

LOMA LINDA UNIVERSITY
SCHOOL OF MEDICINE
Center for Health Disparities and Molecular Medicine

ABC

APPRENTICESHIP BRIDGE TO COLLEGE PROGRAM
STUDENT SUMMER INFORMATION MANUAL

SUMMER RESEARCH
PROGRAM 2015



LOMA LINDA UNIVERSITY

School of Medicine

*Center for Health Disparities &
Molecular Medicine*

Office Of Student Development (OSD)
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OFFICE OF STUDENT DEVELOPMENT (OSD)
Apprenticeship Bridge to College
ABC MANUAL

Congratulations! You are entering a highly competitive program into which few students are selected. Participants are chosen based on their interests in the basic sciences and disadvantaged communities. For this reason, please keep in mind that you represent your institution and this program when interacting with the departments and laboratories where you will be observing and learning this summer. You are also representing this summer program as you interact on Loma Linda University's campus.

During this summer internship we would like for you to learn how to work with and influence disadvantaged communities to motivate them to seek a better quality of life. You may be working among students from other colleges/universities and high schools and although their ideas and perspective may differ from yours, do not let that keep you from sharing some of your interests.

Within this manual, you will find information that will be useful to you and your parents/guardians as you plan your summer. Please read the manual, sign the last sheet, and **bring it with you to Orientation**. Also, feel free to call the office or email us if you have any questions.

We extend you a warm **WELCOME** and look forward to getting to know you and watching you excel in the work you will accomplish this summer.

PROGRAM DATES:

The ABC program runs 8 weeks this year, from June 15 - August 7, 2015. You are required to be in your labs and at other assigned seminars and workshops Monday through Friday. If you have a special request or a specific *important* conflict please email Mr. David Erghelegiu, derghelegiu@llu.edu and Dr. Jason Penniecook, jpenniecook@llu.edu, as soon as you become aware of your conflicting obligation. Attendance in your labs, workshops, and seminars is **mandatory**.

ORIENTATION DAY

The ABC program Orientation is on Monday, June 15, 2015 at 9:00 a.m. in the Mortensen Hall amphitheater on the second floor, a light breakfast will be provided. See attached link of the campus map for location of Mortensen Hall <http://www.llu.edu/map/>. If you have a car, you will need to get a parking permit from the LLU Security Office, (909) 558-4320.

Items to bring with you on Orientation day

- Your Driver's license or CA ID – government issued picture ID
- Your Social Security card
- Your high school picture ID
- The health insurance card of the policy on which you are covered.

Come prepared to have your picture taken for the 2015 Summer Research Album.

WORK PERMIT

If you are under 18 years of age, you must provide a work permit verifying that you are eligible for work by June 15, 2015 – you should begin the process now. Pick up a Work Permit Request Form from your high school and fill out your portion of the form. Bring the form to the Office of Student Development and have David Erghelegiu or Dr. Jason Penniecook complete the “Employer’s” section. Then, have your parents complete their section and return the form to your school and they will provide you with a work permit. You must bring us an official copy of your work permit for our files.

STIPEND

ABC – stipend based on minimum wage.

You are required to work 32 hours per week with an average of no more than 7 hours per day. During the week there are other activities that are mandatory that complements the 7 daily hours. Your actual work hours may vary because some mentors have early or late hours in their labs. In accordance with California State Laws, you must take a 30-minute to 1-hour lunch break every day after 4-5 hours of work. You will work 5 days a week; and LLU policy requests that no lab work be done from Friday sunset to Saturday sunset. Unless you really need to work on your experiments, we also ask that you try to avoid working on Sundays because there is **no** overtime pay. You will fill out time cards (bi-weekly) and you must sign in and out on the sheet each morning and evening (located in the Administrative Office of the Center, MTH #142). Please note that your wages are not taxable; you will receive a 1099 for tax purposes in January 2015.

Lunch will be provided for you at the Wednesday seminars. Attendance for this seminar is **mandatory**. Some mentors will have you run experiments during or around the time of these seminars. If this is the case, we need to know if you will not be in attendance. Please call the office and let us know in **advance**.

SYMPOSIUM:

The 15th CHDMM LLU-NIH Annual Research Symposium will be held on Wednesday, August 5, 2015 at 3pm. This program consists of a 1-hour poster presentation by the students exhibiting the work you have done during the summer, a presentation from the keynote speaker, as well as remarks by the Center Directors and certificates for all the participants. Each student must turn in an abstract and must present a poster. We will be providing assistance and direction for printing of the posters.

DRESS CODE:

As you may already know, summer temperatures in the Inland Empire can be very hot and dry and often vary from day to night. The summer temperature averages between 80 and 115° F. Below you will find suggestions for attire.

SUGGESTED DAILY ATTIRE FOR YOUNG MEN:

- ◆ Clothing that is clean and professional
- ◆ Casual pants or jeans
- ◆ Light sweaters, clean shirts
- ◆ Professional T-shirts or dress-shirts

- ◆ Tennis shoes, closed-toe and closed-back shoes (**no open-toe shoes or sandals allowed in the labs**), comfortable footwear (you may be standing for long periods of time), or shoes good for walking.

