

McNair Scholars Program Faculty Mentor Handbook



Developing Leaders
Through Graduate Education

Ronald E. McNair Post-baccalaureate Achievement Program

California State Polytechnic University, Pomona

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Welcome to the McNair Scholars Program

Welcome and thank you for participating in the Ronald E. McNair Post-baccalaureate Achievement Program at California State Polytechnic University, Pomona. You are one of a select group of faculty who has become part of this federally funded program named for Dr. Ronald E. McNair, one of those who perished aboard the space shuttle Challenger in January 1986. This education grant provides an internship opportunity for students to learn how to do research, present their findings at a summer symposium and at national conferences, and successfully apply for and enter graduate school. Through the efforts of the students themselves, the faculty mentors, and the program staff, these students can achieve their goals.

Designed to assist first-generation, low-income students and those who are underrepresented at the graduate and doctoral level, the program at Cal Poly Pomona was first funded in 1999. The McNair Scholars Program at Cal Poly Pomona is a one- or two-year program designed to improve students' research skills and prepare them for entering graduate schools and advanced study. We are excited about the program and your participation in it. Together, we can prepare Cal Poly Pomona students for success in their post-baccalaureate studies and beyond.

McNair Staff

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Bio of Ronald Erwin McNair



Ronald E. McNair was born in Lake City, South Carolina, on October 21, 1950. He grew up in the segregated south and did not attend an integrated class until he went to the Massachusetts Institute of Technology, where he spent his junior year participating in an exchange program from North Carolina A & T University. In 1971, he graduated *magna cum laude* with a Bachelor of Science degree in physics from North Carolina. He entered the doctoral program at MIT, and in 1976, he earned his Ph.D. in laser physics with a dissertation titled “Energy absorption and vibrational heating in molecules following intense laser excitation.”

McNair became a recognized expert in laser physics while working as a staff physicist for the Hughes Research Laboratory. He was selected by NASA for the space shuttle program in 1978, flew on a space shuttle Challenger mission in 1984, and was a mission specialist aboard Challenger in 1986.

Besides his academic achievements, McNair received three honorary doctoral degrees and many fellowships and commendations. These distinctions include Presidential Scholars, 1967-71; Ford Foundation Fellow, 1971-74; National Fellowship Fund Fellow, 1974-75; Omega Psi Phi Scholar of the Year, 1975; Distinguished National Scientist; National Society of Black Professional Engineers, 1979; and the Friend of Freedom Award, 1981, as well as many others. A science building at MIT is named in his honor. McNair held a fifth degree black belt in karate and was an accomplished jazz saxophonist. He was married and had a son and a daughter.

After his death in the Challenger space shuttle accident in January 1986, members of Congress provided funding for the Ronald E. McNair Post-baccalaureate Achievement Program to encourage low-income and first generation college students who are underrepresented in their fields to expand their educational opportunities and pursue graduate studies. This program is dedicated to the high standards of achievement inspired by Dr. McNair’s life.

History of the Federal TRIO Programs

The history of TRIO is progressive. It began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's War on Poverty. In 1965, Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs.

By the late 1960s, the term "TRIO" was coined to describe these federal programs. Over the years, the TRIO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added the fourth program to the TRIO group by authorizing the Educational Opportunity Centers. The 1976 Education Amendments authorized the Training Program for Federal TRIO Programs, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added the sixth program, the Ronald E. McNair Post-baccalaureate Achievement Program.

Additionally, in 1990, the Department created the Upward Bound Math/Science program to address the need for specific instruction in the fields of math and science. The Upward Bound Math/Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately.

The Higher Education Amendments of 1998 authorized the TRIO Dissemination Partnership program to encourage the replication of successful practices of TRIO programs.

Finally, the Omnibus Consolidated Appropriations Act of 2001 amended the Student Support Services (SSS) program to permit the use of program funds for direct financial assistance (Grant Aid) for current SSS participants who are receiving Federal Pell Grants. The legislative requirements for all Federal TRIO Programs can be found in the Higher Education Act of 1965, Title IV, Part A, Subpart 2. The requirements for the SSS Grant Aid can be found in Public Law 106-554.

