

20th Anniversary of the Institute on General Education and Assessment

Participant Guide

June 4 – 9, 2010 ♦ University of Vermont ♦ Burlington, Vermont

Important Campus Locations

University Heights Residence Hall North Complex (Location for Lodging & AAC&U Office)

30 University Heights Road | Hours of Operation: 7 a.m. – 10 p.m. | Phone: 802-656-5550

Living and Learning Center (Location for Institute Meeting Rooms) | <http://www.uvm.edu/~llcenter/>

AAC&U Staff Contacts

Association of American Colleges and Universities

1818 R St., NW, Washington, DC 20009

Phone: 202-387-3760 | Fax: 202-265-9532

Norma Toussaint
Program Assistant, Compass
Project
Office of Quality Curriculum, and
Assessment
Institute logistics contact person
Email: Toussaint@aacu.org
Phone: 202-387-3760 x. 404

Ashley Finley
Director of Assessment for
Learning, Office of Quality,
Curriculum, and Assessment, Co-
Director of Institute on General
Education & Assessment
Email: Finley@aacu.org
Phone: 202-387-3760 x. 803

Terrel Rhodes
Vice President for Office of
Quality Curriculum, and
Assessment, Director of Institute
on General Education &
Assessment
Email: Rhodes@aacu.org
Phone: 202-387-3760 x. 807

About the 20th Annual Institute on General Education & Assessment

WHERE

The Institute on General Education and Assessment will be held at the University of Vermont, Burlington. Lodging will be provided at the University Heights Residence Hall and all Institute activities will be held in **Living and Learning Center**. <http://www.uvm.edu/map/?Page=MAP&Building=88>

WHEN

Please plan to arrive in Burlington on Friday, June 4. Check in will begin at 12pm that day. Institute programming will begin at 8:00 a.m. on June 5 and will conclude at 11:00 a.m. on Wednesday, June 9. Team members are asked to remain for the duration of the Institute. Meals begin Saturday morning with breakfast. Following Saturday morning breakfast, the Institute begins with a plenary session. On Tuesday evening, June 8th, we will have a banquet to commemorate our 20th anniversary of the Institute.

ACCOMMODATIONS: University Heights Residence Hall

General Information: Lodging is provided for the nights of June 4-8 at the University of Vermont's newest residence hall, the University Heights Complex.

You are responsible for your own room key and will incur any charges for lost keys. Each guest will be given one (1) room key and either one (1) residence hall entrance key or one (1) residence hall access card at check-in. If keys and/or access cards are not returned at check-out, a fee of \$55.00/room key, \$40.00/residence hall key, and \$10.00/access card will be charged to the participant.

Special Accommodations: Please be sure to indicate your arrival and departure dates on the [online Institute registration form](#) by May 14, 2010.

Room Amenities Include: Each residence hall has one single bed (some have two), a dresser, a desk, and a wardrobe (with hangers). Each room has an air conditioner and semi-private bathroom with shower facilities. Because we are staying in residence halls, you may be more comfortable if you pack personal items.

The following items will be provided in the room: one pillow, bed linens, hangers, and towels. Towels and linens are not refreshed every day. However, towels can be exchanged every 4 days and linens every 7 days. The residence halls do not have phones, so for ease of personal communications we recommend cell phones.

Other Items you might consider bringing:

- ALL** personal toiletries, including soap and shampoo
- Extra bath towels/bathrobe
- Extra pillow
- Extra hangers
- Extra blanket (There is limited control over the air conditioner unit.)
- Warm pajamas for the night time
- Sweater for the daytime (Air conditioning in the Davis Center may be cool, and there is limited control over the air.)
- Rain gear and/or umbrella
- Alarm clock (There is no “wake up” service.)
- Comfortable shoes or sneakers
- Cool and casual/semi-casual clothing
- Shower shoes
- Portable iron
- Ethernet cable for residence hall room. (There is wireless in the lobby of the University Heights Complex.)

Internet connection on Campus: You must bring an Ethernet cable with you to connect to the Internet in the residence hall rooms. There is free wireless access in the residence hall lobby. Please note: a username and password is required to access the wireless internet at the University of Vermont. You will receive this username, password, and directions for logging on at check-in.

