

Welcome to the 70th annual Summer Institute, June 5 –July 28, 2017

Welcome to the annual Summer Institute in Survey Research Techniques. We promise to make every effort to provide a high-quality learning experience and an enjoyable visit to the University of Michigan. This handbook includes information about the Summer Institute, University services, the UM campus, and other useful information.

The Summer Institute office is located in Room 4050 on the fourth floor of the Institute for Social Research. Office hours are 8 a.m. to 5 p.m., Monday through Friday. If you have specific needs or questions not addressed in this book, you can always approach one of the staff members listed below:

- **Jim Lepkowski**, Director, Rm 4010, 647-4621
- **Jill Esau**, Program Coordinator, Rm 4042, 647-4620
- **Patsy Gregory**, Program Assistant, Rm 4050, 647-3592
- **Jodi Holbrook**, Program/Media Assistant, Rm 4050, 647-6595
- **Elisabeth Schneider**, Program Assistant, Rm 4050, 763-2359

The teaching staff includes more than 30 instructors, guest lecturers, and teaching assistants. They will provide you with information about their office hours.

Drop/Add Deadlines and Cancellation Policy

Drop/Add Deadlines

- Courses meeting **one to three weeks** may be dropped/added until 5 p.m. on the **first day** of class.
- Courses meeting **four to eight weeks** may be dropped/added until 5 p.m. on the **second day** of class.
- Summer scholars **may not change** enrollment status **after the first day** of class.

Summer Scholars Cancellation Policy

- Applicants will receive a **full refund** if they withdraw **before the start** of the class.
- A **one to three-week** course dropped on the **first day** will receive a partial refund, there is a \$250 administration fee. **No refunds are given after the first day of class.**
- A **four to eight-week** course dropped before the **end of the first week** of class will receive a partial refund, there is a \$250 administration fee. **No refunds are given after the first week of class.**

Credit-seeking Participants Cancellation Policy

Please note that the official deadlines to drop/add or withdraw from Summer Institute courses are different than the deadlines for other University of Michigan courses.

Summer Institute Certificates and Grades

The Summer Institute can prepare a certificate or letter stating the classes you attended as well as the grades you received for a \$10 fee.

Participants who **DO NOT** want their work to be graded **must inform instructors on the first day of class**. If you are a University of Michigan student registered for academic credit you must follow UM procedures.

All students must follow the instructor's expectations for participation for the classes in which they are enrolled.

If you apply to the Summer Institute as a Summer Scholar there will be no official transcript of the courses you have taken. If you would like to receive a letter grade as a Summer Scholar, you need to arrange that with the Summer Institute office and the instructor. There is a \$10 fee for reporting the grade by letter.

University of Michigan Identification Mcard

Mcard Center

Student Activities Building (SAB)
515 E. Jefferson Street, Room 1011
Phone: 734-936-2273
Hours: Monday-Friday, 8 am – 5 pm

The Mcard is the University of Michigan's photo identification card. The UMID number is the cardholder's eight digit student number or employee number. There are two types of Mcards, one yellow and one blue. Mcards have varying access to university services depending on the individual's affiliation and registration status.

AATA Bus (The Ride): Participants with a yellow Mcard can ride AATA (Ann Arbor Area Transportation Authority) buses by showing their Mcard. Blue Mcard holders do not have AATA bus privileges. The AATA fare is **\$1.50**.

University Buses: Please note that University buses are **free**, id is not required.

Library: Participants with a yellow or blue Mcard have library borrowing privileges. The names of participants with a blue Mcard will be forwarded to the Shapiro Library.

Recreational Center: Participants with a yellow or blue Mcard may purchase a pass to the recreational centers.



Summer Scholars (Blue Card)

Participants attending courses without credit may purchase a blue visitor University of Michigan Mcard. Ask Patsy Gregory or Jill Esau to sign a request form. Take the **request form**, a **photo ID**, and **\$4.00** to the Mcard Center.

Summer Guests (Yellow Card)

Participants attending courses for academic credit will receive a yellow Mcard. Take your **photo ID** to the Mcard Center.

J1 Visa Students (Yellow Card)

Participants with attending on a J1 visa will receive a yellow Mcard. Take your **photo ID** to the Mcard Center.

Campus Information: 764-INFO (4636)

The University of Michigan maintains an information desk at the Michigan Union. This is a good source for information regarding campus units' hours of operation, location, services, events, directions, transportation to/from/around Ann Arbor, UM history and trivia, academic calendar, etc.

