



Northwestern Tour Guide Manual: STEM Tour

2019-2020 Edition

Important Contacts

Chad Faber, Director, Segal Visitors Center
Interim Tour Guide Supervisor
chadfaber@northwestern.edu
207-841-2312-Cell

Tour Guide Coordinators
nu.tours@gmail.com

Mia Lennon, TG Co-Coordinator
305-319-1128

Emily Coffee, TG Co-Coordinator
949-892-0456

Lauren Gold, TG Co-Coordinator
571-258-8723

Andrew Bowen, TG Co-Coordinator
856-701-0268

Tour Guide Google Group
NUTours@googlegroups.com

Payroll:
payroll@northwestern.edu
847-491-7362

Please put these numbers into your contacts in case you need to reach us in the case of an emergency.

Office Policies

Emails

You must respond to all tour-related emails that require a response within 24 hours. This also includes Humanity invites to tours. The 24-hour rule applies for **all cases** unless another response date is stated in the email.

Availability

The coordinators will ask for your availability for each quarter and the reading and finals weeks of each quarter. This availability will be collected by means of your updating your Humanity availability. You are only available for a tour if you are able to arrive at the Admissions Office 15 minutes before the tour begins, and are available until an hour and a half after the tour begins (i.e. available from 12:45-2:30 for a 1pm tour).

If you have a class that ends at the :50 mark (ten minutes before a tour time), then you can only be available for that tour if that class is south of the library. If it is north of the library, you cannot be available for that tour -- **REMINDER:** if you have a class that ends @ the :50 and you are doing a tour, **you must email us before EACH tour** reminding us that you have class so we know to expect you a bit later!

Scheduling

The coordinators will schedule the tours for the upcoming week based on your quarterly availability. If you are assigned a tour, then you will be notified via an email/text from Coordinators/Humanity (our online scheduling system). Again, you must respond to each tour invitation within 24 hours.

You may decline 1 tour per quarter. This means that if you decline a tour within 24 hours of receiving the Humanity invite, then you do not have to find a substitute tour guide. However, if you respond after the 24-hour deadline, then you must find a replacement guide.

Finding a Replacement Guide (Referred to as a "Sub Request")

You may find a substitute guide for a scheduled tour **up to 2 times per quarter**. To find your sub, you send an email with the date and time of your tour to the TG Google group: nutours@googlegroups.com. Upon finding a substitute, you should respond to the entire Google group with the name of the guide who will be doing the tour for you.

If you do not receive a volunteer to cover your tour, it is still your responsibility to give the tour. You may **only send one email per tour to get a sub** – you may not send multiple emails to the Google group if you are not getting a response.

If you are able to coordinate a sub outside of the TG Google group, email the Coordinator email and include (CC) the sub in the email. This will not count as one of your subs for the quarter.

Logging Hours

After each tour, you should log your hours on Kronos (<http://www.northwestern.edu/kronos/>). Guides log 2 hours for each regular tour, 2.5 hours for the STEM tour, and 1 hour for each Large Group Visit.

Disciplinary Policy

You are expected to **respond to all tour related emails within 24 hours** unless otherwise specified. (see Emails under Office Policies)

You are expected to **arrive for tours 15 minutes before the tour starts** (i.e. 2:00 for the 2:15 tour).

There is a 3-strike policy for email and tour tardiness:

1. First strike: Verbal or email warning from Justin
2. Second strike: Probation – meet with Justin and sign your probation form. With your signed acknowledgement, you will not be scheduled for two weeks.
3. Third strike: Dismissal from the tour guide program

Missed tour

Missing a tour requires that you meet with Justin, and you will be placed on tour probation (see above). Your second missed tour will result in dismissal from the tour guide program.

Logging hours

You must log your hours within the allotted 2-week period. If you fail to do so, email Justin and he will give you one free pass. If it happens more than once, you will not be paid for those unlogged hours.

