

Participant Logistics Information

Week 1, Session VII
October 9-14, 2011
Kellogg Hotel & Conference Center
55 South Harrison Road
East Lansing, MI

DATES and TIMES:

As will be the format for each of the four course weeks this session, Week 1 will begin with a dinner reception Sunday evening, Oct. 9th at 5:30pm, and conclude at 11:30am Friday, Oct. 14th, 2011. Please make sure you arrive in East Lansing in time to check into the Kellogg Hotel & Conference Center by 4:00pm on Sunday. Most course days throughout the session will begin with Continental Breakfast available at 7:00 or 7:30am; course delivery will generally begin at 7:50-8:00am and conclude around 5:00pm. For each of the four course weeks, lunches will be provided Monday through Thursday, and dinners will be provided two of the five evenings.

SUNDAY EVENING DINNER RECEPTION:

Sunday evening's reception for Week 1 will begin at 5:30pm in the Corniche Room at the Kellogg Center, followed by dinner at about 6:15pm. The dinner speakers will be Professors Robert Gallamore and Steven Ditmeyer. Dress will be business professional. If you have any special dietary needs, please notify Cheryl Slamka at slamka@msu.edu or 517-353-0860 so we can ensure that our menus are compliant.

LODGING and MEETING FACILITY INFORMATION:

The certificate course will be held at the Kellogg Hotel & Conference Center, on MSU's campus, located at 55 South Harrison Rd., East Lansing, MI. A guest room has been reserved for you there for the nights of Sunday, Oct. 9th through Thursday, Oct. 13th (checking out Friday, Oct. 14th), as it will be for each week of the course. The course delivery will meet in Room 104AB at the Kellogg Center. Should you need to contact the Kellogg Center, the telephone number is 517-432-4000. If you have issues at the Kellogg Center, please contact Dennis Neilson at 517-881-9222.

TRAVEL PLANS:

Please plan to arrive in East Lansing in ample time to check in at the Kellogg Center by 4:30pm on Sunday, Oct. 9th. If using airlines, Lansing's Capitol City Airport is a short distance from the MSU Campus; however, flights into Detroit, Grand Rapids or Flint may offer greater selection and be more cost effective, even with car rental or bus fare. Flights in and out of Detroit's Metro Airport will require about 90 miles of travel each way. You may want to check the schedule of the Michigan Flyer online for reliable bus service from the Detroit airport if you choose that option. If you arrive in Lansing/East Lansing via the Capitol City Airport, Amtrak, or MI Flyer, the Kellogg Center offers a free shuttle service from those locations for registered guests. On Sundays the shuttle operates based on arrival times

from 7am to 10pm. If you would like to take advantage of this option, requests must be made at the time of the guest room reservation, so please send a request for shuttle pickup to Cheryl at slamka@msu.edu PRIOR TO October 1st. The shuttle makes return trips to those locations as well, so if your departure is via MI Flyer in East Lansing, Amtrak's East Lansing depot, or the Capitol City Airport, please notify the Kellogg Center upon check-in. Departures are run at the beginning of every hour. Please call Dennis at 517-881-9222 if you will be arriving later than expected due to late flights and/or connections.

USING the WEBSITE:

As a participant, you will be expected to read sections of texts, papers on subjects to be covered in class, and other references. The majority of them will be found in a password protected section of the Railway Management Program website: www.raileducation.com. **In order to be able to access the site, you must have a username and password. Please select them both and include them in an email to info@raileducation.com prior to the first week of class so that you are able to access the syllabus, pre-readings, and other pertinent information.** Your username and password will be entered into our database and you will be allowed unlimited access.

CONTACT INFORMATION:

Please provide us with your mobile phone number in case we need to communicate information to you. My mobile number is 517/881.9222. Please call me if you have a flight cancelled or delayed, are driving and run into bad weather, or encounter a situation which would cause you to be late. Please note that you can always call me on that line, anytime you have any questions or you feel you need help. *Just as importantly, throughout the four weeks of the course, you will be participating in various field trips and site visits. The University requires emergency contact information for anyone traveling on University-related business. Therefore, it is important that you include the name, phone number, and email address of the person who should be contacted in the event of an emergency, along with your mobile phone number in an email to Cheryl Slamka at slamka@msu.edu as well.*

ITEMS to BRING:

- 1 A laptop computer, to take notes or other school related activity. However, using it to surf, read, respond to E-mails, or to communicate with others during class-time will be strongly discouraged. A "topdown" rule will be in place whenever an outside speaker is presenting in the classroom.
- 2 **Bring a historical artifact from your railroad or organization to help the class understand the history of your organization; why it's important to you, and/or reflective of your values as a railroad manager. This artifact could be something like a relic from the past, an old system timetable, railroad maps, a switch key, or something else important to you that will help tell a story. As a part of the introductions and ice-breaking process on Monday morning, all participants will describe and explain to the class the meaning of the artifact they have brought with them.**
- 3 And, most importantly, please bring with you an open mind, respect for others and their ideas, and a willingness to share your ideas with other participants and faculty. You are expected to participate openly in frank and honest discussions.

CLASS READINGS:

There are two kinds of readings included in the weekly syllabi; those which are required to be read prior to attending the week's course in preparation for the week's learning activities, and those which are recommended, time permitting. The materials intended to be read prior to coming to the course are clearly marked on the syllabus, which will be available on the website prior to each course week. Some readings listed throughout the four weeks will be from two texts: *An American Transportation Story*, by David J. DeBoer and Lawrence H. Kaufman, and *The Railroad: What It Is, What It Does*, by John H. Armstrong. These books will be distributed at the dinner reception the evening of Sunday, August 15th. Expectations with respect to class readings will be further covered during the first day of class.

DRESS CODE, FIELD TRIPS, and PROTECTIVE EQUIPMENT:

The dress code for the majority of the week will be business casual. Coats and ties are encouraged for Sunday evening dinner. We will be touring an assembly plant during the week. Safety shoes are not necessary, but please bring/wear sturdy shoes. No open toe shoes. If required, safety equipment will be furnished for you.

COURSE EVALUATIONS:

At the conclusion of each course week you will be asked to evaluate the week's learnings based on how well the objectives for the week were achieved. For this process, we will ask each of you to complete an evaluation instrument before you leave on Friday. The information, opinions, and ideas you furnish will be used to make improvements in the delivery and content of future Certificate Course offerings.

Professors Gallamore, Ditmeyer, myself, and all the members of the MSU team are looking forward to meeting you and sharing with you over the next several months. If there is anything we can do to make your educational experience more meaningful, please don't hesitate to mention it to any one of us.

See you on October 9th!

Dennis Neilson

517-353-4452