



iImagine REU Program
Department of Computer Science
RI 301
Montclair State University
Montclair, NJ, 07043
<http://csam.montclair.edu/~robila/iImagine>



Saturday, July 11, 2009

Dear iImagine REU Participant

On behalf of Montclair State University, of the College of Science and Mathematics and of the Department of Computer Science, it is my pleasure to welcome you to the 2009 REU cohort of our iImagine program.

Included in this package you will find:

- A. *an agreement / contract letter*
- B. *personal information sheet*
- C. *medical release agreement (attach copy of insurance card!)*
- D. *media use permission form*

Please read these forms carefully, complete and sign them. **I am asking that you return the forms to me no later than Saturday April 18, 2009 (postmark date).** Failure to do so may result in immediate cancellation of your participation. In addition, we must receive:

- *an official transcript*
- *proof of US citizenship / permanent residency*
- *copy of the social security card*

As proof of residency, you can provide a copy of the passport, birth record, or birth certificate, alien resident card, or a copy of any other document that serves a similar purpose.

In many instances, we may have already received an official transcript. You would not need to do it again.

The transcript and proof of US status must be received by us no later than April 27, 2009.

Finally, included, please find a document detailing some of the logistics related to the iImagine REU site. I encourage you to read them carefully. If you have any questions, please do not hesitate to ask.

I look forward to working with you in this exciting endeavor.

Sincerely,
Stefan Robila



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FORM A – CONTRACT LETTER – PARTICIPATION AGREEMENT

1. Participation Commitment. You agree to participate as a REU student in the 2009 iImagine NSF Summer Program.

2. Research Commitment. You are expected to work at least 40 hours per week for 8 weeks (June 1 – July 25, 2009) as a researcher under the direction of one or more faculty members. While the exact times and locations of the work may vary, you are expected to be working and be physically present at least 25 hours in the computing research labs in the campus of Montclair State University. No common activity is scheduled during the weekends. You may not work another job at the same time that you are employed at Montclair State University. Failure to comply can result in dismissal.

3. Regularly Scheduled Meetings. You are expected to attend regularly scheduled meetings during the summer to discuss research progress, to participate in departmental seminars and to attend events designed for your professional development. These will include introductory sessions, mini courses, seminars, visits to scientific partners and may include discussions of how to prepare oral and poster presentations, how to write a research paper, etc.

4. Presentations.

- a. You are expected to prepare and deliver a presentation of your work in the last week of the summer program.
- b. You are expected to prepare a paper that describes your work. This paper is due on the last day of the research summer.

5. Personal conduct. All participants are expected to conduct themselves professionally at all times and to abide by relevant Montclair State University policies. For example, note that Montclair State University does not permit alcoholic beverages on college property, including college apartments and vehicles.

6. Compensation for Work. You will be compensated for your work at the rate of \$425 / week for a total of \$3400 for the entire period. The payments will be processed in three installments during the Summer 2008: week 2, week 6, and the week following your departure from Montclair. Note that no advance payment will be provided when arriving at Montclair. Also, note that the payments will be processed as consultant services by our accounting office. This means that no tax will be retained at the moment of pay and 1099 forms will be issued. You are fully responsible for any tax or financial implications.

5. Additional Support. You will be housed at no cost to you in a campus apartment. You will also receive approximately \$1000 for food support in the form of Red Hawk Dollars. This currency will be credited to your in campus account and can be used for purchases at most campus locations.

All participants are expected to conduct themselves professionally at all times and to abide by relevant Montclair State University policies. Although this list of responsibilities may seem extensive, we are all committed to helping you succeed in your research experience. As research mentors, our goal is to provide an atmosphere of learning and cooperation that encourages students to become competent research scientists.

I accept the offer to participate in the 2009 iImagine NSF REU Program for 8 weeks and understand my responsibilities as a researcher, as outlined above.

 Signature

 Date



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FORM B – PERSONAL INFORMATION SHEET

Complete all the fields.