The Benefits of Being a Faculty Mentor for a McNair Scholar

- ✓ Opportunity to engage in a close mentoring relationship with a bright, underrepresented student
- ✓ Benefit from a motivated mentee who often develops into an indispensable research assistant
- ✓ Personal reward from contributing to a Scholar's career development and academic growth
- ✓ Meet and interact with other faculty members participating in the McNair Scholars Program
- ✓ Opportunity to co-publish a scholarly paper in a refereed journal
- ✓ Research activities that enhance tenure and promotion packets
- ✓ Opportunity to attend a McNair conference with mentee(s)
- ✓ Up to \$625 total stipend for fall, winter, spring, and summer components with each scholar

Faculty Mentoring Guide

Preface

Why mentor? What are your intentions, your rationale? The most effective mentor realizes that good mentoring involves reflecting on the lessons of her or his own academic career.

Experienced McNair mentors will:

1. Understand where the Scholar is in the McNair Scholars Program timeline and encourage and facilitate meeting deadlines.
2. Help the Scholar to understand the complementary roles that the McNair staff, the Scholar, and the mentor play—and how to handle multiple sources of constructive criticism.
3. Provide an overview of the planned project that is clear and workable, with explicit timelines.
4. Emphasize the importance of re-writing.
5. Communicate frequently with the McNair office.
6. Model and expect quality scholarship and professionalism.
7. Meet with the Scholar regularly and discuss the Scholar's level of understanding.

Program Goal and Intent

The goals of the program are to encourage, prepare, and assist Scholars to enter doctoral studies by providing a research internship that exposes them to doctoral-level expectations and a close working relationship with a faculty mentor. In addition, the program provides opportunities for Scholars to attend seminars and workshops designed to enhance their knowledge regarding entrance into doctoral programs. The intent of the federal legislation that authorizes this program is to promote diversity in academia. The McNair Program is funded under the U.S. Department of Education, and Cal Poly Pomona's program is one of 187 across the country.

Qualifications for Scholar Selection

Scholars may be selected from one of these two federally legislated groups:

1. First-generation, low-income students (at least two-thirds)
2. Underrepresented students in doctoral programs (no more than one-third).

Faculty Mentor Contract

- Attend a general orientation meeting with McNair Staff.
- Complete a human subjects protocol or Animal use and care application (when appropriate) as early as possible.
- Meet with the Scholar as soon as possible this quarter to discuss research goals and expectations, research paper topic, literature review, and a timeline to involve the Scholar in the research process in a meaningful way. Scholars must complete an annotated bibliography of the literature and a research proposal.
- Help the Scholar understand the need for multiple input and constructive criticism.
- Meet with the Scholar regularly (i.e., once per week) to discuss progress toward research goals.
- Review and critique the Scholar's drafts and final research proposal.
- Meet with the Scholar regularly during the academic year to discuss progress toward the degree at Cal Poly Pomona and progress toward entering a doctoral program.
- During the summer, mentor the Scholar during the five-week research internship, preferably meeting with the Scholar twice per week.
- When data collection is complete, meet with Scholar to outline the process of the final write-up.
- Review and approve, when satisfactory, the Scholar's research paper.
- Provide guidance to the Scholar in preparing a presentation of the research for the McNair Symposium.
- If possible, attend your Scholar's research presentation at the McNair Symposium.
- Complete Quarterly Surveys during the mentoring period.
- Provide guidance to the Scholar in preparing the research paper for publication in a professional journal.
- Provide guidance and advice regarding graduate school and doctoral programs.
- Discuss with your Scholar his/her graduate school statement of purpose.
- Complete and submit a program evaluation at the end of the program.
- Report any problems that occur during the Scholar's internship immediately to the Director or Faculty Advisor.

Frequently Asked Questions

I am a new faculty mentor and am not familiar with Cal Poly Pomona's research protocol. Where would I go and to whom would I speak about the process?

Cal Poly Pomona has an Institutional Review Board (IRB) that reviews and approves protocol submitted by investigators who conduct research at CPP that involves human subjects to any extent.

