



# BUILD Scholars 1 Program

## Spring 2020 UNIV 395 Syllabus

Friday 9:00-9:50am

<b>Instructors:</b>	Dr. Young-Hee Cho
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<b>Office Hours:</b>	Tu: 9-10AM by appt. only. Zoom link: <a href="https://csulb.zoom.us/j/5237375331">https://csulb.zoom.us/j/5237375331</a>

### CHANGES DUE TO COVID-19 DISTANCING POLICIES

All office hours and 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. Zoom links for TD office hours are above. The zoom links for LC listed for each session in the course schedule below. Additionally, all sessions will be recorded and made available on Beachboard 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 we already know about) please notify your GM and TD as usual. All assignments and 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. Hopefully your mentor has given you work to do from home. Your GMs will also be posting alternative activities for you to work on from home to serve as a part of your research hours if needed.

### SCHOLARS 1 PROGRAM OVERVIEW AND OBJECTIVES

BUILD Scholars 1 Program is the 1<sup>st</sup> year of the two-year Scholars Program. The primary goals of Scholars 1 is to help you develop skills to support your research, professional development, and summer research internship application preparation n.

During Scholars 1 Program you are expected to participate for at minimum 15 hours a week in research training. This includes participating in an intensive full-time research experience in your mentor's research program (beginning on January 21<sup>st</sup>) as well as in UNIV 395 Learning Community that meets once a week.

In addition to the LC requirements, if you have not done so, you are also required to:

1. Complete all NIH-required hours of RCR training (i.e., online CITI training and 8 hours of Face-to-Face training);
2. Submit information required for tracking (e.g., transcripts, course information);
3. Submit at least 5 summer research internship applications;
4. Take GRE workshop, a second practice GRE test by the end of Spring Break and one official GRE test by 8/31;
5. Submit a 5-8 page (double-spaced) research report by April 9, 11:59PM;
6. Present your research in LC.

### COURSE REQUIREMENTS

#### Grading

Participation:	30%
Individual Development Plan (IDP):	10%
Summer Internship Application:	5%
GRE (practice tests; workshop):	10% (no longer required this semester)

Other Assignments:

45%<sup>[SEP]</sup>  
Total 100%

Letter grade scale: A (90% or above), B (80-89%), C (70-79%), D (50-69%), and F (49% or below).<sup>[SEP]</sup>

#### A. Attendance/Participation [30% of grade]

- **Attendance (10%):** 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 the course instructor, Dr. Cho, 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 lab, copy your mentor in your email to Dr. Cho 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 probation 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. It is your responsibility to check for accuracy of the attendance records. No corrections will be made after two weeks of the record. Please see the Extended Attendance Policy for more information about what constitutes excused and unexcused absences.
- **Colloquium participation requirement (10%):** The BUILD Program offers two research colloquium talks each semester. You are required to attend **both** BUILD research colloquia during the semester scheduled on **2/28 and 3/27**. If you miss a colloquium talk, you are required to make it up by attending an approved talk offered on campus (you must obtain approval by Dr. Cho BEFORE attending the talk) and completing a non-BUILD colloquium worksheet signed by the faculty host of the talk and turn it in to your GM. Colloquium attendance counts as LC attendance as well.
- **Activity logs (10%):** 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 (including the one for Week10 which is due on 3/30). The only exception is that Activity logs for Week 11 during Spring Break are optional. Your section GM will review and record the activities in BeachBoard by Tuesday. For late submissions, no credit will be given. Your activity logs as well as the averages of your logs and those of all trainees in your college will be shared with your BUILD mentor after Week 7 and at the end of the semester to keep them apprised of your progress. **Low research hours during the transition period are not an issue. Please explain it in your activity log.**

#### B. Assignments [70% of grade: See Tentative Schedule for Due Dates]

- **CSULB Research Competition Critiques [5%]:** You will be required to attend the CSULB Research Competition on Friday February 21. Schedule of presentations will become 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 listened to. Presenters don't need to submit this form. Visit <http://www.csulb.edu/academic-affairs/32nd-annual-csulb-student-research-competition> for more information about the event.
- **Research Report [20%]:** You will prepare 5-8 pages, double-spaced research report which also includes one figure/table and about 10 references. You can't use your work for other classes without any modification, but can use it once the work has been updated. You are required to get your mentor's feedback on your research report. Note that for some discipline, you can use this report as a writing sample for a graduate application. Refer to the course schedule for the due date.
- **Research Presentations (via Zoom meetings) and PowerPoint Presentation slides of Research Presentation [20%]:** You will prepare and give a 10-minute presentation on the research you have accomplished this Fall. PowerPoint presentation slides will also be graded for quality. Students who are not formally enrolled in UNIV 395 are still expected to present. Contact Dr. Cho to discuss an optimal presentation time.