SUGGESTED ATTIRE FOR THE RESEARCH SYMPOSIUM, AUGUST 6TH:

- ◆ Professional attire-dark suit (black, dark grey, dark brown, or dark blue), including coat and matching pants
- ◆ Pressed clothing
- ◆ Tie
- ◆ Clean, polished dress shoes and socks to match slacks

UNACCEPTABLE CLOTHING:

- ◆ Torn
- ◆ Anything with extra/non-functional holes in it
- ◆ Dirty

SUGGESTED DAILY ATTIRE FOR YOUNG LADIES:

- ◆ Clothing that is clean and professional
- ◆ Casual pants, jeans, Capri pants (knee length or lower), or skirts (knee length or lower)
- ◆ Light sweaters, clean shirts
- ◆ Professional T-shirts or dress-shirts
- ◆ Tennis shoes, closed-toe and closed-back shoes (**no open-toe shoes or sandals for the lab**), comfortable footwear (you may be standing for long periods of time), or shoes good for walking.

SUGGESTED ATTIRE FOR THE RESEARCH SYMPOSIUM, AUGUST 5TH:

- ◆ Professional attire-dark suit (black, dark grey, dark brown, dark blue) including matching dress pants/skirt/jumper and coat. Suit jumpers or skirts should be mid-knee length or below
- ◆ Pressed clothing
- ◆ Blouses should be pressed
- ◆ Clean polished dress shoes, preferably low heels because you will be standing for a long time
- ◆ Stockings to match suit/professional attire

UNACCEPTABLE CLOTHING:

- ◆ Torn
- ◆ Anything with extra/non-functional holes in it
- ◆ Dirty

*** Ladies, in the past we have had some problems and complaints about students wearing low rise jeans, spaghetti straps, and shirts revealing midriffs. Please refrain from wearing these particular items of clothing. We understand that it is hot, but you are representing your school as well as your family and the University. If you plan to wear spaghetti straps, please bring a sweater or jacket. ***

CELL PHONE USAGE

Cell phones can be distracting in a lab setting, particularly when working on experiments. Please silence your cell phone while working in the lab. You may want to answer your calls or texts during breaks, but keep the conversation time to a minimum to prevent interference with your work. Please, advise your relatives or friends to contact you during off-work hours, unless there is an emergency.

RECOMMENDED SUPPLIES:

Lab:

- ◆ Pens and pencils
- ◆ Notebook (we provide laboratory notebooks that you must keep in the lab at all times and leave it with your mentor when the program is finished. Do not take home your laboratory notebooks).
- ◆ Ruler
- ◆ Calculator

(Optional Activities: beach vespers, pool vespers, amusement parks)

- ◆ Bible
- ◆ Towels
- ◆ Sunglasses
- ◆ Bathing Suit
- ◆ Camera
- ◆ Extra cash
- ◆ Bag lunch (if lunch is not provided)

HOUSING ACCOMMODATIONS

The Center for Health Disparities and Molecular Medicine does not provide housing or transportation for students in the ABC program.

MEALS:

(Please see attached map)

The following links provide information for eating options on campus:

- Campus cafeteria: <http://www.llu.edu/central/foundation/llucafe.page>
- LLU Medical Center cafeteria/LLUMC Children's Hospital cafeteria: <http://www.llu.edu/central/info/dining.page#llumccafe>
- Patio Pantry (next to Loma Linda Market): <http://www.llu.edu/central/foundation/ppantry.page?>

The following is a list of nearby (within 2 miles) dining facilities and stores:

- | | |
|-------------------------------------|---------------------------------|
| -Café Society (University St/Evans) | -Coco's Bakery Restaurant |
| -Stater Bros. Grocery Store * | -Del Taco |
| -Rite Aid Pharmacy* | -Delhi palace-Indian Restaurant |
| -Clark's Nutritional Health Store* | -Happy Family Vegetarian |
| -Carl's Jr/Green Burrito* | -Home Town Buffet |
| -Angelo's Sandwich Shop | -Jamba Juice- Smoothies |
| -Baker's Burgers | -Jose's Mexican Food |
| -Chipotle | -Loma Linda Market* |

- Lotus Garden-Chinese Food (vegetarian option)
- Mimi's Restaurant
- Olive Garden
- Panera Bread
- Papa John's-Pizza

- Quizno's
- Soup Plantation
- Subway Sandwich
- Surfer Joe's-Pizza
- Taco Bell
- TGI Friday's

NOTICE: This list may vary as businesses may change names/locations.
*These places are within walking distance and near the VA Hospital

DEL WEBB LIBRARY:

This is the link to the website where you can check for more information:
<http://www.llu.edu/llu/library/index.html>. You will have access to the library in order to do research required by your mentor(s). You will also have online access to blackboard for surveys after the weekly seminars and various announcements.

