply duplicate the text. Refer to the table-- “Table 2 below discusses........”-- then insert it in the text. Tell the reader what to look for in the table, but discuss only the highlights. Do not use a table to take the place of text.
Each table should be numbered and have a name. For example, the first table might be labeled as:

Table II - 1. Engineers by Field

(Table is inserted here)


Readers should be able to understand the table without explanation. Have others who are not in your team look at your tables and tell you what they mean. If the reader does not understand the table, revise it. Refer to the table by number: “High school students are more informed about the tasks of mechanical engineers than they are about those of electrical engineers (See Table II - 4)”, for example; or “Table II - 4 shows the number of manufacturing plants that ....”

Your analysis should focus on the significance of patterns you discern in your data. Hence, you will be able to say, “Seven out of the nine people indicated a preference for Classic Coca-Cola, suggesting a trend.” Or, “Since only four out of nine people believed the regulations should be changed, we cannot justify a recommendation to change the regulations. Nevertheless, our sample was so small that we cannot conclusively state that our findings constitute an adequate picture of the opinions of the total population from which the sample was drawn”.

Remember that your samples will not be large enough to allow you to make statements about cause and effect. In order to do so, you would have had to use a classic experimental design in which you controlled for all variables except the ones you wished to test. You would, also, have had to use a large sample. Hence, while always referring back to your sample size for justification, you can talk only about trends and about their strength. Provide the reader with alternate explanations for the outcomes of your data. When the majority of adopters of solar equipment are between the ages of 30 and 50, it is not because older people do not like or believe in solar equipment as an energy saver, but because older people may have less access to media sources from which they can learn about solar equipment than younger consumers. They, also, may have lower incomes than the younger group and, therefore, cannot afford solar equipment, for example. Do not reject data you feel will not support your hypotheses or that will not please your agency. As researchers you have an obligation to report and analyze all relevant data. Finding lack of support for a theory or stating that the evidence is inconclusive is always as important as supporting theory.
Conclusions
Be sure that all your conclusions are consistent with and follow from an analysis of your data. Everything in this chapter must grow logically from what you have presented in earlier sections.

Recommendations
The chapter indicates what policy recommendations you are making.
Recommendations must follow from conclusions, which follow from your analysis, which follow from your data, which follow from your methodology, which follow from your hypotheses, which follow from your discussion of background material including discussion of theories.

While recommendations grow logically from your investigation, they do not necessarily grow logically from the opinions of agency personnel or from the political climate of an agency. Upon occasion, recommendations may be contrary to what an agency may wish to hear. This is a delicate situation and will require tact on your part. Discuss controversial findings and recommendations with your liaison and advisors, but be true to your data and your analysis. Sometimes Conclusions and Recommendations are combined into one chapter.

Mission And Organization (of Agency) - Appendix A
This Appendix should include a general background statement on the history and development of the agency or organization, recent budgetary trends, how and by whom its policy is set, and a specific statement of current mission, policies, goals and objectives. The original letter from the agency, identifying the topic, should be included as an exhibit. The final section should describe how your project topic is related to the agency's mission, the position and responsibilities of the people working with you in the agency—show an organization chart, and how the project topic's results would affect components of the organization.

References
Use the American Psychological Association Publication Manual as your guide, or a standard format provided by your advisor.

Supplementary guidelines for final report
MARGINS - very important to observe in order to be able to bind all materials in a readable way. (Beware of 8 x 10½ paper). From top of page and from right-hand side: 1½ inch—to allow for room for binding. From bottom of page: 1 ¼ inch. From left-hand side: 1 ½ to 2 inches in order to leave room for binding. Nothing should appear outside these margins except the page number, which should be centered at the bottom of the page.
DOUBLE SPACE all sections of your final report, EXCEPT:

- the ABSTRACT
- indicated sections of the Title Page
- Quotations, References, Illustrations, Footnotes, and other items that are normal single-spaced.

