



Cornell Center for Materials Research
Research Experience for Undergraduates Program

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Monday, June 5 – Friday, August 11

2017 CCMR REU Program Information Sheet

Welcome to Cornell! This information sheet will assist you with questions that may arise on campus during your stay.

Program

The REU Summer Program runs for ten weeks. During the first week, we will hold an orientation session where we will help you make contact with your assigned research group. The last week of the program you will be required to give an oral presentation (8 minutes long, with 2 minutes for questions), about your research, as well as submit a written research report. ***Departure: All participants are required to attend our reception on Friday, August 11th, ending by 3pm. You are free to depart campus after that time, and are required to check out by 10 a.m., Saturday, August 12th.***

Orientation June 5th

The CCMR REU Program Orientation is mandatory and will be held on Monday, June 5th at 10:00 am in Room 700 Clark Hall. Orientation will consist of a welcome and overview session, lunch with your mentors, lab safety training, obtaining your Cornell ID and a campus tour.

- ***Bring proper ID to Clark Hall:** All students will fill out an I-9 form at orientation. The purpose of this form is to document that each new employee (both citizen and noncitizen) is authorized to work in the United States. For verification purposes, **please be sure to bring proper documentation as noted at the following link:** <http://studentemployment.cornell.edu/forms/i-9-form>.

Note: You will need your passport if you plan to go on the Niagara Falls trip on July 15th. You will receive the orientation schedule as soon as it is finalized.

Attire on Campus, Corning Inc. and Final Presentations

Students are expected to dress in business casual attire for the local industry trip to Corning, Inc. and to dress in business attire, dress to impress, on both days of the final presentations. At all other times, casual attire is acceptable. **Note: Open-toed shoes and heels are not allowed in the labs or at Corning Inc.**



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Cornell Travel Policy and Reimbursement

Travelers are expected to book the lowest priced non-stop coach class airfare available. When traveling, policy is to go from point A to point B. if there is any deviation from that for any reason a price comparison must be done at the time travel is being booked. Remember you are only allowed up to \$450 for travel. **Please make sure to keep all receipts for reimbursement. You cannot be reimbursed without ORIGINAL receipts.**

CCMR will reimburse total transportation costs **up to \$450.00** after the program has completed. No payments for travel can be made before this time. Reimbursements must be submitted within 30 days of August 11, 2017.

Housing

Housing accommodations have been made in the Flora Rose House located on west campus <http://florarosehouse.cornell.edu/>. Please note: You are responsible for providing cookware, plates, utensils and any other kitchen items you may need if you choose to use the kitchen facilities.

For questions about your housing once you arrive on campus, go to the Hans Bethe House Office, or call (607) 255-7210. For general information and information about Cornell University Housing visit <http://housing.cornell.edu/>.

To maintain efficient building cooling, please keep windows and doors closed; use fans to increase circulation in your room if needed.

For your safety, and that of others, always keep doors and windows locked!

You are responsible to abide by all Cornell Community Rules and Standards and West Campus House Rules during your stay:
<http://living.sas.cornell.edu/live/movingin/community-rules-and-standards.cfm>



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Check-in

You may check-in as early as 2:00pm EST on Sunday, June 4th. (Additionally, **check-out is 10:00am** on Saturday, August 12th. Late move out charges will apply for move outs after 10am. Let summersessionhousing@cornell.edu (summer session students) or your program administrator (REUs etc.) know immediately if your program will last past 10am on your scheduled move out date. More information regarding how to properly check-out will be distributed during the summer.

At check in, you will need to provide your Cornell net id, Cornell ID # and a valid email address to the desk, if we do not already have them. These are needed for proper communication and access to buildings and systems throughout the summer.

Here is some other important information regarding your stay:

- As stated above, check-in and key pick-up starts at 2:00pm EST on your arrival date at the Bethe House office located on the first floor of the Hans Bethe House. [Click here](#) to view a map, indicating where the Bethe House Office is located.
- **Please try to check-in between 2:00pm-8:00pm EST.** If you cannot arrive within this window of time, on-call information and phone numbers will be posted at the front entrance for your convenience. Please call the number posted so that a staff member can check you in during after-hours.
- You will be able to access your House security doors with your Cornell student ID card. If you are a new student and have not yet received your student ID, be sure to sign out a temporary access card when you check-in. Temporary access cards must be returned within 48 hours to avoid a fee.
- Housing will provide: Linen Packet and 2 towels, face cloth, mattress pad and pillow. Linen packet contains – 2 flat sheets, 1 pillowcase.
- **Lost Room Keys and Door Access Cards:** One room key, one suite key, one mailbox key and one door access card will be provided to each person residing in Flora Rose House Residence Hall. Keys and cards must be returned before leaving the University. If keys or cards are lost, not returned, or damaged, the Student agrees to pay for the lock cylinder change and replacement of lost room and suite keys at \$104.00 each, mailbox key at \$50.00 and replacement of lost door access cards at \$15.00 each.

