

# ESAP 2023 ARRIVAL PACKET

**Gutmann College House**  
 211 S 40th St, Philadelphia, PA 19104  
 (215) 573-8101

## ARRIVING ON CAMPUS (CAR)

We look forward to welcoming you to campus for this year's Engineering Summer Academy at Penn! **Check-in for students arriving by car will be on Sunday, 7/9 from 12:00-4:00 PM.**

Program participants must plan to remain through 6:00 PM on the final full day of the program, Friday, 7/28. Students are then free to check out (after 6:00 PM) or, if their travel arrangements allow, they may stay until Saturday, 7/29. **All students must be checked out of the dorms by 11:00 AM on 7/29. There are no exceptions.** You should have indicated the day/ time of your child's departure on the Travel Information Form. Please email our office if this information was not submitted.

In order to ensure that your move-in runs as smoothly as possible, our Hospitality Services staff has provided the following information and tips:

**Driving: GPS Address – 3950 Walnut Street, Philadelphia, PA 19104**

**Please note there will be two unloading zones available:**

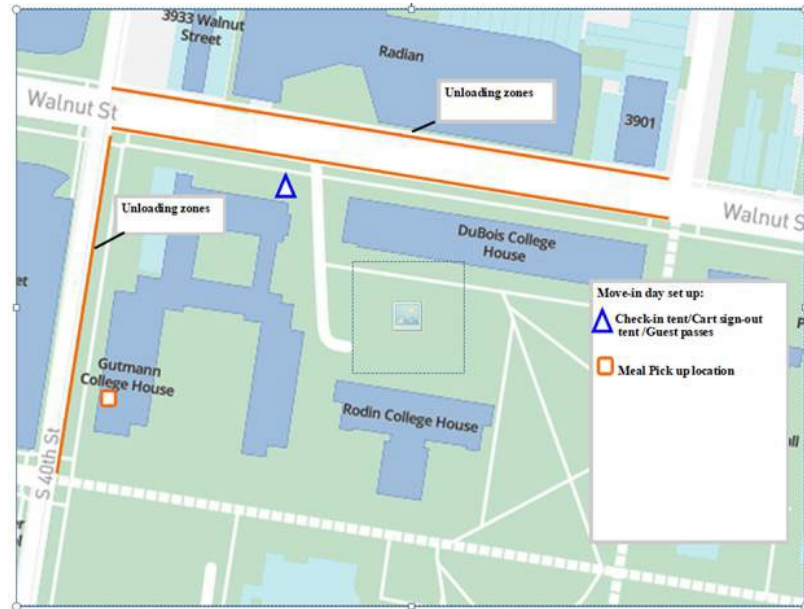
- **Walnut St. between 39 and 40 street (both sides of street)**
- **40 St. between Walnut St. and Locust St. (east side of street)**

Metered parking will not be available in these zones on Sunday July 9th. You may sign out a cart at the front desk of the building if you need to unload your vehicle. A licensed driver must stay with the car at all times while it is in the unloading zone. Due to the high volume of students moving in for summer programs, cars will only be allowed to stay in the unloading area to unload belongings (at which point cars must be moved to one of the on-campus parking garages or metered street parking in the area).

**Checking In:** Check-in will take place at a central tent in front of the College Houses. Please visit this table FIRST to receive your ID and access number. ESAP staff (wearing HEATHER ORANGE ESAP t-shirts will also be set-up outside Gutmann College House to assist students with moving in their belongings. Please visit this table to complete your check-in process. In order to access the residence hall, you must swipe your ID card and enter the access number given to you at check-in. If at any time you should forget your access number, see the desk attendant at the Information Center. If guests are helping to move students in, please make sure they have photo ID in order to gain access to the dorm. Guest passes must be carried at all times.