Phone: 734-764-4636 (INFO)

Email: info@umich.edu

<https://campusinfo.umich.edu/>

Central Campus

First Floor, Michigan Union

530 S. State Street, Ann Arbor, MI 48109-1308

North Campus

Lobby, Pierpont Commons

2101 Bonisteel Boulevard, Ann Arbor, MI 48109-2090

Spring/Summer Hours

Hours Mon-Thurs: 7am-11pm

Hours Fri-Sat: 7am-12am

Hours Sun: 9am-11pm

Helpful Links

Acronyms Decoder: <https://campusinfo.umich.edu/acronyms>

Ann Arbor Information: <https://campusinfo.umich.edu/ann-arbor-info>

Campus Information: <https://campusinfo.umich.edu>

Events: <https://events.umich.edu/>

Maps and Building Search: <https://campusinfo.umich.edu/maps-wayfinding>

Transportation: <https://campusinfo.umich.edu/transportation-info>

Social Events

Welcome Reception

Friday, June 9th
6050 ISR
4:30-6:30 p.m.

The June 9th reception is an informal get together for participants, faculty, and staff. Dress is casual. There will be hot and cold hors d'oeuvres and beverages. Friends and family are welcome and encouraged to attend all Summer Institute social activities.

Additional Events

The Summer Institute has many fun filled activities planned throughout the summer. We will keep you updated on upcoming events. Be sure to look for them!

Participants are also encouraged to plan their own group activities. Some that have been fun in the past include movie nights at the Michigan Theater, house parties, and gatherings at Dominick's, a local tavern and restaurant at 812 Monroe Street.

Coursepacks

ISR Duplicating Services

B160, Institute for Social Research (in the basement)

Phone: 734-647-1406

Hours: Monday through Friday, 7:30 a.m. to 4:00 p.m.

The number of preprinted coursepacks is limited, so Summer Institute participants may be asked to wait for a short period of time while their coursepack requests are filled. You may call ahead to ensure your pack will be ready for you.

Coursepacks costing less than \$10 must be paid for in cash. Credit cards are accepted for larger purchases. If you plan to pay with a credit card, you must pay by 3:30 p.m.

Summer Institute coursepacks generally cost between \$5 and \$40.

Canvas

A number of instructors will provide additional materials online using **Canvas**.

Textbooks

Barnes & Noble Bookstore

Michigan Union

530 S. State Street, Ann Arbor MI 48109

Phone: 734-995-8877

<https://uunions.umich.edu/resource/barnes-and-noble-bookstore>

The bookstore is located on the ground level of the Michigan Union.

Ulrich's Bookstore

549 E. University Avenue, Ann Arbor MI 48104

Phone: 734-662-3201

<http://www.bkstr.com/ulrichsstore/home/en>

Ulrich's is located at the corner of E. University Avenue and S. University Avenue

Photocopy Services

ISR Duplicating

426 Thompson Street, Room B160, Ann Arbor, MI 48104
Monday-Friday, 7:30 AM - 4:00 PM
Phone: 734-647-1406

The duplicating department is located in basement near the north elevators. Payment can be made using cash, check or credit card.

Accu-Copy

518 E William Street, Ann Arbor, MI 48104
Phone: 734-678-2979
<http://www.accucopystore.com/index.html>

Dollar Bill Copying

611 Church Street, Ann Arbor, MI 48104
Phone: 734-665-9200, 877-738-9200
<https://www.dollarbillcopying.com/>

FedEx Office Print & Ship Center

FedEx **Kinkos** is now FedEx Office Print & Ship Center
505 E. Liberty Street, Ann Arbor, MI 48104
Phone: 734-761-4539
<http://local.fedex.com/mi/ann-arbor/office-0411/>

There are no copy facilities available to participants within the Summer Institute office.

Health Service

Summer Institute participants may use the University Health Service (UHS) for health-related concerns during the program. UHS will charge for any services participants receive, and UHS can provide an itemized statement for insurance company reimbursement. <http://www.med.umich.edu/umhs/contact-us/> also <https://www.uhs.umich.edu/>

Emergency Department (ER)

1500 E. Medical Center Drive, Ann Arbor, MI 48109

Call 734-936-6666 to contact the Emergency Department.

Call 911 if you need **immediate emergency medical assistance**.

In case of an emergency, please **notify the Summer Institute** at 734-764-6595.

University Health Service (UHS)

207 Fletcher Street, Ann Arbor, MI 48109-1050

Phone: 734-764-8320 <https://www.uhs.umich.edu/>

Health Service is located between Huron and North University Streets, across from the Michigan League. Appointments are required for most medical services. They offer options for urgent problems including Nurse Advice by Phone.