You must complete an online room inspection within 48 hours of arrival. You will need a Cornell Net ID to do so. Failure to do so will forfeit your right to appeal any room damage charges assessed at the end of your stay. Link to Room inspection process: <http://living.sas.cornell.edu/live/movingin/room-inspection.cfm>

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Emergency

In case of emergency, act quickly, but calmly and contact the appropriate entities:

- To report an emergency (including ambulance service):
 - Dial **911** on any phone on the Cornell campus or utilize any of the Blue Light campus phones or call **255-1111** (Cornell University Police Department (CUPD))
- To report an issue that does not require immediate attention
 - Call **255-1111** (CUPD)
- For a health concern that does not require immediate attention:
 - Call the Cornell Health Center's 24/7 Line **255-5155**
 - Cornell Health Center is located on Central Campus at the intersection of Campus Road and College Avenue
 - Call the Cayuga Medical Center at **274-4411** (Emergency Care) or **274-4150** (Convenient Care)
- For personal assistance on any issue contact your Residence Advisor (RA) in Bethe/Rose House.
 - **RA On-Call Phone is 327-1695 for questions between 7 pm- 8 am**
 - **Contact your RD, Brandon Shultz, phone 607-255-2679, during normal business hours**
 - RA's are available for a variety of issues including lockouts, roommate conflicts, etc.

Laundry

Laundry facilities are available for use in the Residence Halls. Operational costs are \$1.75 per wash and \$1.30 to dry. Machines are operated by swipe card only. They do NOT take coin or cash. Participants must set up a laundry account on their Cornell ID card. (This can be done by providing Cornell net id and Cornell ID card # to the check in desk or by contacting Karen Trask at ks297@cornell.edu) **You then need to add money to this account.** To deposit money to your laundry account: <https://get.cbord.com/cornell>.

Rental

To rent items including fans, micro fridges, and mini fridges call Lewis Freedman, Campus Services, 607-539-6673 or via email: FridgeandFanRentals@gmail.com. Website: <http://www.fridgeandfanrentals.com/refrigerator-fan-rentals-cornell-university-summer-rentals.html>



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Communication

Internet

Wireless access is available in common areas and lounges by connecting to the Cornell Visitor Wi-Fi network. For Secure Wi-Fi, access Eduroam with your Net id and password. For access to your room's Internet, you must sign up for Ethernet Service through Cornell Information Technologies (CIT) after check-in. They can be reached at (607) 255-8990 or by visiting 119 Computing and Communications Center (CCC) on the Ag. Quad on Central Campus off Tower Road. Walk-in hours are 8AM-5PM weekdays.

Phone

Students that require a personal Cornell voice line in their room may order this service directly from Cornell Information Technologies.

Questions about your phone service can be fielded by Network and Communication Services Operations Support at (607) 254-6271, by stopping by the Computing and Communications Center (CCC) or by going to

<http://www.it.cornell.edu/services/resphone/about/index.cfm>

Mail

If you must receive mail during your stay, please have it delivered to Hans Bethe House or Rose House (*ask your facilitator for building placement.*) Make sure the sender writes the **name of your program** clearly on the mail along with your **room number** and **name of Residence Hall**. Envelopes will be put in your mailbox. If you receive a package, you will be e-mailed at the e-mail on file for package pick up. Be sure to leave a forwarding address at the desk at checkout if you have received mail during the summer.

Transportation

Parking

Parking permits for long term parking are available through Cornell University Transportation – location is dependent on availability. Please contact Transportation directly for more information on a summer parking passes including rates at (607) 255-PARK.

Short term parking is available through Parkmobile, a parking meter app.