**\*\*\*Please DO NOT lose your Penn ID. This is your key to the dorm (as well as your room), allows access to the Engineering complex, and serves as your meal card. If your card is lost, your parents will be billed for the ID replacement fee\*\*\***

**Checking Out:** Partner with your assigned RTA to ensure that your room has been adequately cleaned and restored to its pre-move-in condition. **You MUST check in with your RTA prior to departure.**



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## TRAVELING TO CAMPUS

### ESAP-provided Airport Shuttle

If you are arriving to Philadelphia International Airport between 9AM and 4PM on Sunday 7/9/23, ground transportation will be provided (unless you indicated otherwise).

**ESAP staff will be waiting for arriving students in the following baggage claim areas**

- A-West
- B/C
- F

Please report to the closest baggage claim area (from the list above) after you retrieve your luggage. Look for our staff wearing **HEATHER ORANGE ESAP t-shirts** and holding signs that say "ESAP" to direct you to the shuttle.

**If you previously indicated that you required ground transportation, but your plans have changed (you secured alternative transportation to campus or you are experiencing a delay in arrival), please CALL THE DUTY PHONE AND LET US KNOW AS SOON AS POSSIBLE.**

**ESAP DUTY PHONE: [267-896-1001](tel:267-896-1001)**

### From the Philadelphia International Airport

**SEPTA Train from PHL:** Please visit the following link for information on the regional rail line (public transportation) from the airport:

[http://www.phl.org/Pages/passengerinfo/transportationservices/cct\\_connect.aspx](http://www.phl.org/Pages/passengerinfo/transportationservices/cct_connect.aspx)

**Taxis/ Uber/ Lyft at the Airport:** A metered taxicab costs about \$30.00 and the ride to campus takes about 20 minutes. Ride-sharing services such as Uber and Lyft can also be utilized for around the same (or slightly cheaper) price.

### Arriving by Amtrak or SEPTA trains @ 30th Street Station

All Amtrak Northeast Corridor trains and all SEPTA Regional trains stop at 30th Street Station.

- A metered cab costs about \$10-\$15, including tip, and the ride takes about 5 minutes.

**Driving: GPS Address – 3950 Walnut Street, Philadelphia, PA 19104**

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## WHAT TO PACK

Philadelphia weather in the summer is usually hot, often with high humidity. However, it can be cool in the dorms, classrooms, and labs due to the air-conditioning. Therefore, students should be prepared for both hot and mildly cool conditions.

Recommended items include:

- Sweater, sweatshirt, or light jacket (air-conditioned rooms can get chilly)
- Sunglasses
- Umbrella
- Linens (twin extra-long sheet set), including a blanket
  - Linen rentals are available through Conference Services; please see page 5
- Pillow
- Towels
- Disposable masks (KN95 and KF94 are recommended)
- Toiletries (**sunscreen and hand sanitizer** highly recommended)
- Desk lamp (not all rooms are furnished with overhead lighting)
- Wastebasket or trash bags
- Extension cord
- Laundry and cleaning supplies (detergent, basket, **antibacterial wipes, antibacterial spray**, etc.)
- Desk supplies
- Business casual outfit for Graduation Ceremony (i.e. slacks, polo shirt, skirt or dress)
- Spending money
- Health insurance information and any prescriptions (including COVID-19 vaccination card)
- Immigration documentation if you applied for an F-1 visa through UPenn (passport, I-20)

In addition, for their classroom work, all students should bring:

- Notebook, pens and pencils
- Scientific calculator (one currently being used in HS will suffice)
- 2G USB flash (**recommended**)
- Laptop highly recommended (**mandatory for the Computer Science and Networks courses**)

## LAB ATTIRE AND SAFETY

Students in the **Biotechnology, Nanotechnology, and Robotics** programs should take note of the following instructions regarding lab safety and clothing:

- Fully enclosed shoes up to ankle (closed-toe) such as boots or sneakers
  - No ballet flats, high heels, or heavy work boots
- Long pants must be worn in the lab at ALL times
- Full shirt (short sleeves permitted)
  - No sleeveless shirts, tank tops or tube tops
- ALL jewelry must be removed when working on the machines in the machine shop (Robotics)
- Long hair must be tied up when working in the labs (especially in the machine shop)

