

Collaboration in Undergraduate Research Enrichment at the University of California, Los Angeles Constitution

MISSION STATEMENT

CURE at UCLA aims to expose undergraduates to cutting-edge research conducted both locally and nationally, and provides opportunities to learn about various career paths involving the sciences and medicine. Interactive research symposiums led by invited scientists allow students to not only discover what is being done across all fields and departments of the biomedical sciences (including, but not limited to, neuroscience, MCDB, MIMG, pharmacology, biochemistry/chemistry, engineering, physiological science, clinical medicine, biology, and ecology), but also learn success tips from the scientific authorities in these fields. Career development workshops will also provide students insight into careers in academia, industry, medicine/health care, forensics, and government/policy. Open-forum discussions of hot-topics in science moderated by the student coordinators will enable students to learn and discuss ideas and current developments in research. Lastly, peer mentoring opportunities will be available to guide members through the process of finding a laboratory, conducting research, and presenting research successfully at major research symposiums.

PROGRAM STRUCTURE

Activities

- Coordinators will have coordination meetings weekly.
- Ideally, all activities will be coordinated one quarter in advance.
- Emails will go out weekly informing club members of other talks and relevant events going around on-campus (these presentations are unassociated with the club).
- A doodle will be sent out each quarter to determine student's availabilities.
- There will be a mandatory (unless properly excused) all-member meeting 2nd week.
- There will be an end-of-the-year banquet 9th week of Spring quarter. Rooms coordinated PRN.
 - Social events will be scheduled independently.
- There will be departmental lab recruitment sessions once a year.

Research Symposium

- There will be three research symposiums per quarter held during weeks 2, 5, and 8 – subject to change.
- Hours will be late-afternoon, or night, according to the invited faculty member's availability.
- Rooms will be coordinated PRN.
- Will be scheduled to be X hours long.
- Researchers will be asked to tone down the jargon and focus more on the thought-process between each step.
- There will be a Q&A session after each presentation to not only discuss the science, but also ask about what motivated them to enter science and their particular field, and tips they could offer students interested in pursuing research.

Open-Forum Discussion

- Open-forum discussions will be held on weeks 3, 6, and 9 moderated by a pair of coordinators.
- Will be X hours long.

- As an idea for how to do it -- On whatever topic/topics chosen, the presentation can begin with a brief history of where we began, then discuss the key problems and developments that brought us to where we are now, and lastly the questions that scientists in those fields are asking. Presentation should not exceed 30 minutes.
 - Students will explain background/biological facts where necessary. Ppts should have lots of pictures and minimal text.
- There will be a 5 minute break for students to take a break and for those who are more shy to write any questions they may have.
- After the presentation, there will be an open Q&A/discussion session.

Career Development Workshop

- Seminars/workshops will be scheduled independently, but will aim for weeks 4 and 7.
- Will be 1 hours long
- Invited representatives/speakers will introduce their specific area of expertise, and then go onto a broader discussion on whatever scientific job/field they work in (industry, medicine, academia, etc.).
 - They will be asked to also provide pointers for success and getting into their field (on a broader level, eg. how to get into industry).
 - They will be asked why they chose to go into their field.
- Any information about job opportunities will be put online.

Points System

- After each presentation, optional quizzes will be given out – the member with the most points (coordinators are excluded) will receive a prize during the banquet.
- Points will also be rewarded for meaningful (can be anything though really) questions given during or after presentations.
- Assuming the same room is used for open-forum discussions, one way to keep track of who participates is by looking at seat/row number. (How do we know who is at what seat?)

Website

- A private server and domain will be purchased and maintained by club funds, and/or contributions from the coordinators. Only head coordinators can add to the main page, the other coordinators can moderate the forums.
- A private section will be added where active members can have their profiles put online that will be accessible ONLY to head coordinators and presenters looking for undergraduate researchers.
 - The information to be uploaded on the profile will be what is put on the application members turn in when they join the club. It can be updated once a quarter by emailing a revised edition.
 - It will be made known that this information is only accessible to head coordinators and presenters by password. They will need to check a privacy waiver/liability form before their information is put online.
 - Information includes name, year, major/minor, research interest (specific), and a link out to a downloadable copy of their CV.
- A public section will be added that will include all upcoming and previous club activities
- A private forum will be added for random discussion and study tools (practice tests, labs, etc.) a disclaimer will be put out that all are for reference only, and not for mass distribution, purchase, etc.