Hours

Monday	8:00 a.m. – 5:00 p.m.
Tuesday	8:00 a.m. – 5:00 p.m.
Wednesday	8:00 a.m. – 5:00 p.m.
Thursday	9:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.
Saturday	9:00 a.m.– 12:00 p.m. (For urgent concerns)
Sun.	Closed

In an EMERGENCY or AFTER-HOURS (when UHS is closed) you may wish to go to an urgent care facility or hospital emergency room. Any fees would be your responsibility.

Nurse by Phone

Not sure what to do? Nurse by Phone is available day and night, which may save you a trip to UHS, the ER or an urgent care facility. <https://www.uhs.umich.edu/advice>

When UHS is open, call 734-764-8320, press 2 and ask for Nurse Advice.

When UHS is closed, and if you have an **URGENT** health concern, call 866-204-1082.

Dental

School of Dentistry, 1011 North University Avenue, Ann Arbor, MI 48109

Phone: 734.763.6933 <http://www.dent.umich.edu/patients>

The School of Dentistry is open to the public. All clinics are fee-for-service. There are also a number dental clinics and dentists throughout Ann Arbor.

Banking

Most banks and merchants will not accept personal out-of-town checks. In previous years participants have found it convenient to bring traveler's checks, rely on their ATM cards and establish local checking accounts for the duration of their stay in Ann Arbor. Check the web site of the financial institution (American Express, for example) that issued your traveler's checks for a list of banks that will cash your checks. If you have an account at a local bank, that bank may be able to cash your traveler's checks.

<https://internationalcenter.umich.edu/resources/life/banking>

To open an account you will need identification such as a passport. F and J-visa holders do not need a Social Security number to open a bank account or for many other financial transactions. Banks may ask you to fill out an Internal Revenue Service W-8BEN form to prove that you are exempt from the requirement of providing a Social Security number. Upon opening an account funds may not be available for immediate withdrawal.

Currency exchange services are not offered by most banks in Ann Arbor, there may be service fees. There is a currency exchange service at Detroit Metro Airport. Several local travel agencies, Boersma Travel and Conlin Travel will exchange currency.

PNC Bank

101 S. Main Street, Phone: 734-995-7802

1100 S. University, Phone: 734-995-7830

<http://www.pncbank.com>

Currency exchange services are available. PNC Bank provides checking accounts with no monthly fee.

TCF Bank

1123 S. University, Phone: 800-823-2265 (Press "0" for customer service)

<https://www.tcfbank.com/>

TCF Bank provides checking accounts with no monthly fee.

University of Michigan Credit Union

333 E William, Phone: 734-662-8200 also 800-968-8628

<https://www.umcu.org/>

There are no monthly fees for basic checking. A \$5 minimum is required to maintain an account. Currency exchange services are available for a fee. The University of Michigan Credit Union (UMCU) is a not-for-profit institution.

University of Michigan Library

Access

Summer Institute participants enjoy “guest borrowing” privileges at the University of Michigan Library system.

To utilize the library resources, **Summer Scholars** must purchase a MCard and bring it to Room 104 of the Graduate Library to request access to the University Course Reserves at the Shapiro Library. Let the attendant know that you are a SRC Summer Institute participant. It will take 24 hours for the library to process your paperwork and activate your remote account, but you will be able to borrow reserve items from Shapiro right away. If you have any difficulty, call the Summer Institute office at 734-764-6595.

To borrow items from the reserve collection, visit the circulation desk in the lobby of Shapiro Undergraduate Library. Reserve items are located in a “closed stack” area and require a library assistant to retrieve item(s) for you. You may borrow two reserve items at a time.

To borrow a reserve item, you need to give the desk attendant a call number. You can get a call number by looking up your course at one of the two computers at the end of the circulation desk. Write down the call number of the item(s) wanted on a slip of paper. Give the paper slip to the desk attendant to retrieve the item(s). **You will need to show the attendant your MCard.**

Returns

To return reserve materials, leave items in the return box located at the Circulation Desk.

Fines

Reserve items are for short-term use of high demand materials. Fines are stiff and are designed to encourage prompt return of materials. **Reserve fines** are \$1 per hour.

For detailed information regarding the various University of Michigan Libraries and services, please view the Library Services website, <https://www.lib.umich.edu/>

Campus Athletic and Recreation Facilities

Passes

Summer Scholars will need to purchase access at the CCRB Business Office. When you arrive to purchase a pass, tell the desk staff that you are a participant in the SRC Summer Institute. Your name should be on a list there, and **you must have a MCard**. If you have any difficulty, call the Summer Institute office at 764-6595. Please contact the CCRB's main office for information and current rates.