Personal Information

Full Name	First	Middle	Last
E-mail Address			
Permanent Mailing Address			
Current School Address			
Home Phone	()	Cell Phone (if any)	()
Social Security Number		Month and Year of Birth	
Citizen Status	<input type="checkbox"/> US citizen <input type="checkbox"/> US Permanent Resident		
Please describe any special accommodations that you require for your participation			

Below, provide the information for a person we can contact in case on an emergency

Full Name	First	Middle	Last
E-mail Address (if any)			
Mailing Address			
Home Phone	()	Cell Phone (if any)	()
Relationship to you			



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FORM C – MEDICAL RELEASE AGREEMENT

If I should require medical treatment because of injury or illness during the REU program, I understand that every effort will be made to contact the person for whom I have provided information below. I consent to such treatment in an emergency or if I am unable to consent to such treatment.

A copy of my medical insurance card from _____ is attached.

I acknowledge that Montclair State University does not provide health and accident insurance for REU program participants and I agree to be financially responsible for any medical bills incurred as a result of emergency or other medical treatment. I will notify the program coordinator in writing if I have medical conditions about which emergency medical personnel should be informed.

I acknowledge that I have read the foregoing MEDICAL CONSENT, understand it and sign it voluntarily. I am at least eighteen (18) years of age and fully competent and I fully intend to be bound by the terms of this agreement.

 Printed Name of Student

 Signature of Student

 Date

 Name of Parent for emergency contact

 Parent Phone No.



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FORM D – MEDIA USE PERMISSION FORM

During the iImagine MSU Summer Undergraduate Research program photographs and videotape footage may be obtained to document the program's activities. This material will be used to document and publicize various aspects of the program.

I grant permission for photos, slides and videotape footage of myself to be used in presenting the activities and results of the Summer Undergraduate Research program.

Printed Name

Signature of Student

Date



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A REU SITE IN IMAGING AND COMPUTER VISION

JUNE 1 – JULY 24 2009

COMPREHENSIVE INFORMATION

A. iMAGINE NSF REU

A.1. Site

Official Webpage:

<http://pages.csam.montclair.edu/~robila/iImagine/>

Official Calendar Page (please check often as it is continuously changing) This will be functional only after June 10:

<http://www.google.com/calendar/render?tab=mc&gsessionid=NwFv7KuEdSOodq4wBbVdxg>

(or search for Stefan Robila in Google calendars)

Contact Information:

Dr. Stefan Robila
Department of Computer Science
RI 301
Montclair State University
Montclair, NJ 07043

PHONE: (973) 655-4230 / (973) 655-4166

FAX: (973) 655-4164

EMAIL: robilas@mail.montclair.edu, nsfreu@mail.montclair.edu



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A.2. Venues

Montclair State University:

<http://www.montclair.edu>

College of Science and Mathematics:

<http://csam.montclair.edu>

Department of Computer Science:

<http://cs.montclair.edu>

Richardson Hall:

<http://www.montclair.edu/welcome/campustour/ri.html>

RI 104 – Mediated Classroom / Lab

RI 105 – Computer Lab - <http://oit.montclair.edu/cale/ri105publiclab.html>

RI 106A / 109 – CS Research Space

RI 376 – Conference Room

A.3. Sponsors

Department of Defense – ASSURE Program

http://www.afosr.af.mil/ASSURE/assure_home.htm

National Science Foundation – REU Program

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517&from=fund

A. 4. Summer stipends (AKA remember to bring money!).

You will be compensated for your work at the rate of \$425 / week for a total of \$3400 for the entire period. The payments will be processed in three installments during the Summer 2009: week 2, week 6, and the week following your departure from Montclair. Note that no advance payment will be provided when arriving at Montclair. Also, note that the payments will be processed as consultant services by our accounting office. This means that no tax will be retained at the moment of pay and 1099 forms will be issued. You are fully responsible for any tax or financial implications.

Please note that YOU WILL PROBABLY GET THE FIRST PAY AFTER UP TO TWO WEEKS. Based on this, I AM STRONGLY SUGGESTING THAT YOU HAVE AVAILABLE FUNDS FOR AT LEAST TWO WEEKS WHEN ARRIVING AT MONTCLAIR. Please remember that we will provide both lodging and food. If such funds will create an unsurmountable hardship, please contact me immediately.