Cal Poly Pomona also has an Animal Care and Use Committee (ACUC) that reviews/approves protocols submitted by investigators who want to initiate research projects utilizing animals.

The contact person for both committees is Mr. Bruce Kennedy extension 4215.

How much time each week do I devote to my McNair mentee?

One hour per week during the academic year is the norm. If you feel the need to provide your mentee with more guidance at the beginning, you may find that two hours per week is more feasible. Most mentors, however, are able to accommodate their mentees during their regular office hours. In the spring, as McNair mentees are finishing their research drafts, you may find that one hour every two weeks is sufficient.

How much is the stipend that faculty mentors receive?

The stipend is up to \$625 per scholar mentored for one year scholars and \$300 for six-month scholars.

When do mentors receive their stipends? How do I account for the time I spend with my McNair mentee(s)?

Last year we began paying mentors through Kronos. The McNair office will submit an Employee Transaction Form (ETF) to Foundation on your behalf. Once you are approved, the McNair staff will input your hours equivalent to the stipend amount you are scheduled to receive. This will occur during the breaks in-between quarters so as to not interfere with your regular faculty pay. Checks will be mailed to your home address 1-2 weeks after the time is submitted. If there is a concern, please feel free to contact the McNair office.

What specific paperwork do I fill out to receive my stipend?

If the faculty mentor is already in the Foundation payroll system, no additional paperwork is required. If the mentor is not in the system or was last paid more than three years ago, an I-9 and a W-4 are required. To complete the I-9 a McNair staff member must see approved forms of identification, usually the driver's license and social security card.

Does Foundation send me a W-2 form for my income taxes?

Yes.

What format do I tell my mentee to use for the final research document that is due at the end of August?

The format should be that which is appropriate for the scholar's discipline and for possible publication.

Do McNair students have to submit their research documents for publication?

Mentors are encouraged to assist their mentees in preparing a document suitable for publication, but publishing is not a program requirement.

Which specific faculty mentor meetings do I have to attend as a McNair mentor?

The mentors are invited to an orientation at the beginning of the year where the program requirements are explained and any questions answered. The mentors are also invited to quarterly lunches to share best practices with other mentors. They are also asked to attend one rehearsal and the summer symposium.

What should I do if I will be out of the U.S. during two or three of the weeks that McNair conducts its intensive summer research component?

In the ideal situation, the mentor is available during the entire summer program. However, if this is not possible, the mentor should be available at least through e-mail, so the scholar has access to good advice while preparing for the symposium presentation of the research results.

McNair Scholars Program Student Handbook 2014-15

***For your reference**

Ronald E. McNair Postbaccalaureate Achievement Program

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Welcome to the McNair Scholars Program

Welcome to the Ronald E. McNair Postbaccalaureate Achievement Program at California State Polytechnic University, Pomona. You are one of a select group of students who have become part of this federally funded program named for Dr. Ronald E. McNair, one of those who perished aboard the space shuttle Challenger in January 1986. This education grant provides opportunities for students to learn how to conduct research, present their findings at a summer symposium and at national conferences, and successfully apply for and enter graduate school. Through your efforts, and those of the faculty mentors and the program staff, you can achieve your goals.

Designed to assist first-generation, low-income students and those who are underrepresented at the doctoral level, the program at Cal Poly Pomona was first funded in 1999. The McNair Scholars Program at Cal Poly Pomona is designed to help improve your research skills and prepare you for entering a doctoral program in your field of study. We are excited about the program and your participation in it. Together we can prepare you for success in your Postbaccalaureate studies and beyond.

As a McNair Scholar, you are now part of the McNair Scholars family both at Cal Poly Pomona and across the nation. You represent Cal Poly Pomona, the McNair Scholars Program, and your community in everything that you do and accomplish. McNair Scholars distinguish themselves not just through academic excellence but in their strong sense of social justice, open-mindedness, academic curiosity, and academic integrity. McNair Scholars relish the opportunity to learn from others and enjoy working with scholars from all academic disciplines. McNair Scholars conduct themselves with dignity and treat others with respect.