Central Campus Recreational Building (CCRB)

401 Washtenaw Avenue, Ann Arbor, MI 48109-2214

Phone: 734-763-3084

<https://recsports.umich.edu/facility/ccrb/>

The CCRB is the largest Recreational Sports facility. Inside you'll find 3 basketball courts, 2 volleyball/3 badminton courts, a 220-yard elevated running track, fitness rooms, cardio equipment, free-weights as well as racquetball and squash courts. Also located in the CCRB is the Margaret Bell Pool, a 25-yard (6 lanes) lap swim pool.

Intramural Sports Building (IMD)

606 E Hoover Avenue, Ann Arbor, MI 48109-1018

Phone: 734-763-3562

<https://recsports.umich.edu/facility/imsb/>

Located on the north end of the South Athletic Campus, the newly renovated IMSB provides the latest equipment and amenities to provide you with the ultimate workout. The main entrance is located directly on E Hoover Ave in front of Commuter North and Commuter South bus stops.

North Campus Recreation Building (NCRB)

2375 Hubbard Road, Ann Arbor, Michigan 48109-2087

Phone: 734-763-4560

<https://recsports.umich.edu/facility/ncrb/>

Located at the corner of Hubbard Road and Murfin Avenue, the North Campus Recreation Building houses everything you need in a fitness facility including free weights, selectorized machines, cardiovascular training machines, basketball, volleyball and racquetball courts. The NCRB also has a 25-yard (6 lanes) lap swim pool.

Ann Arbor Athletic and Recreation Facilities

Parks and Places

<http://www.a2gov.org/departments/Parks-Recreation/Pages/default.aspx>

Yellow Page Listings

<http://www.yellowpages.com/ann-arbor-mi/recreation-centers>

Ann Arbor YMCA

400 W Washington St, Ann Arbor, MI 48103

Phone: 734-996-9622

<https://www.annarborymca.org/>

Monthly memberships are available for purchase. The aquatics center includes a 25 yard pool for swimming laps, a zero-depth entry family pool with a twirl pool. There are also a Wellness floor with exercise equipment, a cardio-vascular area and a 13 lap track for walking and jogging. A variety of classes are offered.

Buhr Park Outdoor Pool

2751 Packard Road, Ann Arbor, MI 48104

Phone: 734-794-6234

<http://www.a2gov.org/departments/Parks-Recreation/parks-places/buhr/Pages/default.aspx#Outdoor%20Pool>

Mack Indoor Pool

715 Brooks Street, Ann Arbor, MI 48103

Phone: 734-794-6237

<http://www.a2gov.org/departments/Parks-Recreation/parks-places/mack/Pages/default.aspx>

Meri Lou Murray Recreation Center (MLM)

2960 Washtenaw at Platt, Ann Arbor, MI 48104

Phone: 734- 971-6355

http://www.ewashtenaw.org/government/departments/parks_recreation/mlm/meri_lou_murray_home.html

Daily and a 30-day trial pass memberships are available for purchase. The facility includes a walking and jogging track, cardio training equipment, strength training equipment and a pool.

Veterans Memorial Park Outdoor Pool

2150 Jackson Avenue, Ann Arbor, MI 48103

Phone: 734-794-6235

<http://www.a2gov.org/departments/Parks-Recreation/parks-places/veterans/Pages/default.aspx>

Emergency Action Plan

Evacuation Routes

In the event of a building emergency or severe weather each building has a specific evacuation plan. The evacuation plan will be **posted in the hallways** near the elevators.

Severe Weather

Summer weather in Michigan can become severe at times. Each class instructor will be able to direct you to the safest place in the event of a building emergency or severe weather condition. Details on the weather emergency will be obtained from the Department of Public Safety (DPS), a radio weather alert, or through another mechanism. Class instructors may use this statement in informing their participants: "There is a tornado warning. Please seek shelter and go to the basement".

Safe places during a tornado are inside the building. Go to the **basement**, the lowest level in the building. If that is not possible go to an interior room or hallway. A **bathroom** is a secure location. **Stay away from windows** and avoid auditoriums, atriums, or other areas with large, free-span roofs. Do not leave the shelter area until advised to do so.

Fire

Know at least two exits from the building. Route diagrams are posted on each floor by the elevators. The fire alarm is **low** and **soft** in tone. Exit the building using the **stairs**. Do not use the elevators. **Stand across the street** from the building at designated assembly areas. Do **not** re-enter the building until advised to do so by DPS.

Contact the Summer Institute at 764-6595, with any further questions.