



Office of  
Undergraduate  
Research

# PROJECTS HATCHERY

Student Handbook  
2023-2024

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## **WELCOME TO OFFICE OF UNDERGRADUATE RESEARCH- PROJECTS HATCHERY**

Welcome to the Office of Undergraduate Research (OUR) at California State Polytechnic University, Pomona. You are one of a few groups of students whose projects have been selected to represent the polytechnic identity of Cal Poly Pomona (CPP). The OUR puts the mission of CPP into action by ensuring that every CPP student obtains a signature polytechnic experience (PolyX) and is able to articulate the experience. Students learn how knowledge in their disciplines can be used to create innovative solutions to community problems. The OUR is a vehicle to connect what you are learning both in and outside the classroom to solving the problems of the outside world. The initiative provides you with the opportunity to receive hands-on experience as it promotes student success through research, innovation, and community engagement. Together we can prepare you for success in this initiative and beyond!

### **BENEFITS**

All students are encouraged to take advantage of the resources offered by the Office of Undergraduate Research, even if you are not planning on applying to become a President's Discovery Fellow. Becoming a President's Discovery Fellow is only a small part of the initiative which also offers all students the opportunity to:

- Learn how to apply what you are learning in and outside the classroom to benefit a community (communities)
- Learn about career options in research, community engagement, and entrepreneurship
- Meet students from across campus, not just in your discipline
- Work with students from across campus on projects
- Receive support from staff, faculty, and peers
- Learn about programs and scholarships that can give students the opportunity to conduct research, serve the community, or become entrepreneurs while still a student at CPP
- Receive assistance in applying to programs and scholarships
- Have the potential to become a President's Discovery Fellow, which includes funding

### **LEARNING OBJECTIVES**

Students will:

- reflect on the importance of the topics discussed in their major courses
- transfer and apply the knowledge obtained in and out of the classroom to create an innovative solution to their project
- be more confident in their roles within their disciplines (e.g., an engineering

student will feel more comfortable in engineering, a geology student will feel more comfortable in geology, etc.)

- understand the importance of service and engaging with the community
- learn how to implement an interdisciplinary approach to solving problems
- develop and complete a project that meets the following three criteria: impacts the community, has the potential for innovation, and involves research
- understand the value of a true polytechnic education

## PROJECTS HATCHERY INITIATIVE ADMINISTRATORS

Faculty Director for Learn Through Discovery Initiative

**Dr. Winny Dong**

Ph.D. - Materials Science and Engineering UCLA

MSc - Materials Science and Engineering, UCLA

BS - Materials Science and Engineering, UCLA

[winnydong@cpp.edu](mailto:winnydong@cpp.edu)

Since joining Cal Poly Pomona in 2000, Dr. Dong has focused her efforts on creating an environment where all students and faculty can develop their strengths. Dr. Dong is dedicated to serving the diverse population of CPP and has worked to bring various grants, totaling over \$9 million, to increase participation by underrepresented groups in science and engineering. Also, Dr. Dong remains active in research and has been funded by NASA/JPL, the Department of Energy, the American Chemical Society, among others for her scientific work. Dr. Dong is also Director of Projects and Undergraduate Research for the College of Engineering, a Co-PI on an NSF STEP grant to increase graduation rates in STEM and serves on the CPP Foundation's Executive Board. She is the co-founder of the Entrepreneurship in STEAM (ESTEAME) program and the co-founder of the CPP-NASA Technology Assessment Program.

Project Hatchery Advisor

**Dr. Sandra Emerson**

[smemerson@cpp.edu](mailto:smemerson@cpp.edu)

Sandra Emerson serves in the Office of Undergraduate Research and served as the director for the master's in public administration program in the Political Science Department at California State Polytechnic University, Pomona (CPP). In addition to having taught courses in public policy and public administration at CPP, the University of La Verne, and the University of Southern California (USC), Emerson held positions in this arena within the private and public sectors, including program administrator for Medicare Part B, consultant with Southern California Edison, and budget and program analyst with the City of Norfolk, Virginia. She has a PhD and master's degree in public administration from USC and a BA and MA from Temple

University.