Substitute requests

You may request up to two subs per quarter. A third request will lead to a meeting with Justin to discuss your scheduling conflicts.

Disclaimer

Justin reserves the right to implement the 3-strike policy as described above for other matters as he deems appropriate.

THE STEM TOUR

General Procedure

- Arrive at the Segal Visitors Center **15 minutes** prior to the start of your scheduled tour.
- If you will be coming directly from class and are unable to be 15 minutes early, you must email nu.tours@gmail.com the night before or morning of the tour.
- Check in with a coordinator and pick up your nametag upon arrival.
- 5-7 minutes before the tour begins, proceed to the auditorium (or conference room on certain days). The coordinator will stand at the entrance of the auditorium. Their presence will signal to the admissions director that the tour guides are ready. The other tour guides should wait patiently and **silently** outside of the auditorium to avoid distracting the visitors in the info session.
- When the admission director ends their presentation, then all of the tour guides will enter the room. **As the STEM guide, you should be last in line.**
- The guides will briefly introduce themselves with their name, year in school (1st year, 2nd year, etc. **NOT** Freshman, Sophomore, etc) majors/minors, hometown, and **one** cool thing they do on campus. As you introduce yourself remember to be fun yet still professional. You are the best representatives of Northwestern University and you may never know who is in the audience. The fun fact should be Northwestern and/or campus related.

STEM Specific:

- As a reminder, you should be last in line. After introductions, let everyone know that you are the guide for the STEM tour, and that anyone **who is registered** for the STEM tour please remain seated, and everyone else proceed to follow the other guides outside.

- As people leave/some remain seated, continue to announce that visitors must have previously been registered in order to go on the STEM tour
- Make sure the coordinator has given you a sheet with the visitors' names on it. Please refer to the sheet with registered names (provided by a coordinator), and **if students/families are not registered on that list, tell them they must leave and join the normal tours.**
 - If they argue, let them know that we have a strict tour cap because of capacity restraints in some of the building.
 - In other words, the only people on your tour should have been registered. You should never have random add-ons, no matter the number of people registered.
- Tours should be from 2:15-3:30PM (ending at The Engineering Office on the 2nd floor - Near L268).
- After the tour: if you don't have class, please ferry the visitors not going to the McCormick information session back to the SVC. Else, please just direct them to where they should go, and go to class.
- As for normal tours, **refer financial aid and admissions questions to the counselors inside the office.**
- Return your name tag to the tour guide office. Be sure to remove your name tag from the lanyard and place the name tag back in its proper place in the bin. Do not leave them hanging on the rack.

Tour Guidelines (Do's and Don'ts)

DO:

- **Build a rapport with your group.** Each tour group will be different – some will have no questions, while others might laugh at all of your jokes. You should do your best to highlight the variety of opportunities available in and out of the classroom.
- **Share personal stories.** Short, specific anecdotes provide a glimpse into the lives of Northwestern undergraduates and the prospective students' potential future here. Use the first names of any individuals you're telling a story about, (Eg. My friend Rachel...)

- **Listen intently while prospective students share their academic interests.**
While you re-introduce yourself to your tour before you begin, be sure to ask all students to share their name, hometown, and academic interest. The latter of these is important because it will allow you to both tailor and focus the content of your tour to the students' interests.
- **You should be well versed in all six undergraduate schools.** You should be able to speak on each undergraduate school. While you are not expected to address each of the schools throughout the tour, it is important to be knowledgeable so you can field any questions students may have about particular schools.
- **Encourage your group to ask questions, and it's okay to say you don't know the answer to a question.** Don't guess or give uncertain/false responses. Should you not know the answer to a question, please direct the prospective student to the front desk upon completion of the tour.
- **Speak loudly and clearly to the group,** but don't feel obligated to talk throughout the *entire* tour. It's okay to take a drink, walk forwards, and allow your group to enjoy the views of our beautiful campus as you move from location to location.
- **Repeat questions that are asked up front.** This serves a two-fold purpose: It both ensures that you understood the question correctly and allows other families on the tour to hear the question clearly.
- **Be conscious of your surroundings throughout the tour.** Don't stop near dumpsters, construction areas, etc. Move quickly past areas with a bad odor, excessive noise, or a less-than-beautiful view.
- **End your tour with a "Why Northwestern" summary,** tying together the themes you developed throughout the tour and explaining why you chose Northwestern.
- **Dress appropriately.** Don't wear other university apparel. Feel free to wear NU apparel/purple, but don't go overboard. Shorts and skirts should not be too short

