

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

UTP
UNDERGRADUATE TRAINING PROGRAM
STUDENT SUMMER INFORMATION MANUAL
SUMMER RESEARCH PROGRAM 2018



LOMA LINDA UNIVERSITY

School of Medicine

*Center for Health Disparities &
Molecular Medicine*

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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 a warm **WELCOME** to you, 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 Monday, June 11 – Thursday, August 2, 2018. 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 Mrs. Daniela Soto, dsoto-wilder@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 11, 2018 at 2:00 PM** in the Biochemistry Amphitheater, which is located on the second floor in Mortensen Hall (across from the University Church) at 11085 Campus Street. A light snack will be provided. Please see the attached map or visit the website: <http://llu.edu/map/>.

In order to complete your file and process your paycheck we request that you bring a photocopy of the following items with you on Orientation day:

1. Your Driver's license or ID- government issued picture ID
2. Your Social Security Card
3. The health insurance card under which you are covered
4. Your college ID

Loma Linda University Human Resources will be working with you individually to finalize the hiring process. Please note that to be paid you must show prove that you are eligible to work in the US. You must present your original Social Security Card to Human Resources. **Be sure to bring your Social Security Card!**

Please come prepared to have your picture taken for our 2018 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 Daniela Soto (dsoto-wilder@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 2, 2018. Because of this, we ask that you plan your departure date on or after Friday, August 3, 2018. 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 must fill out a time card and turn it in to Daniela Soto every other week. We will discuss this further during Orientation. We will give you a payroll calendar to help keep track of the appropriate dates. Please note that your wages are not taxable; you will receive a 1099 for tax purposes in January 2019.

You will receive your first paycheck on Friday, June 15, 2018. You will receive the second paycheck on June 29, 2018, the third paycheck on July 13, 2018, the fourth paycheck on July 27 and the fifth (last) paycheck will be distributed Thursday, August 2, 2018. You will be able to pick up the final paycheck on August 2nd at the Exit Interview Session (attendance is mandatory). All other checks will be distributed by the Administration on Friday morning of each pay period.

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 18th Annual CHDMM LLU-NIH Research Symposium will be held on Wednesday, August 1, 2018 at 12pm. 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.

Young Men

Suggested Daily Attire:

- ◆ 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, Wednesday, August 1st:

- ◆ 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

Young Ladies

Suggested Daily Attire:

- ◆ 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, Wednesday, August 1st:

- ◆ 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.

LABORATORY VISITORS:

Visits by friends and family members while you are working in the laboratory are not allowed. Access to research laboratories is highly restricted and only authorized personnel (e.g. LLU researchers and staff members working in the same unit or division, or biotech vendors) are allowed in the laboratories. Small children are never allowed in the laboratories. These restrictions are in place for safety and security reasons. In addition, visitors can be distracting to you and other laboratory members.

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:

The following link provides information for eating options on campus:

- <http://home.llu.edu/campus-and-spiritual-life/housing-dining/dining-services>

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

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

PARKING: Those with cars are required to park at Lot X, please see Map attached. No parking permit is required.

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:

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

CHDMM Activities (optional): The CHDMM 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. 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, Daniela Soto, 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:

VIDEO DISCUSSION – every other Monday 5pm-6pm

Light refreshments will be provided. At these meetings you will watch videos concerning Health Disparities in America and have the opportunity to discuss these topics with your peers.

CHDMM SEMINARS - Wednesdays 12noon to 1:30pm

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.

WORKSHOPS - 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.

18TH ANNUAL RESEARCH SYMPOSIUM - Wednesday, August 1, 2018, 12pm-8:00pm

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 Daniela Soto, by Friday, July 20, 2018 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 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
UNDERGRADUATE TRAINING PROGRAM
UTP**

**SUMMER RESEARCH
TERMS & CONDITIONS SIGNAGE FORM**

RESPONSIBILITY AND LIABILITY

The sponsor for this program is the Center for Health Disparities and Molecular Medicine (CHDMM) and it has made all arrangements for services and accommodations. The CHDMM 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. CHDMM holds the right to decline, retain, or remove any participating 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 which the student may use to pay housing and meals.

You are responsible for attending all required CHDMM Office of Student Development (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 2, 2018 in the morning).

You also agree to participate in the 18th CHDMM LLU-NIH Annual Research Symposium which will be held on Wednesday, August 1, 2018 from 12pm to 8:30pm and participate in its entirety.

Please print, sign, date, and turn in at UTP Orientation, Monday, June 11, 2018.

Student Name

Student Signature and Date

CHDMM Program Manager Name

CHDMM Program Manager Signature and Date