



BUILD Fellows Program Spring 2020 UNIV 495 Syllabus

Fridays, 9:00-9:50am
ONLINE INSTRUCTION

Training Directors:

Dr. Panadda Marayong [COE, Instructor of Record]	Keisha Chin Goosby [BUILD Associate Director]
Office: ECS 642 Email: panadda.marayong@csulb.edu Office Hours: Questions can be sent via email. Zoom meeting available by request.	Office: SSC 225 Phone: (612) 516-3390 during COVID-19 Email: Keisha.ChinGoosby@csulb.edu Office Hours: By appointment

CHANGES DUE TO UNIVERSITY GUIDELINES ON COVID-19

All LC activities will be performed remotely due to the restrictions for on-campus activities. Like most of your classes we will use Zoom. Since some sessions will be run jointly while others will be run just for our LC we will use multiple Zoom meeting rooms. We will post the zoom link on BB weekly so that you know how to access the LC presentation. Additionally, all LCs will be recorded and made available so that those of you who have course conflicts or may miss LC due to ill health, family circumstances, etc. can still access them at a later time. If you do need to miss LC for any reason aside from pre-existing course conflicts please notify your GM and TD as usual. All Activity Logs will still be turned in as usual. We understand that due to the disruptions your research hours may fluctuate and that is okay. Your GMs will be posting alternative activities for you to work on from home to serve as a part of your research hours if needed.

FELLOWS PROGRAM OVERVIEW AND REQUIREMENTS

The primary goals of the Fellows Program are to support your graduate school application preparation, completion of your research project, and dissemination of your research findings at a professional conference. During the academic year, you are expected to participate, on average, 15 hours a week in research training with the faculty mentor.

In addition to the LC requirements, this Spring, you are also required to:

1. Complete the remaining hours of RCR face-to-face training;
2. Submit your plan for research conference attendance for the academic year;
3. Register for an approved research-infused course if you have not taken one

For this semester, you are also required to:

1. Submit a 5-page mid-year research report by Monday, February 17.
2. Submit a 10-15 page final research report by Monday, April 27.
3. Provide confirmation of graduate school application submission, and will receive course credit for doing so. Specifically,
 - Students who are graduating in Spring/Summer 2020 must apply to at least 5 graduate programs; a minimum of 3 of these 5 must be a PhD program*.
 - Students who are graduating in Fall 2020 or later, must apply to at least 5 summer research internship programs*.

*You are strongly encouraged to discuss your plan for graduate school/summer internship with the Training Directors and your research mentor to explore pathways that will be most suitable for your individual goals and needs.

DETAILED COURSE REQUIREMENTS

- **Attendance (LC) [15%]:** You are expected to participate FULLY in the BUILD program. However, the Training 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 GM immediately (before the start of the learning community in which you will be missing). Notifying your section GM after the fact could result in the absence being unexcused. See the Attendance Policy for more information about what constitutes excused and unexcused absences, as well as the Extended Policy about tardiness.
- **Colloquia attendance [10%]:** The BUILD Program offers two research colloquium talks each semester. You are required to attend **both** BUILD research colloquia during the semester (see schedule). If you miss a colloquium talk, you are required to notify your TD and make it up by attending an approved talk offered on campus (you must obtain approval by one of the TDs BEFORE attending the talk) and completing a colloquium worksheet signed by the faculty host of the talk.
- **Activity logs [15%]:** The BUILD Program tracks your weekly research training activities and hours to ensure you are receiving adequate training for graduate school. Activity logs must be submitted by 11:59 pm every Monday. Activity log covering the week of Spring break is exempt. Your activity logs, as well as the averages of your logs, will be shared with your BUILD mentor at the end of the semester to keep them apprised of your progress.
- **Individual Development Plan [5%]:** The Individual Development Plan (IDP) is an important component of the BUILD Training Program. All trainees are required to develop and update their IDP every term with the input of their BUILD mentors, major advisors, BUILD LC faculty instructors, and BUILD GMs.
- **Updated CV [5%]:** Update your CV to reflect all of your accomplishments and experiences.
- **Research Reports [15%]**
 - **Mid-Year Research Report [5%]:** Prepare a 5-page research report on the research project you have worked on over the past year (double spaced, not including figures, tables and references).
 - **BUILD Final Research Report [10%]:** Prepare a 10 to 15-page research report on the research work that you have accomplished during your participation in the BUILD program. The report is double-spaced, and figures, tables and references are in addition to the required 10-15 pages. The report must conclude with a 1-page essay where you reflect on your experience, including growth and challenges, as a BUILD Fellow.
- **Oral Research Presentation [10%]:** Develop a PPT presentation on your research and present in a 10-minute oral presentation to the class.
- **“Your BUILD Experience” Presentation [5%]:** Prepare a 3-minute oral presentation that highlights your research accomplishments, your professional and personal growth, as well as your future plans. A PowerPoint slide template will be provided. The presentation will occur during the last two weeks of class (8:30-10 am). Students who are not formally enrolled in UNIV 495 are still expected to present.
- **Application Material/Submission [15%]:** You will be expected to provide confirmation of graduate school application submission (e.g., via screenshots of submission confirmation e-mails). Specifically,
 - Students who are graduating in Spring/Summer 2020 must apply to at least 5 graduate programs; a minimum of 3 of these 5 must be a PhD program.
 - Students who are graduating in Fall 2020 or later, must apply to at least 5 summer research internship programs
- **CSULB Research Competition Critiques [5%]:** You are required to attend the CSULB Research Competition on Friday, February 21. Schedule of presentations will be available shortly before the competition day, and you can use it to choose sessions to attend. Use the research critique form provided on BeachBoard to summarize and critique FOUR research presentations that you attend. **Presenters don’t need to submit this form.**

