

INFORMATION SHEET
Summer Engineering Program London 2014

1. Travel Our current plan is to travel on the following Flights:

AMERICAN AIRLINES: Group Departures (2 different airport departure options)

<i>Departs</i>	<i>Date</i>	<i>Flt #</i>	<i>Time</i>	<i>Arrives</i>	<i>Date</i>	<i>Time</i>
NEW YORK (JFK)	19May	106	7:20pm	LONDON	20May	7:45am
LONDON	27Jun	101	10:30am	NEW YORK	27Jun	1:10pm

-or-

CHICAGO (ORD)	19May	86	5:00pm	LONDON	20May	6:50am
LONDON	27Jun	47	12:50pm	CHICAGO	27Jun	3:40pm

Flights and times are subject to change between now and departure.

We will have a bus meet the flights to deliver you and your luggage to:
**Conway Hall, Royal Waterloo House, 51-55 Waterloo Road, London SE1
8TX**

Arrangements for connecting flights to and from Chicago or New York should be made with our travel agent:

Laura Reid
Anthony Travel
LaFortune Student Center
PO Box 1086
Notre Dame, In 46556
(574) 631-7080; 1-800-366-3772
Fax (574) 631 8504
Laurareid@anthonytravel.com

They will be able to give you a connecting fare which will be less than purchasing a separate ticket elsewhere. **Return the travel form to Anthony Travel by February 4**, with the information requested.

You will be issued eTickets for your flights. There will be a fee if you change your flights after the ticket is issued.

If you wish to make your own flight arrangements to London we will credit your account with \$1000, your net fee for the summer will be \$5,700. If you want to take advantage of the bus from the airport with the rest of the students, please advise Mike Kitz before you leave for summer break.

2. Building Security Entry to the classroom building on Suffolk St. is controlled by the magnetic strip on your ND Student ID card, so be sure to bring it with you!

3. Housing Student housing is located at:
**Conway Hall, Royal Waterloo House, 51-55 Waterloo Road, London SE1
8TX**

The original Royal Waterloo House was erected in 1823 as the Royal Universal Infirmary for Children, used in tandem to care for patients and in medical instruction. English Heritage lists Royal Waterloo House as a Grade II building, meaning it has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest, warranting every effort to preserve it.

The hall houses a total of forty-three flats, with 132 beds reserved for the University of Notre Dame London Undergraduate Study Abroad Program, twenty-three for the Law Program, and 127 beds for lease. Typical flats will accommodate 6 to 12 students. Each flat is provided with a fully equipped kitchen and two sets of linens and towels per bed. You should, however, bring your own washcloths; they are hard to find in the UK. Bedrooms along the Waterloo St. side of the building are lofts, while most beds on the Stamford St. side are standard, single beds. Additional amenities include laundry facilities, a back patio & garden, and a Student Activities Center with two 60" flat screen televisions and full kitchen. The building is staffed by a 24-hour security guard.

Located across the street from the Waterloo Train Station in the South Bank area of London and a five-minute walking distance from the Thames, Conway Hall is a prime location to witness the eclectic hubbub of London. The residence hall is about a fifteen-minute walk from the Notre Dame London Centre.

Hotel accommodations for visiting friends or family near your flats are listed at <http://www.holidaycity.com/uk-southwark/index.html> . You will not be allowed to have friends or family stay in your flats.

If you do not travel on the group flight to London, the flats will be available at 11:00am Tuesday, May 20, when everybody else is due to arrive, but not before.

4. Mail and Telephone You may have your mail sent to either your flat address or the classroom building:

Notre Dame Engineering Program
1 Suffolk St
London SW1Y 4HG

An advantage of the Suffolk Street address is that mail arriving after your departure will be quickly forwarded. Mail that arrives at your flat address after our program is over may be lost forever.

If you plan to telephone back to the U. S. during the summer you should arrange to get an AT&T, MCI or SPRINT calling card with which you can charge your calls. The alternatives are a large supply of coins to feed a pay phone or British Telecom Phonecards. **And we will supply each of you with a “pay as you go” mobile phone that will work all over Europe. Your number will be assigned when you arrive and again you should notify your family of that number. These phones must be returned in working order the day before departure or you will be charged for damage. The least expensive way to communicate is by text messaging; teach your parents.**

The phone number from the US at the classroom building is 011-44-20-7484-7800. When it is noon in New York, it is five pm (teatime) in London.