TRIO Programs at Cal Poly Pomona

TRIO is an umbrella organization consisting of eight programs funded through the U.S. Department of Education. These programs include Upward Bound, Upward Bound Math Science (UBMS), Educational Talent Search, **Ronald E. McNair Postbaccalaureate Achievement**, Student Support Services, Educational Opportunity Centers, and Veterans Upward Bound. TRIO also includes a training program for directors and staff of TRIO projects.

TRIO programs help nearly one million disadvantaged students across the nation each year. Most are the first in their families to attend college, and many must overcome tremendous class, social, and financial barriers in order to participate in higher education.

1. The Ronald E. McNair Postbaccalaureate Achievement Program: The McNair Scholars Program is a doctoral preparatory program, which began providing services nationally to students in the 1989-1990 academic year. As of 2011, 200 McNair programs in the U.S. work with more than 5,400 low-income, minority, and female undergraduate students, preparing them for doctoral studies through involvement in research and other scholarly activities. Cal Poly Pomona's McNair program was funded by the U.S. Department of Education in the fall of 1999.

A particular focus of the McNair program is providing **research** opportunities for students who are paired with faculty mentors able to facilitate each student's academic goals. Students are provided with in-depth information on the graduate school process through **seminars, workshops and internships** and are networked with professionals in their fields through membership in **professional organizations**.

2. Student Support Services: Student Support Services (SSS) projects operate at approximately 1,029 colleges and universities including Cal Poly Pomona's College Reading Skills Program and ARCHES, a program for disabled students. Their mission is to increase the retention and graduation rates of low-income, first-generation students enrolled, as well as to increase the number of students transferring from two-year to four-year institutions. Students enrolled in SSS programs are provided with academic counseling, personal support from professionals familiar with the difficulties low-income

and minority students encounter on campus, in tutoring, and in remedial instruction.

3. Upward Bound North and South: Upward Bound provides intensive academic and personal support to motivate and prepare low-income and/or first-generation students for college. Cal Poly Pomona's Upward Bound North Program provides assistance to 67 students from Pomona, Village Academy, and Montclair High Schools. Upward Bound South has 62 students from Ontario, Garvey, and Village Academy High Schools. Students receive instruction in literature, composition, math, and science. Instruction is scheduled for both after school and Saturday during the academic year and in the summer when the students reside on the CPP campus and attend classes on a full-time basis. A small percentage of Upward Bound projects in the U.S. focus their college-preparatory services on veterans.

4. Upward Bound Math Science North and South: In the summer of 1991, the Department of Education began a special initiative to establish Upward Bound Math and Science Programs, which are now at sponsoring colleges and universities throughout the country. Cal Poly Pomona's Upward Bound Math Science programs serve 100 students. The programs focus their services on mathematics, science, and engineering.

5. Educational Talent Search: Funded in 2011, the CPP Talent Search program is designed to encourage 500 junior high and high school students from the Chino Valley Unified School District to stay in school and to work with students who have dropped out of high school or college.

6. Educational Opportunity Centers: Educational Opportunity Centers provide information regarding opportunities for postsecondary enrollment to low-income adults, often concentrating their services on displaced or underemployed workers. These centers assist their clients in making informed choices among institutions, as well as informed choices regarding financing their enrollment. CPP does not have currently host an EOC program.

McNair Program Staff

Program Director

Dr. Winny Dong

Professor, Chemical and Materials Engineering

PhD – Materials Science and Engineering, 2000 – UCLA

MSc – Materials Science and Engineering, 1998 – UCLA

BS – Materials Science and Engineering, 1994 – UCLA

Since joining Cal Poly Pomona in 2000, Dr. Dong has focused her efforts on creating an environment where all faculty and students can develop their strengths. Dr. Dong is dedicated to serving the diverse population of CPP and worked to bring various grants, totaling over \$9 million, to increase participation by underrepresented groups in science and engineering. In addition, Dr. Dong remains active in research and has been funded by NASA/JPL, Department of Energy, 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.