Project Hatchery Coordinator

**Hosne Ara Afrin**

MS- Biological science, Cal Poly Pomona

[hafrin@cpp.edu](mailto:hafrin@cpp.edu)

Hosne Ara Afrin graduated from Cal Poly Pomona in Spring 2021 and received her master's degree in Biological Sciences with an emphasis on Neuroscience. In her MS thesis, she has looked into the impact of Social Isolation Stress (such as COVID scenario) on the Hippocampus of the Brain. She worked as a Teaching Associate for the Biological Sciences department teaching Fundamentals of Biology Lab. Her passion for teaching and scholarly activities motivated her to work with Project Hatchery student research. Prior to that, she received a bachelor's degree in Medicine and Surgery from University of Dhaka, Bangladesh.

Projects Hatchery student assistant

**Arianne Muramoto**

[ammuramoto@cpp.edu](mailto:ammuramoto@cpp.edu)

Arianne Muramoto is a student assistant for the Office of Undergraduate Research. She is currently a part of the Project Hatchery team and had previously worked on campus at the Annual Fund as a student fundraiser. She is graduating in the spring of 2024 with a B.A in Pre-credential History and will be returning to CPP to obtain her teaching credentials.

## THE LTD INITIATIVE COMPONENTS

As a Hatchery Member, you will be expected to comply with all the initiative components to ensure your project's success. The following provides a brief overview of key program requirements. Please note that as the Hatchery evolves over time, necessary changes will occur to ensure that students are getting the most out of the initiative. Participants will be notified before they take effect.

### APPLYING or PRE-PHASE I

**Video link:** [https://streaming.cpp.edu/media/Projects+Hatchery+Orientation/1\\_zymh9sma](https://streaming.cpp.edu/media/Projects+Hatchery+Orientation/1_zymh9sma)

This video is an overview of what the program looks like. If you applied to the program

and you are about to transition into phase 1, watching this video is your first step.

Any student, whether an undergraduate or a graduate<sup>1</sup>, and regardless of major, is invited to apply to the Projects Hatchery. Furthermore, all students who apply will have the opportunity to participate in the Hatchery. We accept all new applications<sup>2</sup>.

Note: If a team that applies only has graduating seniors, they must be approved for Phase 3 by the beginning of the last semester they are going to be on campus. For example, if you are a graduating senior, you cannot apply for Phase 1 at the beginning of your last semester.

Hatchery applications can be found at the Hatchery [website](#). Your idea can range from exploring STEM research topics to addressing social issues like hunger and homelessness. At this point, you just need to have an idea or a topic that you would like to explore. You **do not** need to have done any research, since the phases of the program are intended to guide your idea and develop it into a working project.

Application Requirements:

- 1) Brief summary of the idea that you or your team would like to research/implement
- 2) Description of the target audience for the project (or who you believe is the target audience) and why
- 3) A basic explanation of how the project will address the idea and how **the idea is innovative and better than current ideas/implementations**

*We are looking for your project to be different or innovative. How is your project improving on an existing system? How could your idea change the way we think about certain issues? How can the implementation of your project bring about insight and, possibly, even more change and innovation?*

Submitted applications will be reviewed within one week. (Five business days). Once your application has been reviewed you will be notified of your acceptance into the program and provided with details for the next steps you will need to take.

After you have applied to the program, you are officially in the “Applied” stage or Pre-Phase I. You will need to complete the following action items to be fully admitted into Phase I of the program.