5. Baggage Storage If you arrive in London before the group arrives, or plan to stay after June 27, you will not be able to store luggage at the flats. We won't have access to them. For the same reason, if you plan to ship anything to London, it should arrive after May 20.

6. London Transportation The way to get around London is on the Tube or by bus. The least expensive way to use London Transport, if you average two or more trips a day, is with a monthly Tube Pass. A one-month tube pass for zone 1 (which is what you need) is around £100. A one-week pass is around £25. See “Transport for London” website for more details on public transportation.

7. Finances Plastic is accepted world-wide! You will find a Visa or a Master Card very useful. They are accepted almost everywhere; American Express and Diner’s Card are not.

It is advisable for you to maintain a list of telephone numbers for the banks issuing your credit cards so that you can contact your bank and obtain replacement cards if necessary. Before you leave for London call all of the Banks, Credit Unions, etc. to tell them that you will be traveling in Europe, or they may stop honoring your cards.

Meal expenses are what you make them. Each flat has a kitchen. The most economical approach to meals is for the residents of each flat to prepare their own meals family style. Costs should be in the \$75 - \$125 per week range. If you eat out often, it can be significantly more than that.

8. Currency Exchange The current bank-to-bank exchange rate is about \$1.66/£. The rate changes from day to day. The rate at which the bank sells pounds is generally five to ten cents per pound above the foreign exchange rate published in the papers. Usually there is a commission fee as well. **You get the best exchange rate at an ATM machine or using a Credit Card;** second best is a bank or at American Express. (If you have an American Express card as identification, you can write a check on your U. S. bank in dollars and receive pounds at an American Express office with no commission charge.) American Express charges no commission when exchanging American Express Traveler's Cheques.

9. PRE-REGISTRATION You should pre-register for:

- EE-34001, Evolution and Innovation in Modern Technologies - Communications and Smart Grid, and
- EG 44421, Integrated Engineering and Business Fundamentals as Summer Session courses during the advance registration period beginning Wednesday, March 19.

10. TEXTS

EE-34001, Evolution and Innovation in Modern Technologies - Communications and the Smart Grid. The texts are:

Required:

Understanding Information Transmission, by J. B. Anderson and R. Johannesson

Suggested Readings (but not required):

1. *Wireless Communications and Networks*, 2nd Edition, by William Stallings.
2. *Mobile Wireless Communications*, by Mischa Schwartz.
3. *Mobile Commerce and Wireless Computing Systems*, by Geoffrey Elliott and Nigel Phillips.
4. *Introduction to Wireless and Mobile Systems*, 2nd Edition, by Dharma Prakash Agarwal and Qing-An Zeng.
5. *Sustainable Energy – without the hot air*, by David J.C. MacKay,
6. *Wind Power in Power Systems*, T. Ackermann, Ed., Wiley, 2005.
7. *Modern Electric, Hybrid Electric, and Fuel Cell Vehicles: Fundamentals, Theory, and Design*, by M. Ehsani, Y. Gao, S. E. Gay, and A. Emadi, CRC Press, 2005.

Non-Technical

1. Early telecom:
 - a. Bray, *The Communications Miracle*
 - b. Bruce, *A. G. Bell and the Conquest of Solitude*
 - c. LeBow, *Information Highways & Byways*
2. Radio days & post-WWII beginning:
 - a. Bray, *The Communications Miracle*
 - b. LeBow, *Information Highways & Byways*
3. The rise of mobile telephony
 - a. Garrard, *Cellular Communications: Worldwide Market Development*
 - b. www.wow-com.com
4. *How Wireless Works* by Preston Gralla, Que Publishing Corp., 2001.
5. *Structuring an Energy Technology Revolution*, by Charles Weiss and William B. Bonvillian, MIT 2009.
6. *The Smart Grid: An Introduction*, <http://www.oe.energy.gov/SmartGridIntroduction.htm>, Department of Energy, 2008.
7. <http://www.slideshare.net/irhicks2/ti-e-smart-grid-overview-rh-5-05-09>

