

I'm writing from the University of Wisconsin–Madison College of Engineering, Interdisciplinary Professional Programs, to welcome you to our course, [Nutrient Removal Engineering - Phosphorus and Nitrogen in Wastewater Treatment](#), that will be held from Tuesday, June 10 through Thursday, June 12 both Online and in the Pyle Center at 702 Langdon Street, on the northeast edge of the UW–Madison campus.

Class is scheduled to go from 9:00 a.m. through 5:00 p.m. ([Central Time](#)) for the first two days and 9:00am until 3:45pm on the third day. The afternoon of the third day will consist of a tour of Madison Metropolitan Seward District Nine Springs Facility. See notes below regarding the tour for online vs in-person participants.

We will take an hour off for lunch and occasional breaks throughout the days.

The course is being offered in our “HyFlex” format, which is both in-person at the Pyle Center and online using Zoom at the same time.

Lee Vang or Sarrah Ferran, Program Associates in our department, may have sent you some emails. I just wanted to follow up with some additional information.

Regarding, parking. If you are staying in a hotel nearby, I suggest parking at the hotel and walking to the Pyle Center. If you are driving in and need a place to park, please refer to [campus parking information](#). Due to construction, the available parking can often change, so please plan ahead.

Some notes for in-person students:

- The Pyle Center is located at 702 Langdon Street, on the northeast edge of the UW–Madison campus.
- The room number will be listed on screens when you enter the building, or you can ask the front desk.
- Notebooks will be printed for you and handed out on the first day. These notebooks are for you to take notes in, take home with you, use in your work in the future. In-person students will also have access to all the materials online on Canvas.
- Registration to pick up printed notebooks (in 3-ring binders) and student name tags opens at 8:30 a.m. **central time** on Tuesday morning outside of the room. Please arrive early for refreshments and socializing.
- Lunch will be served on all three days as well as snacks throughout the day.
- **On Thursday, after lunch, the in-person attendees will board a bus that has been reserved and we will travel to the Nine Springs Wastewater Facility for a tour of the facility. For in-person folks, please wear closed toed shoes and dress for being outside. The tour concludes the course and we expect to return to the Pyle Center by approximately 3:45pm.**

Some notes for online students:

- For students who selected the online option, you will access the Zoom link through a Canvas course site as noted in the e-mail when you registered. Sarah Ferran may have sent additional emails with instructions as well as reminder notices in case you have not set up

your account yet. The Canvas course site will have PDFs of the course materials that it is recommended you download. We will also use Canvas to share materials that otherwise would be distributed in the classroom. You may wish to take notes on the PDFs or whichever notetaking methods you prefer.

- Please ensure that your microphone, camera, and speakers/headphones are working before the class.
- When your video is turned on, instructors and students in the classroom will be able to see you. You may wish to ask questions by unmuting your microphone and speaking. Instructors and students in the classroom will be able to hear you. You may also type questions into the zoom chat and instructors will try to answer when they have a free moment.
- Here are some zoom tips I've found to be helpful:
 - If you have multiple monitors available, it can be helpful for viewing the zoom feed, taking notes, and other tasks at the same time.
 - We will have multiple cameras set up to give you multiple views of the classroom. We will also share screen so you can see the slides in real time.
 - To see the video feed while the slides are being shared you may wish to stretch your zoom window across multiple monitors.
 - To make a particular video feed larger, you can "Pin" that feed by clicking on the three dots and selecting "Pin". When you pin a video feed, you can also adjust the size with a toggle bar that will likely be between the video feed and the slide feed. If you wish to change video feeds (to see a different angle or if a camera has issues) you can "unpin" that feed anytime.
 - No worries if that's hard to understand. You're welcome to arrive early the first day to test things and ask for help or you can ask for help during a break.
- On Thursday, after lunch, the in-person attendees will board a bus that has been reserved and we will travel to the Nine Springs Wastewater Facility for a tour of the facility. We have attempted to live stream this in the past but reception is spotty at the treatment plant. **Therefore, the tour will be recorded and posted to canvas a few days afterwards so that online attendees can watch it. Note therefore that for online folks, the structured course will be done at Noon Central on Thursday.** If you have questions about the treatment plant, feel free to send them to me in advance and we can get them answered.

I look forward to meeting you next week on campus and over zoom. We are anticipating a diverse student group representing a broad range of locations and job responsibilities.

If I can help in any way before the course starts, please let me know. For general needs, you may also contact Lee Vang, a Program Associate in our department at lee.y.vang@wisc.edu

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