- A public section will be added that will include all upcoming scholarships, jobs, and conferences
- A public section will be added that will include all upcoming recruitment sessions for all science/health care related clubs on campus
- A public section will be added that will include all upcoming research presentations
- A public section will be added for the biomedical research minor and URC/CARE
- A live chat will be permalinked onto the side of every page (can be minimized)
- A public section will be added with links to leading science journals

Administrative

Bureaucracy

- Only head-coordinators and coordinators are allowed to vote on any issues in which a vote is required, as detailed in the sections below.
- There will be two head-coordinators, and at most two coordinators per department/major.
 - Departments include clinical medicine,, neurobiology/neuroscience/neurology, MCDB/MIMG, engineering, biological chemistry/pharmacology, and biology/miscellaneous
 - Coordinators and head-coordinators hold office as long as they attend UCLA as undergraduates and remain active members.
 - Candidates applying for a coordinator position may apply for a position outside of their major of study. Preference will be given to candidates conducting research within the field they're applying for. No unjust discrimination will be made otherwise.
 - Candidates may apply for as many coordinator positions, but they must rank them in order of preference (1 being the most preferable).
- Interviews for coordinator/head-coordinator positions will take place one quarter prior to the expected departure of coordinators/head-coordinators.
 - There will be interviews for as many spots as there are coordinators/head-coordinators leaving.
 - A spot will automatically be available the same quarter a coordinator/head-coordinator graduates (eg. if an individual graduates Spring quarter, a spot will be available the previous Winter quarter, interviews will be held that same Winter quarter, but the candidate who is elected will not officially assume their position until after the original coordinator/head-coordinator leaves).
 - The elected candidate must "shadow" and aid the outgoing coordinator/head-coordinator in their respective tasks in order to be further prepared for their responsibilities when they assume their respective positions.
 - In the event that a coordinator/head-coordinator is excused from their position unexpectedly (before the last quarter of their undergraduate study at UCLA), there will be interviews and applications for new candidates to be held whenever deemed appropriate by the head-coordinators.
 - There must be no unfilled spot for more than one full quarter after the outgoing coordinator leaves either unexpectedly or expectedlly.
- There will be both an application and one-step interview process.

- Coordinators will be chosen based on merit, expressed dedication and interest, and must be at least second years that have completed LS3.
- Applicants for coordinator positions MUST have at least a 3.5 science GPA. Overall GPA must be above 3.0.
- All coordinators and head-coordinators will come together to vote on new coordinators. A general agreement is necessary to elect a candidate, and approval must be made by both head-coordinators.
 - The decision can be overturned if $\frac{1}{2}$ of the coordinators disapprove of the decision, in which case a majority vote will determine whether the candidate is elected or rejected.
 - If a candidate is elected under such circumstances, their performance will be reviewed after two quarters of service (not including Summer quarter), after which another vote will be taken among the coordinators and head-coordinators (excluding the candidate in question). A $\frac{2}{3}$ majority of coordinators/head-coordinators will be necessary for the candidate in question to continue serving as a coordinator. Each coordinator/head-coordinator will have one vote.
 - Head coordinators will choose future head-coordinators, and a $\frac{3}{4}$ th majority of coordinators must agree to the decision.
 - Same restrictions and requirements for applicants to head-coordinator position, but they MUST have been an active member in the club for at least one year. More preference is given to successful coordinators who have held their position for 2 years, and who have demonstrated leadership skills in other activities.
- Any and all complaints are to given anonymously and directed towards the head-coordinators via email, who will then take appropriate review and action.
- Applications will be required for all club members, but this will primarily be to collect information for the online profile, and for reference. All majors are accepted, but the only requirement is a 2.8 overall GPA, and a 2.8 or above science GPA – exceptions can certainly be made as long as the applicant expresses genuine interest.
 - Incoming freshman need to fill out an application, but are not held to the GPA screen.
 - There will NEVER be an initiation fee to join the club, or to become a coordinator.
 - There will be NO discrimination of any kind to prevent someone from joining the club.
 - There will be NO discrimination of any kind, NOR preference based on “connections” when selecting future coordinators and head coordinators.
- In the event of disagreement or issues within the club bureaucracy, the head coordinators reserve the right to exercise executive authority as long as they are in agreement. This can be over-ridden with $\frac{3}{4}$ th coordinator consent.
 - The only method to amend this constitution is by agreement by both head coordinators, and a $\frac{3}{4}$ th coordinator consent (each coordinator has one vote).
 - The details for any amendments or new rules can be put forth by any of the coordinators or head-coordinators.

- Each of these suggestions requires agreement by both head-coordinators, and 3/4th coordinator consent.
- All amendments that pass these requirements are then voted on as a whole, and must be accepted as a whole in order to be included in the new constitution. To be accepted, agreement by both head-coordinators and a 3/4th coordinator consent is required (coordinators and head-coordinators get 1 vote).

Funds

- We will make financial records available to university administrators upon request
- Fundraising will be done per suggestion of coordinators or head-coordinators with 3/4th consent among coordinators and mutual agreement between both head-coordinators.
 - All fundraising activities must follow all legal guidelines and procedures as set forth by the campus administration and affiliated departments.
 - Participation in fundraisers is encouraged for club members, but cannot be made mandatory.
 - It can be mandated by the head-coordinators for the other coordinators to assist in fundraisers.

