

## Program Overview

**Note: the SURGE 1 Learning Community will be run entirely online due to COVID-19 social distancing restrictions. This includes the Instructor and graduate mentor (GM) office hours and any communications.**

As part of your admission to the BUILD Upper Division Training program, you are required to fully participate in the **BUILD Summer Undergraduate Research Gateway to Excellence (SURGE) program**. The 8-week-long SURGE 1 program is for incoming Scholars with a culminating virtual research symposium for all participants and their mentors.

During SURGE, you are expected to participate for 40 hours a week in research training. This includes the SURGE 1 Learning Community that meets twice a week on **Tuesday and Thursday from 9 am to noon online**. The Learning Community activities cover a wide range of topics and activities such as research presentations, workshops, and discussion sessions. The remaining time should be focused on your faculty-mentored research or related activities. You should have discussed expectations while filling out the Mentor-Mentee Development Plan you submitted upon acceptance to the lab. Given the likelihood that your mentor may not have enough work for you to do to fill the required 30+ hour of directed research, the BUILD program is also offering alternative research and professional development activities to help you meet the program requirements.

The online LC will meet via zoom. Our primary **SURGE 1 Zoom ID: 949 4149 3478** PASSWORD = **(Ask Training Director)**. We will also be using the **SURGE Joint Meeting** zoom session shared with the Fellows

program that you used on the first day of SURGE (**957 0742 5243**). You are expected to attend these sessions in real-time. However, all sessions will be recorded and made available on the SURGE 1 Beachboard site so that those of you who may miss LC due to ill health, family circumstances, etc. can still access them at a later time. If you do need to miss SURGE LC for any reason, please notify your GM and TD immediately. Some content delivery will be via **Online Modules** that will be posted to Beachboard. All assignments and activity logs will be turned in to the dropbox on Beachboard.

## Inclusive Diversity

As a program, our primary goal for CSULB BUILD is to foster a community that works to increase the diversity of the health-related research workforce. As such the BUILD program is committed to inclusion and respect for all people regardless of age, race, ethnicity, gender, sexual orientation/identity, marital status, religion or disability. Intolerance in any form during learning community or any other activities will not be permitted. Additionally, we welcome your input and feedback on ways in which we can make our program more inclusive.

## Program Learning Objectives

The BUILD SURGE 1 program will place you in a research environment where you will be able to work with a faculty member on a research project and engage with other trainees as part of the BUILD learning communities. The focus of BUILD learning communities is to develop your research and professional communication skills.

The SURGE 1 program is designed to start you on your journey to a Ph.D. program. You will learn about what will be expected from you in graduate school and develop skills and support mechanisms that will help you persist in your graduate studies. Through various activities, you will also learn skills that are critical for conducting health-related research. Many of the general topics covered this summer will be re-visited in more depth throughout the next two academic years.

After participating in this summer program, you should be able to:

1. Understand the ethical considerations in conducting research with humans and animals
2. Conduct research responsibly and safely
3. Participate in some type of data collection/coding activity with a faculty mentor
4. Understand the importance of research communication and publication
5. Critically think about research and research design
6. Start thinking about graduate school, with an understanding of what would be expected from you in a Ph.D. program
7. Develop a growth mindset perspective
8. Work in a team environment
9. Work on specific tasks independently
10. Create a poster presentation of your summer research project and present it at the BUILD Symposium

## COURSE REQUIREMENTS

**Grading** There will be no official grading for the SURGE program as it is not an official University course. However, we will be informally grading your assignments as a part of evaluation since SURGE is a evaluation period for your participation in BUILD Scholars. Poor performance on required assignments or attendance will be grounds for removal from the program after SURGE. Below are the grading criteria and relative weighting to be used.

