Dear USC Viterbi SHINE Students and Families,

Congratulations to each SHINE student on joining the University of Southern California Viterbi SHINE Program, running June 19 – August 4, 2017!

As part of the hands-on research team of a faculty member of USC Viterbi School of Engineering, the SHINE students have the unique opportunity to participate in research projects varying from Aerospace Engineering to Computer Science, Biomedical Engineering, Civil Engineering, Electrical Engineering, Environmental Engineering, Industrial & Systems Engineering, Materials Sciences and Robotics. We believe the SHINE program to be a productive experience in shaping each student’s future studies and research. SHINE alumni have been admitted to engineering programs at prestigious universities (including USC) because SHINE students are a uniquely passionate and ambitious group of students and gain extraordinary self-identity as researchers during SHINE.

The following pages will provide answers to many of the questions you may have about transportation, public safety and dining. We hope you find these pages to be helpful and welcome you to contact us with any additional questions.

Warm welcome,

Katie Mills

Dr. Katie Mills
USC Viterbi School of Engineering
https://viterbipk12.usc.edu/shine/
www.facebook.com/ViterbiOutreach
@USCViterbiSTEM

PLEASE ADD MY CONTACT INFO TO YOUR PHONES NOW:
kmills@usc.edu  office: 213-740-0237
mobile (call or text): 310-592-6477 please provide your name when you text me!
**What SHINE Students can expect in the labs:**

As a member of your professor’s research team, you should be sure to check in with your SHINE Ph.D. Student Mentor each morning you are in the lab. **This person is your main contact; it is your job to communicate with her/him daily and not for him/her to seek you out.** Your tasks may have changed since you were last in the lab, so say hi and see what’s new before starting to work on your project.

On your first day of working with your SHINE Mentor, find out her/his preferred way for you to communicate, such as phone, text, or email. Be sure to discuss all scheduling (start and end times of the day, lunch time, etc.), safety dress code, etc., and also be sure to let that person know if you are sick, late, etc. Don’t take photos in the lab and post them to any type of social media without the explicit permission of your SHINE mentor and any people in the photo. Your mentor is also the go-to person if you are confused – **do not be shy about asking for help** because you are working on a team with very expensive equipment and serious outcomes, **so always ask questions and get clarity.** You and your parents can also contact Dr. Katie Mills for questions about the program or if you have trouble communicating with your SHINE Mentor.

USC Viterbi labs are busy places during the summer. In addition to SHINE students, a professor’s lab may very well have other visiting scholars. Middle school teachers participating in the National Science Foundation’s “Research Experience for Teachers” (RET) can be found building their research skills in some labs. This can be a wonderful opportunity for SHINE students to see teachers in a new light.

In addition to their SHINE Ph.D. mentors, SHINE students will also be mentored by undergraduate students in the program called Summer Undergraduate Research Experience (SURE); these students come from other engineering programs in universities across the nation in order to conduct research in USC faculty labs, similar to students in the SHINE program. SURE students volunteer to mentor SHINE students and share most Friday lunches and the BBQ with SHINE students, plus help the SHINE student with her/his poster for the August 2 Poster Session and answer questions about college life. More information on SURE: https://gapp.usc.edu/sure

The labs are often cold, even if it is hot summer weather outside, so plan to dress in layers with sufficient cover in the lab. Your labs may require you to wear close-toed shoes and long pants; be sure to ask your SHINE mentor about any safety dress code. You should bring your laptop computer with you each day because the lab may not have an extra computer for you. There is likely to be some downtime during which you can read articles on the internet related to the research you are doing this summer. You can log on to USC’s guest wireless network.

