Frequently asked questions about **SUNFEST**

**Summer 2014**

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1. **When should we plan to arrive on campus?**

You should plan to arrive on campus on **Saturday May 31st** (between 10:15am and 5pm) so that you have time to move in and get settled before the start of the program. The actual program **starts on Monday morning, June 2, 2014.**

2. **When should we plan to leave?**

The program ends Friday afternoon, August 8th, 2014. You should plan to be available to whole day, since the final presentations are scheduled on that day. It is suggested that you plan to leave on Saturday, August 9th (move-out day).
3. **When will the rooms be available and what is the address?**

The rooms will be available on Saturday 31st of May, 10:00 am. The address is 235 S. 39th Street, (Zeta Beta Tau Fraternity House), Philadelphia, PA 19104. This is a large house with mainly double and a few single rooms, and spacious common areas and kitchen (room assignment is done by lottery). During the summer only REU students will stay at the house. In addition to the SUNFEST group, another REU group (Materials Science) will stay at the house as well.

4. **How do I get to campus?**

Direction to Penn’s campus can be found at the following website: [http://www.admissionsug.upenn.edu/visiting/directions.php](http://www.admissionsug.upenn.edu/visiting/directions.php). If you arrive by plane at the Philadelphia Int. Airport, the easiest way to get to campus is to take a taxi, which costs $28.50 (plus tip). You can also take the Airport Express train and get off at University City Station on Convention Ave. The fare is $8 and it takes about 18 minutes. You can walk from the station to campus (walk west (away from the bridge) to Walnut Street and walk a few blocks to the house (about 10-15 minutes’ walk).

![Map of University of Pennsylvania](http://www.facilities.upenn.edu/map.php)
5. **Where is the Startup meeting (SUNFEST Orientation)?**

The start-up meeting, or Orientation, is in Levine Hall, room 307, located at 3330 Walnut Street, which is around the corner (go west on Walnut Street, then use the Walnut St. PennCard entrance, or turn left between buildings to unlocked entrance.

The departmental office (Electrical and Systems Engineering, or ESE office) is in room 203 of the Moore School of Engineering which is located at the SW corner of 33rd and Walnut Streets.

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**Moore School Building**

200 South 33rd Street
Philadelphia, PA 19104
6. What are the living arrangements?

You will be living on campus in the Zeta Beta Tau fraternity house with 9 other SUNFEST fellows as well as approximately 16 fellows from the LRSM (Laboratory for Research on the Structure of Matter) REU and a house coordinator/RA. There are a few
single rooms which will be assigned by lottery, but most students will share a room with one other student of the same sex. The rooms are dormitory-style and the bathrooms are shared, with one multi-sink, multi-stall, multi-shower bathroom per floor, plus a visitors 1/2 bathroom (sink and toilet, no shower) on the first floor. Female students will be grouped together on an upper floor.

7. **Do we need to bring sheets, blankets and towels?**

Yes, bedclothes (sheets, pillows and pillowcases, and spreads or blankets) and towels need to be supplied by you. All bedrooms will be equipped with lofts or beds (twin size), mattresses, desks, desk chairs, and appropriate facilities for clothes storage.

8. **Common areas:**

The common areas will be supplied with the sofas, chairs, carpets, tables, etc, normally in the house during the school year. Recreational items will be made available for the Group to use. There is also a common kitchen with basic pots and pans.

9. **Cleaning and cleanliness:**

A cleaning service will come in once a week to clean bathrooms and vacuum/clean common areas of the house. Trash is the responsibility of each participant and should be placed in the dumpsters provided in the back of the house. Should cleaning of bedrooms be required due to trash and food stuff being left in bedrooms by the residents at the time of move out, *the cost of this work will the responsibility of the room participant*. NEVER leave any food in your room that is not tightly packed, otherwise rodents will quickly smell it and visit the room.

10. **Laundry Facilities:**

Two clothes washers and two dryers are available in the first floor laundry room and will be maintained in operating order for the renters.

11. **Is there air conditioning in the rooms?**

All bedrooms will have air conditioning this year.

12. **What is the mailing address?**

Mail can be sent to the following address

*Your name*
235 S. 39th Street,
Philadelphia, PA 19104
FedEx or UPS may not leave boxes if no one answers the door. But they will leave notices that they "Tried" to deliver something and that you should call to arrange for them to try again.