Be consistent in footnote style. If in doubt, consult your advisor.

Supplementary guidelines for illustrations
- Graphs, charts, and other illustrations are normally referred to as Figures. Tables are referred to as such.

- If an illustration takes up 1/2 page or more, give it its own page. Place the illustration as closely as possible to the section of the text to which it refers.

- If a single illustration is more than 2 or 3 pages long, include it as an appendix to the report.

- If the illustration is taken from or is a modification from an outside source, credit that source.


- This sort of reference appears below the illustration. Do not use an illustration if it is not referred to in your text.

  Below is an example of a table:

  Table I - 1. Fruit Grown in Massachusetts
  (Given by town in percent of total yield of fruit in state)

<table>
<thead>
<tr>
<th></th>
<th>Leominster</th>
<th>Cambridge</th>
<th>Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>10.0</td>
<td>0.05</td>
<td>6.0</td>
</tr>
<tr>
<td>Oranges</td>
<td>3.0</td>
<td>0.01</td>
<td>0.0</td>
</tr>
<tr>
<td>Plums</td>
<td>2.0</td>
<td>3.00</td>
<td>17.0</td>
</tr>
</tbody>
</table>

  Source: Adapted from the U.S. Department of Agriculture, July 1990
Copies of the Report to be submitted

(Faculty will expect 4 copies, first 3 items below):

1. ONE COPY: for Center Director files (A. Gerstenfeld, WS 212). This copy will be used to duplicate your report for any agencies that wish to have a copy. Make sure it is the cleanest copy possible with the highest white/black contrast. Either spiral-bind it or put it in a cover that has a three-hole punch arrangement.

2. ONE COPY for Registrar’s Office that will be sent to Gordon Library.

3. ONE COPY for each faculty advisor.

4. ONE COPY for Organization liaison.

5. ONE COPY for each member of the project team.
Section 4 – Transition from WPI to N.Y.

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don’t know where we’ve been until we come back to where we were - only where we were may not be as it was because of who we’ve become, which, after all is why we left.” - Bernard, Northern Exposure

While you are not entering a “foreign” culture to do your project in New York, there are aspects of working in a highly charged, professional culture that may result in the same symptoms as culture shock. For this reason we have included the information below.

Experiences in Transition
adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise
Culture surprises are the reactions, which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress
Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock
Culture shock is a state of loss and disorientation precipitated by a change in our environment that requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture, experiences some form of culture shock.

Symptoms of Culture Shock
Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.
Prescription for Culture Shock
adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.

2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.

3. Recognize that your reactions are largely emotional and not easily subject to rational management.

4. Gather information before you go so at least the differences will be anticipated. Knowledge is power.

5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.

6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.

7. Don’t give in to the temptation to disparage what you do not like or understand. It probably won’t change.

8. Identify a support network among colleagues in your agency, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.

9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.

10. Give yourself quiet time, some private space, and don’t be too hard on yourself.
Appendix A - Travel Information Form

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. *For some sites* this information is needed in order to arrange to have students met at the airport.

******************************

*You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date on site:</td>
<td>Arriving from (city):</td>
<td></td>
</tr>
<tr>
<td>Mode of travel (air, train, bus, car):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If traveling by air:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>Scheduled return date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**London Project Center Only**

*Bus Transportation: _____ Yes _____ No*

*(Please make sure you check one of these options for transportation from Heathrow Airport to IES)*

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.
**Appendix B - Off-Campus Students’ Health Update and Records Release Form**

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Site</th>
<th>Term</th>
</tr>
</thead>
</table>

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Policy Number:</th>
</tr>
</thead>
</table>

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

---

**When traveling off-campus it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.**

In the event of an emergency, please contact:

1. Name
   - Address
   - cell phone:
   - Home Telephone:
   - email
   - Work Telephone:

2. Name
   - Address
   - cell phone:
   - Home Telephone:
   - email
   - Work Telephone:

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. **I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Appendix C - Weekly On-Site Meetings of Advisors, Students, and Liaisons

It is students’ responsibility to arrange this meeting and to invite people directly involved in the project.

