



**Pre-URE Tasks: Attend Pre-Orientation Meeting by May 16; Email introduction to faculty mentor by May 31**

WK	Monday	Tuesday	Wednesday	Thursday	Friday
1	June 19	June 20	June 21	June 22	June 23
		9a-4p: URE Orientation (PLN130) 4p-6p: Kickoff at Alumni House	9a-12p: Lab safety training (MH 408) 1p-3:30p: Centrifuge & autoclave training (DBH143) 11:59 p.m.: ARS Pre-Survey	2 p.m.: Volunteer Safety Briefing form signed (bring to meeting) 2p-5p: Unpacking URE & Peer Networking (MH682)	
2	June 26	June 27	June 28	June 29	June 30
				3p-5p: Poster Overview (Parts of Poster, Example) (MH682)	<i>Stipend I</i>
3	July 3	July 4	July 5	July 6	July 7
	11:59 p.m.: Poster outline PPT	UNIVERSITY CLOSED		2p-5p: Poster Research Methods & Game Night (TSU Alvarado AB)	
4	July 10	July 11	July 12	July 13	July 14
		11:59 p.m.: Journal Reflection		3p-5p: Poster Abstract, Figures (MH682)	<i>Stipend II</i>

URE participants have to meet with their peer advisor once a week each of the 8 weeks (green days).

Key: Workshops & Socials, Assignments, Stipends



**Pre-URE Tasks: Attend Pre-Orientation Meeting by May 16; Email introduction to faculty mentor by May 31**

WK	Monday	Tuesday	Wednesday	Thursday	Friday
5	July 17	July 18	July 19	July 20	July 21
		11:59 p.m.: Research Methods		3p-5p: Graduate School, Resumes (MH682)	
6	July 24	July 25	July 26	July 27	July 28
			11:59 p.m.: Resume	3p-5p: Poster Results, What to Expect of the Symposium (MH682)	<i>Stipend III</i>
7	July 31	August 1	August 2	August 3	August 4
	11:59 p.m.: Poster title & abstract		11:59 a.m.: Poster Draft	1p-5p: Poster Presentation Practice (MH682)	3 p.m.: Revised poster submitted to PI for printing approval, cc: Victor
8	August 7	August 8	August 9	August 10	August 11
	11:59 a.m.: PI Submits posters in PPT and PDF for printing to Victor		12p-4p: Students pick up printed posters (MH175A)	URE Symposium 11a-12p: Students hang posters in TSU Pavilions 1p-3:30p: Research Symposium (TSU Pavilions ABC)	URE Closing Ceremony 8-5: TSU Pavilion A 10a-12p: Complete Final Survey 8a-12p: Return campus property <i>Stipend IV</i>

***Stipend V* will be delivered 2 weeks after the end of the Undergraduate Research Program on Aug 25, 2023.**

URE participants have to meet with their peer advisor once a week each of the 8 weeks (green days).

Key: [Workshops & Socials](#), [Assignments](#), [Stipends](#)

## Pre-Orientation Meeting

**May 16, 2023**

Attend the pre-orientation meeting prior to the start of the Undergraduate Research Experience.

## Introduction to Mentor (online)

**Wednesday, May 31, 2023, at 11:00 a.m.**

Email your faculty mentor an introductory email to let them know you look forward to joining their lab this summer and provide a little background about yourself. Use and modify template. Copy [raise@fullerton.edu](mailto:raise@fullerton.edu)

## Pre-Survey from Arroyo Services (online)

**Wednesday, June 21, 2023, at 11:59 p.m.**

Complete the initial evaluation survey for Arroyo Research Services (ARS). Instructions will be uploaded to Canvas after they've been provided by ARS.

## Volunteer Safety Briefing Form (in-person)

**Thursday, June 22, 2023, at 2:00 p.m.**

Students will be assigned specific laboratory safety trainings based on their lab's requirements. These trainings must be completed and reviewed with the faculty mentor. A signed volunteer briefing form must be submitted to Canvas or turned in at the meeting on Thursday.

