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

Program Overview

As part of your admission to the BUILD Fellows Training program, you are required to fully participate in the BUILD Summer Undergraduate Research Gateway to Excellence (SURGE) program. SURGE Fellows is designed to provide structured training activities and a support community to foster your research and professional growth. All Fellows are required to participate in SURGE for **8 weeks from June 1, 2020 to July 24, 2020.** This is in addition to the research work (about 30 hours per week) with your faculty mentor, which leads to a combined 40 hours per week expectation. The Learning Community activities cover a wide range of topics and activities such as graduate school application, research presentations, workshops, and discussion sessions.

The online LC will meet via Zoom.
Our primary SURGE Fellows Zoom link: https://csulb.zoom.us/j/97176713280
PASSWORD: (Ask your Training Director)
You are expected to attend these sessions in real-time. However, all sessions will be recorded and made available on the SURGE Fellows 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.

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 an evaluation period for your participation in BUILD Fellows. Poor performance on required assignments or attendance will be grounds for removal from the program after SURGE. The SURGE Fellows training requirements are:

1. **Weekly Learning Community (LC) Attendances [30%]:** You are expected to attend a biweekly Learning Community to be held on **Tuesdays & Thursdays 9am-noon**. The purpose of the LC is to provide support for the graduate school application process as well as professional development training designed to promote your identity and self-efficacy as a researcher. To help build the community, some of the activities will be joint activities with other BUILD training cohorts.

2. **Activity logs [20%]:** The 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 on BeachBoard by Tuesday. Grading is all or nothing for this assignment and is not based on hours recorded. No credit will be given for late submissions.
3. **Individual Development Plan (IDP) [10%]:** You will develop your IDP with plans for your academic and career goals.
4. **Assignments [40%]:**
   - **Graduate School Application Materials [15%]:** The major activity for SURGE Fellows is developing your graduate school application materials, ready to be submitted in the fall. Your graduate school application files will include: CV, Statement of Purpose, Diversity statement, List of Additional Prompts, Graduate School Excel Sheet, and Graduate School calendar with deadlines.
   - **BUILD Summer Symposium Poster [10%]:** You will present a research poster on the work you have accomplished during this summer at the virtual BUILD Summer Symposium on <mark>Friday July 24, 2020 (5:30-8PM)</mark>. This is a culminating research symposium for all participants, their mentors, and family members.
   - **GRE Practice Test [10%]:** GRE is a required component of graduate school application for most universities. Preparation for GRE takes time and most students take the test more than once to obtain satisfactory scores. Additionally, you are highly encouraged to utilize the GRE resources that will be shared with you to help prepare for the test. You must take a GRE practice test no later than June 28 at home and upload proof. You are also required to take the actual GRE as soon as possible before October 31, 2020, which will be a part of the course grade for the Fall 2020 Learning Community seminar (UNIV 495).
   - **Online Module quizzes (5%):** A series of online modules were developed to assist you with the graduate school application process. You will receive assignments to watch the graduate school preparation online modules and complete the quizzes at the end of each module. In-class activities will follow the content of these online modules available on Beachboard.

GRE Prep Workshops: BUILD provides funding support for you to participate in online GRE Prep sessions offered by the Graduate Studies Resource Center (GSRC) on June 15, 17, 19, 22, 24, and 26 from 2-5PM. Attendance at all sessions is mandatory. The handouts for the workshop are posted on Beachboard. Additionally, you will need to buy the Official Guide to GRE General Test book 3rd edition by ETS ($22 from Amazon). BUILD will reimburse you for the cost of the GRE textbook. Please contact Nicole with your receipt for reimbursement.

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 RCR training if you haven't already for your prior research involvement. 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 **Sunday 6/14/20 at 11:59 PM**. NOTE: <mark>THIS IS NOT THE BASIC REFRESHER CITI TRAINING. IT MUST SAY RESPONSIBLE CONDUCT OF RESEARCH!</mark>

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.
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. For autoclave training, if your lab is located in MLSC or HSCI, please contact Michelle Giffin (michelle.giffin@csulb.edu) for training options. If your lab is in the microbiology building, please contact Diane Graham (diane.graham@csulb.edu).