and tops should not be too revealing. Do not wear shoes without backs (e.g. flip flops, Birkenstocks). Please do not wear sunglasses and avoid wearing Greek letters.

- **Have a positive attitude!** Smile and make eye contact with your group. Be honest, but don't dwell on the negative aspects of NU. "Spin" your responses: end your answers on a positive note.
- **Stick around after the tour to answer questions.** Often, prospective students are afraid to ask some questions in front of a large group. Make yourself available for about 5-10 minutes after the tour to answer questions.

DON'T:

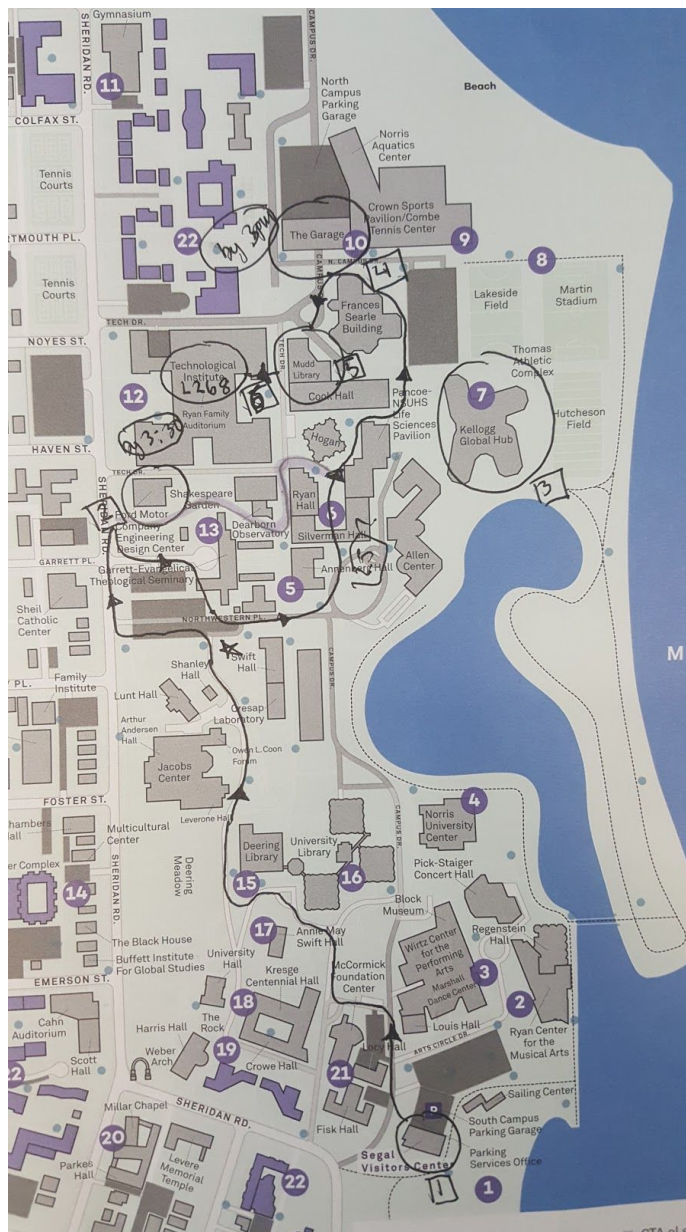
- **Swear or speak unprofessionally.**
- **Show favoritism.** You may personally prefer certain dorms, organizations, etc.; however, you must be diplomatic and try to be unbiased.
- **Use acronyms** (e.g. SPAC, WCAS, PA, etc) **or abbreviations without first explaining them.** Your group will likely not have an idea of what you are talking about.
- **Compare NU to other colleges or universities.** Stick to what you know about NU, and avoid criticizing other universities. Unless you are a transfer student, you have only attended Northwestern and don't know what it's like to go to another school.
- **Mention specific schools you applied to, even if asked.** And you will be asked. Just say you're not allowed to tell them.
- **Share your high school GPA, test scores, etc.** You will be asked this a lot, but **do not** share it. They are your own and have nothing to do with prospective students' chances of admission.
- **Discuss financial aid or admission standards.** These concerns can be referred to a member of the Admissions Office staff.