Grading - Letter Grade Scale:

Grade	A	B	C	D	F
Percent	90-100%	80-89%	70-79%	60-69%	0-59%

COURSE POLICIES

Late Work Policy

All items are due by 11:59 PM on the assigned due date. Activity logs will not be given any credit if submitted late. For additional graded items (e.g., reports and IDP), 20% of the grade will be deducted, per day, for late submission. On the 5th day, you will receive a zero score for the assignment. If there is a reason for a late submission, please contact your GM and Training Director prior to the due date. Non-submission of an assignment, IDP, or Activity log is grounds for probation 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/.

University Attendance Policy

EXCUSED ABSENCES include:

1. Illness or injury to the student
2. Death, injury, or serious illness of an immediate family member or the like
3. Religious reasons (California Education Code section 89320)
4. Jury duty or government obligation
5. University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused. Faculty members will ask for documentation as they deem appropriate for each excused absence.

Extended BUILD Program Attendance Policy

You are expected to participate FULLY in the BUILD Fellows program. The BUILD Training Directors have important information they want to pass on to you during the Learning Community sessions. Missing a session will impede the progress of your research training and sometimes those of other students in the program. This is also true for timely arrival to the Learning Community sessions. On many days at the beginning of the sessions the Training Directors make housekeeping announcements that are important for you to know.

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 as soon as you are able. Notifying the GM or Training Directors after the fact could result in the absence being unexcused. Three or more "unexcused" absences may be grounds for

being placed on probation or dismissal from the program. The following instances will also be counted as an unexcused absence:

1. Being late by 10 min or more to a Learning Community session (i.e., after 9:10am);
2. Three instances of any length of tardiness (after 3 instances of tardiness of any length, ALL additional instances of tardiness are considered unexcused absences);
3. Skipping a breakout session, lecture or symposium component.

We are tracking your participation as well as timely and successful completion of the Learning Community assignments. The GMs will post their records of your assignments on BeachBoard. Missing assignment records may also lead to a meeting with your GMs and/or Training Directors. In case of any absence, excused or unexcused, you are responsible to follow up with your section GM on the missed assignments and make them up.

University Withdrawal Policy

It is the student's responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Withdrawal from a course after the first two weeks of instruction requires the signature of the instructor and department chair, and is permissible only for serious and compelling reasons. During the final three weeks of instruction, withdrawals are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an incomplete is not practical. Ordinarily, withdrawals in this category involve total withdrawal from the university. The deadline to withdraw without a "W" from classes for this semester is **February 3, 2020. However, as a BUILD Fellow, you are required to take this course.**

Accommodation

It is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability (PS 11-07, Course Syllabi and Standard Course Outlines).

Students needing special consideration for class format and schedule due to religious observance or military obligations must notify the instructor in advance of those needs.

Students who require additional time or other accommodation for assignments must secure verification/assistance from the **CSULB Bob Murphy Access Center (BMAC) office located at the Student Success Center. The telephone number is (562) 985-5401.**

Accommodation is a process in which the student, **BMAC**, and instructor each play an important role. Students contact **BMAC** so that their eligibility and need for accommodation can be determined. **BMAC** identifies how much time is required for each exam. The student is responsible for discussing his/her need with the instructor and for making appropriate arrangements. Students who are eligible to receive accommodation should present an Accommodation Cover Letter and a **BMAC** Student/Teacher Testing Agreement Form to the instructor as early in the semester as possible, but no later than a week before the first test. (It takes one week to schedule taking an exam at the **BMAC** office.) The instructor welcomes the opportunity to implement the accommodations determined by **BMAC**. Please ask the instructor if you have any questions.

