



General Instructions  
PLTW Core Training Institute 2010  
Iowa State University  
Ames, Iowa

**DATES:**

Session 3: July 5 – 16, 2010

**REGISTRATION/OPENING DAY:**

Session 3:

**Monday, July 5<sup>th</sup>, 2010**

Iowa State University

Howe Hall Atrium

Ames, IA 50011

Phone: 515-294-9965 or after hours 515-291-0003

Time: 1:00 p.m. – 4:00 p.m.

**REGISTRATION EXPECTATIONS:**

Please be sure to bring your laptop to the registration area. Please check the laptop requirements that you received from PLTW earlier this spring (also listed below). We will be loading the software onto the laptop you bring for CTI.

At registration you can expect to accomplish:

- ~ Laptop registration (enable use of internet on ISU network)
  - this includes virus scanning and installation of critical updates
- ~ Software installation
- ~ Printer and file sharing instructions
- ~ Residence and dining details

Under ideal circumstances the registration process is about one hour long. However, there are several factors that may cause delay in the process—the most important of which is your laptop's readiness for ISU network registration and software loading. ***It is essential that you review and follow the instructions on the laptop requirement documents attached. Ensuring that your laptop meets these requirements will greatly reduce the length of time required for the registration process. Also note items you should bring with you as a participant to be ready for class (attached).***

**We are also requiring that you fill in the attached form noting your school's IT contact in the event of problems with loading software due to permissions or firewalls. Please fill in this document and bring it with you to registration.**

It is conceivable there could be “downtime” between the completion of your registration process and the orientation meeting and dinner if you arrive early enough. Once you settle into your room, you may wish to take a look around campus, find the building where your course will be offered, as well as get a feel for the dining facilities locations.

## LAPTOP COMPUTER SPECIFICATIONS:

Processor: Intel Core2 Duo T9300 or better

Hard Drive: 80+ GB 7200 RPM SATA Hard Drive

RAM: 4 GIG DDR2 SDRAM

Graphics Card: PCI-express x16 video card with a minimum 256 megs RAM (Must be 3D CAD display compatible and support DirectX 9 & 10) See <http://www.inventor-certified.com/graphics//index.php>

Network Connection: Integrated 100 Mbps Fast Ethernet connection

Optical Drive: DVD – CDRW Drive

Operating System: Win XP Pro (32 bit) or Vista (32 or 64 bit), Windows7 or MACs running Bootcamp and one of the above systems

Display: 14.1 XGA TFT Color LCD display or larger

Ports: 2 USB ports minimum, External VGA port

Battery: Lithium ion Battery

Wireless: 802.11 a/g wireless

Warranty: 3 Year warranty

Other: USB memory stick, anti-virus software

*PLEASE NOTE: Basic Intel graphic chipset or other chipsets with shared memory are **not** recommended for video display. All graphic chipsets must be 3D capable and support OpenGL and DirectX. A third party Graphic card is usually necessary.*

## COLLEGE CREDIT FOR PLTW CTI AT ISU:

### College Credit For PLTW Core Training at ISU

- Teacher recertification credits will be offered through Heartland AEA for a cost of \$25.
- Graduate credits (5) from Drake University can be earned upon completion of the PLTW Core Training Institute. These credits will be offered at a rate of \$100/credit.

Both will be available the first day of the course. Both will be payable to Heartland AEA 11.

You will later receive step by step directions on how to register online with a credit card or print off a registration form and send it in with a check.

## FOR THOSE WHO HAVE REGISTERED FOR ISU LODGING:

Accommodations for the Project Lead The Way Core Training Institute will be in Frederiksen Court, where you will have the opportunity to associate with other PLTW program participants at Iowa State University. Frederiksen Court is located east of Stange Road and south of 13th Street. For travel directions, see [www.iastate.edu/visitors/directions.shtml](http://www.iastate.edu/visitors/directions.shtml). Frederiksen Court apartments are designed for 4 occupants with 4 private bedrooms. You will be assigned to an apartment with up to three other roommates.