- **When returning from a tour, do not check your phone until you are upstairs.** Wait until you are away from families so that they can see you are available for questions.

Route Map

Timing: 3PM at the Garage. 3:30PM at L268

Note: The route in black pen is outlined for tours in the winter, during inclement weather, and for accessibility needs. The purple-highlighted/pencil route should be used to substitute when the weather is nice.



THE TOUR CONTENT

This section of the manual highlights the basic material covered in a typical STEM tour. As a reminder, this would replace the general tour for a visitor, so please refer to the general TG manual for the general information. You should still cover those essential topics sometime during the STEM tour.

Pre-tour/Heading to Ford

- **Guidelines:** Include guidelines you mention during the normal tour (walking forwards/backwards, sound check, ask questions/this tour is for y'all). Let them know the tour will be walking-heavy, and to keep you updated on walking/rests as needed. Also mention that you will be walking them up north, as the tour will start in Ford, but while you're bringing them up there, you'll be giving them general info, and to ask questions, but you will be trying to bring them up there as quick as possible.
 - Do watch your speed! We have a tendency to walk too fast when we're going forwards, so make sure they're keeping up.
- **General info that you may want to mention:**
 - (Note: there is a spot for housing later during the tour, so no need to cover now)
 - Norris/student orgs, the libraries, safety/transportation, Chicago/Evanston, Arts on Campus (not needed if they don't care), Lakefill (if you're taking the route for nice weather!)
 - Things you may not pass/can mention if you'd like: the Rock, the Arch
 - Do not mention unless asked, but visitors sometimes ask about the Garrett Theological Seminary. It is a graduate school not affiliated with Northwestern, so you are not required to know about it.
- **Route details:**
 - Be smart when choosing a route to walk up north on. The one in the map is only a suggestion (and does cross parking lots, so may not be ideal for large groups!).
 - For example, another good one could go from the SVC, behind Fisk/McCormick Foundation Center, between Annie May Swift/Main Library, in front of Deering, behind Kellogg, turn left after Lunt/before Garrett to get to Sheridan
 - Important: do not take Sheridan before you get to Garrett/right after Lunt. The road is busy, and too loud for visitors to hear you. Also, do not go north of Garrett without being on Sheridan - we do not want you to cross Garrett Parking Lot.

Ford Motor Company Engineering and Design Center

General Notes:

- We recommend doing this stop in the foyer between doors (overlooking the Shop).
- Definitely cover the engineering info (e.g. Co-op, DTC, whole brain engineering) in the general TG manual. In addition, cover the Shop, the Segal Design Certificate, and the Farley Center for Entrepreneurship/Certificate.
- If you have a lot of engineers on your tour, you may want to spend more time here/cover more details.