Contact Info

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(909) 869-2634

Faculty Advisor

Dr. Wei Bidlack

Lecturer, Animal and Veterinary Sciences

PhD – Pharmacology & Nutrition, 1992 – USC

MS – Pharmacology & Nutrition, 1990 – USC

BS – Medicine, 1983 – Shanghai Medical University

Dr. Bidlack, who has a PhD degree in Pharmacology and 18 years of teaching and research experience, has served as the Faculty Adviser for the McNair Scholars Program since 1999. She has 12 years of experience working as part of a team planning and implementing academic advising and services for undergraduate students.

Contact Info

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(909) 869-2188

Program Coordinator
Elena Alvarez-Villegas

MPA – Public Administration, 2011- California State Polytechnic University, Pomona
BA – Sociology; Minor: Business Administration, 2008-University of California, Riverside

Ms. Alvarez has 7 years of experience with working in higher education and grant funded programs. Prior to working with McNair Scholars Program, she worked on campus (Cal Poly Pomona) as the Engineering Outreach Program Coordinator for the College of Engineering for two years. She has also worked with underrepresented and low-income students at the University of California, Riverside prior to Cal Poly Pomona.

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Office of Undergraduate Research (OUR) Associate
Elisa M. Mitchell

MPA – Public Administration, 2011- California State Polytechnic University, Pomona
BA – Psychology, 1999-University of California, Riverside

Ms. Mitchell has over 15 years of experience with government grant programs assisting low-income persons. Prior to working with OUR, she worked for city housing and county social service agencies. Ms. Mitchell has been impressed with the scholar's hard work and dedication to complete their research projects and pursue a Ph.D.

Contact Info
emdurazo@csupomona.edu

Program Components

As part of your participation in the McNair Scholars Program, you will be expected to comply with all program components to ensure your academic success. The following provides a brief overview of key program requirements:

SUMMER BOOTCAMP

The McNair Summer Boot-camp is a two-day event, which will provide you with an overview of all program components, introduce you to McNair staff and available resources, help you get started with your research project and outline the graduate school enrollment process.

ACADEMIC YEAR

McNair Scholars must schedule monthly individual appointments with the Faculty Advisor, Dr. Bidlack, and quarterly meetings with the McNair Director, Dr. Dong. If you are unable to attend a scheduled appointment, you must call in advance to reschedule.

McNair Scholars are required to enroll in CPU 475, 476, 477 each quarter (fall, winter, and spring). CPU is a required course that meets on Fridays from 3-4:50pm in building 8 room 302. Sample program outline is provided below for your reference.

Pre- Summer Program

- Meet with Faculty Mentors to discuss research project.
- Work with Faculty Mentors to prepare proposals related to research topics.

Fall Quarter

- Continue to work with Faculty Mentors to complete research proposals.
- Complete the online CITI training and complete the protocol application if research involves animal or human subjects.

Winter Quarter

- Remaining research protocol issues should be resolved during this quarter.
- Research should begin as soon as possible after gaining protocol approval.

Spring Quarter

- Work steadily and consistently on gathering and analyzing data.
- Rehearse project presentations by presenting them to the McNair staff.
- Present results of their research during the McNair Scholars Symposium.

Summer Program

- Meet once or twice a week with Faculty Mentors to discuss research activities. Faculty Mentors will verify the amount of time scholars spend on their research projects.
- Study at least one hour a day for the GRE, using GRE preparation books and materials.

- Scholars must register to take the GRE.
- Complete and submit the final McNair research report.

FACULTY MENTORS

McNair Scholars will choose a faculty mentor with whom they will meet once per week. Once paired with faculty mentors, McNair Scholars should discuss the mentors' current research projects with them. Scholars should discuss their own ideas and original research interests as well. McNair Scholars should choose a mentor with whom they feel comfortable and who has similar research interests. Faculty mentors are also excellent sources of information about graduate programs. Similarly, they can provide Scholars with guidance and wisdom because of their own experiences in graduate school. Additionally, faculty mentors are able to assist Scholars with information on how to acquire fellowships in graduate school.