### **Team Action Plan**

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<sup>1</sup> The program does not fund master’s theses or Doctoral dissertations, graduate students who wish to participate may do so with a project that is not their thesis/dissertation

<sup>2</sup> Provided that applications follow campus guidelines and local, state, and federal laws

Once your project is accepted into the Hatchery, you will meet with a Projects Hatchery Coordinator to develop an individualized Team Action Plan (TAP). While some of the details of the TAP is universal within the program, there is also a degree of customization to this plan to tailor it to the needs of the project participants. Participants should not look at the details of their TAP as strict requirements, rather they should look at the plan as suggestions to help keep the project on task and progressing. You will have to complete a TAP meeting for Phase I and III.

### **Present to Hatchery Advisors**

Before you can move through the phases of the Hatchery, you will need to present your idea to the Hatchery Advisors at our New Team Meeting (held on the first Friday of every month).

### **Pre-Test Survey**

[https://cpp.az1.qualtrics.com/jfe/form/SV\\_cFTjGlflXJruOzA](https://cpp.az1.qualtrics.com/jfe/form/SV_cFTjGlflXJruOzA)

Every participating student will be asked to complete a pre-test survey. It is not required to fill out the survey, but it is required that students click on the link and either choose to complete the survey in its entirety or opt out of doing the survey all together. After you complete the survey, please take a screenshot of the completion email that you will receive from Cobblestone and send this to one of the Hatchery coordinators.

## **PHASE I - EXPLORATION**

### **Exploring Your Idea**

In this phase, you will mostly be working on finding out what kind of research has been done on your idea already and determining what kind of interest or need there is for it. This may be done in the form of either a literature review, customer discovery interviews, or both. In Canvas, you can find templates as well as PowerPoint guidelines to help you complete these assignments.

### **Finding a mentor**

At this point, if you haven't already, you will also begin searching for a mentor or mentors to help guide you through your project. The mentor plays a crucial role in helping the student implement their ideas into a working project. While we encourage you to find your mentors from a range of places (faculty, staff, or an external organization or company), we do require that you have at least one faculty mentor to ensure that your education remains the number one priority throughout the project process. Here to notify you that you can have multiple mentors from CPP (first) and outside CPP as well. Once you have found a mentor or mentors, the first task you will be working with them on is filling out and submitting a Mentor Commitment Form for each mentor you will be working with.



## **Moving on to Phase II**

Once you have finished exploring your topic, you will submit either your literature review or the customer discovery results (or both, in some cases) and apply to Phase 2 to continue into the development phase. Phase applications will be reviewed every week.

## **PHASE II - DEVELOPMENT**

The purpose of the development phase is to plan how to transform your idea into a concrete project. In this phase you will:

- Write a proposal that outlines the purpose, scope, and methodology of your project, and includes:
  - A project timeline
  - Personnel assignment descriptions
  - A budget
    - We disburse budgets in 3 stages (beginning, midpoint, end), so you may want your budget to align with your project timeline.

*You may find templates for all of these in Canvas*

Other tasks you may need to complete in this phase may include:

- Applying for IRB approval (if you are using human subjects for your research)
- Collecting preliminary results
- Building a prototype

Required tasks for this phase include:

- Complete reflection reports at the end of each semester – required for each team member
- Present project at the annual RSCA Conference

**NOTE:** this phase is the last chance you will have to pivot or change your project before implementation.

Once you have completed your project proposal, you will submit it to the Advisory Panel for consideration<sup>3</sup>. Once the Panel has approved your proposal, you will then be accepted into Phase III. Please note you will get two reviews for your Phase III application before you get rejected. Allow 2-4 weeks for reviews.

## **PHASE III - DISCOVERY FELLOWS**

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<sup>3</sup> Every team may submit their proposal for Phase III a maximum of two times. If after the second attempt the team's proposal is not accepted, then the team may be asked to leave the program.

- Update your TAP: You need to update your TAP with the Hatchery staff one more time at the beginning of phase III.