Facts:

- Named in honor of a \$10 million grant from the Ford Motor Company
- The Ford Motor Company Engineering Design center opened in 2005.
- 1st university building to achieve Silver-level Leadership in Energy and Environmental Design (LEED) certification from the Green Building Rating System

Research/Applied Learning:

- Set of courses and projects that build design knowledge and skills and is available to any undergraduate at Northwestern interested in gaining a competitive edge in their professional career. Working in team-based, cross-disciplinary settings, students pursuing the certificate focus on innovative design processes to solve real problems for real clients. The program culminates with each student generating a design portfolio that is presented at a Segal Design Expo.
- Examples of applied learning: Design For America (student initiative that uses design for social good. Founded at Northwestern, it has spread to 38 campuses across the country). Engineers for a sustainable world. NUSolar. EPIC
- You do not have to be an engineering student to get a Design Certificate. Design, Thinking, Doing is an intro course for non-engineers into design, and explores design thinking, prototyping, and culminates in a final project (mirrors DTC).
- There are 3D printing, lasercutting, and Carvey machines that are free to use for all Northwestern-affiliated individuals to encourage prototyping and innovation. Training on these happen every week.

Farley Center for Entrepreneurship and Innovation:

- Evolves engineering beyond the application of the sciences to the creation of businesses that capitalize on innovations. We bring together faculty from an array of disciplines to develop a unique interdisciplinary curriculum in which students experience the entire entrepreneurial life cycle—from ideation to prototyping and business plan development.
- Farley Center offers an Undergraduate Certificate in Entrepreneurship to all NU students. Students take foundation courses in the fundamentals of entrepreneurship and electives including business, design, and NU-vention courses. Learning to think like an entrepreneur empowers students to be more creative, thoughtful and resourceful after they leave the classroom.
- NUvention: the program is designed to expose students to the entire innovation and entrepreneurial life cycle and help them understand how innovations can become a viable business in the real world.
 - Involves concentrations in transportation, medical, therapeutics, arts, energy, and web & media.

Engineering Career Development:

- Offers career development support exclusively for McCormick engineering students. They assist with finding and securing engineering and science-related jobs, internships, co-ops, and research positions.
- The office has 4 dedicated career advisors who are available to discuss career-related topics with McCormick students. They also have an Employer Relations team dedicated to bringing companies to campus to meet with students.
- Engineering Career Development also offers a zero-tuition and zero-credit class called CRDV301: Intro to Career development, which is taught by a career advisor. The course content covers the job search from start to finish, from building a resume to negotiating a job offer, all in a short, once a week class.

Segal Prototyping and Fabrication Lab (The Shop):

- Provides an opportunity through design to move from theory to practice in a safe and supportive learning environment. The lab is available to students and faculty in support of their educational project work and is staffed by lab professionals and student lab leaders who are skilled in the equipment and processes necessary for the execution of project designs.
- In house resources: General hand tools, CAD/CAM/CAE computing resources, General machine shop equipment, Laser cutters (cannot cut metal), CNC machine tools, Open assembly space, Fabrics, Painting, Welding

- Users are required to take an introductory safety orientation in order to access the lab. Once completed, students are granted general access to the shop, basic hand tools and assembly areas, as well as wildcard access to be able to access open areas after hours.

Shakespeare Garden

General Notes:

- The Garden is located right behind Ford (take the cement pathway directly south of Ford that ends, and continue to the gate. Once in the garden, you will need to walk on some dirt). It is NOT wheelchair accessible, so keep that in mind.
- Head east/towards the lake through the garden, and you'll come out right between the Observatory/Ryan Hall, so that you can continue north to the back of tech and onto the north end of the Research Quad.
- If the weather is bad/there are accessibility needs/it is winter: take the path shown on the map. Once you're heading south from Ford, take that first left that heads toward the cul-de-sac by Garrett Seminary, and continue on the sidewalk the wraps around Garrett/the north end of Garrett Parking Lot. This sidewalk will lead you to continue onto Campus Dr (aka the drive that continues by the Lakefill to Norris). You should use this to get to the south end of the Research Quad/Silverman, and continue with the tour through the research quad.

