

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

UTP

UNDERGRADUATE TRAINING PROGRAM
STUDENT SUMMER INFORMATION MANUAL

SUMMER RESEARCH PROGRAM 2015



LOMA LINDA UNIVERSITY

School of Medicine

*Center for Health Disparities &
Molecular Medicine*

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OFFICE OF STUDENT DEVELOPMENT (OSD)

UNDERGRADUATE TRAINING PROGRAM

UTP 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 UTP 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 Ergehelegiu, 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 UTP Orientation is on Monday, June 15, 2015 at 2:00 PM in the Biochemistry Amphitheater, which is located on the second floor in Mortensen Hall (across from the University Church). A light snack will be provided. Please see the attached map for the location or visit the website: <http://llu.edu/map/>.

In order to complete your file and for emergency information we request that you **bring** the following items with you on Orientation day:

- Your Driver's license or CA ID- government issued picture ID
- Your Social Security Card
- The health insurance card under which you are covered
- Your college ID
- **Completed** paperwork forms found within this packet (I-9, New Employee File Information, Confidentiality Statement, Rules of Conduct, Patent Agreement, and Parking Permit if applicable)

Please come prepared to have your picture taken for our 2015 Summer Research Album.

TRAVEL ARRANGEMENTS:

ARRIVAL

Please book a round-trip ticket to arrive in Ontario, CA (ONT) or Los Angeles International Airport (LAX). The Ontario International Airport is about 20 minutes away and LAX is about an hour and a half or more (depending on traffic and time of day) from Loma Linda, CA. Please submit your flight information/itinerary to David Erghelegiu (derghelegiu@llu.edu) and or Dr. Jason Penniecook (jpenniecook@llu.edu) as soon as you receive it.

You will need to make transportation arrangements from the airport to Lindsay Hall or Daniells Hall (address information is provided in this packet) where you will be staying. If you are unable to arrange for someone to pick you up, there is a service called Super Shuttle that can take you from the airport to the dorms. You can book this in advance (at least 24 hours) through Super Shuttle:

Super Shuttle
(909) 467 9600

www.supershuttle.com

Super Shuttle Customer Service
800-BLUE-VAN; 800-258-3826

reservations@supershuttle.net

*When making reservations, you may be asked for the nearest cross streets; they are Stewart and Anderson.

Upon arrival at the airport, after you get your luggage, go to the center island outside the airport doors and look for the overheard sign for “Shared Ride Van”. Talk to the Shuttle Coordinator, give them your confirmation number, and ask for a receipt. The estimated cost for the “Shared Ride Van Service” shuttle from Ontario is \$41.00 and from LAX is \$74.00.

DEPARTURE

The last meeting of the program is scheduled for Thursday, August 6, 2015. Because of this, we ask that you plan your departure date on or after Friday, August 7, 2015. You will need to make arrangements to get to the airport (see instructions above).

STIPEND AND WEEKLY EXPECTATIONS:

As part of your participation in this program you will receive a competitive stipend for the 8 weeks. Your stipend is to be used to pay for airfare, food, lodging/rent, and transportation, etc. You are required to work 36 hours per week with an average of no more than 8 hours per day. During the week there are other activities that are mandatory that complements the 8 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. 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**.

You must fill out a time card and turn it in every other week (see example on the following page). The time cards have space for two weeks. We will discuss this further during Orientation. Please turn your time card in every other week to Daniela Soto. We will give you a payroll calendar to help keep track of the appropriate dates.

You will receive your first paycheck on Friday, June 26, 2015. You will receive the second paycheck on July 10, 2015, the third paycheck on July 24, 2015, and the fourth (last) paycheck will be distributed Thursday, August 6, 2015. You will be able to pick up the final paycheck on August 7th at the Exit Interview Session (attendance is mandatory). All other checks will be distributed by the OSD on Friday morning of each pay period.

SYMPOSIUM:

The 15th CHDMM LLU-NIH Annual Research Symposium will be held on Wednesday, August 5, 2015 at 3pm. This program consists of a 2-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 in the labs**), comfortable footwear (you may be standing for long periods of time), shoes good for walking.

SUGGESTED ATTIRE FOR THE RESEARCH SYMPOSIUM, AUGUST 7TH:

- ◆ 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 unnecessary/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 labs**), comfortable footwear (you may be standing for long periods of time), shoes good for walking.

SUGGESTED ATTIRE FOR THE RESEARCH SYMPOSIUM, AUGUST 6TH:

- ◆ Professional attire-dark suit (black, dark grey, dark brown, dark blue) including matching dress pants/skirt/jumper and coat. 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 unnecessary/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)

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:

- | | |
|--------------------------------------|--|
| -Stater Bros. Grocery Store * | -Jose's Mexican Food |
| -Rite Aid Pharmacy* | -Loma Linda Market* |
| -Clark's Nutritional Health Store* | -Lotus Garden-Chinese Food (vegetarian option) |
| -Carl's Jr/Green Burrito* | -Mimi's Restaurant |
| -Angelo's Sandwich Shop | -Olive Garden |
| -Baker's Burgers | -Panera Bread |
| -Café Society (University Ave/Evans) | -Papa John's-Pizza |
| -Chipotle | -Quizno's |
| -Coco's Bakery Restaurant | -Soup Plantation |
| -Delhi palace-Indian Restaurant | -Subway Sandwich |
| -El Pollo Loco | -Surfer Joe's-Pizza |
| -Happy Family Vegetarian | -TGI Friday's |
| -Home Town Buffet | - |
| -Jamba Juice- Smoothies | |

NOTICE: This list may vary as businesses may change names/locations.

*These places are within walking distance and near the VA Hospital

PARKING: Those with cars will require a parking permit. Please fill out and bring the enclosed parking permit form to Orientation.

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. UTP 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. Casiano, 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. 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, 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.