In phase III, you will be able to fully implement your project! This is where the fun begins – the idea that you had in Phase I, you can actually start developing, whether it is creating a CAD model for a tiny house in a van or hosting events that you have been planning. This is also the phase in which you become a President’s Discovery Fellow and can begin to receive funding. During this process you will continue to coordinate with Hatchery staff for disbursement of your funds and be required to attend monthly meetings to keep us updated on your work.

By the end of this phase, you will be prepared to disseminate your results and report them to the Hatchery. You will also be required to present your project (either as a poster or oral presentation) at the [Research, Scholarship & Creative Activities Conference \(RSCA\)](#) in early March.

Required tasks for this phase include:

- Complete reflection reports at the end of each semester – required for each team member
- Present project at the annual RSCA Conference
- Complete the post-project survey:

[https://cpp.az1.qualtrics.com/jfe/form/SV\\_5px9kcTo3tsAW2y](https://cpp.az1.qualtrics.com/jfe/form/SV_5px9kcTo3tsAW2y)

**NOTE:** Please see “Funding” Section for further details.

## PHASE IV – DISCOVERY FELLOWS

Once you have completed your project in phase III you will have the option of continuing your work and receiving additional funding. To move on to phase IV you will reexamine your previous project and either repeat it in a different community, or increase the scope of the project to appeal to a broader community.

For phase IV you will be asked to submit a new proposal on how your project’s focus has changed, why it has changed, and what you anticipate the new results will be. You will submit a new proposal and include a new project timeline, budget, and personnel assignments. You may also be asked to submit a revised literature review and/or customer discovery interviews as well as seek new approval from the IRB.

Once accepted into phase IV your responsibilities will be the same as phase III, including attending monthly Hatchery meetings.

Required tasks for this phase include:

- Complete reflection reports at the end of each semester – required for each team member

- Present project at the annual RSCA Conference
- Complete the post-project survey

### **Active/Inactive status:**

Teams will be deemed inactive if they fail to meet requirements (attend meetings, respond to surveys, etc.) Inactive teams can regain active status by meeting with the Hatchery staff.

### **HATCHERY MEETINGS**

On the first Friday of every month from 1-3pm, during the academic year, Hatchery members, administrators, mentors, and other guests will meet to go over program updates, present and discuss current projects by the participants, and any other activity administrators believe will enhance the experiences of the participants.

### **MENTORS**

Project Hatchery mentors may be faculty, staff, or from an external source such as a private company or organization. The role of the mentor is as follows:

- Prioritize the student(s)' educational growth
- Listen to the student as they explain their idea for a project and guide the development of forming the idea into a realistic project.
- Communicate with the student about the methodologies that are needed to develop the idea (literature review, customer discovery, budgeting, IRB approval etc.).
- Inform the student of the unpredictable nature of research; the need for individual initiative, accountability, and adaptability; the prospect that the project may not achieve expected results, even if the student performs at full capacity; and the process of responding to a failed experiment, a null hypothesis, or inconclusive results.
- Inform the student of the expected time commitment for conducting the project and for writing the final document and assist the student with developing, and adhering to, a realistic timeline.
- Assist the student in the discovery of resources, other researchers, and/or events that will help in the development of their project.
- Establish timelines and expectations for periodic progress reports from the student and meet with the student on a regular basis, to monitor progress and offer support and guidance regarding research/creative activity.
- Review drafts of any documentation, reports and/or papers, and prototypes or mockups and provide feedback.

- Assist the student in preparing oral or poster presentations of the project and help the student to identify an appropriate venue for the presentations (e.g., discipline-specific conference; Undergraduate Research, Scholarship, and Creative Activity Symposium; classroom setting; lab meeting; community event; etc.).

Mentors who are willing to honor the duties and responsibilities of their position are invited to fill out a Mentor Commitment Form and attend our monthly Hatchery meetings.

## CONFERENCE

### **CPP Student Research Conference**

Project Hatchery participants are encouraged to participate in as many professional presentations as possible in coordination with your faculty mentor. Participating in conferences has numerous benefits for aspiring fellows including getting your projects noticed, enhancing your speaking skills and networking with students and professors from around the country, possibly the world!