Facts:

- Completed in 1929, it was the first Shakespeare Garden in the US.
- Built in collaboration with the Green Club of Evanston members with impetus from the Drama League of America.
- It was a way to celebrate the ties between England and America and to commemorate the 300th anniversary of Shakespeare's death.
- The flowers, shrubs, trees and herbs are all mentioned in Shakespeare's plays and are varieties best suited to the garden's location and the Midwestern climates.
- The Garden is actually 100% watered by rain runoff from Ford (it collects in a basin under the building), and therefore is super sustainable.

Student Orgs (Can be mentioned here, or elsewhere):

- With over 500 student organizations on campus the possibilities are endless for students to get involved on campus. Particular to the Engineering and STEM experience Northwestern students have the opportunity to incorporate their academic passions directly into their out of classroom experience.
- STEM examples: 3D4E-3D Printing for Everyone, Association of Biotechnology Scholars, Baja SAE, Design, build and race all terrain vehicles., Biomedical Engineering Society, Design For America, EPIC, Engineering World Health, Get A Grip, Challenges middle school students to design & build a prosthetic arm by using low cost, readily available materials, Global Engineering Brigades, NU Photonics/SPIE, NU Robotics, NU Solar Car Team, National Society of Black Engineers, Neuro Club, Northwestern Emergency Medicine Organization

Research Quad

General Notes:

- You can do this part of the tour inside Silverman/Pancoe, or outside, depending on how interested in research your group is.
- You should cover research, internships, and applied learning opportunities (with a STEM focus ideally).

Facts:

- NU Office of Undergraduate Research gives grants to student researchers and has awarded over \$600,000 to McCormick students in the past 5 years. McCormick students have an approximate 70% funding rate from these grants alone.
- Summer grant money can be used for living expenses while other grant money can be used to cover travel or supplies as those things become necessary.
- Many students have presented their research at the annual Undergraduate Research and the Arts Expo.

Summer STEM-Specific Opportunities:

- Physical Sciences Oncology Lab (Paid, 8 weeks) Funded by the National Cancer Institute and uses physical sciences-based approaches to understand the molecular changes leading to cancer
- Materials Research Science and Engineering Center: applicants work under a Center faculty on an available project that best matches the student's research interests. Research topics include polymers and polymer nanocomposites, multifunctional metal oxides, nanowires and molecular electronics, biologically relevant materials, art conservation, device fabrication, and computational modeling.
- Summer Research Opportunity: the mission of SROP has been to increase diversity among students pursuing graduate education and to provide a valuable academic research experience for many students who might not otherwise have access to such opportunities. Each student selected to participate in the program will work with a faculty member in the student's area of interest
- Continuing Umbrella of Research Experience (CURE). CURE gives underserved college students the opportunity to work alongside top cancer researchers at the Lurie Comprehensive Research Center in downtown Chicago.
- McCormick Summer Research Awards: McCormick provides awards of up to \$5,000 each for qualifying undergraduate summer research. Awards are made on a competitive basis.
 - All students awarded a McCormick Summer Research Award will be given a stipend of \$4000, intended to defray summer living costs. If necessary for the project, students may apply for additional funds (up to \$1000) to cover research-related expenses. In this case, a budget should be provided explaining how the additional funds are to be used.

Non Summer STEM-Specific Opportunities:

- The details and application requirements for summer research programs change frequently. Please contact the McCormick Office of Undergraduate Engineering to learn about current opportunities for summer research outside of Northwestern. You can also take advantage of McCormick's Peer Advising in Research program to get more information about recent student experiences doing summer research.
- Engineering Abroad/Global Initiatives office. Global Initiatives Fair for undergraduates highlights abroad opportunities specifically for engineering students
 - Examples: Green technology in China (each summer), Global healthcare in South Africa (each winter), Global Engineering Trek to Germany (10 days in September)
 - Engineering departments coordinate with foreign universities to make it easier for NU students to earn technical credit while abroad. Students don't need to worry as much about falling behind in the engineering coursework.
 - A student can earn a Global Engineering Certificate showing their commitment to being a global engineer by having a quarter abroad, taking a foreign language, and writing a report on their experiences.