# ESAP 2023 ARRIVAL PACKET

## LIVING ON CAMPUS

### NUMBERS TO KNOW

ESAP Administrative Office (M-F, 9-5 ET):	215-898-0053
ESAP Duty Phone (Emergencies ONLY) (24/7):	267-896-1001
Penn Police/ Emergencies (24/7):	215-573-3333 -or- 511
General Line (M-F, 9-5 ET):	215-898-7297
Escort Services:	215-898-RIDE & 215-898-WALK

### HOUSING – GUTMANN COLLEGE HOUSE



Gutmann College House is entering its second year! Designed from the ground up to support the community goals of the College Houses at Penn, Gutmann welcomed its first residents in the beginning of the fall semester of 2021 and prepares to welcome a new class of upperclassmen with a permanent new name in honor of Penn's former President Amy Gutmann, who served in that office from 2004 until 2022 until she was appointed the United States' Ambassador to Germany. Situated at the far western edge of campus (at 40th Street between Walnut and Locust Walk, next to Rodin and Du Bois College Houses), Gutmann College House is the residence of about 430 sophomores, juniors, and seniors during the academic year.

Gutmann College House has been built to include state-of-the-art in-House amenities, with communal study areas, common living and social spaces, seminar and music practice rooms, and other features that encourage the community that our on-campus residents have come to expect in the College Houses. Gutmann also features a coffee bar, a meditation room, a fitness space, six club rooms with kitchens, and a tinker space. With 2, 4, 5 and 6-bed suites and a location close to tons of dining and shopping options, Gutmann is a great addition to the College House family!

Each ESAP participant should bring a photo ID and will be issued an official PennCard by Hospitality Services staff. Students/ parents will be responsible for charges related to lost PennCards, room damages, and lost keys (keys that are turned in late are considered "lost"). If guests are helping to move students in please make sure they have photo ID in order to gain access to the dorm, and guest passes must be carried at all times.

Room assignments are made by the university's Hospitality Services. Rooms are generally grouped by course and roommates are randomly assigned. Each student is assigned to a Residential Teaching Assistant (RTA) that lives on (or an adjacent floor) to their dorm floor and supervises them during the duration of the program.

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## MINIFRIDGES

Each suite is equipped with a micro fridge unit. The fridges are larger than the typical minifridge and slightly smaller than an average apartment-sized fridge.

## MEALS

All on-campus meals are covered in the student's program fee and accessible via their Penncard. Distributed during check-in, students may use their Penncard at designated food-service venues on campus that provide a variety of menus and dining environments. Residential program staff will review meal plan details with the students at the start of the program. Students with dietary restrictions will have access to gluten free foods and kosher foods (although options may be limited due to the summer dining schedule). There are a number of restaurants on campus, as well as a Sprouts Market (by Giant) near the Engineering Complex on 34<sup>th</sup> and Chestnut.

**Special Dietary Requirements:** For more general information about how Penn Dining handles food allergies, please visit the following URL:

<https://dining.business-services.upenn.edu/>

## MAIL SERVICES

**We do not accept mail or packages for participants in the ESAP office;** however, students may receive mail in the dorm. All residential mail and packages for Gutmann residents will be delivered directly to the Harnwell Mail & Package Center. Letter mail is held and available for pick up at the Mail & Package Centers. Packages are either held and available for pick up at the Mail & Package Centers or they are distributed to package lockers for pick up.

Contact Info:

- Email: [housingmail@lists.upenn.edu](mailto:housingmail@lists.upenn.edu)
- Harnwell Mail & Package Center Phone #: (215)573-0953

Standard Operational Hours:

- Monday – Friday: 8AM to 9PM
- Saturday: 10AM-5PM
- Sunday: Closed

**PLEASE NOTE: Mail/ packages should NOT arrive before the students arrive on campus (7/9/23).** It is essential that the resident's registered full (legal) name appear on the box, or mail may be returned to the sender.