Attendance:	<b>30%</b>
Activity Logs:	<b>30%</b>
Assignments:	<b>30%</b>
Individual Development Plan (IDP):	<b>10%</b>
	<b>Total 100%</b>

- A. Attendance [30% of grade]:** You are expected to participate FULLY in the BUILD program. However, the program directors realize that there can be situations outside of your control that may prevent you from participating on a given day (e.g., illness or accident). If these events occur, you need to notify Dr. Dillon, and your GM immediately (before the start of the learning community in which you will be missing). If any of these events is due to your involvement in your research lab, copy your mentor in your email to Dr. Dillon and GM. Notifying the course instructors and GM after the fact could result in the absence being unexcused. Three or more “unexcused” absences may be grounds for additional intervention or dismissal from the program. Your attendance will be recorded in the BeachBoard gradebook by your section GM by the end of Friday of each week. Please see the Extended Attendance Policy for more information about what constitutes excused and unexcused absences.
- B. Activity logs (30%):** BUILD Program tracks your weekly research training activities and hours to ensure you are receiving adequate hands-on research training for graduate school. Activity logs must be submitted by **11:59 pm every Monday** during SURGE. Your GM will review and record the activities in BeachBoard by Wednesday. Grading is all or nothing for this assignment and is not based on hours recorded. No credit will be given for late submissions.
- C. Assignments [30% of grade: See Tentative Schedule for Due Dates]**
- Abstract [20%]
  - Draft Poster [30%]
  - Final Poster [50%]
- D. Individual Development Plan [10% of grade: See Tentative Schedule for Due Date]**  
Individual Development Plan (IDP) is an important component of the BUILD Training Programs. All trainees are required to complete the online IDP module training including the quiz, develop and update their IDP every term with the input of their BUILD mentors, major advisors, BUILD program directors, and BUILD GMs. Your IDP needs to include detailed updates on your goals,

skills, strategies, courses taken and to be taken, and statuses and summer internship applications. You are required to meet with your GM prior to submitting you final IDP.

## **COURSE POLICIES**

### **Late Work Policy**

All items are due by 11:59 PM on the assigned due dates unless otherwise noted. Activity logs will not be given any credit if submitted late. For assignments and the IDP, 30% of the grade will be deducted for late submission (up to 3 days). After 3 days no credit will be given. If there is a reason for a late submission, please contact your GM and the Training Director prior to the due date. Non-submission of an assignment is grounds for additional intervention or dismissal from the BUILD program.

### **Cheating and Plagiarism**

The following University ethics policy applies to this course:

*It is the policy of the faculty and administration to deal effectively with the student who practices cheating or plagiarism. These acts are fundamentally destructive of the process of education and the confident evaluation of a student's mastery over a subject. A University maintains respect and functions successfully within the larger community when its reputation is built on honesty. By the same token, each student benefits in helping to maintain the integrity of the University. This policy, therefore, provides for a variety of faculty actions including those which may lead to the assignment of a failing grade for a course and for administrative actions which may lead to dismissal from the University. More information regarding the university policy on cheating and plagiarism can be found from [www.csulb.edu/divisions/aa/grad\\_undergrad/senate/documents/policy/1985/19/](http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/1985/19/).*

### **Mandatory Attendance**

You are expected to participate FULLY in the BUILD SURGE 1 program. Upon your acceptance to this program, you indicated that you will be available for all of SURGE activities during the entire 8 weeks. However, the program directors realize that there can be situations outside of your control that may prevent you from participating on a given day (e.g., illness or accident). If these events occur, you need to notify your BUILD GM and TD as soon as you are able. Notifying the GM or TD after the fact could result in the absence being unexcused. For SURGE 1 trainees, three or more “unexcused” absences may be grounds for your dismissal from the program. The following instances will also be counted as an unexcused absence:

- three instances of any length of tardiness;
- being late for more than 10 minutes to a Learning Community session without prior communication and permission;
- skipping a breakout session or the lecture component.