Frederiksen Court apartments are air-conditioned, carpeted, and furnished as follows: Bedroom furniture includes a bed, clothing drawers, desk, chair, file caddy, and wardrobe. Living room furniture includes a sofa, armchair, end table, coffee table, table lamp, and floor lamp. Laundry and kitchen appliances include washer, dryer, stove, refrigerator, microwave, dishwasher, and garbage disposal. You will be provided with a change of bed linens and towels.

While furniture and major appliances are provided in each apartment, you may want to bring some additional things. Besides your clothes, food and personal care items, you may want to bring:

- Personal telephone calling card
- Cookware, including microwave cookware
- Tableware/dinnerware
- Telephone-there is a phone jack in the kitchen and bedrooms
- TV -you have Extended Basic Cable from Mediacom

- Laundry supplies such as soap, softener or dryer sheets
- Alarm clock
- Iron and ironing board

Residents provide their own study lamps, cleaning and cooking items, and telephones. **Custodial service is not provided in the apartments.** Residents will be required to leave their apartment tidy with garbage removed. Each apartment has internet, basic phone service and expanded basic cable; however, you would need to provide your own **Ethernet cable**, phone and television to benefit from this service. Heating appliances, halogen lamps, and sun lamps may not be used because of fire hazards.

The Frederiksen Court Office is open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday during the summer. If you need assistance, a Community Advisor (CA) is on-call and available when the office is not open. The CA-on-Call can be reached at (515) 290-1652, or if calling from a campus phone, dial 8-290-1652. Campus phones are located on the outside of each apartment building.

If you have special needs (such as using a wheelchair, specific dietary restrictions, etc.), be sure to send a letter from your physician outlining your specific needs. This will assist the Department of Residence in making reasonable accommodations. Passenger elevator access is available to all residents at Frederiksen Court.

The following regulations are in effect in Department of Residence Facilities:

- State Legislation State legislation that went into effect July 1 prohibits smokers from smoking anywhere on university grounds, this includes Frederiksen Court.
- Alcoholic beverages may be consumed in the privacy of an apartment *if* of age at Frederiksen Court.
- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed in Department facilities or on campus.
- Tampering with elevators, fire alarms, and other Department of Residence building property is prohibited. Complete evacuation of the building is required in the event of a fire alarm.
- Participants must present their ISU Dining-designated proof of access at all meals served within the ISU Dining Facilities in the Residence Halls. Food and beverages may not be carried out of the ISU Dining Facilities in the Residence Halls.
- Participants shall not engage in any conduct which is disruptive to other participants, University programs, or the programs of other Sponsors. Participants shall not endanger or threaten to endanger the safety or property of others.
- The charge for lost keys is \$78 for each apartment key, \$18 for each bedroom key, \$18 for each keycard, and \$5 for each keyholder.

#### **MEAL CARD:**

You will be issued a meal card or “Dining Dollars” during registration on Monday. If you chose the housing option for your CTI, you will have a \$275 Dining Dollar card beginning on July 6, 2010 and ending on July 16, 2010 for purchasing all meals. If you have not chosen the housing option, you will be issued a \$100 Dining Dollar card beginning on July 6, 2010 and ending on July 16, 2010 for purchasing all meals. These Dining Dollars can be used to purchase food, beverages, and snacks at the following locations: Hawthorn Market and Café located within the Frederiksen Court neighborhood (typically open Monday-Fridays early morning until early afternoon), Union Drive Marketplace in the Union Drive Community Center west of Friley Hall, Westside Market (C-Store) and Clyde’s (a sports grill) in the Union Drive Community Center, Memorial Union Food Court (with the exception of Panda which does not accept dining dollars), and several on-campus cafés. Other venues expected to be open and accepting Dining Dollars during Summer 2010 are (opening dates will vary due to construction): Memorial Union Market & Café, a Maple-Willow-Larch C-Store, and the Hub Grill & Café (featuring a Caribou Coffee) on central Campus. Serving hours for all ISU Dining Centers and retail stores will

be posted on the ISU Dining website [www.dining.iastate.edu](http://www.dining.iastate.edu) on the *Places to Eat* link for Summer 2010 as they become available. We will also provide you with this listing at Orientation on July 5 for your ready access.