Attire: Dress for Institute is casual and comfortable, though some people prefer to dress up for Saturday and Tuesday’s dinner banquets. Wear comfortable shoes for walking around on campus. We recommend that you check the local weather reports to help you pack accordingly. Dorm rooms and session rooms will be air conditioned, with little temperature control, so please be sure to bring clothing that will keep you warm and comfortable.

Laundry: Washers and dryers are located in each residence hall and will be available throughout the duration of the Conference. Washers and dryers are operated with pre-paid swipe cards that can be purchased at the main desk in the lobby of University Heights North Complex. Cards have a pre-set limit and can be purchased for \$10/each. These cards can be used where UVM cat scratch is accepted.

Gym: Participants can purchase Fitness Center passes for \$8.00/person/day or \$30/person/week at the Gucciardi Fitness Center. To purchase your pass, go to the Fitness Center main desk, and state your name and that you are affiliated with the AAC&U Institute on General Education & Assessment. You must present your conference name badge at the time of purchase.

Gucciardi Fitness Center

Location: University Heights South building | Hours: Monday-Friday, 11:30 a.m.-8 p.m. | Phone: 802-656-4485

Copy Services: We urge you to think ahead and do any photocopying you need to do prior to arriving. However, if you do find yourself needing copy services, there are a few options:

Underground Copy

Location: Davis Center (First Floor) | Monday-Friday, 8:30 a.m. – 1:30 p.m. (Subject to change) | Phone: 802-656-5886

Services Include: Full Postal Service, stamps, priority, express and certified mail; Full and Self Service Color and B/W copies; Wide Format Printing for posters; UPS and DHL Shipping; Digital Photo Kiosk for printing pictures; Work/Print Stations print from electronic files; Passport Pictures taken here for Study Abroad program; Custom Packing and Packaging Materials; Laminating/ Binding Fastback and Coil Binding; Fax Service; Notary Service; Office Supplies; and Greeting Cards

Staples

Location: 861 Williston Rd., South Burlington, VT 05403 | Phone: 802-862-1897

Hours: Monday-Friday, 7:00 a.m.-9 p.m. | Saturday, 9:00 a.m.-9:00 p.m.

Other Services:

Chittenden Bank

Location: Davis Center (First Floor) | Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. | Phone: 802-656-3508.

Convenience Store

Location: Davis Center (First Floor) | Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. | Phone: 802-656-3406

Important Phone Numbers

University Heights Residence Halls: 802-656-5550

Campus Police: 802-656-3473

TRAVEL

All participants are responsible for arranging travel to and from the University of Vermont. UVM is located between the Green Mountains and Lake Champlain. The campus is approximately 3.5 miles from the Burlington airport.

Burlington is easily accessible by air. The approximate drive time to Burlington is three hours from downtown Boston and six hours from New York City.

Arrival and Departure Dates: Please be sure to indicate your arrival and departure on the online Institute registration form by the May 14th deadline.

Dining and Entertainment: Included in the Institute registration fee are breakfast, lunch, and refreshment breaks throughout the conference, and an opening dinner and reception on Saturday evening. Many dining and entertainment options are available in Burlington. Please visit http://www.uvm.edu/conferences/?Page=vermont_attractions.html for more information. The downtown area and pedestrian mall are in walking distance. A public bus also runs along Main Street between the campus and downtown area. Visit the Chittenden County Transportation Authority Web site for more information on local transportation: <http://www.cctaride.org/>.

Parking Information: Parking is available at Guttesson Garage. The rates for summer 2010 are as follows: \$4.00/vehicle/day, \$12.00/vehicle/week, and \$8.00/vehicle each additional week. There is no charge for parking on the weekends. Parking permits are available at the University Heights North Complex Information Desk. Vehicles without permits maybe ticketed and towed.

Ground Transportation: The campus is approximately 3.5 miles from Burlington International Airport. Some teams may wish to rent a car for use during the Institute. Rentals are available at the airport from all major car rental companies. Taxi service is available from the airport with fares to campus averaging \$8-\$10.