To help you prepare for these conferences fellows are encouraged to present their projects at the CPP Student Research Conference organized by the OUR. Fellows are encouraged to invite their colleagues, mentors, friends, and family to the conference.

All teams in Phase III are required to present your project (either as a poster or oral presentation) at the [Research, Scholarship & Creative Activities Conference \(RSCA\)](#) in early March.

## FUNDING

The Projects Hatchery provides funding for student teams once they reach the third phase of the program. The released funds are \$8,000 for teams of 3 or more CPP students, or \$5,000 for teams of fewer than 3 CPP students. All funds are released based on a staggered schedule. 1/3 of the funds will be released at the beginning of Phase III, 1/3 will be released at the midpoint of the project, and the final 1/3 will not be released until after the team completes their project and submits their final report to the Hatchery staff.

If you need more than 1/3 of your budget to be released earlier than outlined above, you must complete an Early Funding Disbursement Form (on Canvas), specifying why you need it earlier (to purchase supplies, databases, etc.), and it must be approved by your team mentor. You must also meet with one of the Hatchery

coordinators to be approved. Please note approval is not guaranteed.

### **Project Supplies Reimbursement**

The OUR wants to encourage participants to tackle any project that is feasible both within your academic schedule and during your time at Projects Hatchery. Therefore, the Hatchery reimburses students for qualified project costs incurred while completing the project. Please make sure that your budget has been approved before you make any purchases (can find forms in Canvas). Faculty directors will review and approve/decline requests accordingly. You will be notified of the decision by email within 2- 3 business days after you submit the form.

- Examples of items that qualify project supplies, printing costs, electronic survey costs, etc.
- **Please note:** Every supply should be shipped to a CPP address to get the reimbursement, such as your mentor's lab address.
- Also, you can purchase your supplies in person from any store, please save every receipt to get the reimbursements.

Maintain all original receipts for incurred costs and then turn these receipts in to the Hatchery Staff for reimbursement. Contact the Hatchery Staff for further details.

### **Travel Reimbursement**

The Hatchery wants to encourage fellows to present their work at professional conferences across the country. Limited funding is available to help students achieve these goals. To request funding for travel, turn in a Travel Authorization Request (available on the Hatchery Canvas site), at least two weeks **BEFORE** travel. If you do not plan on presenting your project at professional conferences, you could also use your travel funding to cover travel costs associated with your project. The Hatchery Staff will notify you regarding the approval of the travel request by email within 2-3 business days after you submit the form. If approved, save all your original receipts related to the travel (including boarding pass). Once you return from your trip, work with Staff to be reimbursed.

### **Important Note**

Reimbursements will only be paid out for purchases that take place after the reimbursement forms and budget have been submitted and approved by Hatchery staff. Any purchases made before approval is obtained will not be reimbursed.

## **Stipends and Policy Regarding Stipends**

As part of the Hatchery, each team will have the option of paying themselves a stipend. Please note that the scholarship is per project, not per student. Unless otherwise noted in the budget, the funding will be equally divided among all group members listed on the application.

## **CAMPUS POLICIES**

As a Discovery Fellow, you will be expected to comply with all campus policies to ensure the safety of others and yourself. The following should be thoroughly read:

### **STUDENT CONDUCT CODE**

**Title V (Education); Division 5; Chapter 1; Subchapter 4; Article 2; Section 41301** *cpp.edu/~studentconduct*

(a) **Campus Community Values:** The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community and contribute positively to student and university life.

(b) **Grounds for Student Discipline:** Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

(1) Dishonesty, including:

(A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.

(B) Furnishing false information to a university official, faculty member, or campus office.

(C) Forgery, alteration, or misuse of a university document, key, or identification instrument.

(D) Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of university property.

