



EXPERIENCE LIFE: EDUCATION AT WORK

SAMPLE OF THE SECOND PRE-ARRIVAL LETTER

Dear TPC Student:

This is an example of the second pre-arrival letter that is sent to students (via email and US Mail) who have been accepted into TPC's Fall or Spring semester program. Although the actual content may vary slightly, this should give you a very clear idea of the kind of information we try to provide to help students prepare for a terrific semester in Philadelphia.

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In just a few short weeks you'll be arriving in Philadelphia! If you did not receive our previous letter/email, contact me immediately. Please carefully review all materials prior to your arrival.

Our alumni frequently say that their semester in Philadelphia was their "best semester ever!" and we think you'll agree. We hope you'll arrive in Philly with an open mind, ready to branch out and open yourself to new adventures. We will encourage you to push your "comfort boundaries" by living with students from other colleges, exploring a variety of placement options, making the city your home, and investigating new academic interests. Please take advantage of the week at the hotel to meet as many of your fellow students as possible so that your choice of a housing group will be an informed one. We will also facilitate a number of opportunities for you to meet potential roommates during orientation.

A lot happens during the first week of the program. You will find a place to live, register for classes, meet your faculty advisor, and start the Placement Process. Rest assured, you will manage to find plenty of time to explore and fall in love with your new city.

COURSE REGISTRATION

Course registration will be held during the Orientation. Included in our previous letter/email was a description of the City Seminars and Electives that are typically offered. If you must enroll in a specific course, and you haven't already done so, please ask your campus faculty advisor or registrar to email me immediately.

MEDICAL INSURANCE

Philadelphia is lucky to have fine medical resources and we ask that you review your policy and bring any pertinent information and proof of insurance with you. TPC does not offer health insurance.

CLEARANCES AND PHYSICAL EXAMINATIONS

If you are considering working with children, adolescents, or geriatric populations; in a hospital or mental health setting; or as a social worker, you may be required to produce evidence of a recent physical examination, FBI criminal record checks, and child abuse clearances. Please bring documentation of your recent physical examination with you. You will apply for clearances after you arrive in Philly.

See you soon!

Char Vandermeer

Communications and Placement Director

vandermeer@tpc.edu

Orientation at a Glance

Sunday, Day 1

3:00 PM – Check in to the Holiday Inn Express-Midtown, 1305 Walnut Street

4:00 PM - Orientation begins – 121 S. Broad Street, 7th Floor

Monday, Day 2

Introduction and Discussion of Experiential Education

City Walk – bring comfortable walking shoes!

Housing Process Meeting & Housing Search Begins

International Supper

Tuesday, Day 3

Personal Budgeting/Banking Meeting

Student Worker Applicant Meeting

Computer Workshops

Housing Search Continues

Faculty Open House

Wednesday, Day 4

Introduction to the Placement Process

Course Registration

Computer Workshops

Housing Search Continues

Thursday, Day 5

City Seminars Meet

Intake Interviews and Placement Research

Housing Search Continues

Philly 101 – an insider's view of the city

Friday, Day 6

Intake Interviews and Placement Research

Computer Workshops

Housing Search Concludes

Saturday, Day 7

Check out of the hotel and settle into apartments

The Center is open between 10:00 AM and 2:00 PM.

Week Two:

Placement Process continues: Intake Interviews, Research and Interviews

City Seminars Meet

Faculty Caucus Begins

Colloquium – Homelessness in Philadelphia

Volunteering in Philadelphia

Applying for Clearances, if necessary

DIRECTIONS TO HOLIDAY INN EXPRESS - MIDTOWN

1305-11 WALNUT STREET

215-735-9300

FROM PHILADELPHIA INTERNATIONAL (PHL) AIRPORT

You may take a cab from the airport to the Holiday Inn Express—Midtown. The fee from the airport to Center City is \$28.50 plus tip. While this is the priciest option, it is certainly the easiest.

There are shuttle trains (approximately \$5.50) from the airport to Center City. If you don't have a lot of luggage this is a good way to get to and from the airport. Get off at the Market Street East station. Walk south on 12th Street about 2 1/2 blocks to Walnut. Turn right (west) on Walnut. The hotel is on your right in 1 1/2 blocks. You may also take a cab. The Market East Station is quite close to the hotel, so a cab will be fairly inexpensive.

OR, you can take a van shuttle into Center City. To do this, after you have collected your baggage, look for the limo/shuttle signs outside the baggage claim area of each airline terminal. This should cost you approximately \$8.00 plus tip.

BY CAR: Google maps offer excellent directions to The Holiday Inn Express—Midtown at 1305 Walnut Street. There is a parking garage affiliated with the hotel and guests will be charged approximately \$15.00 per 24 hours for parking at the garage.

BY TRAIN

All Amtrak trains stop at the 30th Street Station at 30th and Market Streets. Take a cab from there to the Holiday Inn Express – Midtown. The fare will be approximately \$12.

BY BUS

The Greyhound terminal is located at 13th and Arch (1001 Filbert St.). The terminal is quite close to the hotel and a cab will be very inexpensive.

**Too much information? Feeling overwhelmed?
Sorry about that! Here's the short version:**

- The program dates are: Sunday, August XX to Wednesday, December XX or Sunday, January XX to Friday, May XX. Orientation begins at 4:00 PM on Sunday and the program ends at noon.
- Review the course descriptions so you'll have a good idea of the courses being offered this semester. Registration will be held during Orientation.
- During the first week of the program you'll stay at the Holiday Inn Express – Midtown (1305 Walnut Street). Check-in begins at 3:00 PM. To keep your costs down and to encourage you to meet new people, you'll be sharing a room with two double beds with three other people. Pack lightly!
- Review the *What to Bring* section of the first letter. This will help you as you begin to pack and think about shipping items to yourself, C/O The Philadelphia Center. You will certainly want comfortable walking shoes and at least one interview outfit during the orientation week. Don't worry about furniture! Most students rent or purchase furniture at local thrift stores.
- Temporary Lodging, Book and Activity Fee: If you have not already sent your \$520 check, payable to The Philadelphia Center, please do so immediately.
- If you haven't already sent your glamour shot (email to vandermeer@tpc.edu), please do so prior to your arrival.
- Review the Money Matters and Budget Survey section of the first letter. This will help you be financially prepared for your semester with us. You should have access to at least \$2500 for start-up expenses (this is factored into the total estimated expenses for the semester). We expect your living, entertainment and miscellaneous expenses will total approximately \$5200 for the semester.
- If you're worried about finding an internship or an apartment, re-read the Placement Process and Housing Process sections of your first letter. If you have additional questions about these facilitated processes, don't hesitate to contact us.