Suggested Guidelines for Conducting the Meeting
1. Presentation of accomplishments to date. (Five-minute oral presentation by one member of the group backed by other’s comments when appropriate.)
2. Presentation of procedures to be used to collect data and the techniques to be used to analyze data. Approximately fifteen-minute oral presentation with visual aids and handouts.
3. Discussion of data sources (three minutes).
4. Faculty-student interchange on adequacy and appropriateness of procedures and data.
5. Faculty may wish to waive the formal structure of the meetings and conduct the meetings informally. If so, it is still important for students to prepare handouts or overheads that will provide necessary information for the discussions.

Work Plan

(From date - To date)

Project Name: _______________________________________________________________

Organization: __________________________________________________________________

Student Names: _______________________________________________________________
____________________________________________________________________________

Last week’s activities disposition (Accomplished-use check mark; Partially Accomplished, give details; Not Accomplished, give reasons and details)

1. Task description
2. 
3. 

This week’s projected activities

1. Task description
2. 
3. 

Filling out the Proposed Work Plan
Each team should fill out one form each week
Under “Activity,” give detailed explanation of task and how it will be accomplished. Identify all data sources. Identify all meetings and purpose of meetings.
Appendix D - ATC Team Form

(One per team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: ________________________________

Pickup person: _____________________________________________

Return person: _____________________________________________

names of team members: _________________________________________

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can not accommodate you.

Dates: pick up on or after: 10/17/07

Return on or before: 12/18/07

<table>
<thead>
<tr>
<th>Pick-up Person</th>
<th>Return Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:__________________</td>
<td>Student Name:__________________</td>
</tr>
<tr>
<td>Student Address:________________</td>
<td>Student Address:________________</td>
</tr>
<tr>
<td>Phone #:_______________________</td>
<td>Phone #:_______________________</td>
</tr>
<tr>
<td>Student ID#:__________________</td>
<td>Student ID#:__________________</td>
</tr>
<tr>
<td>WPI Email:____________________</td>
<td>WPI Email:____________________</td>
</tr>
</tbody>
</table>
## Appendix E – Onsite Travel Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th>Date &amp; time of departure</th>
<th>Date &amp; time of return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Mode of Transportation – Roundtrip

<table>
<thead>
<tr>
<th>Train</th>
<th>Bus</th>
<th>Air</th>
<th>Car</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Departing from the Site Information

**Time of Departure**

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departing from (name of airport, station, terminal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Connection Information if applicable:*

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Returning to the Site Information

**Time of Departure**

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departing from (name of airport, station, terminal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Connection Information if applicable:*

<table>
<thead>
<tr>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
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<tr>
<th>Departing from time</th>
<th>Arriving to time</th>
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<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
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#### Lodging

(please call advisor with any changes to your reservations)

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<tr>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
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<tr>
<th>Phone number</th>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
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<th>Phone number</th>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
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List other students who are traveling with you on this **exact** itinerary:

- 
- 
- 

☐ **Check this box if you are staying on site in WPI provided housing for the entire weekend.**

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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</table>

Every student or group of students must fax this form to Prof. Gerstenfeld at (508)831-5720 before 12:00 noon every Friday – in other words, every student must be accounted for.
Appendix F – Wall Street Housing Rules Form

Tenant must comply with these Rules. Notice of new rules will be given to Tenant. Landlord need not enforce Rules against other Tenants. Landlord is not liable to Tenant if another tenant violates these rules. Tenant receives no rights under these Rules:

1. Tenants shall not do any modification to the premises including painting, removing/moving furniture, appliances and accessories.

2. Tenant and all occupants agree to obey all laws and ordinances applicable to the use, condition and occupancy of the premises.