Peer Advising:

- Peer Advising in Research program educates highly motivated McCormick undergraduates about research opportunities and forges a community of students bound by a passion for scientific research.
- This program connects you with current undergraduate researchers in your department. By talking one-on-one with these experienced peer advisers, you will be able to better understand the realities and goals of various research groups. Ultimately, they can assist you in finding the right research opportunities for your qualifications and interests.

Kellogg Global Hub/Lakeside Field

General Notes:

- Get here by taking the path by Pancoe that takes you between Crowe Hall and Pancoe (under the bridge, which is fun to point out to visitors/tell them how you might never need to go outside during the winter).
- How long you spend here depends on if people are interested in Economics/entrepreneurship. Regardless, should give a quick mention about the Kellogg School of Management, Kellogg certificates, business at Northwestern, and the MMM program.
- We'd highly recommend not going inside the Global Hub and just stopping somewhere by the pavement on the west side of the circle, but if you have time before the Garage appointment, you can take a quick detour into the building, just be aware it will definitely add on >5 minutes.
- Cover athletics as you walk by Lakeside Field/towards the Ryan Fieldhouse.

Facts:

- The Global Hub inspires the next generation of business leaders by supporting new forms of learning and community building through a combination of the physical and virtual in unprecedented ways.
- 415,000-square foot Kellogg School of Management Global Hub, located on Northwestern University's Evanston campus.
- The Kellogg School of Management collaborates with the McCormick School of Engineering in a number of academic, organizational and pre professional ways across the undergraduate and graduate level.

MMM Program:

- Multidisciplinary MBA & MS Design Innovation
- The MS in Design Innovation prepares students to innovate in a variety of spaces by using design-centric tools to find and frame problems, and to ideate and iterate solutions. This creative and customer-driven process is a strategic complement to the analytical approach traditionally taught in business management. The interdisciplinary nature of MMM uniquely positions its graduates for key roles across industries, where they can drive impact through innovation of services, products, and experiences.

Certificates:

- Financial Economics
 - The Financial Economics Certificate prepares students for careers in financial services and consulting, as well as doctoral/professional programs in law, business and other fields. Building on Northwestern's liberal arts framework, this certificate teaches students skills related to corporate finance, capital markets and securities pricing.
- Managerial Analytics
 - The Managerial Analytics Certificate prepares students for corporate roles in management consulting, strategy or planning, as well as doctoral/professional programs

in law or business. Building on Northwestern's liberal arts framework, the certificate teaches students the business analytical models that guide strategic and tactical decision-making in business.

The Garage

General Notes:

- You must be here at 3PM (3:05PM at the latest!).
- Take your group directly up to the 2nd floor to the Garage. Know where the elevators are, in case your tour needs it.
- Once in the Garage, the person at the front desk (usually Pat or Elizabeth) will give a 7-10 minute tour of the Garage. Follow behind your tour group, then exit when done. The facts below are so you're not entirely clueless, but don't feel like you need to memorize this.
- If visitors need to use the restroom, we'd recommend having them go after the Garage tour is done, and telling them to meet you outside Mudd, which is where you'll be next.

Facts:

- The Garage is Northwestern's hub for student entrepreneurship and innovation. We bring together a cross-disciplinary community of students, faculty, staff and alumni who all share a passion for building new ideas. The 11,000 square foot space, located in the University's North Campus Parking Garage, is currently home to approximately 60 student-founded startups per academic quarter. Twice a year, The Garage runs Wildfire, a pre-accelerator program, to prepare student teams for the next stage of their start-ups—be it an accelerator program, raising capital from angel investors or bootstrapping their way to success. Over 1,000 students, faculty and staff visit The Garage each month for classes, office hours, events and workshops.
- The Cafe: The Cafe sits at the heart of The Garage, easily accessible to all visitors and residents. It's a great place to grab a cup of coffee, brainstorm a new idea with a friend, or work on your homework and soak up some of the entrepreneurial energy at The Garage.
- The Workspace: The Workspace is ideal for large classes and special events up to 100 people. The room can be set up lecture-style, in small work groups, or with rows of chairs.
- The Makerspace: The Makerspace is where our students experiment and build. Our Makerspace has an AR/VR Lab (Augmented Reality/Virtual Reality Lab) and a Prototyping Lab.
- The Conference Room: The Conference Room comfortably seats 10 people. The room is equipped with a polycom and AV screen for sharing presentations or video conferences. All of the walls and the table are dry erase for brainstorming and work sessions.
- Left & Right Brain: Left Brain - the more business-y twin to Right Brain - can comfortably fit 4 people at time at a conference table, making it ideal for team meetings or work sessions. Right Brain - the more casual and creative twin to Left Brain - can comfortably seat 4 people. The lounge seating makes it ideal for team creative huddles or casual brainstorming meetings.

Other options:

- Join a club dedicated to entrepreneurship. Northwestern has many innovation-focused clubs and student organizations, many of which meet at The Garage like EPIC, KEO, e-Club, Arch Capital, Design for America, and WildHacks.
- Take a class through NUvention, the Farley Center's interdisciplinary academic program to expose students to the innovation and entrepreneurial life cycle.

Mudd Library

General Notes:

- You can talk inside or outside, depending on the size of your group and how disruptive you think they might be in the library.
- This is a great time to point out the residential quad, and talk a bit about housing (and Greek Life if asked).
- Head inside Mudd, if you've got a small group and are doing the academic session here, choose a non-disruptive spot on the first floor and do so. Else, head upstairs and around the library to the bridge that connects to Tech.

Facts:

- Northwestern University embarked on an ambitious project to renovate and expand the existing Seeley G. Mudd Library building refocusing the north campus library on collaborative student resources and providing much-needed growth space for state-of-the-art scientific research laboratories.
- Construction was finished Sept 2017.
- Each floor's footprint has been increased by 75%.
- An additional two floors have been added to the existing space
- The north campus library will remain on the second floor, at the heart of the building, completely reimagined for collaborative student resources -- study rooms, open study space, and teaching and research consultation space. The library will remain directly connected to the Technological Institute complex through the existing bridge. The top three floors of the expanded building will be left open in anticipation of future growth in scientific research.
- The completed project provides a prominent new ground-floor entrance, facing the green space north of the Mudd building. The main entry will open to a two-story atrium, providing direct access to the library area on the second floor.

Technological Institute

General Notes:

- This is where you'll do the academic session if you didn't do it in Mudd (make sure to check 25Live for an open room so you're not just wandering! Try to get it on the 1st or 2nd floor). The atriums on either side are also great if they're open.
- Things to cover: the academic session (again, if not done in Mudd), the Why Northwestern.
- Be aware of where the elevators are, and that they take a long time/you might need to split the group.
- After the Why Northwestern, bring the group to L268 (the east hallway, 2nd floor, it's the McCormick office on the east side of hallway as well). Leave the people who want to do the McCormick session here, and take the others back to the SVC.

Facts:

- One of the largest academic buildings in the nation and the second largest low rise building in the world behind that of only the Pentagon with over 750,000 square feet and over 7 miles of hallways.
- Filled with state-of-the-art classrooms, laboratories, and office spaces.
- Home to the McCormick School of Engineering and Applied Science, as well as the departments of Biology, Chemistry, Physics, Astronomy, Earth and Planetary Sciences.
- STEM Tour Integration
- Tour ends at Room L268.
- Professional staff will check in families for their STEM tour and their academic session following their tour via slate.

Post-tour/Back to SVC

General Notes:

- Take whatever route you want for this. It'd be fun to take a route you didn't take to come up, and Sheridan is fine since it mostly should be a smaller group.
- Chat with visitors, answer any last questions, etc.
- Again, if you have class you need to get to, this part is not 100% required, but you need to run this by the coordinators if you're not going to do it.