RESEARCH PROJECT

A necessary part of any research is regulatory compliance. Regulatory compliance is the mandated requirements conforming to legal and institutional regulations to conduct research. Born from the unethical treatment of subjects in the 60's and 70's, (sometimes even today) these regulations also help protect the researcher from unknowingly breaching their subject's rights and opening themselves up to lawsuits or even criminal prosecution. Furthermore, competent researchers comply with all the standards and policies pertaining to their subject area as a pre-requisite for peer recognition. It would be tragic if a research project found some genuine incredible results, only to be discredited due to some minor non-compliance with some regulation.

Specifically, any research project dealing with human subjects will require approval from the Institutional Review Board or IRB. These IRB protocols are due around the same time as the Research Proposal. There are examples to help you create a good IRB protocol submission at the IRB page of the CSU Pomona website:

<http://www.csupomona.edu/~research/irb/index.shtml>

Scholars who conduct the McNair research with vertebrate animals are required to comply with various Federal regulations overseen by the Animal Care and Use Committee (ACUC). Since a student cannot submit the ACUC protocol Approval Application, scholars need to work with their faculty mentor to learn the proper steps for getting the ACUC protocol approval before conducting their research.

Those whose research does not involve animals or humans are still subject to the confines of research ethics. All Scholars must complete an online course (CITI training) on research ethics. More information about regulatory compliance will be discussed in the fall quarter.

SUMMER PROGRAM

Completing your first research project can be daunting, especially at home where there are so many distractions. For these reasons, the CPP McNair Scholars Program requires that all scholars participate in the 5-week summer residential portion. Roommates are assigned and the program provides room and board at the dorms during the weekdays. Room and board on the weekends is not included. The move-in date is typically the last few days of June and lasts until the end of July. There are also many workshops and events planned throughout the summer. Most workshops are planned for Tuesday and Thursday, with Thursday afternoons and evenings reserved for a weekly fun night.

GRADUATE SCHOOL

McNair Scholars Applying to Graduate School during Fall Quarter

- McNair Scholars must complete graduate school applications before respective deadlines. McNair staff is available to write letters of recommendation or to assist scholars with personal statements or statements of purpose for the application.
- Scholars must submit graduate school applications and should plan to apply to at least six schools. Scholars should photocopy those graduate school applications that must be mailed. Applying 30-60 days early, by mail or online, can make a difference in the selection process for graduate school and financial aid.
- Scholars must make a list of graduate schools they have applied to and turn it in to the McNair staff.
- Scholars should do research into and apply for financial aid for graduate school, especially fellowships, scholarships, and grants.
- Scholars are asked to keep McNair staff informed about graduate schools they are accepted into. It is a program requirement to keep track of this data.

Scholars NOT Applying to Graduate School in Fall Quarter

- Scholars are advised to talk to their Faculty Mentors, the Faculty Advisor, and the Program Director about three graduate schools to which they will apply. Scholars should spend five hours researching suggested graduate schools. They should look for program content, types of research being conducted, library facilities, and general layout of the campus.
- Scholars are asked to make a list of possible fellowships they will be applying for, such as the National Science Foundation, the Ford Foundation, Carnegie Mellon, or graduate school grants, scholarships, or fellowships.

SYMPOSIUMS

McNair Symposium

McNair Scholars are encouraged to participate in as many professional presentations as possible in coordination with your faculty research mentor. Participating in conferences has numerous benefits for the aspiring scholar including getting your research 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 the McNair Scholars Program holds a **McNair Symposium** at the end of the academic year for its current scholars to present their research. Participation in the McNair Symposium is a requirement. Presentations are expected to be 12 minutes long with a 3 minute question/answer session after each presentation. Scholars are encouraged to invite their colleagues, friends, and family.

Berkeley Symposium

Every year there is a much larger, national McNair Symposium at UC Berkeley. A select group of scholars represent the Cal Poly Pomona McNair Scholars Program at the Berkeley Symposium. Scholars are selected based on the completion of their research, CPU grades, and leadership within the cohort and the McNair Student Club.

FUNDING

Research Reimbursement

The McNair Scholars Program wants to encourage its Scholars to tackle any project that is feasible within the time constraints of the program. Thus, it has been funded to reimburse students for qualified research costs incurred while performing research.