Coordinators

- A coordinator's responsibility includes emailing faculty and researchers to invite them over to lead research symposiums. At least "X" researchers must be contacted per month per coordinator, with the goal of securing 1 presentation per two months per department/group.
 - Coordinators within the department/field must coordinate to ensure that no faculty member is contacted multiple times.
 - A follow-up email should be sent 10 days after the first email was sent out in the event of a no-response by the coordinator who sent the first email. The no-response follow-up email should be much shorter, and contain the original email information in forwarded form.
 - If faculty is too busy immediately, ask if they would be open in the future.
- All coordinators are required to attend all presentations unless appropriately excused.
 - Failure to attend two faculty presentations will result in losing officer status.
 - Failure to attend two or more open forums will result in losing officer status.
- The group who coordinated a particular presentation is in charge of creating the optional quiz and a "key facts sheet" and must send it via email to the Head Coordinators within THREE DAYS after the presentation.
 - The optional quiz should ideally take no more than 5-10 minutes to solve, but can be formatted in any way.
 - The key facts sheet should offer an abstract of the presentation (a brief one must be created if the original presenter doesn't have one available), a list of experiments used (just a list), a brief summary of key background information (in bullet point form), and a list of novel findings or claims given (in bullet point form). THREE future directions must be given (these can either be original, or provided by the presenter during the presentation).
 - In the event that a student is leading the journal club, whether that student was self-referred or invited, they must provide the facts sheet themselves. The head-coordinator will create and provide the quiz.

- The head coordinator will send out the information along with the week's email, and WILL ALWAYS acknowledge the group and individual members who helped coordinate the presentation and wrote up the material – it will be known that the HC does not create the material, but simply distributes it, and that all credit goes towards the coordinators who established contact with the presenters and made the information.
- Coordinators are encouraged to bond and work together to coordinate these activities.

Head Coordinators

- HC will be in charge of secretarial, monetary, and internal/external administrative affairs, or appropriating those tasks to coordinators.
 - HC will note how many points members have accumulated on quizzes and questions asked during presentations.
 - HC and coordinators will decide on the final gift.
 - HC will take roll during every event electronically.
 - HC will be in charge of securing funds, whether from the school or by organizing fundraisers – coordinators and members will be encouraged to participate for these fundraisers.
 - Funds will be used for prizes, gifts, banquet, and any other miscellaneous expenses. All such activities must follow campus policies, and all coordinators and head-coordinators must agree on appropriation of funds.
 - HC will serve as the main liason between the club and the school.
 - HC will secure the club room, and any rooms needed for miscellaneous events according to campus policy.
 - HC will keep minutes of coordination meetings.
- HC will coordinate all workshops/seminars, including contact of said parties.
 - There should be at least two of three types of workshops related to each of the following three paths: MD (or equivalent medical degree), PhD (or masters), and industry/MD PhD, per quarter. They can be broad, or general. HCs can ONLY GIVE one of these presentations per quarter, but it is preferred that a more credible authority gives the presentation.
- Once a coordinator has established correspondence with a presenter (i.e. the presenter responds with interest in participating), the HC will then take over correspondence to schedule the presenter. The coordinator will always still be copied.
- HC will be copied in all official emails sent out.
- HC will send out weekly emails with reminders of any upcoming presentations, seminars/workshops, and additional information.
- HC will send out thank-you emails to presenters with the responsible coordinators copied and acknowledged.
 - HC will give, in private before or after the presentation, a small thank-you gift to faculty presenters or industry representatives.
- HC will coordinate fundraising activities and/or will be in charge of securing funds from other sources.
- HC will advertise club activities on different department emailing blasters.
- HC will be in charge of creating fliers for new potential club members, though distribution will be taken care of by both HCs and coordinators.

- HCs will create the written and spoken blurb to be given in different lectures, and will also send out ALL emails to the professors asking for permission to chalk and give a 30 second-1 minute talk.
 - Coordinators and HCs will be giving these talks and chalking.
 - Classes include ALL lower-division science pre-requisite courses, all classes within the biomedical research minor, and the core upper-division science courses.
 - Coordinators will be in charge of going to classes within their own fields/departments, and the lower-divisions will be split evenly among everyone (including HCs).

Members

- Members will be required to attend at least 5 events per quarter (workshops/seminars included) to remain an active member (excluding summers)
 - All members must attend the mandatory general meeting early on in the quarter.
- Only active members will receive the weekly emails.
- Inactivity for two quarters back-to-back (excluding summers) or “spotty” inactivity will result in disqualification from becoming a coordinator in the future unless appropriately excused.
- Only active members will have their profiles uploaded onto the website for faculty to review, and only active members will have access to the private parts of the website.