**Gutmann College House**  
Student's Full Legal Name  
c/o ESAP  
3820 Locust Walk  
Philadelphia, PA 19104

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Valuable or important items should be sent via USPS registered, certified, or express mail, in which some form of signed receipt is necessary. Valuables should be insured. We cannot always guarantee immediate delivery of express mail because once express mail reaches the University, it must be processed by the University Mail Services prior to delivery to the residence halls. It is suggested that overnighted mail or packages be shipped via FedEx, DHL, or UPS.

**Amazon@Penn** offers the Penn community a convenient and secure location to pick up and return Amazon orders. Additionally, Amazon Student and Prime Members will receive free same day pickup of orders place by noon on over two million items. Amazon@Penn is open at 1920 Commons seven days a week. Operating hours are: Monday-Friday, 9 am - 9 pm. Saturday and Sunday, 9 am - 7 pm. (Hours will vary during University breaks). Learn more at [Amazon@Penn](#)

## LAUNDRY AND LINENS

There are free laundry facilities available in the dorms. Students must supply their own detergent and laundering materials. Rooms are NOT furnished with linens or pillows, which must be supplied by the student (twin, extra-long). **For a one-time, flat rate you can rent a linen pack consisting of:**

- **1 XL twin sheet set (1 flat sheet, 1 fitted sheet, 1 pillow case)**
- **Blanket**
- **Pillow (the pillow will be yours to keep)**
- **Bath towel**
- **Hand towel**
- **Wash cloth**

Please use the link below to place your orders. Please note that a log in ID and password must be created in order to proceed with your order: <https://upenn.irisregistration.com/Form/ESAPlinen2023>

**The link will be open until the end of the day on Thursday July 6<sup>th</sup>. We ask that you wait until July 5<sup>th</sup> to access the form (Conference Services is still in the process of updating the link for this year; if it is not active at the time you visit, please be patient and try again later).**

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## VISITATION POLICY

**Students are not permitted off campus for non-program activities.** ESAP is a rigorous academic program with a significant amount of group activities and projects in the evenings and on weekends. Out of fairness to all students, each ESAP participant agrees to remain available and on campus to take equal responsibility for their group work (please refer to the Participant Agreement enrollment form).

In addition, for security reasons, please do not place your child or ESAP in a difficult position by sending siblings, relatives or friends to take students off campus without notice. **We ask that you please limit any campus visits outside of the move-in day, graduation, and move-out day to help minimize any disruption to student engagement. Visitors will not be allowed inside of the dorms (with exception of the aforementioned days).** Please bear in mind that students participating in ESAP are generally in class or the lab during the weekday and working on homework/projects or attending off-campus program activities on weekends and evenings. **Your child will be busy!**

**We HIGHLY DISCOURAGE taking your child off campus for prolonged periods or overnights.** If your child **MUST** leave campus for any reason, a **written request** must be sent **at least 5 days in advance** to [esap@seas.upenn.edu](mailto:esap@seas.upenn.edu), and **copied to our Residential Directors - Madina Sabitqzy: [arapova@seas.upenn.edu](mailto:arapova@seas.upenn.edu) and Razaq Aribidesi: [raribide@seas.upenn.edu](mailto:raribide@seas.upenn.edu).** Please explicitly state the following in your request (DO NOT OMIT ANY OF THE INFORMATION BELOW):

- Student's full legal name
- Course in which he/she is enrolled
- Parent or guardian's name and phone number
- Individual (full name) who will be accompanying the student on and off campus (if different from above)
  - his/her relation to the student
- Time AND location of pick up and drop off
- Reason for the request

**Please use this process for any student leave requests during the program (and plan appropriately to comply with the advance notice requirements).** Any previously sent requests or inquiries made prior to the release of this packet to the ESAP email account will not be honored.