College is very different from high school – there are fewer explicit rules, so sometimes it may not be easy to realize if you’re doing something that does not fit the culture of your lab, for instance, excessive texting or internet surfing. You are part of a research team, so it is your job always to act professionally. Bring a lab notebook and write down instructions, the names of your new colleagues, passwords, resources, phone numbers, etc. You will have Lab Safety Training on the first day, but remember that safety is the highest priority in university level scientific and engineering research. Failure to adhere to lab safety rules can lead to your expulsion from the program. Respect the safety and privacy of the others on your research team, everyone in SHINE, and all who visit or study or work at USC. We treat all SHINE participants with respect, dignity and courtesy.
USC Policy on Working with Minors

All faculty, Ph.D. students, and SHINE staff who are working one-on-one with SHINE students will have completed USC’s training for working with minors.

http://equity.usc.edu/protecting-minors-in-the-workplace/

USC Department of Public Safety

University Park Campus (note: the Health Sciences Campus is a second location)
3667 McClintock Ave  Los Angeles, CA 90089-1912 (near the USC Viterbi buildings)

Emergency (213) 740-4321
Non-Emergency (213) 740-6000  (if you need access to a locked building, etc.)

For more information about public safety, please visit:
http://adminopsnet.usc.edu/department/department-public-safety

Medical Emergencies

During any medical emergency on campus, the Los Angeles Fire Department 911 Emergency Medical Responders will be called and USC Department of Public Safety officers will also respond. In case of minor injuries, SHINE students can be seen at the USC Engemann Student Health Center on campus. (The medical history forms and copies of the health insurance cards are on file there for each SHINE student). Be smart – skateboarding is allowed on campus, but be careful.

http://engemannshc.usc.edu/

Trojan Alerts

Parents and students can sign up for emergency alerts communicated via text and email:

http://dps.usc.edu/services/text-alerts/

Mobile Safety App

USC Trojan Mobile Safety App, managed by the USC Department of Public Safety and the USC Department of Emergency Planning, is a free downloadable app. See http://dps.usc.edu/services/safety-app/

To activate in 3 easy steps:

1. Download the “LiveSafe” app from the Google Play or Apple iTunes Store.
2. Create a user profile to log in.
3. Select “University of Southern California” from the drop down menu.
Public Transportation to USC

USC has information on bus, light rail, and Metrolink train transportation as well as carpooling to the University Park campus at this link – select Commuting: http://transnet.usc.edu/

USC Shuttle Information

From Union Station, USC runs free shuttle buses throughout the morning and afternoon. Anyone can take the shuttles, no ID or fare required.

Union Station to University Park Campus (UPC)

Service from 6:10 AM to 2:10 PM, Monday–Friday

Board the shuttle at Patsaouras Transit Plaza, Berth/Station #4 – see map, below

Note:

Make the bus you are boarding is heading to USC’s main campus (UPC) and not the Health Sciences Campus (HSC). If you are unsure, make sure you ask the bus driver before departing.

Shuttles discharge at Leavey Library (West 34th Street), the JEP House, or McClintock Ave (closest to USC Viterbi). All of these locations are on campus and shown on the map below.
From UPC to Union Station

Service from 7:00 AM to 10:05 PM, Monday-Friday.

Prior to 3:00 PM, all service is provided by the Intercampus Shuttle

Shuttles depart from JEP House and also pick up at 34th Street and McClintock.

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For more information visit USC Transportation: [http://transnet.usc.edu](http://transnet.usc.edu) and [@USCBuses on Twitter](https://twitter.com)
Parking on USC

Located near Gate 6 (which is at Vermont Ave. and West 36th Place), Parking Structure A (PSA) is the parking structure closest to the Viterbi Engineering buildings. See the map (below) or use this link for information on directions and parking at the University Park campus.

https://visit.usc.edu/maps-directions/university-park-campus/directions-to-uscs-main-entrance/

Create a guest account at USC Transportation using your 10-digit phone number (area code + phone #, no dashes or spaces)

Parking on campus can be purchased daily ($12/day in any of the lots, plus there is metered parking on and near campus) or via a Summer Commuter Permit. During the seven weeks of SHINE, a student may purchase a Summer Commuter parking permit, either in person or online:

http://transnet.usc.edu/index.php/how-to-purchase-a-permit-2/

Click on #3 “Purchase a Permit” and proceed to create a GUEST ACCOUNT, using your area code and phone number for the 10-digit ID (e.g., 2137400237). Once logged in, click on UPC Summer Commuter. Be sure you click on UPC (University Park Campus, not HSC, which is the Health Science Campus) and Summer Commuter. The UPC Summer Commuter permit will cost $191.73 for the seven weeks (35 days @ $4.65/day + tax) of SHINE. This pass enables students to park their cars on campus.