### **Responsible Conduct of Research Training**

All NIH-funded researchers and trainees must complete training in Responsible Conduct of Research (RCR). This requirement consists of an online training offered through the CITI Program and 8 hours of face-to-face workshops. As part of SURGE, your first assignment is to complete the CITI training. Below are the steps for participating in the online CITI training from the website of the CSULB Office of Research and Sponsored Programs (ORSP). This office tracks your completion of the RCR training requirement. You will find complete instructions for participating in the online CITI training at <http://web.csulb.edu/divisions/aa/research/compliance>. The CITI training certificate is due on Monday 6/15/20 at 11:59 PM . NOTE : **THIS IS NOT THE BASIC REFRESHER CITI TRAINING -- IT MUST SAY RESPONSIBLE CONDUCT OF RESEARCH !**

### **Start Training**

1. Visit the [CITI Program website](#).
2. Register to create an account.
3. Select "California State University, Long Beach" as your Organization Affiliation and continue with the registration process.
4. You can now select and complete your online **RCR** course at your leisure. **Be sure you sign up for the correct course either: Biomedical or Social & Behavioral Responsible Conduct of Research.** If you do not know which to pick, ask your research mentor.
5. Once you have completed the course, CITI will provide you with a Certificate of Completion. You then need to download documentation for your own records and to upload to Beachboard.

### **Safety Training**

For those of you who are required to perform safety training (mostly CNSM students), and have not done so already, you should go online to access the CNSM Safety Training: <http://web.csulb.edu/colleges/cnsm/safety/quiz/>. You should download the PPT file and the laboratory safety training manual. Read them and then take the quiz online on that website.

You may also have more specialized trainings such as autoclave, blood-borne pathogen, compressed gas/cryogenic liquid, lasers, radioactive material/X-rays, etc. that are required. Please contact your mentor and ask them which trainings will be required for you (including in the future when we are able to return to on campus research). For autoclave training, a series of videos are available on BeachBoard. Notify Dr. Dillon if you will need to do this and he can add you to the BB site so you can watch all 6 autoclave training videos. Then E-mail the appropriate area autoclave supervisor (Michelle Giffin – MLSC, Diane Graham MICR) for in-person flush and questions.

## BUILD SURGE 1 Program Contact Information

### Faculty & Staff

Training Directors	Jesse Dillon (Biological Sciences) Chi-Ah Chun (Psychology)	<a href="mailto:Jesse.Dillon@csulb.edu">Jesse.Dillon@csulb.edu</a> <a href="mailto:Chi-Ah.chun@csulb.edu">Chi-Ah.chun@csulb.edu</a>
Associate Director	Keisha Chin Goosby	Keisha.ChinGoosby@csulb.edu
Program Manager	Enri'que Flores	<a href="mailto:Enrique.Flores@csulb.edu">Enrique.Flores@csulb.edu</a>
Program Coordinator	Nicole Streicker	<a href="mailto:Nicole.Streicker@csulb.edu">Nicole.Streicker@csulb.edu</a>
Grant Manager	Marie Reed	<a href="mailto:Marie.Reed@csulb.edu">Marie.Reed@csulb.edu</a>

### Graduate Mentors

Zoom Breakout Group	GM	E-mail Address
1	<b>Tiffany Gonzalez</b>	Tiffany.Gonzalez-SA@student.csulb.edu
2	<b>Kristine Yada</b>	Kristine.Yada@student.csulb.edu

### Whom do I contact?

Maintaining clear and timely communication will be one of the most important skills to acquire to succeed in life. When participating in a large program such as BUILD that has many faculty directors, staff, and GMs, it can be very confusing at times whom you need to contact when you have questions or simply need to inform someone you are sick and cannot attend a Learning Community session. So here are some communication guidelines for BUILD trainees that will serve as a starting point.

<b><i>Running late to a LC session or a BUILD event?</i></b>	E-mail your GM and Training Directors
<b><i>Need permission to miss a LC session?</i></b>	E-mail your GM and Training Directors
<b><i>Missed a LC session without permission?</i></b>	E-mail your GM and Training Directors
<b><i>Questions about an activity or assignment</i></b>	Contact your GM
<b><i>Questions about BUILD training requirements</i></b>	Contact Dr. Dillon
<b><i>Questions about your mentor and work in your mentor's lab/project</i></b>	Contact Dr. Dillon
<b><i>Questions about stipends and tuition reimbursement</i></b>	Contact Marie
<b><i>Questions about conference travel</i></b>	Contact Nicole