- (3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the University community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.  
Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.
- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a university related activity.
- (11) Theft of property or services from the University community, or misappropriation of university resources.
- (12) Unauthorized destruction, or damage to university property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
  - (A) Unauthorized entry into a file, for any purpose.
  - (B) Unauthorized transfer of a file.
  - (C) Use of another's identification or password.

(D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.

(E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.

(F) Use of computing facilities and resources to interfere with normal University operations.

(G) Use of computing facilities and resources in violation of copyright laws.

(H) Violation of a campus computer use policy.

(16) Violation of any published University policy, rule, regulation or presidential order.

(17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with university operations.

(19) Violation of the Student Conduct Procedures, including:

(A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.

(B) Disruption or interference with the orderly progress of a student discipline proceeding.

(C) Initiation of a student discipline proceeding in bad faith.

(D) Attempting to discourage another from participating in the student discipline matter.

(E) Attempting to influence the impartiality of any participant in a student discipline matter.

(F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.

(G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing This Code: The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

(d) Application of This Code: Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus.



Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030, 89030.1 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code; and Section 245.6, Penal Code.

## **VIOLENCE POLICY**

CPP is committed to creating and maintaining a working, learning, and social environment, which is free from violence. The University has zero tolerance for threats or acts of violence against members of the campus community. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil and/or criminal prosecution, as appropriate. The University prohibits and will take decisive action to eliminate:

- verbal harassment
- any act which is physically assaultive
- any threat to harm or endanger the safety of others
- behaviors or action interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
- any threat to destroy or the actual destruction of property
- possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University)

It is the responsibility of every administrator, faculty member, staff member and student to take any threats of violence seriously. All threats must be reported to the appropriate authority. Failure to report any threat is subject to disciplinary action. Manager/supervisors can also be held responsible for civil and personal liability. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, the following action is recommended:

- Threats by a student should be reported immediately to University Police (ext. 3070) and the Judicial Affairs office (ext. 3257).
- Threats by a staff or student employee should be reported immediately to University Police and the reporting employee's supervisor, who will contact Human Resource for assistance.
- Threats by a faculty member should be reported immediately to University Police and the appropriate Dean's Office for consultation with the Vice President of Academic Affairs or his/her designee.
- Threats from others not affiliated as a student or employee should be reported

immediately to University Police.

University Violence Prevention Program administrators and/or staff assigned to an investigation, shall fully maintain confidentiality possible, depending on the circumstances and the actions to be taken for resolution. However, in most cases, complainants will need to be identified in order for appropriate action to be taken. No person who files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing, shall be intimidated, threatened, coerced or discriminated against by any other person within the University community.

## **SEXUAL HARASSMENT POLICY**

All students and employees have the right to learn and/or work in an environment free from discrimination, including freedom from sexual harassment. Allegations of sexual harassment are promptly investigated, and appropriate action taken.

### **Sexual Assault Policy**

Sexual assault is not tolerated by CPP. The University will promptly investigate all allegations of sexual assault and take appropriate action where required.

### **What to Do If You Are Sexually Assaulted**

It is extremely important for you to seek help immediately by doing the following:

- Get to safe place and call the police or 9-1-1. If desired, they may take you to the hospital for a voluntary medical exam and make a report and advise you of resources and options.
- To help preserve evidence, do not douche, bathe, change clothing or remove anything from the location of the assault.
- Call or ask someone to call an advocate from Project SISTER at (909) 626-HELP. Project Sister can assist you in notifying the appropriate agencies and provide accompaniment, advocacy and support.

### **Sexual Assault Crisis Support**

Sexual assaults may be reported to any of the following offices to receive support, advocacy, and resources.