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B. RESEARCH

B.1. Mentors

<u>Name</u>	<u>Office Location</u>	<u>Contact</u>
<u>Angel Gutierrez</u>	<u>RI 319</u>	gutierrez@mail.montclair.edu (973) 655-5161 http://www.csam.montclair.edu/~gutierre
<u>Jing Peng</u>	<u>RI 309</u>	pengj@mail.montclair.edu (973) 655-7975
<u>Stefan Robila</u>	<u>RI 312</u>	robilas@mail.montclair.edu (973) 655-4230 http://csam.montclair.edu/~robila
<u>Aparna Varde</u>	<u>RI 305</u>	vardea@mail.montclair.edu (973) 655-4292 https://netdrive.montclair.edu/~vardea/

B.2. Research at Montclair

Upon arrival at the site, you will be provided for use a computer system located in a dedicated lab. Any required applications that you may need for your research will be provided or will be installed while working at Montclair. You are expected to maintain the system and leave it in working order when leaving the site.

You will be provided with access swipe cards, and keys to various classroom and research facilities. You are expected to keep control of them and return them when leaving the site. Most of the facilities will be available for your use for 24hrs/day 7day / week. We also expect that internet access will be provided in your room although we will not provide a computer for personal use.

It is our understanding that you are working full time in the REU site. Thus we will schedule most of the activities from Monday to Friday between the hours of 9:00am and 5:00pm. You are expected to be available at any of these times. Upon agreement with your mentor you may schedule project related activities within or outside these times.

Please note that each mentor has different schedules and different approaches to research. Note that some of the faculty may come in regularly for some weeks only to be away for others. As project manager it is my intention to leave the day to day work to the latitude of the advisor. However, you will have to report at least once or twice per week on your progress to the entire group. Future details on how your work will be evaluated and supported will be provided in the first days at the site.

B. 3. Free time

As much as possible, we do not plan to schedule many activities in the evenings or during the weekends. As such, you should feel free to use these times as you see fit. While in some situations you will need to continue the research work, it is recommended that you also enjoy the surrounding area. As a program manager, I will gladly provide advice

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and suggestions. However, you can plan many of the activities on your own or as a group. I hope that this will be done with my minimal involvement.

C. TRAVEL AND CAMPUS LIVING INFORMATION

C. 1. REU site arrival and departure dates.

The official program for the REU site lasts from Monday June 1st until Friday July 24. We estimate that we will start in the morning of June 1st with various logistics meetings. We estimate that we will end the meetings on Friday July 24 no later than noon. Please plan to arrive on May 31st at Montclair and leave the site after noon on Friday July 24.

C.2. Travel to Montclair.

You can use any reasonable means of transportation to reach the site. We are able to support your travel within reasonable limits (\$500). Please note:

- If you plan on driving and having a car at Montclair we will gladly work with you to provide parking facilities. You will be reimbursed for your trip based on mileage from the destination to the university. Plan your drive such that you will be in Montclair on Sunday May 31st in the early afternoon. Please provide an estimated arrival hour.
- If you plan to fly, please reserve and purchase your ticket. Note that you should use Newark, NJ as the destination airport. Plan your trip for arrival at Montclair no later than late afternoon or early evening on Sunday May 1st and going back on Friday July 24th in the evening or on Saturday July 25th in the morning. You will be able to take a taxi from the airport to the site or one of the organizers will meet you at the airport. Once the site starts, we will reimburse you for the travel costs (plane and local transportation). Please forward me a copy of the itinerary once it is available.
- Other large airports within the New York metropolitan area exist. However, travel from them to Montclair is significantly longer and more expensive. If no option is available through Newark and you would like to use another airport you must contact me before purchasing. Note that if you are flying, we will not reimburse any rental car fees.

C.3. How to Get to Campus

Directions to Campus (driving):

<http://www.montclair.edu/welcome/directions.html>

Directions to Campus (train, bus and taxi):

<http://www.montclair.edu/local/commuting.html>

Mapquest - Montclair State University Location Link:

<http://tinyurl.com/33rxah>

Google Map - Montclair State University Location Link:

<http://maps.google.com/maps?ie=UTF8&oe=UTF-8&q=Montclair+State+University&z=15&iwloc=addr&om=1>

Yahoo Maps - Montclair State University Location Link:

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<http://csam.montclair.edu/~robila/iImagine>
<http://maps.yahoo.com/broadband#mvt=m&tp=NaN&tt=Montclair%20State%20University&trf=0&lon=-74.19769&lat=40.86097&mag=3>

C. 4. Living at Montclair

We are working with Campus Services such that you will each have reserved places in the newest residential campus area, the Village at Little Falls. The area is next to the campus and can be reached either through a 10 minutes walk or by regular free shuttle service. The rooms are reserved from Sunday May 31st until Saturday July 25th. We are paying for the lodging directly and you should not incur any expense normally.