BUILD Program Contact Information

Training Directors (TDs) & Staff

Fellows Training Directors	Dr. Panadda Marayong (Mechanical Engineering) Keisha Goosby (BUILD Associate Director)	Panadda.Marayong@csulb.edu Keisha.ChinGoosby@csulb.edu
Scholars 2 Training Directors	Dr. Amber Johnson (Health Science) Dr. Araceli Gonzalez (Psychology) Dr. Perla Ayala (Biomedical Engineering) Dr. Jesse Dillon (Biology)	Amber.Johnson@csulb.edu Araceli.Gonzalez@csulb.edu Perla.Ayala@csulb.edu Jesse.Dillon@csulb.edu
Scholars 1 Training Directors	Dr. Young-Hee Cho (Psychology)	Young-Hee.Cho@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

Section 05 (CHHS/CLA)	PH1-219	Patricia Dionicio	Patricia.Dionicio@student.csulb.edu
Section 06 (CNSM/COE)	PH1-135	Kathy Vo	Kathy.Vo-SA@student.csulb.edu

Whom do I contact?

USE YOUR CSULB EMAIL ADDRESS FOR ALL COMMUNICATIONS

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 at times very confusing whom you need to contact when you have questions or simply need to inform you are sick and cannot attend a Learning Community session. So here are some communication rules for BUILD trainees that will serve as a starting point.

<i>Running late to a LC session or a BUILD event?</i>	E-mail your GM
<i>Need permission to miss a LC session in advance?</i>	E-mail your Training Director and copy your GM
<i>Missed a LC session without permission?</i>	E-mail your Training Director and your GM
<i>Missed a BUILD research colloquium?</i>	Email the TD/Instructor of Record
<i>Questions about an activity or assignment</i>	Contact your GM
<i>Questions about BUILD training requirements</i>	Contact Dr. Dillon
<i>Questions about mentor and work in mentor's project</i>	Contact your Training Director
<i>Questions about stipends and tuition reimbursement</i>	Contact Enri'que and Marie
<i>Questions about conference travels</i>	Contact Nicole

UNIV 495 Fellows Learning Community Tentative Schedule

Week	Activities	Assignments Due & Notes
1 1/24	Welcome Back -Syllabus Review & presentation sign up -xTrain	Due: Activity Log #1: M 1/27 by 11:59 PM Schedule 1:1 meeting with TD (February meeting)
2 1/31	Research Presentations #1 (Breakout)	Due: Research PPT on 1/27 by 11:59 PM
3 2/7	Research Presentations #2 (Breakout)	Schedule 1:1 meeting with GM (March meeting)
4 2/14	BUILD Cohort bonding activity (No LC) Time & Location TBD	Joint activity with all BUILD cohorts
5 2/21	No LC – To attend/present at the CSULB Student Research Competition	Due: Mid-year research report on M 2/17 by 11:59 PM
6 2/28	BUILD Colloquium (CNSM) , Location: LA4-120	Due: Research Competition Critiques on M 2/24 by 11:59 PM (presenters will not need to submit this)
7 3/6	“What’s a scientist?” workshop Location: PH1-223	Joint session with all BUILD cohorts
8 3/13	Stress Management—Life After BUILD	Due: Application confirmation on M 3/16 by 11:59 PM
9 3/20	Online panel with BUILD Alumni (via Zoom: Fellows zoom room)	
10 3/27	BUILD Colloquium (CLA) (via Zoom: Fellows zoom room)	Due: Activity log for week 9 on 3/23 by 11:59PM
11 4/3	Spring Break-No Class	
12 4/10	Joint meeting with Scholars 1 & 2 –Graduate School Application & Interview Experience (by Breakout Sessions) COE/CNSM students, join Fellows zoom room CLA/CHHS students, join Y2 Scholars zoom room	Due: Activity log for week 10 on 4/6 by 11:59PM Updated CV on M 4/6 by 11:59 PM
13 4/17	Survey administration—Bring laptop & CV Stress Management – Life After BUILD (via Zoom: Fellows zoom room)	Due: Activity log for week 12 on 4/13 by 11:59PM
14 4/24	Time for final research report and BUILD experience presentation [No class]	Due: Updated IDP on M 4/20 by 11:59 PM Activity log for week 13 on 4/20 by 11:59PM
15 5/1	“Your BUILD Experience” Presentation – Extended class time from 8:30-10AM BUILD Commencement on May 1st (5:30-8pm) (via Zoom: Fellows zoom room)	Due: Final research report on M 4/27 by 11:59 PM BUILD experience PPT on W 4/29 by 11:59PM Activity log for week 14 on 4/27 by 11:59PM
16 5/8	“Your BUILD Experience” Presentation – Extended class time from 8:30-10AM (includes GMs) (via Zoom: Fellows zoom room)	Due: Activity log for week 15 on 5/4 by 11:59PM
17 (Finals Week)	No Class	Due: Activity log for week 16 on 5/11 by 11:59PM

More ways to join Fellows LC Zoom:

Join Zoom Meeting

<https://csulb.zoom.us/j/345252635>

Meeting ID: 345 252 635

One tap mobile

+16699006833,,345252635# US (San Jose)

+13462487799,,345252635# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US

Meeting ID: 345 252 635

Find your local number: <https://csulb.zoom.us/j/345252635>