<https://ipp.cornell.edu/transportation-and-mail-services>

Bus

Tompkins Consolidated Area Transit (TCAT) – The Ithaca Commons, Pyramid Mall, and bulk of Tompkins County's bus service is provided by TCAT. For most destinations around town the fare is \$1.50 one-way or \$3.00 per day. Bus schedules are available at the service center and at TCAT's website (www.tcatbus.com).



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Dining

Keeton House on West Campus is your closest all-you-care-to eat facility. Many of Cornell Dining's facilities will be closed 6/5-6/11 to support Reunion Weekend. Please check the dining website or app for hours of operation. (<http://living.sas.cornell.edu/dine/> or the Cornell Dining Now app available online <https://now.dining.cornell.edu/eateries>.)

Summer meal plan info can be found by clicking [here](#) after April 1. If you do not yet have your Cornell net ID, please contact Karen Trask (ks297@cornell.edu) to purchase a meal plan.

For questions about your door access/meal card once you arrive on campus contact the Hans Bethe House Office at (607) 255-7210.

All buildings have shared kitchen facilities with a refrigerator, stove, microwave, and basic kitchenware. These facilities are designed for occasional meal preparation, and can quickly become crowded if used regularly.

Recreation/Fitness Centers

Fitness Centers: For information about cost, hours and facilities, see Cornell's Fitness Centers website at <http://www.fitness.cornell.edu> or call (607) 254-2824.

Outdoor Recreation: A variety of outdoor opportunities are available to you on campus and throughout New York State. Contact Cornell Outdoor Education (COE) at (607) 255-6183 for information about gear rentals, local recreation opportunities.

Stipend and Taxes

Stipend: Do not sign up for direct deposit. You will receive a stipend from the CCMR in three installments. You will receive a check by 6/16, 7/7, and 8/11. Before you receive the final check, you will be required to turn in your final presentation, written research paper, and complete REU survey. You will be able to pick up your checks from Rebecca Broome (627 Clark Hall).

Taxes: Please note: You will not receive a W-2 or 1099 form from Cornell University. You should consult with your tax advisor, parents/legal guardian, or IRS form 520 at tax time to determine the extent to which your stipend is taxable. You are responsible for determining how your stipend should be reported on your tax return.



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Trips – Mandatory and Optional

Hoffman Challenge Course (Mandatory)

This program begins with a half day of ground level problem solving initiatives and team low elements. As the team grows in confidence and skill, the support and teamwork continue by donning helmets and harnesses and exploring individual risk taking in a supportive environment on the high challenge course. Your team will navigate some of the Hoffman Challenge Course's 20 treetop level challenges. This is a fun, exciting, and memorable experience!

Corning Inc. (Mandatory)

A trip to Corning, Inc. is in the planning stages. This is a mandatory tour of a local industry whose focus is materials research. Part of the day will also be spent at the Corning Museum of Glass, and additional information will be provided on the activities available to you (admission to the museum is covered by the program; any additional activities are optional and at your own expense).

NYC (Optional)

An optional one-day trip to NYC is planned for June 24th. The tickets cost \$50 per person, and are sold on a first-come, first-served basis. The trip is open to all Cornell REU students and seating is limited.

Niagara Falls (Optional)

A one-day trip to Niagara Falls is planned for July 15th. This trip is also optional, and bus cost is also \$50. It is important to note that the bus will let you off on the New York side of the falls; **if you intend to visit the Canadian side of the falls at any point during the day, you must have a valid passport. You will not be allowed back into the U.S. without the proper documentation.** (This actually happened to a student, and they ended up more-or-less stuck for over a week.)

Student Conduct

Every summer registrant is considered a student and expected to be familiar with the Campus Code of Conduct:

<http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm> and the Code of Academic Integrity:
<http://theuniversityfaculty.cornell.edu/dean/the-rules/academic-integrity1/code-of-academic-integrity/>



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Conservation

Cornell is committed to advancing sustainability on campus. Please make sure during your stay to utilize campus recycling bins, shut off lights when exiting rooms and unplug electronics when not in use. For more information on Cornell's campus wide environmental initiatives visit <http://www.sustainablecampus.cornell.edu/>.

Contact information for program questions:

Email: ccmr_reu@cornell.edu

Rebecca Broome:

Clark Hall 627

Office: 607-255-4272

Fax: 607-255-3957

Nev Singhota:

Clark Hall 631

Office: 607-255-1486

Cell: 607-592-8991