## TRANSPORTATION:

### Traveling to Ames

If you are traveling by plane, you will arrive at the Des Moines International Airport. You will need to arrange for a rental car or taxi to Ames, which is about a 50 minute drive.

If you are driving, Monday afternoon you can park anywhere on campus, since July 5<sup>th</sup> is an University holiday. Parking lot located in bold on the attached map. Directions to Howe Hall are available through [www.google.com/maps](http://www.google.com/maps).

### Traveling to campus each day:

Only non-housing participants will be able to park on campus, the lot where your parking pass is valid is the Molecular Biology lot 29. The parking pass will be distributed at registration. The pass must be hanging from the rear view mirror at all times. Parking tickets incurred will be the responsibility of the participants.

Participants staying on campus will receive a parking pass at registration only valid for the Frederiksen Court Parking lot 112. This parking pass cannot be used for any other lots on campus. Parking tickets incurred will be the responsibility of the participants.

It is not necessary to have a car while at the PLTW Core Institute Training. While many attendees do drive each day to campus, you can take the public transportation bus, CyRide, or walk from Frederiksen Court. CyRide can take you to campus each morning and return you to Frederiksen Court in the evening in time for dinner. CyRide bus passes and the CyRide schedule will be in your information packet that you will receive at registration.

## ORIENTATION AND DINNER:

On Monday, July 5<sup>th</sup>, there will be an orientation meeting of all attendees at Howe Hall in the Atrium. This orientation will take place at 5 p.m. It is required and is necessary that you attend this meeting. Following the orientation, at 6 p.m., we will hold a welcome dinner for all attendees and master teachers.

## CLASSES:

**Session 3** classes begin on **Tuesday, July 6<sup>th</sup> at 8 a.m.** All classes conclude at 5:30 p.m., with the exception of the last Friday, which concludes at approximately **2:00PM**. Additional class times are at the discretion of the instructors. There are no classes on the weekends. Your instructors will advise you of team meeting space and/or meeting with instructors, as needed. These rooms will be discussed at the orientation meeting.

All PLTW classes are eligible for Graduate Credit through Rochester Institute of Technology <http://rit.edu/~pltw>. Information on continuing education and recertification credits will be provided at orientation.

## MISCELLANEOUS:

The invoices were sent to the billing address provided. Please notify us if an invoice was not received. Dress for CTI is casual and comfortable summer wear. July weather is usually warm and potentially humid. The classrooms are air conditioned and some attendees may want to carry a sweater for comfort. Comfortable walking shoes are essential. Your instructor may require some working in the machine shop, and you should plan to wear closed-toe shoes while in the machine shop.

### **EMERGENCY CALLS:**

While you are in training at ISU, you can give the PLTW office phone number to family members for emergency situations: 515-294-9965 or 515-291-0003 (cellular/after hours). The office is staffed Monday through Friday from 8:30 a.m. to 5 p.m. There is voice mail 24 hours a day.

### **ILLNESSES**

If you become ill during training and cannot attend class, you must call 515-291-0003 before the start of class. Attendance is taken daily.

### **FINAL DAY:**

The last day of **Session 3 is Friday, July 16<sup>th</sup>, 2010**. Classes will end on this day at around **2 p.m.** Following class there is a closing ceremony where Certificates of Completion and PLTW shirts will be distributed.

We look forward to your arrival. Please take the time to review all of the CTI information located on the PLTW website at <http://beta.pltw.org/>. If you have any questions, please call us at 515-294-9965 or e-mail [camilles@iastate.edu](mailto:camilles@iastate.edu).

Regards,

*Camille Sloan Schroeder*

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Manager, Iowa State University Engineering Precollegiate Programs  
Director, Iowa FIRST LEGO League  
University Affiliate Director, Project Lead The Way  
113 Marston Hall  
Ames, IA 50011  
515-294-9965 phone  
515-294-8993 fax

Iowa State University College of Engineering - discovery with purpose.  
[www.engineering.iastate.edu](http://www.engineering.iastate.edu)