## SURGE 1 Schedule

Week	Date	Topic of Focus	Notes
Week 1	6/2 T	Introduction to Program (9:00-9:30)  Building our Safe Space (9:30-10:30) Syllabus Review (10:40-11:00)  BUILD MOU/Culture Box (11:10-12:00)	Joint with Fellows  Safe Space Discussion & Syllabus in breakout rooms by cohort  Joint with Fellows
	6/4 R	Panel Discussion with Year 2 Scholars (9:00-10:30)  Roadmap to PhD: BUILD, Summer Internship, Graduate School (10:45-12:00)  Scholars meet with Enri'que for X-train & ORCID & Scholar Stipend Info	SURGE 2 Panel  Scholars 1 Only <i>HW: Cultural Assets Video due Friday 5 PM to One Drive, watch others before 6/9</i>  1:00 PM
Week 2	6/9 T	Culture Box Jeopardy Style Contest (9:00-10:30)  BUILD Response Statement Discussion (10:40-11:30)	Joint with Fellows  <i>HW: CITI RCR Training Certificate due Monday 6/15</i>
	6/11 R	What is Science? Research? What is your role? (9:00-10:30)  Getting Social with BUILD LinkedIn & Remind/Slack Registration (10:45-11:30)	Joint with Fellows  <i>HW: Watch IDP Online Module and Complete Draft IDP due Thursday 6/18</i>
Week 3	6/16 T	BUILDing Success Skills I/RCR: Time Management (9:00-10:00 am)  Planning Activity tied to Activity Log/IDP (10:15-11:15)	Joint with Fellows  Breakouts
	6/18 R	Preparing for Conference: Abstracts & Posters (9:00-10:30)  Scholars 1 Work on Abstracts	Joint with Fellows  Scholars 1 Abstracts  <i>HW Abstracts due Monday 6/22</i>
Week 4	6/23 T	Abstract Review (9:00-10:45)  Introduction to Elevator Talk (11:00-noon)	Individual IDP Meeting with GM during week 4  <i>HW: Prepare Elevator Speech for Thurs. (2 versions)</i>
	6/25 R	Heritage Project intro (9:00-10:00 am)  Elevator Speech Rehearsal (10:15-12:00)	Breakout sessions with Fellows  <i>Final IDP due Monday 6/29</i>

Week 5	6/30 T	BUILD Elevator Speech Contest Preliminary (9:00-10:00)  Final (10:30-noon)	SURGE 1 Breakout  SURGE 1 & 2 & F (10:30-noon)
	7/2 R	BUILDing Success Skills II/RCR: Publishing & Scientific Writing Ethics (9:00-10:00 am)  Personal Reflection (10:15-10:45 am)  Work on Poster (11:00 am-12:00 pm)	Joint Lecture  Joint Activity  Individuals
Week 6	7/7 T	UCI Virtual Tour (10:00am-12:15 tentative)	Joint with Fellows
	7/9 R	BUILDing Success Skills III/RCR: Human Subjects Research (9:00-10:00 am)  Personal Reflection (10:15-10:45 am)  Work on Poster/Lightning Talks (11:00 am-12:00 pm)	Joint Lecture  Joint Activity  Individuals  <i>Draft Poster due Monday 7/13</i>
Week 7	7/14 T	Draft Poster Presentation (9:00 am-noon)	Breakout session
	7/16 R	BUILDing Success Skills IV/RCR: Mentor-Mentee Communication (9:00-10:00 am)  Work on Poster/Lightning Talks (11:00 am-12:00 pm)	Joint with Fellows (9:30-11:30)  <i>Final Poster due Tuesday 7/21 5PM</i>
Week 8	7/21 T	Family Presentations (9:00am-9:15)  Heritage Project Presentations (9:15 am-12:00 pm)	Joint with Fellows
	7/23 R	Lightning talk/Poster Presentation Practice (9:00 am-12:00 pm)	Joint by College Breakout session (S1/S2/F)
	7/24 F	<b>Virtual Summer Research Symposium (5:30-8PM)</b>	All Cohorts