<b>Department</b>	<b>Contact Number</b>	<b>Location</b>
University Police	(909) 869-3070	Bldg. 91
Stop Violence Grant Office	(909) 869-3102	Bldg. 26 - Rm 101, 102
Student Health Services	(909) 869-4000	Bldg. 46

Counseling and Psychological Services (CAPS)	(909) 869-3220	Bldg. 66 - 116
Reentry and Women's Resource Center	(909) 869-3206	Bldg. 95
University Housing Services	(909) 869-3307	Bldg. 59
La Cienega University Village Apartments	(909) 869-4242	Bldg. 200
Judicial Affairs Office	(909) 869-3358	Bldg. 26 - 110
Community Resources Project SISTER	(909) 626-HELP	24-hours a day/7-days a week confidential

### **Community Resources**

Project SISTER provides **24-hours a day/7-days a week** confidential counseling, referrals, court or hospital accompaniment, and other services as needed. Call (909) 626-HELP.

### **SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS**

Under federal law, sexual assault survivors are afforded certain basic rights. The University will notify survivors of sexual assault of their option to report their assault to the proper law enforcement authority and of the following rights:

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations if the changes are reasonably available.

### **STUDENT DISCIPLINARY ACTION**

To initiate disciplinary action against a student for sexual assault, the report must be made to the Director of Judicial Affairs at (909) 869-3358. If the survivor so requests, a same gender investigator will be provided whenever possible. Executive Order 628 governs the University's disciplinary process. Students charged with sexual assault are entitled to a disciplinary hearing based on the principle of due process.

## **Sanctions**

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the University code of conduct. Anyone charged with a sexual assault violation which is campus- related may be subject to: a) a criminal charge filed against the individual, and/or b) an administrative proceeding initiated by the University. Criminal and administrative proceedings may occur concurrently. Students found guilty may be expelled, suspended, placed on probation, or given a lesser sanction in accordance with sections 41301-41304 of Title 5, California Code of Regulations.

## **TIME MANAGEMENT**

As a Fellow, you have a lot of responsibilities that require you to allocate your time properly while keeping up with school, work and project load. Here are some useful tips to help you stay organized, make the most out of your time, and keep you ahead of your very large workload.

## **ORGANIZATION TIPS**

- Get a planner or calendar pocketbook. Digital planners that allow you to input your tasks and give you notifications are great when it comes to portability like Google Calendar or the app Wunderlist 2. A physical planner is a good option as well as it's quicker to update and easier to flip through.
- Check your planner every night. Be sure to sync up any information between planners if you are using a physical and digital planner. Make checking your planner a habit so that a deadline never sneaks up on you.
- As soon as your professors give you a syllabus, write in all due dates of exams, quizzes and assignment. You should also set up self-goals for outside work in coordination with projects like big papers. If you know you have a 15-page assignment due week 8, plan to get started on it week 5. Doing the assignment in small increments weeks before it'd due date will make the workload not seem so large.
- Map out everything you do in a day to have a better understanding of your time availabilities. If you know you are going to be in class from 10 a.m. to 12 p.m., and it takes you 15 minutes to walk to your car and another 15 minutes to drive home, don't schedule a study session for yourself from 12 to 1 p.m. Part of your time is already occupied and you're going to end up missing out on some study time.
- Don't forget to schedule in meals, breaks, and sleep. It might seem like you are too busy at some points in the year to take a break, but self-care is essential to your

overall academic career and well-being. Food fuels you and your brain, breaks help reset your mind which can help you refocus and solve problems that were puzzling you earlier, and sleep is a critical function in which your body resets every night. You need to reset and rest not only for your health, but to ensure productivity. Be sure to schedule at least 7 hours of sleep for yourself a day, in addition to meals and breaks.

- Be sure to plan accordingly to the maximum number of hours you are expected to dedicate to your classes. For every 1 unit of class, you are supposed to set aside 2 hours for homework. That means that if you're taking a 16-unit load, you should make time for 32 hours of homework and studying. This expectation is one that some professors take full advantage of while others tend to be more relaxed on the amount of homework and reading, they assign. If you set enough time aside, you will find yourself with some free time you can take advantage of in the end.