



2011/2012



Photograph by
Elisabeth Terrio,
SU London Alum

life at faraday house

SU London's Faraday House was acquired by the University in 2005 and renovated and redesigned specifically for study abroad. It is a large and – and only at first, we promise! – confusing building, but you will soon learn your way around.

Faraday House is made up of two buildings - the older, Southampton Row (SR) side, which is coloured Orange and the newer, Old Gloucester Street (OGS) side, which is coloured blue. The fact that what you call the second floor is what we call the first floor adds to the confusion, we know.

Look out for maps and info throughout the building, and if you are lost, ask! Reception is a good place to start, or if it's a member of staff you are looking for, have a look at who's who at Faraday House, on our homepage at: <http://sulondon.syr.edu>

Communication

Mail

Letters addressed to you are put in mail slots in the Student Lounge in the basement of Faraday House. Parcels (as we call them in Britain) will be kept for you by the Front Desk security staff who will phone you to inform you that a package has arrived. Packages must be signed for when picked up. Here is your address at Faraday House:

YOUR NAME
c/o Syracuse University
Faraday House
48 - 51 Old Gloucester St.
London, WC1N 3AE
UK

Please note that if parents or friends intend to send you overnight parcels, they should always ensure that your name is clearly marked and that the contents are marked as personal belongings or a gift. Otherwise, the package may be held by Customs or have customs and import duty charges added.

Computer facilities

The Computer Lab

The computer lab is located on the Ground floor near reception in room G06, and is available during Faraday House's normal opening hours. It is equipped with PC's providing full Internet access. Your desktop and documents will be accessible whichever PC you decide to work on in that room, but we would encourage you to maintain back ups of important files.

Please be aware the computer lab is first come, first served, and that students needing access for academic work have priority.

Wireless

SU London provides free wireless access to students, staff and faculty. To log on to the network choose 'AirOrangeX' as your Wireless Network from your list of available networks and use your SU issued NetID and password to log in. For students coming from Syracuse your devices may connect automatically as it is the same network as you use back on home campus.

If your devices don't automatically offer the option to log in with your NetID you may need to run a wireless configuration program. For more information on configuring your devices

please use the Computer Lab to access <http://airorangehelp.syr.edu>.

If you are experiencing problems using the wireless network please visit <http://answers.syr.edu> for more information.

Access to and use of the wireless network is a privilege. All users must act responsibly and maintain the integrity of the internet connection. We reserve the right to deny, limit, revoke, or extend computing privileges and access to the wireless network at our discretion.

All users should note that the wireless connection is provided by the home campus and as such is monitored by them. Users must adhere to the policies and guidelines outlined by Syracuse University, which can be found in the Student Responsibilities and University Policies section of this handbook.

Blackboard VLE and NetID

Some professors will be making resources available online through the Blackboard website at <http://blackboard.syr.edu>. You will need an active Syracuse NetID (the same used to access MySlice): please contact us if you need to retrieve yours, or visit Computing Services' special website at <http://netid.syr.edu> to activate it or change syr.edu email forwarding and other preferences.

Classroom Facilities

For presentations in the classroom, all teaching areas are equipped with high quality projectors. Laptops for use in classroom presentations can be borrowed by previous arrangement with Houcein in the facilities team who is located in the office in reception, preferably booked at least one day ahead. To reserve a laptop, please email Houcein at: eaarab@syr.edu

Help with Computers

If you need to report a fault with the computers please contact Dexter in, SR 204. His email address is: dheptins@syr.edu. Marco Figueiredo, the IT coordinator, is also available to answer any questions about our IT facilities and online access to Blackboard and library services.

To buy adapters and other computer accessories, Maplin stores are generally the cheapest option. The nearest one is at 52 – 54 High Holborn.

Library Services

ALL SU Abroad students have remote access to the Syracuse University Byrd library. We encourage you to use this resource, where searchable databases, catalogues and journals are all available. The library URL is: <http://library.syr.edu>

Senate House

Senate House is the main undergraduate library for the University of London, and covers all subjects, though it is particularly strong in the humanities and social sciences. To explore the range of services available, please see their website, www.ull.ac.uk

Day tickets and weekly carnets are available; please see Eugenia Francis, the Registrar (SR101) for more details.

Senate House,
Malet Street,
London
WC1E 7HU
Tel: 020 7862 8500
Email: enquiries@shl.lon.ac.uk

Senate House follows the University of London academic calendar; for specific opening hours please see their website www.ull.ac.uk for more information.

Students on the Architecture Program have memberships at the Architectural Association, and can access the library there. For more information, please see Rachel Tafesse, Academic Coordinator, in SR103.

Writing Centre

The primary aim of the Writing Centre is to assist you in becoming a strong, more accomplished writer. Writing consultants work one-to-one with you at any stage of your writing process. The consultants are here to:

- interpret an assignment sheet, talk through ideas for a project, or plan a paper (outline)
- (re)consider choices with regard to audience, focus, reasoning or organisation (structure)
- develop ideas with greater specificity
- integrate scholarly sources and apply proper documentation (citation)

- improve editing and proofreading skills, expand vocabulary, and better understand technical conventions of writing across the academy

However, writing consultants will NOT:

- write a paper for you
- edit your paper
- dispute or question grades

Consultations last one (1) hour and are with experienced tutors, both with advanced degrees. Please sign-up on the sheets provided outside the Writing Centre (SR201) or by emailing ldn-writingcenter@syr.edu. Your lecturers may also submit a formal request to the Writing Centre to contact you and schedule an appointment on an assignment.