13. Are pots and table ware available in the house?

There is a common kitchen with stove and refrigerator. Basic tableware (dishes, glasses, and flatware) will be provided as well as a basic set of pots and pans.

We ask each to clean up after using the kitchen. Stove, table, floor, etc needs to be kept clean all times to prevent cockroaches and mice from visiting the kitchen area. Never leave the kitchen unclean! In case you see cockroaches, ants or any animal, you need to report it on a sheet (typically at the entrance door) indicating what you saw and where. The maintenance people will then come to exterminate the indicated areas. Again, to prevent these problems, keep all areas free of food and debris.

There is a gas stove. – Do NOT leave it unattended. Make sure it is TURNED OFF when you are done using it!

14. Maintenance

In case repairs or maintenance on the room is needed, you should submit the request online using the following link: http://www.vpul.upenn.edu/ofsa/form-maintenance.php

15. Are there social activities planned as part of SUNFEST?

The program organizes some social activities such as BBQs. In addition, students often organize on their own trips during the weekends. Philadelphia has a lot to offer and New York and Washington are only a train ride away. In the recent past, students have used the SUNFEST facebook site to facilitate scheduling group activities.

16. How do I find out about required activities such as workshops and meetings?

You will receive an up to date calendar when you arrive. This calendar will list all the required activities you have to attend such as the workshops on “how to do research”, “how to give effective presentations,” “how to write a technical report,” “how to use library resources effectively,” “ethics in engineering and research,” etc. The calendar will also be posted on the SUNFEST website. Consult this calendar for frequent updates:

17. Where can I find information about the University of Pennsylvania campus?

The following website has plenty of useful information about Penn:
http://www.upenn.edu/campus/

18. Where do I find information about Philadelphia?

Visit: http://www.upenn.edu/campus/philadelphia.php

19. When will we be getting paid?

You will receive your first check ($2500) at the end of June, the 2nd check ($1500) at the end of July and the last one ($850) at the end of August (after you hand in the final, edited report). For specific questions about payroll or travel reimbursements, contact the SUNFEST coordinator:

Linda Kalb
(215) 898-3827
sunfest@seas.upenn.edu

20. Will taxes be taken out of my paycheck?

Yes, your REU stipend is taxable income. Federal, state and local taxes will be withheld from your paycheck.

21. Is there parking on campus?

There are two options. You can use one of the Penn parking garages. In that case you need a parking pass which is assessed on a yearly basis July 1 to June 30. The cost is $203.33 for the month of June (1/12 of the 2013-14 annual cost of $2440), and then on June 30 you’d have to pay the 2014-15 annual cost of approximately $2513.20 and then get reimbursed for the remainder of the year when you leave in August. The closest parking lots to the house are located at 38th and Walnut or 38th and Spruce Streets. For more information you can call the Office of Parking and Transportation at 215-898-8667 or visit their website: http://cms.business-services.upenn.edu/parking/
See also SUNFEST website: Student resources.

The alternative is to use street parking. There is free street parking a few blocks away from the center of campus.

22. Who is the house coordinator?

The house coordinator is Vinny Ferreira, who is a Penn Chemistry student. His email is vif@sas.upenn.edu and his cell phone number is 215-954-3479.

For specific questions about the house and house rules, contact the house coordinator, Vinny.

Vinny Ferreira
215-954-3479
23. What is the cost of Gym membership?

Summer membership at the Pottruck Gym is available for $200. The Pottruck center is a newly renovated, state-of-the-art gym that provides a variety of workout options, including a fitness center, swimming pool, weight room, etc.

To become a member, you need to go to the Pottruck center with your Penn ID card, signed waiver and payment. The center is located at 3701 Walnut Street. The membership office is open Monday through Thursday 9:00 AM to 5:30 PM and they accept cash, MasterCard, Visa, and check.

24. Is there internet in the room?

Wireless internet will be active in your room. You also have the option of connecting your computer to the internet physically, but must bring your own RJ45 cable in order to do so.

25. Alcohol and tobacco products.

No Alcohol or tobacco products of any kind will be allowed in the properties – including for students who are of age.