- **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 develop and update their IDP 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 of summer internship applications. **You are required to meet (via Zoom) with your GM prior to finalizing the IDP.**
- **Summer Internship Application [5% of grade]** All trainees are required to apply for at least 5 summer internship programs and submit the evidence of application to a dropbox. BUILD center has many school brochures that might offer summer internships as well as sample binders that you can prepare for faculty who will write letters of recommendations for you.
- **GRE practice tests and workshop [10% of grade] (no longer required this semester.)**

You are required to :

- ✓ Take the second BUILD practice GRE test by the end of Spring break. Be sure to do your best rather than just try to meet the requirement. Submit a screen shot of your score to a dropbox.
- ✓ Take an official GRE test by the end of August 2020.
- ✓ Tips:
  - Even if you meet the eligibility requirement of the GRE Fee Reduction Certificate, obtaining the certificate usually takes 3 weeks. So, apply for it early!
  - On the day of testing, do not leave the testing site without the permission of the facilitator;
  - You can also use the online writing service, *ScoreItNow!*<sup>™</sup>, to improve your analytical writing score.
  - If you are non-citizen, bring your passport on the day of testing.

## COURSE POLICIES

### Late Work Policy

All items are due by 11:59 PM of the assigned due dates. Activity logs will not be given any credit if submitted late. For assignments, IDP, and any other required items (if any), 20% of the grade will be deducted for late submission per day (up to 4 days). After 4 days, you will receive a zero score for the assignment. If there is a reason for a late submission, please contact your GM and Dr. Cho prior to the due date. Non-submission of an assignment, IDP, or Activity logs 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/](http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/1985/19/).

## 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 scholar, you are required to take this course.**

## 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.

**Note:** It is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability.

## Extended BUILD Program Attendance Policy

You are expected to participate FULLY in the BUILD Scholars 1 program. The BUILD training directors have a lot that they want to pass onto 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 directors make housekeeping announcements that are important for you to know. 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 Dr. Cho and your GM as soon as you are able. Notifying the GM or Dr. Cho 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 for more than 10 min to a Learning Community session (i.e., after 8:40 or 9:10am);
2. Three instances of any length of tardiness (including any instances of tardiness that were already counted as an unexcused absence);
3. After the first three instances of tardiness, being late for class each subsequent time will be considered an unexcused absence regardless of length of time.

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 homework 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 GMs on the missed assignments and make them up.

## Harassment and tolerance policies

CSULB and BUILD are committed to providing a safe and positive learning environment and has established a zero-tolerance policy for any sexual/gender-based misconduct, including, but not limited to, sexual harassment, assault, relationship violence or stalking for all faculty, staff, and students.

As members of The Beach community, we practice tolerance and denounce hate and prejudice. Our classroom will strive to be a place of mutual respect where the focus is on learning and student success.

## 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 (NB: there are **no tests** in this course). The instructor welcomes the opportunity to implement the accommodations determined by **BMAC**. Please ask the instructor if you have any questions.

## Mental Health Resources (Also posted on BB as a news)

### CSULB CAPS Counseling

CAPS Counseling and Psychological Services is available by phone at 562-985-4001.

### California Warm Line for Emotional Support

<https://www.mentalhealthsf.org/peer-run-warmline/>

855-845-7415

### CSULB General Resources for Students

Click on the "Students" tab on this page:

<https://www.csulb.edu/covid-19>

### Food Pantry information

[https://www.asicsulb.org/corporate/images/resource/beach-pantry/long\\_beach\\_partner\\_pantry\\_list.pdf](https://www.asicsulb.org/corporate/images/resource/beach-pantry/long_beach_partner_pantry_list.pdf)

### Laptops for Loan

If you need a Chromebook loaned to you, please call 562-985-5587 or visit Brotman Hall 377 (Monday-Friday, 8 a.m.-5 p.m.).

### Zoom Webinar (recorded) for teachers and students

[https://livetraining.zoom.us/rec/play/vJR5d-](https://livetraining.zoom.us/rec/play/vJR5d-j5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGIZuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMo)

[j5q283HNGcsgSDV\\_5wW9Tpe\\_qs0CVM\\_PIEmknkVnAAYVGIZuMaZ7NAORKJB\\_fFeWJ9L4d5ilrn?continueMo](https://livetraining.zoom.us/rec/play/vJR5d-j5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGIZuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMo)  
[de=true](https://livetraining.zoom.us/rec/play/vJR5d-j5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGIZuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMo)

### CSULB Keep Learning with BeachBoard

Click on the link and scroll down to see the Student section

<https://www.csulb.edu/academic-technology-services/instructional-design/keep-teaching-and-learning>

### CSULB Library Updates

<http://www.csulb.edu/university-library/article/library-building-closing>

## Resources for a variety of needs

<https://www.211oc.org/get-help/211oc-can-help/search-for-resources.html>

# 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 3 Training Director	Prof. Sarah Zigmont (Chemistry/Biochemistry)	Sarah.Zigmont@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

Breakout Session	Location	GM	E-mail Address
Section 1	SPA-107	Everett Delfel (CLA/CHHS)	<a href="mailto:Everett.Delfel@student.csulb.edu">Everett.Delfel@student.csulb.edu</a>
Section 2	SPA-108	John Poli (CNSM/COE)	<a href="mailto:John.Poli@student.csulb.edu">John.Poli@student.csulb.edu</a>