EG 44421, Integrated Engineering and Business Fundamentals; The texts are:

Financial Intelligence for Entrepreneurs by Karen Berman and Joe Knight, Published 2008 by Harvard Business School Publishing

Business Plans for Dummies, 2nd Edition, Paul Tiffany and Steven Peterson by Wiley Publishing

Winning at New Products, 4th Edition, Robert G. Cooper, Published 2011 by Basic Books

Project Management by Peter Hobbs, Published by Dorling Kindersley

What is Lean Six Sigma? by Mike George, Dave Rowlands and Bill Kastle, Published by McGraw-Hill

Harvard Business Publishing Case Studies and Articles:

- **The Five Competitive Forces that Shape Strategy**, Michael E. Porter, Harvard Business Review January 2008
- **Apple Inc. in 2012**, Yoffie and Rossano, Harvard Business Review, N9-712-490
- **Why Lean Start-Up Changes Everything**, Steve Blank, Harvard Business Review, May 2013
- **BAE Automated Systems (A):Denver International Airport Baggage-Handling System**, Harvard Business Review, 9-396-311
- **Ford Motor Company: Supply Chain Strategy**, Robert D. Austin, Harvard Business School, 9-699-198
- **Supply Chain Information Systems**, David L. Olson, Harvard Business Publishing, BEP126
- **Core Curriculum – Managing Quality**, Roger E. Bohn, Harvard Business Publishing, 8025
- **Core Curriculum – Managing Quality with Process Control**, Roy D. Shapiro, 8020
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Optional. A good reference book: **The Lean Six Sigma Pocket Toolbook** by Michael George, David Rowlands, Mark Price and John Maxey, Published 2005 McGraw Hill

The books are available on Amazon. You should purchase them here and bring them with you to London. You may be able to find the books in London, but they will be more expensive.

11. Health Insurance The program will supply Health Insurance for you that will cover you for the 6 weeks of the program. Provider will be HTH

Worldwide, <http://www.hthworldwide.com/>. You will get information and an insurance card in April.

12. Medication If you take prescription medication regularly, bring enough to cover your stay. **Be sure it is properly labeled and in their original containers** or that you have a physician's letter directing its use. It would also be prudent to carry a copy of any prescriptions, both for medication and for eyeglasses.

13. Electric appliances Most of the world operates at 50 hertz, 240 volts. Hair dryers, curling irons and the like can operate with an adapter kit, which transforms the voltage and provides an assortment of wall plugs to match the variety of outlets found around Europe. Clocks and radios, however, depend on U. S. 60 hertz and won't adapt. Battery powered clocks and radios are your best bet (batteries are the same world-wide). There is a color TV in each flat. **We suggest that you consider bringing your laptop computer.**

14. Day One After you have had time to unpack and settle who sleeps where, we will have a group meeting, and a box lunch at the flats. The first class meeting will be Wednesday, May 21 .

15. Weekends The two long weekends
June 6 -9 (4 days), and
June 13 - 16 (4 days)
You are free for independent travel from late Thurs (class runs to 1:00pm, so plan accordingly) through Monday.

16. Passport You must have a passport to enter England. You will not be allowed to board your plane in New York or Chicago without showing it. You would be wise to Xerox your passport and carry the copy separate from the passport itself. **Please give Mike Kitz a legible copy of your passport as soon as possible.** We need the passport information to complete arrangements for some trips. US citizens do not need a visa for travel in England or Western Europe.

17. Student Accounts The Office of Student Accounts will bill you for the \$5,450 balance for the summer in May or June when the other Summer Session bills are mailed. This will be sent to your IrishPay account.

18. Events You might consider the following to do on your own or in small groups:

All-England Lawn Tennis Championships at Wimbledon, starts June 23

<http://www.londontown.com/London/London-Events-Calendar-2014>

There are over 50 theaters in London, with ticket prices well below Broadway. Plays and musicals range from Shakespeare to modern experimental theater. Half price tickets (plus a £2.50 booking charge) are available for many shows the day of the performance at the ticket booth in Leicester Square, near the London Centre. The ticket booth also has some full price tickets for other shows. Reduced price student tickets are also available for many shows at the theatre box office. We will attend, as a group, a performance of a Shakespeare play at the Regent's Park Outdoor Theater, and a west end musical.