# ESAP 2023 ARRIVAL PACKET

*You are cordially invited to a celebration of student achievement!*

**Engineering Summer Academy at Penn  
Graduation Ceremony**

**Friday, July 28<sup>th</sup>, 2023 at 4 o'clock**

*Reception immediately following in the Penn Fencing Center (2<sup>nd</sup> Floor)*

**Tse Sports Center (Hutchinson Gymnasium)**

Rockwell Gymnasium  
219 South 33rd Street  
Philadelphia PA, 19104

Students may invite up to **TWO guests only (there are no exceptions)**  
**If you plan to attend, please RSVP NO LATER THAN Friday, July 14<sup>th</sup> via  
the URL below; RSVPs via email will not be accepted:**

**RSVP HERE: <https://forms.gle/Zwxi6FavdLPBsrQB6>  
Please copy and paste the URL into your browser**

\*Some courses may have student presentations scheduled prior to the graduation ceremony. Additional details are provided on the following page.\*



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## FINAL DAY PRESENTATIONS AND COURSE INFO SESSIONS (FRIDAY JULY 28<sup>th</sup>)

You'll find the schedule for each course below. Where applicable, parents are welcome to attend/observe. Please note that each course has a different agenda, unique to the course curriculum. Therefore, some of the courses do not offer presentation opportunities, but rather an Instructor's Overview. Please plan to arrive at the appropriate time, as indicated for your child's course.

**Please note that some of these presentation times/locations are subject to slight changes. A finalized schedule will be sent via email during the week of graduation.**

### **Biotechnology: Wu and Chen Auditorium (Ground Level), Levine Building**

9:00am - 3:30pm - Student Presentations in Wu & Chen

**12:00pm – 1:00pm** - Parents and students can pick up boxed lunches in Levine Lobby

3:30pm - Dismissal for Graduation Ceremony

### **Computer Graphics: TBD**

1:00pm - 2:00pm – Course overview given by Dr. Mark van Langeveld, Instructor

### **Computer Science: Active Learning Classroom, Towne 3<sup>rd</sup> Floor**

1:00pm – 2:00pm - Student Project Demonstrations; meet/ greet with Dr. Arvind Bhusnurmath, Instructor

### **Nanotechnology: Glandt Forum (3<sup>rd</sup> Floor), Singh Center**

9:00am - 3:00pm - Student presentations in Glandt Forum

9:00am - 3:30pm - Research poster session in Glandt Forum

**12:00pm – 1:00pm** - Parents and students can pick up boxed lunches outside of the Glandt Forum

3:30pm – Dismissal for Graduation Ceremony

### **Networks: Towne 337**

1:00 pm – 2:00pm Course overview given by Dr. Shirin Bidokhti, Instructor

### **Robotics: Active Learning Classroom, Towne 217**

1:00pm – 2:00pm - Student Project Demonstrations, Towne Hall Room 217 (2<sup>nd</sup> floor)

Parents are welcome to view student demonstrations; please arrive on time for the demonstration

## GRADUATION CEREMONY and RECEPTION

**PLEASE BE SURE TO RSVP ONLINE** by visiting the link in the Graduation Announcement (previous page). **We DO NOT accept RSVPs by phone or email.** A formal RSVP is required for the ceremony and reception. **Due to Space Constraints, only 2 guests are permitted per student (there are no exceptions).**

### **Tse Sports Center (Hutchinson Gym)**

**Rockwell Gym**

**4:00 - 5:30 pm**

**Reception immediately following in the Penn Fencing Center on the 2<sup>nd</sup> floor**

**Parking and Directions:** <https://www.facilities.upenn.edu/maps/locations/hutchinson-gymnasium>

**\* Students may leave with their parents after the Graduation Ceremony at 6:00 pm (please be sure to provide advanced written notice, so all staff are informed), but have until 11am on Saturday, July 29<sup>th</sup> to vacate the dormitory.**