## Social Media Content: June 26-August 11, 2023

Work with your Peer Advisor to create social media content (photos, video) to encourage community college students to apply to URE by Friday, August 11, 2023. This requirement must be met before your final stipend is awarded. We will have the opportunity to create videos after Thursday meetings.

## Poster Outline (PowerPoint)

**Monday, July 3, 2023, at 11:59 p.m.**

Update the PowerPoint template to meet your lab's design specifications for your final poster. Make sure to identify the sections you plan to include in your final poster. Speak with your faculty mentor about common sections for posters in your discipline prior to submitting this assignment. Make sure to include your drafted introduction or background and methods sections. See Canvas for example posters and typical poster sections.

## Journal Reflection (online)

**Tuesday, July 11, 2023, at 11:59 p.m.**

Complete an online journal reflection for Arroyo Research Services (ARS). Instructions will be provided by Arroyo via email in early July. Instructions will be uploaded to Canvas after they've been provided by ARS.

## Research Methods (within poster outline)

**Tuesday, July 18, 2023, at 11:59 p.m.**

Describe the methods used to conduct your research. Make sure to demonstrate how you collected your samples and conducted your experiments to gather data. You should be able to include step by step procedures and equipment used for your experiments so that others may replicate your results. Feel free to use photographs if appropriate. Include this section in your poster outline.



## Resume (PDF)

**Wednesday, July 26, 2023, at 11:59 p.m.**

Update your resume to include the Undergraduate Research Experience. Make sure to follow a traditional resume format. See further instructions and resources on Canvas.

## Poster Title (PDF)

**Monday, July 31, 2023, at 11:59 p.m.**

Your PI must approve your poster title. This will be included in the symposium booklet.

## Project Abstract (Word)

**Monday, July 31, 2023, at 11:59 p.m.**

Write an abstract about a paragraph in length that summarizes the research you conducted over the summer. You should briefly summarize your introduction to your research, the methods you plan on using, your anticipated results, and conclusions.

## Poster Draft (PPT)

**Wednesday, August 2, 2023, at 11:59 a.m.**

The draft should include all the sections you plan to use on your final poster. Discuss the format and length of your poster with your PI. Your poster should be able to provide a general understanding of the research you conducted over the summer and include details about your methods and conclusions. You will present this poster on August 1; make sure to update your poster based on your PI's recommendations and re-send it to them on Friday, August 4 for approval.

## Return Campus Property: August 11, 2023

Please make sure to return any campus property by Friday, August 11, 2023. This requirement must be met before your final stipend is awarded.

## Revised Poster Submitted to PI (PPT)

**Friday, August 4, 2023, at 3:00 p.m.**

Submit your final poster draft to your PI for approval. Once your PI approves your poster, they will send it to Victor for printing.

## Submit Poster to Print (PDF & PPT)

**Monday, August 7, 2023, at 11:59 a.m.**

Your PI must submit your final poster for printing. Your poster should be free of errors, and it should have addressed any concerns found in your first and final drafts. Once your PI has approved your poster, they should email it as a PDF and PPT to Victor for printing. Your poster must go to print on Monday August 7, 2023.

## Research Symposium Presentation

**Thursday, August 10, 2023, at 11 a.m.-4 p.m.**

You will present your poster at the Summer Research Symposium. Be prepared to discuss your research in 5-10 minutes for a 30-minute period. Remember that some of the folks stopping by your poster will not have the same understanding of your scientific background, so be prepared to simplify concepts and jargon.

## Final Survey (online)

**Friday, August 11, 2023, at 11:59 a.m.**

Submit your final evaluation survey to Arroyo Research Services (ARS). Instructions will be provided by Arroyo via email at least one week prior to the deadline. Instructions will be uploaded to Canvas after they've been provided by ARS