- Examples of items that qualify: Research supplies, printing costs, electronic survey costs, etc.
- Examples of items that don't qualify: food and beverages, gift cards, a summer parking permit at Cal Poly Pomona, compensation for research participants or assistants.

Maintain all original receipts for incurred costs until you complete your research and then turn these receipts in to the McNair Staff for reimbursement. Contact the McNair Staff for further details.

Travel Reimbursement

The McNair Scholars Program wants to encourage its Scholars to visit graduate programs and attend 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 McNair Scholars Blackboard site). The McNair Staff will notify you regarding the approval of the travel request. If approved, save all your receipts related to the travel. Once you return from your trip, work with McNair Staff to be reimbursed. Due to budget limitations, requests over \$400 will not be approved.

Stipends and Policy Regarding Stipends

McNair Scholars receive stipends totaling \$2500 to help with their research efforts and miscellaneous expenses. The stipends are awarded based on the following timeline and project milestones achieved.

Stipend Amount	Date	Conditions
\$100	End of Fall Quarter	Completion and Approval of Research Proposal
\$200	End of Winter Quarter	Completion of Draft Research Report
\$300	End of Spring Quarter	Participation in CPP McNair Symposium
\$600	Start of Summer Program	Participation in Summer Program
\$600	End of Summer Program	Completion of Summer Program
\$700	End of August	Receipt and Approval of Final Report

The McNair Scholars Program coordinates with the Office of Financial Aid to release stipends as a McNair Scholarship, which pays first for any school fees due (such as unpaid tuition) before the balance is released to scholars. The McNair Staff must draw up paperwork for each round of stipends that are released, have it signed by the Program Director and then have it processed by the Financial Aid department. This can take from days to a week or more, so be patient. If the Scholar has direct deposit then the funds will be transferred immediately to their bank account. Otherwise, they will be mailed a check.

MCNAIR CLUB

McNair Scholars have the opportunity to be a member of the McNair Scholars Student Club. The purpose of the club is to organize student study sessions for the GRE, other Grad School Preparation events, and cohort building activities. One of the first responsibilities of the executive board (E-Board) is to re-charter the club for next year. This procedure can be found in the McNair Scholars Program Club binder. Each year the cohort elects its own officers. In addition, E-Board members will be asked to complete community service in the form of leading one (1) workshop per quarter for McNair Scholars Prep Program. Students will prepare content for said workshop one month prior to the workshop date and have it

reviewed by the McNair faculty and staff. Once approved students will work with McNair staff to market the workshop. Topics can include: Discovering the benefits of pursuing an advanced degree, Exploring strategies for academic success as an undergraduate, Developing study skills, Examining graduate Education opportunities and career trends, Tips for selecting a research project, Learning about paid summer research opportunities, etc.

The most common positions are:

President: Lead by example. The president is the first one on the scene and the last one to leave.

Vice President: Offers another point of contact for the E-board and a person to make decisions when the President is unreachable. Performs all the duties of the President when the President is unavailable.

Secretary: Keeps minutes of all club meetings.

Treasurer: Helps track fundraising efforts and inventory.

Historian: Attends all McNair club activities and takes pictures. Makes photos and other documentation of events available to members of the club.

CONTRACT FOR McNAIR SCHOLARS

This is an agreement between Cal Poly Pomona, on behalf of its McNair Scholars Program, and the identified McNair Scholar. Please initial each item to indicate that you have read and understand each commitment.

I, _____, a McNair Scholar, understand and agree to the following terms and conditions governing my participation in the research internship:

- I. McNair Scholars will participate fully in the following research activities:

A. Spring/Summer 2014 Commitments

- _____ Attend the McNair Scholars Program Welcome Orientation.
- _____ Attend the McNair Scholars Summer Bootcamp.
- _____ Select a Faculty Mentor and a Research Topic.
- _____ Work on Research Proposal.