19. VAT The Value Added Tax is a major source of governmental revenue in Europe. In England the rate on most items is 17.5%. The VAT is included in the price of the item. If you are not a citizen of a country in the European Community you are entitled to a partial refund of this tax on leaving England to return home. The store at which you make the purchase must fill out the refund forms for you. You must have the forms stamped at Heathrow after you enter the departure lounge. The goods must be in your carry-on luggage, available for inspection. They usually don't ask to see the items, but Murphy's Law applies. If you put the goods in your checked baggage, the tax folk will inevitably ask to see them!

20. Maps Website www.multimap.com provides maps and directions for Great Britain and some countries in Europe

21. ND London Centre. Your classroom building is a block away from Trafalgar Square, in the center of London. Details are provided at http://www.nd.edu/~ndlondon/londoncentre/conference_ap.htm

22. General Security Because of the events of some recent summers, it is appropriate to make a couple of comments. There will be a faculty member and RA in London every weekend. It is expected that we know where you

will be traveling to each weekend and that your mobile phone will be available if we need to contact you.

The London Centre maintains excellent communications with the London Police force and is aware of situations to which we may need to be alerted.

23. Personal Safety During Study Abroad In order to prevent/cope with the problem of theft, assault, and sexual harassment, the following suggestions might be helpful.

General Advice:

1. Don't take for granted that people are friendly and can be trusted.
 - (a) Be wary of new acquaintances here just as you would be in the USA.
 - (b) Be wary of people who rush to approach you or shower you with compliments.
 - (c) Recognize that in any country there can be both sincere and insincere people.
2. Take your time.
 - (a) Establish relationships slowly.
 - (b) Don't feel that you must be liked by everyone you meet.
3. Remember, it is often our own attitudes and fears that can pre-condition a situation or outcome. Don't wait until something happens to think about it. Discuss your concerns with other students and local support staff.
4. If something happens, as difficult as it may be, try to remain calm/clear-headed. Anger or yelling only seems to exacerbate a problem.

24. General Safety Precautions:

1. Don't bring/carry unnecessary items, which can be stolen.
2. Don't flaunt cell phones, music players, etc., both where you live and while traveling.
3. Don't place articles near a window where they can be tempting or easily taken.
4. Don't lend money—you probably won't see it again.
5. Put valuables in the hotel safe or in the Program lock box if one is available. Cameras, tape players, and money have been stolen from locked hotel rooms.
6. Wear a money belt. It is most secure when concealed inside clothing. This is also handy for travel to the country as well as post-Program travels.

7. Don't tell strangers where you live. It's a good idea to be very vague with strangers in general (e.g. give only the area name where you stay; or if asked where your house or hotel is, say "down the hill," "with my family," etc.

25. Traveling

1. Carrying excess baggage is an invitation to be ripped-off. Don't carry valuables, even in a backpack or in locked luggage.

(a) If you must carry cameras, radios, etc., don't leave them unattended.

Backpacks and other large pieces of luggage are commonly put on the roof of the bus. Many have been stolen.

(b) We suggest that you keep valuables with you in a small bag or day-pack.

2. Avoid dark, unsafe places and walking alone.

(a) At night in the city, try to walk in groups—even if you don't know the other people.

(b) Beware of people bumping and pushing you.

(c) Beware of tactics used by cons, money-changers, and scams -- talk to Program staff.

26. Personal Safety

1. Safety Precaution: Most large cities suffer from common crimes. Use the same precautions you would in any other metropolitan area: don't carry valuables, don't wear expensive clothing or jewelry, and avoid questionable parts of the city, especially at night and when alone.

2. Special Note for Female Students: Women may experience some difficulties while abroad. American women have acquired a reputation for enjoying a type of lifestyle which contrasts with more traditional behavior in many countries. U.S. students may encounter people who do not understand that their familiar way with strangers is a gesture of friendship. Even a smile to a stranger may be misunderstood. Firmly say "no" to any invitation you don't want, and give your address only to people you know and trust. Be cautious until you know and understand local values and customs. Learning to respect the local social rules will facilitate your relationships with host nationals immensely.