Hours: (in SR201) Monday – Thursday,
1pm-6pm

The Writing Centre typically opens for extended hours during midterm and finals time, and closes during mid-semester break. Check out <http://sulondon.syr.edu> for more detailed information.

Safety and Security

Faraday House

In the event of the fire alarm being sounded or evacuation required while you are at Faraday House please exit the building using the nearest fire exit and proceed to Old Gloucester Street. Walk up Old Gloucester Street and congregate in Queen Square. Please wait there until given further instructions by a SU London staff member.

Pre-arranged Housing

In the event of an emergency necessitating evacuation of our pre-arranged housing site please follow the instructions you have been given on-site.

Keep both outer (building) doors and inner (flat) doors securely locked at all times and do not allow anyone to enter whom you do not know. Even though you are all together in one building, you are in central London housing, not a dorm, and you must guard against someone entering the building that should not be there.

Independent Housing

Please make sure that your flat has current and complete gas and electrical safety certificates. The landlord is legally obligated to produce both when you begin your tenancy.

Keep doors and windows securely locked at all times.

Civil Emergency Procedures

The Metropolitan Police and London authorities are amongst the most highly skilled in the world after two decades of IRA terrorism but the security issues they face are common to all global cities.

In the event of a civil emergency:

- follow the instructions of London emergency personnel
- contact SU London to tell us where you are
- reassure your family that you are safe
- check the SU London website <http://sulondon.syr.edu>

SU London will replace the program's website front page with emergency material, giving you detailed instructions of what to do and as much up-to-date information as possible.

US Embassy Travel Registration

The [United States Embassy](http://london.usembassy.gov) in London (<http://london.usembassy.gov>) is located at 24 Grovesnor Square, W1, Tel: 020 7499 9000, nearest tube Bond Street or Marble Arch. If you need the services of the Embassy call first before you go as direct access is limited. However it is easy to register your travel plans on-line in case of emergency. Please log onto <https://travelregistration.state.gov/ibrs/> to register your details.

The US Department of State regularly makes security recommendations. They come in many types but the key distinction is between the term "Caution" (as in a "Worldwide Caution") and the term "Warning", (State Department's strongest category of advisory). We will post them as we receive them on the notice board in Reception, and e-mail them to all students, staff and faculty. Members of the SU London staff are members of the London Embassy's Warden System, and we will immediately pass on any alerts and information given out to this network. Also, the number of college students studying abroad is growing exponentially so the Bureau of Consular Affairs has launched a new information resource for American citizen college students to help you travel safely. Go to <http://studentsabroad.state.gov> for your one-stop reference for international travel.

SU London Emergency Contacts

Please remember that the sooner you tell us about a serious incident the sooner we can help you. Program the SU London emergency number into your phone as soon as possible and make sure to keep a note of it at home and while traveling.

**UK Emergency Services number
999**

**SU London Emergency number
07957 473 159**

Faraday House Health and Safety Guide

The Health & Safety officer at Syracuse University London Program is Dexter Heptinstall, who is situated in room SR204. If you spot anything that may be dangerous, please notify a member of staff, or email Dexter at: dheptins@syr.edu

Fire Safety

Fire alarm tests are carried out every Thursday. Fire drills will be carried out once every semester. Please follow instructions from members of staff and vacate the building as quickly as possible. The assembly point is in Queen Square. Fire extinguishers are situated all around the building. Please do not tamper with them as it is vital that they are kept in good working order.

Electrical Safety

If you are using appliances that require a converter, please ensure you use the correct type. Please do not plug an extension lead into another extension lead, as this could cause them to overheat and start a fire.

If an electrical appliance is not working, do not attempt to fix it yourself, please contact the Facilities team who will arrange for it to be repaired.

All portable appliances are checked once a year – if you spot an appliance that could be dangerous (i.e. damaged plug/wires or casing) please inform the Facilities team.

First Aid

The appointed First Aid officers are Charine John and Linda Harkness, who can be found in the Student Life office (Room SR109).

If you feel unwell, please inform a member of staff/faculty who will assist you.

First Aid kits can be found in SR109, and at the Security desk.

Lifting

If you have something heavy that requires lifting/moving, please ask the Facilities team for assistance as you could injure yourself.

Chemicals

Please be aware that certain cleaning products used on site contain chemicals that can be hazardous to your health. Do not touch or attempt to move them.

Emergency Support Abroad

SU is a member of International SOS, a membership which gives study abroad students access to a full range of medical information and emergency services.

Before leaving the US you will have been provided with an International SOS card with details of the SU membership number. You need this number to log in to the ISOS website: www.internationalsos.com. You'll need to carry this card with you when you travel.

ISOS's free information services range from the website information provided (including country risk ratings, State Department postings, medical travel recommendations and immunization requirement) to access to medical doctors via phone consultation, referrals to English-speaking doctors, to care assessment and translation services in case of hospitalization. However you need to be aware that **the use of actual medical services beyond the information services is a paid for service; you will be charged and while members have access to ISOS clinics and doctors around the world, delivery of such services must be covered by the member and/or the member's health insurance policy.**

We strongly recommend another feature of ISOS membership: the personal information record. With this you can record your medical history, blood type, recent surgeries, allergies and other important information. This confidential information is only accessed by ISOS medical staff in an emergency situation where the student is not able to communicate. Travel plans and contact information such as destinations, dates, flights, and hotels can also be logged on the website, and will not be accessed unless the information is needed in an emergency.

Please note that whilst in London, it is very unlikely that you will need to contact ISOS. If you require medical advice or assistance whilst in London, the Student Life team will put you in touch with a trusted professional, or you can check for information in your handbook or on the SU London website. The SU London emergency number is manned 24 hours a day if you need advice or help outside office hours.