SOCIAL ACTIVITIES:

NON OSD-RELATED (optional): The student services office has tickets for various theme parks, amusement parks, and other activities available for discounted prices. You are free to purchase these tickets on your own using your student ID badge.

OSD ACTIVITIES (optional): The OSD will plan several outings for the summer research students, such as vespers, beach vespers, baseball games, and other events. Please keep your eyes and ears open for fliers/emails and announcements regarding these trips. ABC students must provide their own transportation when traveling and may be asked to provide parental consent. Remember, this is time outside of the lab when you will get to know your colleagues. You may form life-long friendships, as well as create invaluable networks for the future.

MENTOR PLACEMENTS:

You will be assigned to a mentor prior to your arrival based on the research interests you checked in your application. When in the lab, please remember that you must be on your most professional behavior at all times. If you have any concerns or conflicts, please talk to Dr. Jason Penniecook, David Erghelegiu, or Ann Bradshaw (*the office staff is always available to help!*). We realize that being away from home in a new environment is both exciting and scary, so do not hesitate to stop by the office for snacks, a water break, or a quick hello. Again, this is a wonderful opportunity for us to reach out and help each other. The people working within your lab may be good resources for you to learn more about your primary mentor and his/her work.

SEMINARS:

As stated earlier, there are weekly seminars that you are required to attend as part of your 8 hour day. We will provide you with a calendar of activities so you can keep track of all the important dates of which you **must** be aware. You are responsible for attending all seminars. We may send out reminders; however, you must be responsible and look up the information to verify where you should be at all times. The seminars listed below will give you a general idea of what to expect:

CHDMM SEMINARS - Wednesdays 12noon to 2pm

Lunch will be provided. This seminar is for **ALL** students participating in the summer research program (ABC, UTP, MTP, and IMSD). Mentors are welcome to attend as well.

UTP/ABC SEMINARS - Thursdays 5pm-6pm

Light refreshments will be provided. At these seminars you will be given information that includes learning how to create a poster presentation for the symposium, among other topics. Presenters will be scientific professors and graduate students.

15TH ANNUAL RESEARCH SYMPOSIUM - Wednesday, August 5, 2015, 3pm-8:30pm

Refreshments will be available. As mentioned before, business attire is mandatory. Please consult with any of the office staff if you need suggestions for appropriate attire. You may invite parents, family, friends, professors, teachers, school staff, and lab staff to the Symposium. Please be sure to tell David Erghelegiu/Dr. Jason Penniecook, by Friday, July 24, 2015 how many guests you expect to attend. **This is very important!**

HEALTH INSURANCE:

The summer research program does not provide health insurance. Students must carry proof of all health/medical insurance and bring those documents to the office to make a copy for their student file in case of emergency. We will also require you to fill out an “In-case-of-Emergency” form.

If you have finished reading and reviewing this manual, please sign and have your parent(s)/guardian sign the following page indicating that you have read and understood all material in the manual. You must **bring** the signed form with you to Orientation.

Please remember to complete the enclosed forms and bring them with you to Orientation.

**LINDA UNIVERSITY SCHOOL OF MEDICINE
 CENTER FOR HEALTH DISPARITIES AND MOLECULAR MEDICINE
 OFFICE OF STUDENT DEVELOPMENT
 MEDICAL TRAINING PROGRAM**

ABC

**SUMMER RESEARCH
 TERMS & CONDITIONS SIGNAGE FORM**

RESPONSIBILITY AND LIABILITY

The sponsor for this program is the Center for Health Disparities and Molecular Medicine, OFFICE OF STUDENT DEVELOPMENT, which has made all arrangements for services and accommodations. The Center for Health Disparities and Molecular Medicine, OFFICE OF STUDENT DEVELOPMENT shall be responsible to the participating student for supplying the services described in the manual. This manual represents the entire agreement between the participants and CHDMM OSD. CHDMM OSD holds the rights to decline, retain, or remove any participant member at any time.

By signing this form you are indicating the release of any and all photography, video, etc., taken of you for marketing and promotion purposes that may or may not be used in the future.

You will receive a stipend during the summer that will be paid concurrent with LLU payroll cycle by our office that the student may use to pay housing and meals.

You are responsible for attending all required CHDMM OSD related activities such as seminars, workshops, sessions, meetings, classes during the summer program along with attending the required symposium (see below) and farewell activity (Thursday, August 6, 2015 in the morning).

You also agree to participate in the 15th CHDMM LLU-NIH Annual Research Symposium which will be held on Wednesday, August 5, 2015 from 3pm to 8:30pm and participate in its entirety.

Please print, sign and date and turn in at ABC Orientation, June 15, 2015.

Student name (print) *Date*

Student Signature *Date*

Parent name (print) (if student is under 18 years) *Date*

Parent Signature *Date*

CHDMM Project Manager Name *Date*

CHDMM Project Manager Signature *Date*