COURSE POLICIES

Late Work Policy
All items are due by 11:59 PM on the assigned due dates. Activity logs will not be given any credit if submitted late. For assignments, IDP, and GRE Practice Test 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/.

Mandatory Attendance: You are expected to participate FULLY in the SURGE Fellows program. However, we 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 Graduate Mentor (GM) as soon as you are able. Notifying the GMs or the Training Director (TD) after the fact could result in the absence being unexcused. Three or more "unexcused" absences may be

grounds for your dismissal from the program. The following instances of tardiness 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.

Faculty & Staff

SURGE Fellows Training Directors (TD)	Dr. Keisha Chin Goosby (BUILD Associate Director)	Keisha.ChinGoosby@csulb.edu
	Dr. Panadda Marayong (Mechanical & Aerospace Engineering)	Panadda.Marayong@csulb.edu
Program Manager	Enri'que Flores	Enrique.Flores@csulb.edu
Program Coordinator	Nicole Streicker	Nicole.Streicker@csulb.edu
Grant Manager	Marie Reed	Marie.Reed@csulb.edu
Graduate Mentors (GM)	Clarissa Gonzalez	Clarissa.Gonzalez@student.csulb.edu
	Patrick Allen	Patrick.Allen@student.csulb.edu

2020 SURGE Fellows Roster

Section A	Section B
GM: Clarissa Gonzalez (CLA)	**GM: Patrick Allen (CNSM)**
Students:	**Students:**
Nicholas Malone (CHHS, Health Science)	Alfredo Cervantes (CHHS, Kinesiology)
India Rockett (CHHS, Health Science)	Amanda Finn (CHHS, Kinesiology)
Esther Choe (CLA, Psychology)	Justin Lam (CHHS, Kinesiology)
Adriana Ochoa (CLA, Sociology)	Joseline Aquino (CNSM, Biology)
Diana Pham (CLA, Psychology)	Robert Miller (CNSM, Molecular Bio)
Brianna Rios (CLA, Psychology)	Kyle Horiuchi (COE, Aerospace Eng)
David Weinberg (CLA, Psychology)	Thomas McDonald (COE, Chemical Eng)
	Jessica Moore (COE, Biomedical Eng)

Who 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.

Running late to a LC session or a BUILD event?	E-mail your GM and Training Directors
Need permission to miss a LC session?	E-mail your GM and Training Directors
Missed a LC session without permission?	E-mail your GM and Training Directors
Questions about an activity or assignment	Contact your GM
Questions about BUILD training requirements	Contact Dr. Chin Goosby
Questions about your mentor and work in your mentor's lab/project	Contact Dr. Chin Goosby
Questions about timecards and conference travel	Contact Nicole

Tentative SURGE Fellows Schedule

Week	Date	Topic of Focus	Notes
Week 1	6/2 T	Orientation – Introduction to Program (9:00-9:30am, jointly with Y1 Scholars) Safe Space Breakouts (9:30-10:30) & Syllabus Review (10:40-11:00) by cohort BUILD MOU/Culture Box (11:10am-12:00pm, jointly with Y1 Scholars)	HW: • Watch grad school application process (module 1) • Watch GRE preparation and expectation (module 2) • Culture Box video due Friday 6/5, 5PM on One Drive, watch others before 6/9
	6/4 R	Panel Discussion with Y2 Scholars (9:00-10:30am, jointly with Y1 Scholars) Building the roadmap to PhD & Preparing for Graduate School Application (10:45am-noon with Fellows) Fellows to meet with Nancy/Enri'que for xTrain & ORCID at 1PM	HW: • Create a list of 3-5 graduate programs & calendar using the template provided • Watch CV & SOP (module 3) • CV draft due by 6/11 before LC begins • SOP worksheet due by 6/11 before LC begins
Week 2	6/9 T	Tell us about yourself (Culture Box) (9-10:30am, jointly with Y1 Scholars) Game-based Contest: What do you know about your peers? BUILD Response Statement Discussion (10:40-11:30) Getting Social with BUILD IG, Linked In & Remind/Slack (11:40-12:00)	HW: • Watch letters of recommendation (module 4)
	6/11 R	What is Science? Research? Discussion Threats to science – what is your role? (9:00-10:20am, jointly with Y1 Scholars) CV & SOP Discussion & Examples (10:30am-12:00noon with Fellows)	Have your CV and SOP worksheet ready for breakout activity HW: • Revise your CV • CITI RCR Training Certificate due Sunday 6/14
Week 3	6/16 T	BUILDing Success Skills Part I/RCR: Time Management Lecture & Activity	HW:

		(9:00-10:00 am, all cohorts) Virtual Vision Board (preparing for the IDP) & Activity Log (10:15-11:15)	• Upload pdf or jpeg of Vision Board by 6/20, 11:59pm • Watch IDP module (module 5) & complete worksheets (draft) ***IDP draft due 6/22, 11:59pm***
	6/18 R	Preparing for Conference: Abstracts & Posters (9:00-10:30, jointly with Y1 Scholars) Finalizing your CV (10:45am-noon with Fellows)	HW: • Develop your poster abstract (abstract draft due Sunday 6/21, 11:59pm) • Discuss poster content with your mentor and start poster draft • IDP draft due 6/22, 11:59pm
Week 4	6/23 T	Abstract Review (9:00-10:45am with Fellows) Introduction to Elevator Talk (11:00am-noon)	HW: • Schedule to meet with your GM to review IDP & SURGE progress this week • Prepare elevator speech for 6/25 (2 versions)
	6/25 R	Heritage Project Introduction (9:00-10:00am) Elevator Speech Rehearsal (10:15-noon)	*HW:* • Identify 2-3 people for the Heritage Project. Contact one person to request their participation. • Work on poster
Week 5	6/30 T	BUILD Elevator Speech Contest Preliminary (9:00-10:00am) Final Competition (10:30-noon)	HW: • Work on poster
	7/2 R	RCR: Publishing and Scientific Writing (9:00-10:00am, Joint session with SURGE 1) Personal Reflection SOP & Discussion of diversity statement (10:30am-noon with Fellows)	HW: • Schedule interview with Heritage Project participant by 7/6. • Work on poster
Week 6	7/7 T	Check-in & Discussion of diversity statement (9:00-9:45am with Fellows) UCI Virtual Tour (10am-12:15 tentative)	HW: • Work on poster • Interview Heritage Project participant by 7/12
	7/9 R	RCR: Human subjects (9-10am) Personal Reflection	HW: • Watch Financing Graduate School (module 6) • **Draft poster due 7/13**

		SOP & diversity statement breakout (10:30am-noon with Fellows)	
Week 7	7/14 T	Draft Poster Presentation Feedback – Breakout session (9-11:30am) Joint session with Y2 (11:30am-noon) Q&A on Financing grad schools with Dr. Bryan Rodriguez (Director of GSRC)	HW: • Revise poster • Upload interview notes for Heritage Project by 7/17
	7/16 R	BUILDing Success Skills II/RCR: Mentor-Mentee Communication (9-10am) SOP & diversity statement breakout (10:30am-noon with Fellows)	HW: • Heritage Project Presentation due 7/21 on BB & in LC
Week 8	7/21 T	Heritage Project Presentations with family (Joint session with Y1 Scholars)	***Final Poster due Thursday 7/23, 5pm***
	7/23 R	Lightning Talk/Poster presentation practice	***Final CV & SOP full draft due 7/25, 11:59pm***
	7/24 F	**Virtual Summer Research Symposium (5:30-8PM)**	