

# Checklist for SmartLabs IV 2006

PARTIPANT-NAME \_\_\_\_\_

**Send Online Reservation Form**

All participants must fill out this online form. Find the form link on <http://physics.andrews.edu/smartlabs>

**Send PTC Form**

All participants planning on academic credit must fill out this form. Find the form link on <http://physics.andrews.edu/smartlabs>. Print and complete. Sign and fax to 269 471 3509 or mail to SmartLabs, Dept of Physics, Andrews University, Berrien Springs, MI 49104-0380

**Make arrangements for accomodations**

Dorm arrangements will be made automatically as designated in your online reservation form. Otherwise you need to make your own arrangements. The Village Inn has a block of rooms reserved for SmartLabs but encourages you to make specific reservations as soon as possible because there will be high demand. The Village Inn telephone number is 269.471.1354.

**Send in Parental Permission and Youth Medical Information Forms**

Teachers are responsible to see that students have these permission and information forms filled out and either sent so they are received before 13 Jun 04 or submitted in person before the first session. Students will not be able to participate until these are signed and on file

**Send Scholarship Application**

If you are a Lake Union Conference teacher, call 269.473.8274 for instructions. Otherwise, contact your own principal, conference or school district to apply for support. If you cannot receive support from your school, conference, or district, you will be eligible to receive a Bruce and Barbara Lee Scholarship. Send your requests to [physics@andrews.edu](mailto:physics@andrews.edu)

**Send Expense Form**

1) If you are a Lake Union Conference teacher, call 269.473.8274 for instructions. 2) If you are not a Lake Union Conference teacher, contact your own principal, conference or school district to arrange to report eligible expenses. 3) If you cannot arrange support through your school, district, or conference, you will be eligible for The Bruce and Barbara

**WkshpFee = \$150**

**Teachers: PHYS648 = \$165**

**Teachers: PHYS530 = \$1980**

**Teachers: PHYS530 Lab Fee = \$89**

**Complementary: Swim Pass**

**Dorm Accomodations**

LUC Teacher Grants are processed internally for teachers who have applied directly to the Lake Union Dept of Educ and whose names appear on the official Lake Union Grant list. Student Sponsorships and the Lee Scholarships are processed internally on the basis of reservations made and accepted online. Checks will serve as receipt of payment and should be made to Andrews University with SmartLabs on the reference line and mailed to SmartLabs, Dept of Physics, Andrews University, Berrien Springs, MI 49104-0380. A single check may cover some or all payments. Payment may be made on the first day of the Workshop but prior payment is preferred.

**Teachers: Plan for cash or credit card to cover breakfast and supper meals**

Note that luncheons, break refreshments, and the banquet are included in the registration fee for teachers. The university cafeteria accepts all major credit cards for weekday meals. Student meals are all covered by a sponsorship for students.

**Plan transportation to Berrien Springs**

Note that students who are traveling by air may have this expense reimbursed if they subsequently enroll as a student at Andrews.

**Gather physics and teaching materials you may want to use**

Books for the coursework (19-29 June) will be available for purchase during the Workshop (12-16 June) as well as at the first class period. Gather syllabi, schedules, homework and lab lists, and other teaching materials from previous physics courses taught, to bring to the workshop to use as references in making plans for future physics labs. Also bring favorite books of tables, constants, etc. if you have them. Bring a scientific calculator with scientific notation and trigonometric functions. You may want to bring your laptop computer. There is wireless access to the internet in all physics areas as well as other areas on campus (eg. the dormitories and the dining hall). You can get information about this at <http://www.andrews.edu/wireless/wirelesszone>. A laptop is not required and there are many computers available to you. If you are interested in using your laptop instead of our desktops for data acquisition, let us know so we can advise you as to what you will need, eg. a scsi card adapter, memory, etc

**Request an email account from the ITS store in the Information Services Building**

Once you have an Andrews ID number, you may request an email account. This account is free of charge to all participants. All participants should get an Andrews account. Let us

**NOTE: In the event of any necessary modifications to this checklist, you will be notified by email.**