## 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.

<b><i>Running late to a LC session or a BUILD event?</i></b>	E-mail your GM
<b><i>Need permission to miss a LC session?</i></b>	E-mail Dr. Cho and your GM
<b><i>Missed a LC session without permission?</i></b>	E-mail Dr. Cho and your GM
<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 mentor and work in mentor's lab/project</i></b>	Contact Dr. Cho
<b><i>Questions about stipends and tuition reimbursement</i></b>	Contact Enri'que and Marie
<b><i>Questions about conference travels</i></b>	Contact Nicole

## UNIV 395 Scholars 1 Learning Community Tentative Schedule



Week	Materials/Activities	Notes
<b>1</b> 1/24	Welcome back & upcoming events	<b>Assign:</b> <ul style="list-style-type: none"> <li>• Research report due on 4/9</li> <li>• Update IDP</li> <li>• Check BUILD Graduate Application Modules</li> </ul>
<b>2</b> 1/31	Reflection and Planning (by Breakout Sessions; CLA/CNSM at LA5-153 & CHHS/COE at LA5-171)	
<b>3</b> 2/7	Social hours for Y1 at Student Union Center	<b>Assign:</b> <ul style="list-style-type: none"> <li>• Research Competition Critiques</li> </ul> <b>Provide:</b> <ul style="list-style-type: none"> <li>• Rubrics for Critiques and Report</li> </ul>
<b>4</b> 2/14	BUILD Cohort (Y1, Y2, F) Bonding Activity Time & Location TBD	
<b>5</b> 2/21	CSULB Student Research Competition <a href="https://www.csulb.edu/academic-affairs/32nd-annual-csulb-student-research-competition">https://www.csulb.edu/academic-affairs/32nd-annual-csulb-student-research-competition</a>	<b>Due:</b> <ul style="list-style-type: none"> <li>• Research Competition Critiques 2/21 11:59PM</li> </ul>
<b>6</b> 2/28	BUILD Colloquium (Location: <b>LA4-120</b> ) Dr. Taiane Lima (Postdoctoral Scholar, Dep't of Molecular Biology and Biochemistry) Q&A reception ( <b>LA4-120</b> ) – for CNSM/COE students	<b>Provide:</b> <ul style="list-style-type: none"> <li>• Rubrics for Research Report</li> </ul>
<b>7</b> 3/6	“What is a Scientist?” Workshop Location: PH1-223	
<b>8</b> 3/13	Midway checkout (by Breakout sessions; CLA/COE at LA5-153 & CHHS/CNSM at LA5-171 (cancelled)	
<b>9</b> 3/20	Alumni Panel: recoding posted on: (attendance not required) <a href="https://csulb.zoom.us/rec/share/xZEvK6vK8l9LZ5HA13CGe6oQJK_jT6a80Scb-fQPn03TCqjiXwksibqX2IhMhc5K">https://csulb.zoom.us/rec/share/xZEvK6vK8l9LZ5HA13CGe6oQJK_jT6a80Scb-fQPn03TCqjiXwksibqX2IhMhc5K</a>	
<b>10</b> 3/27	BUILD Colloquium by Alma Olaquez (Psychology) <a href="#">Zoom link</a> (password: 080000)	
<b>11</b> 4/3	<i>NO CLASS: Spring Break</i>	<b>Due:</b> <ul style="list-style-type: none"> <li>• <del>Second GRE practice test 4/3 11:59PM (cancelled)</del></li> </ul>
<b>12</b> 4/10	Joint meeting with Scholars 2 and Fellows – Tips and Advice for Applying to Graduate School: What's involved? (By Breakout Sessions: password: 080000) (Zoom links: <a href="#">COE/CNSM</a> trainees & <a href="#">CHHS/CLA</a> trainees)	<b>Due:</b> <ul style="list-style-type: none"> <li>• <b>Submit CV 4/6 11:59PM</b></li> <li>• Summer internship application receipts 4/9 11:59PM</li> <li>• Research report 4/9 11:59PM</li> </ul>
<b>13</b> 4/17	HERI Survey: Prepare updated CV <a href="#">Zoom link</a> (password: 664770)	<b>Due:</b> <ul style="list-style-type: none"> <li>• Updated IDP 4/16 11:59PM</li> </ul> <b>Provide:</b> <ul style="list-style-type: none"> <li>• Rubrics for Oral Presentation</li> </ul>
<b>14</b> 4/24	Research Oral Presentation (Zoom link: TBA) – <b>Class to start at 8:30AM</b>	<b>Due:</b> <ul style="list-style-type: none"> <li>• Upload final PPT by 4/23 11:59PM</li> </ul>
<b>15</b> 5/1	Research Oral Presentation (Zoom link: TBA) – <b>Class to start at 8:30AM</b>	
<b>16</b> 5/8	A week of reflection <a href="#">Zoom link</a> (password: 539697)	<b>Due:</b> <ul style="list-style-type: none"> <li>• Take an official GRE by 8/31</li> </ul>