Friendly Fare Taxi

Phone: 802-310-8822

Quik Cab Taxi Service

Phone: 802-658-2299

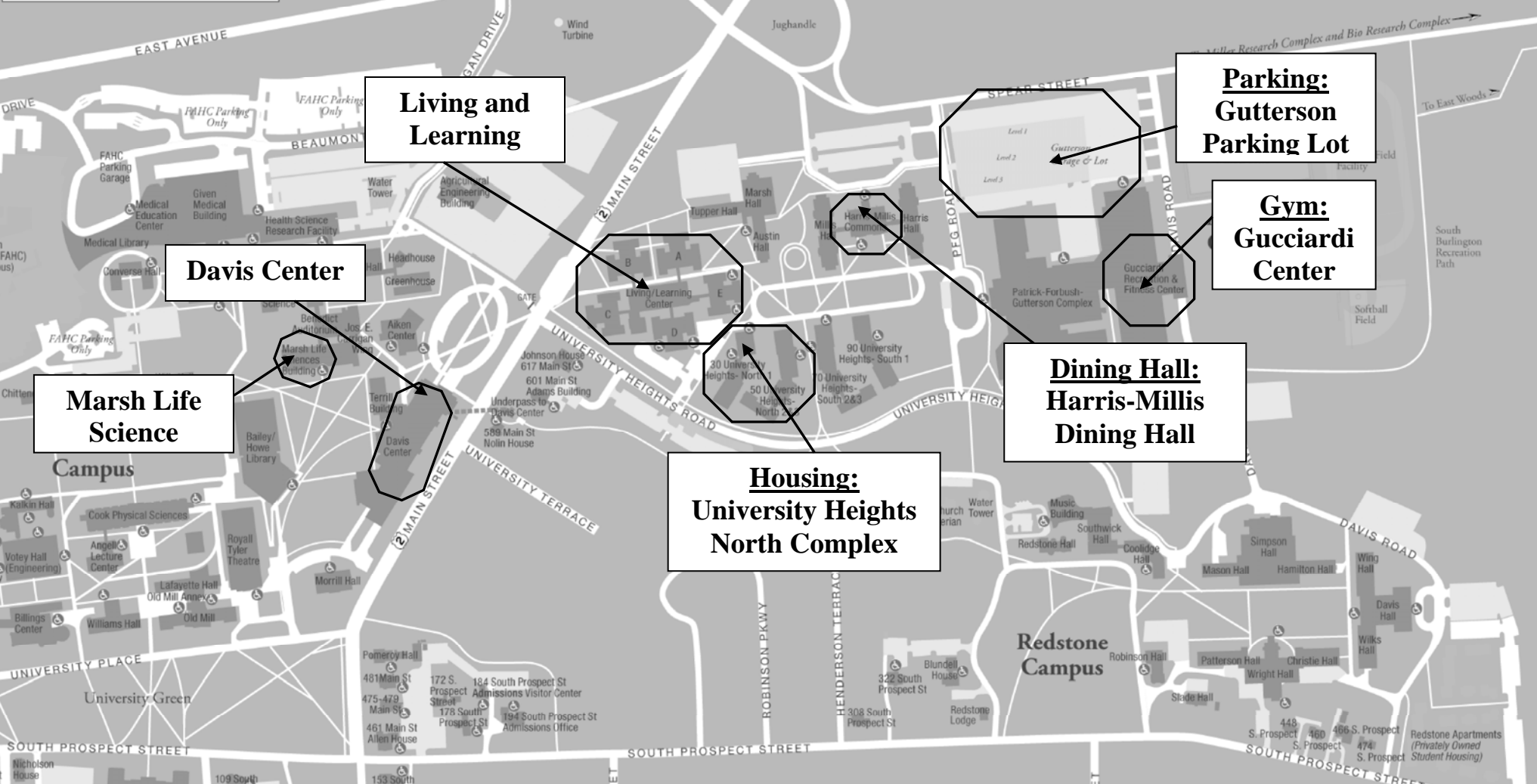
Toll free: 800-598-2299

Yellow Cab & Van Svc

Phone: 802-862-3300

Useful Maps:

Interactive UVM Campus Map: <http://www.uvm.edu/map/>



Living and Learning

**Parking:
Gutterson
Parking Lot**

**Gym:
Gucciardi
Center**

**Dining Hall:
Harris-Millis
Dining Hall**

**Housing:
University Heights
North Complex**

Davis Center

**Marsh Life
Science**