3. The comfort or rights of other Tenants must not be interfered with. This means that annoying sounds, smells and lights are not allowed.

4. No one is allowed on the roof. Nothing may be placed on or attached to fire escapes, sills, windows or exterior walls of the Apartment or in the hallways or public areas.

5. Tenant will allow Landlord to enter the Premises with reasonable notice, to perform obligations under this lease, to show the apartment to prospective renters, or at the request of the Tenant for services or amenities in the apartment.

6. Tenant may not operate manual elevators. Smoking is not permitted in elevators. Messengers and trade people must only use service elevators and service entrances. Bicycles are not allowed on passenger elevators.

7. Tenant must give to Landlord keys to all locks. Doors must be locked at all times. Windows must be locked when Tenant is out.

8. Apartment floors must be covered by carpets or rugs. No waterbeds allowed in Apartments.

9. Dogs, cats or other animals or pets are not allowed in the Apartment or Building.

10. Garbage disposal rules must be followed. Wash lines, vents and plumbing fixtures must be used for their intended purpose.

11. Laundry machines, if any, are used at Tenant’s risk and cost. Instructions must be followed.

12. Moving furniture, fixtures or equipment must be scheduled with Landlord. Tenant must not send Landlord’s employees on personal errands.

13. Tenant will report to Landlord any request for repairs, replacement or maintenance.

14. Improperly parked cars may be removed without notice at Tenant’s cost.

15. Tenant must not allow the cleaning of the windows or other part of the Apartment or Building from the outside.

16. Tenant shall conserve energy.

I have read the above rules and agree to abide by them.

__________________________________________________________
Participant Signature    Date    Site    Term
__________________________________________________________
Printed Name     Student Number     Date of Birth
Appendix G – Car Responsibilities

If you choose to bring your own car or to rent a car, you assume all risks involved in the use of the car. The following paragraphs provide some general advice about car usage.

If you use your own car:
5. Make sure you have valid insurance coverage.
6. Make sure you carry your insurance papers with you in your car.
7. Make sure you have a recent registration in your car and that it will not expire while you are at the project site.
8. If your car is registered in a state that requires a safety and/or emissions inspection, make sure it is up to date and will not expire while you are at the project site.

If you rent a car:
4. The rental agreement is a contract between you and the rental company. Make sure that you read and understand the entire rental agreement. In particular, the rental agreement determines your liability in case of an accident or damage to your car, and any restrictions on the use of the car.
5. Make sure that you understand the insurance options being offered by the rental company, and that you select insurance coverage appropriate to your situation. If your or your parents’ automobile liability insurance covers you when you are driving a rental car, you may not need to purchase liability insurance from the car rental company. Check with your insurance agent. Your credit card may cover you for damage to the rental car. Check with your credit card issuer. If you are planning to rent a car for a long period, you should make sure that your own insurance or your credit card will cover a long-term rental.
6. If you are involved in an accident or if your rental car is damaged, inform the car rental company right away.

If you use a car:
5. Do not drink and drive! If you are cited for drunk driving or any other infraction involving drinking and driving, you will be on your own! WPI assumes no responsibility for your operation of your own vehicle or any vehicle you are traveling in while participating in the Program.
6. If you have an accident or are cited for any reason, tell your advisor(s) immediately!
7. Safety is the most important issue while using your car or being a passenger in a car while participating in the Program!
8. Bring an extra car key and either keep it in a safe place in your apartment or give it to someone you trust and will be available should you lose your key or lock yourself out of your car.

I acknowledge that I have received, read and understand the above text describing “car responsibilities” while participating in the WPI Project Program.

Name                     site                     term

Signed                   date
Appendix H - Mandatory Paperwork Checklist

All paperwork for Wall Street B 2007 must be in the IGSD by **Wednesday, October 3rd**, (before 1:00 PM).

- Acknowledgement and Release Form
- Travel Form
- Health Form
- ATC Laptop Form
- Housing Form
- Car Form