3. Theft: You are responsible for your own personal property. Living abroad should be more safe or dangerous than living in the U.S. You can safeguard your personal items from damage or theft by locking your room, and securing

your money, travelers checks, jewelry, passport, and other personal possessions.

4. Personal Note: It is very important to keep in mind that you are a foreigner while you are abroad. Do not become involved in the country's internal affairs. If you should get into any kind of difficulty, the American Embassy will aid you in any way possible, but you are subject to the laws of the country while you are there.

27. Final Checklists

Before You Leave

Do's:

1. Make a photo-copy of your passport and credit cards numbers and keep them separate from your passport and credit cards -- give a copy to your family.
2. Bring your prescription drugs with you in their original containers - don't pack them in your check-in luggage. Also bring additional contacts/glasses or your corrective lens prescription with you.
3. If you require medicine containing habit-forming substances carry a doctor's certificate attesting to this fact.
4. Notify your Notre Dame faculty representative of any medical issues.
5. Only take the credit card(s) you need -- you will not need all those other cards that you generally carry in the States, like your drivers license.
6. Mark all of your bags inside and out with your name and address.
7. Bring two passport size photos and a photocopy of birth certificate and/or baptismal certificate, just in case you lose your passport.
8. Make a photo-copy of your flight tickets or your itinerary -- keep separate.
9. We will give you a wallet size card with important phone numbers on it - keep that with you at all times. Give an electronic copy to your family.

10. Review the information at the ND Abroad website;

<http://nd.edu/~ndabroad/Welcome.htm>

Don'ts:

1. You do not have to worry about special immunizations; they are not required for entry into London.
2. You do not need a VISA to travel to London if you are an U.S. citizen.

3. Do not pack your essential documents or medicines in checked baggage -- luggage gets lost.
4. Do not bring expensive jewelry with you.

In London:

Do's:

1. Remain what you are: friendly, courteous, polite and dignified.
2. Travel in small groups - three to five persons with both genders present if possible.
3. Bring a book to read on the train or on the bus, you will not be the only person reading and it is an easy way to fit in.
4. Carry some identification - a tag, bracelet, or card - if you have a medical condition that requires emergency care.
5. Dial 112 for fire, police, and or medical emergencies.
6. If you see an unattended package, get away and call the police.
7. Avoid protest group activities and other potential volatile situations.
8. Keep abreast of local and international news that might tell you of potential civil unrest.
9. Check the US Embassy web pages for travel advisories.
10. Ask permission before photographing strangers who you find "interesting".
11. Use common sense.

Don'ts:

1. Do not become the "ugly American stereotype" - loud and/or boorish. Here are some positive and negative stereotypes associated with Americans:
 - (a) Outgoing and friendly
 - (b) Informal
 - (c) Loud, rude, boorish
 - (d) Immature
 - (e) Hard working
 - (f) Extravagant
 - (g) Sure they have all the answers
 - (h) Disrespectful of authority
 - (i) Generous
- Pick out those characteristics that you would like to be remembered by, and avoid the others.

2. Avoid attracting attention to you. That is, avoid traveling alone or in a large group of a dozen or more.
3. Do not expect eye contact on the streets of major cities - indeed, in some locations this may result in "unexpected or unwanted" invitations.
4. Never, ever leave your room unlocked.
5. Do not draw attention to yourself when you are returning to your room late at night-- be courteous of the other students living in the dormitory.
6. Never carry large amounts of cash.
7. Remember NO non-Notre Dame people are allowed into your room without prior approval of the RAs, and there are NO over night guests ever allowed.
8. Most places are safe in London, BUT don't wander down dark alleys or into areas that are known to be high risk.
9. Avoid baggage tags that would clearly identify you as an American.
10. Do not impair your judgment with excessive consumption of alcohol.
11. Women are sometimes targets of harassment - don't become a target: dress conservatively, travel with some men if possible, and NEVER agree to meet strangers in non-public places.
12. Don't let your "natural friendliness" be mistaken for flirtations.
13. Do not lose your passport, it will not be the end of the world, but it may seem like it is.
14. Do not joke about bombs or about smuggled items - airport authorities will not find that funny, nor will you.