It is my understanding that each of you will be housed in a shared (two per room) air conditioned room with two or three rooms sharing common facilities such as kitchen and bath. We have requested that you will be scheduled to share the room with one of your colleagues also participating in the program. In some instances, you may be assigned a room for single, but this cannot be guaranteed. The kitchen does not have any utensil or dishes and no TV is available in the apartments. However, cable signal is available.

The residence hall will provide you with linen however, this will not be replaced during your stay and you are responsible for returning it at the end. If you decide to bring your own linen and pillows, feel free to do so. Please remember to bring anything that you would use regularly such as towels, toiletries, few dishes and kitchen utensils.

It is important to understand that the housing agreement allows only you to live in the apartment. While we cannot restrict visits from friends, you will not be allowed to host them overnight. The complex has a fitness room and an outdoor pool. A police substation is also on premises.

If these accommodations do not work out, or if you have any questions, feel free to ask them.

C.5 In Campus Information

Campus Map:

<http://www.montclair.edu/welcome/campustour/>

University Police:

<http://www.montclair.edu/police/>
(or call 973-655-5222 – or just 5222 from any university phone)

Dining Services :

(make sure you check the locations and schedule for open times, as the summer is usually significantly reduced)

<http://www.montclair.edu/pages/diningservices/index.html>

Red Hawk Dinner:

<http://www.montclair.edu/diningservices/redhawk.html>

Transportation and Parking Services:

<http://www.montclair.edu/parking/>

MSU Women's Center:

Email: robilas@mail.montclair.edu / nsfreu@mail.montclair.edu # Phone: (973) 655-4230 / (973) 655-4230 # Fax (973) 655 4164
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<http://csam.montclair.edu/~robila/iImagine>
<http://www.montclair.edu/womenscenter/aboutus.htm>

George Segal Gallery

http://www.montclair.edu/arts/aec/art_galleries.html

C.6 Off Campus

NJTransit:

<http://www.njtransit.com/>

MTA (NYC Public Transportation)

<http://www.mta.info/>

Newark Liberty International Airport

<http://www.panynj.gov/CommutingTravel/airports/html/newarkliberty.html>

Local Newspapers:

Star Ledger: <http://www.nj.com/news/ledger/index.ssf>
The Record / Herald News: <http://www.northjersey.com/>
The Montclair Times: <http://www.montclairtimes.com/>

Weather Sites:

<http://www.weather.com>
<http://www.wunderground.com>

Surrounding Cities:

The City of Montclair: <http://www.montclairnjusa.org/>
City of Clifton: <http://www.cliftonnj.org/>
Township of Little Falls: <http://www.lfnj.com/>
Township of Bloomfield: <http://www.bloomfieldtwpnj.com/>

Montclair Art Museum:

<http://montclair-art.com/>

Museums in NYC:

<http://www.ny.com/museums/all.museums.html>

Official NYC webpage:

<http://www.nyc.gov>

Grocery Stores Nearby:

A&P: <http://www.apsupermarket.com/>
Pathmark: <http://www.pathmark.com/>



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Shoprite: <http://www.shoprite.com/>



Restaurants Nearby:

Too many to list within few miles driving distance. Check downtown Montclair or along Routes 3 and 46.

C. 7. Healthy at Montclair

Your well being is of outmost importance to us. We are strongly request that you have some form of health insurance while participating in the site. I am personally advising that you check the coverage of your contract since many of you will spend the time in a new state.

The MSU campus does have EMS and Wellness services that can be used when in need.

C. 8. Eating at Montclair

The university operates various eating places, with some of them staying open throughout the summer. Upon arrival at Montclair, your temporary student identification card will also be charged with approximately \$1000. You will be able to use these funds in campus from until July 25.

Note that in several dates we may have off campus activities. In this case, you will be responsible to bring or buy your own food or you will be provided food.

D. Communication

At this moment, please address all of the questions directly to me. The best way to reach me is through email at robilas@mail.montclair.edu or nsfreu@mail.montclair.edu. Calling my office phone is the least efficient method.