*Prices are subject to change without notice.

Hours: Monday – Friday: 6:00 a.m. – 8:00 p.m. After 8 p.m., you will need a USC ID to enter the campus (we do not expect SHINE students to be on campus that late.). For more information about USC transportation, please visit: https://visit.usc.edu/maps-directions/university-park-campus/public-parking/
Order Your USC ID Card Online Before June 19

Your USC ID number will be emailed to you before June 19, and if not, contact us as soon as possible. Below are the steps to order your USC ID Card online, and SHINE students can pick up their ID cards on June 19 or the next day they are on campus. The fee of $5 due when the card is picked up will be covered by SHINE if you select the option of picking it up on June 19 or later. The card can be loaded with money to be used on campus at dining options or the USC bookstore.

Step 1: Start at http://mycard.usc.edu/students/ at “Getting Your ID,” as shown below (ignore the other options, just click on “Getting Your ID”):

Step 2: Scroll to the bottom and click to submit an image

Step 3: Input information
   -Department: USC Viterbi School of Engineering
   -Status: iVIP
   -Pick Up: USCard Services on June 19 or the next day you are on campus, located near PSX and the Leavey Library.

Open Campus and Libraries

Between 6 a.m. – 8 p.m., USC is an open campus, and anyone can come to campus, use the libraries or cafes, or enter office and classroom buildings. USC has about 20 libraries, and SHINE students and family are welcome to visit any of them, use computers there to search, and browse the stacks (the Doheny Library, Architecture and Fine Arts Library, and the Hoose Library of Philosophy are all beautiful). However, SHINE students do not have borrowing privileges. The SHINE Ph.D. mentors can help SHINE students access scholarly literature on the licensed databases.

Access to the Lyon Center Gym & Pool

SHINE students are eligible for an Affiliate membership to the Lyon Center, a 28,000 square foot facility with the latest equipment, fitness classes, Jacuzzi, lockers, and towel service (some of those services are extra). Summer membership is $70 for SHINE students. Day rate is $15.

https://sait.usc.edu/recsports/facilities/lyon-center-lrc/
Food on Campus
All of these locations are in the Tutor Campus Center (TCC)

Summer Hours 5.15.2017 – 8.20.2017
**Closed Independence Day

California Pizza Kitchen
Mon-Fri: 11AM-3PM
Sat-Sun: CLOSED

Coffee Bean & Tea Leaf
Mon-Fri: 7AM-4PM
Sat-Sun: CLOSED

Lemonade
Mon-Fri: 11AM-3PM
Sat-Sun: CLOSED

Panda Express
Mon-Fri: 10AM-3PM
Sat-Sun: CLOSED

Seeds Marketplace
Mon-Fri: 7AM-5PM
Sat-Sun: 9AM-5PM

The Habit Burger Grill
Mon-Fri: 11AM-5PM
Sat-Sun: CLOSED

Verde
Mon-Fri: 11AM-5PM
Sat-Sun: CLOSED

For More Information Visit: http://hospitality.usc.edu/hours-of-operation/
Food on Campus (SPECIALTY CAFÉS)

SUMMER HOURS 5.15.2017 - 8.20.2017

LITERATEA (Behind Doheny Library)
Mon-Thu: 7:30AM-8PM
Fri: 7:30AM-3PM
Sat-Sun: CLOSED

THE CAFE (Wallis Annenberg Hall)
Mon-Fri: 8AM-3PM
Sat-Sun: CLOSED

STARBUCKS AT TROJAN GROUNDS
Mon-Thu: 6AM-7PM
Fri: 6AM-5PM
Sat-Sun: 7AM-5PM

TUTOR HALL (**Near Viterbi)
Mon-Fri: 8AM-3PM
Sat-Sun: CLOSED

Off Campus Food
Taco Bell, Togos, and Smart & Final (just outside of Gate 6): 3629 Vermont Ave

Pizza Studio: 3584 S Figueroa St

Starbucks: 3584 S Figueroa St

Chipotle: 3748 S Figueroa St

Chick-fil-A: 3758 S Figueroa St

The Coffee Bean & Tea Leaf: 3726 S Figueroa St