B. Fall 2014 Commitments

- _____ Register for and attend CPU 475, a two-unit research class. This class meets every Friday, from 3 to 5 pm.
- _____ Schedule and attend monthly meetings with the Faculty Advisor Dr. Bidlack and quarterly meetings with the McNair Director, Dr. Winny Dong.
- _____ Meet with your faculty mentor to complete and submit your supplies request to the McNair Office.
- _____ Work with the University Writing Center to take the Writing Proficiency Test if you have not taken or passed the Graduation Writing Test.
- _____ Contact the following listed personnel for information and application form(s) if your research project involves university oversight approval of one of the following:
 - _____ Human Subjects (Mr. Bruce Kennedy at ext. 4215)
 - _____ Animal Care and Use (Mr. Bruce Kennedy at ext. 4215)
 - _____ Radioisotopes, infectious agents, or other biohazardous materials (David Patterson at ext. 3695)
- _____ Contact Vicki Stepp at ext. 2954 in the Office of Research and Sponsored Programs if you and your mentor have concerns that your project involves the following:
 - _____ Intellectual Property
 - _____ Publication Restrictions
- _____ Submit the final draft of your research proposal and submit signature sheet provided by the McNair Program signed by both **you** and **your mentor** in the McNair office
- _____ Submit protocols for approval to Mr. Bruce Kennedy & submit a copy to McNair Office

_____ Complete CITI online training

B. Winter 2015 Commitments

_____ Register for and attend CPU 476, a two-unit research class that takes place from 3-5pm on Fridays.

_____ Schedule and attend monthly meetings with the Faculty Advisor Dr. Bidlack and quarterly meetings with the McNair Director, Dr. Winny Dong.

_____ Submit a copy of the approval letter for your IRB protocol to the McNair office.

_____ Start your research under the direction of your faculty mentor as soon as your protocol is approved by the appropriate oversight committee.

_____ Present preliminary research at the SRC (Student Research Conference).

C. Spring 2015 Commitments

_____ Enrolled students must register for CPU 477, a two-unit research class

_____ Continue research activities under the direction of your faculty mentor.

_____ Schedule and attend monthly meetings with the Faculty Advisor Dr. Bidlack and Quarterly meetings with the McNair Director, Dr. Winny Dong.

_____ Present your research at the Cal Poly Pomona McNair Symposium.

_____ Register and attend the Graduate Diversity Forum (Saturday event).

_____ Attend the joint group activities of the McNair Scholars and UBMS program (Saturday event).

D. Summer 2015 Commitments

_____ Attend the summer McNair program for five weeks.

_____ Conduct research full time for 5-10 weeks.

_____ Attend all McNair workshops, group activities and all mentoring program sessions with the Upward Bound students.

_____ Submit the final draft of your research project report with a cover sheet provided by the McNair Program signed by both **you** and **your mentor**.

_____ Complete GRE test.

E. Ongoing Commitments

_____ Respond to and fulfill all McNair Scholar Surveys issued to your email address.

- _____ Maintain a satisfactory GPA (3.0 or above).
- _____ Check e-mail for McNair correspondence daily.
- _____ Provide the McNair Program staff with the addresses and phone numbers of three close relatives not living at your home.
- _____ Notify McNair Program staff at least 24 hours in advance of any appointment cancellation, or no less than 24 hours after a missed appointment due to personal emergency.
- _____ Notify McNair Program staff of any and all potential schedule conflicts including, but not limited to class time, vacation, or other travel, or personal emergency.
- _____ Inform McNair Program staff of any changes in enrollment status, GPA, permanent or local mailing address, phone number or e-mail address.
- _____ Attend a minimum of one national or regional conference.
- _____ Apply to a minimum of six graduate schools and submit to the McNair office a list of the schools and the names of the graduate and/or doctoral programs.
- _____ **Inform McNair Program staff of any awards received, graduate programs accepted to, and/or enrolled in.**
- _____ Contact McNair Program staff at least once per year after graduation regarding progress made toward master's or doctoral degree.
- _____ Submit transcripts of graduate school performance after each grading period.
- _____ Contact McNair Program of any changes in Graduate status or Graduate program status.
- _____ Cooperate with follow-up surveys administered by the McNair Program staff.

Reasonable exceptions to participation in, or completion of Part D program activities may be granted by the McNair Scholars Program through the submission of a written appeal to Dr. Winny Dong, McNair Director. In cases of emergencies, you must notify McNair Program staff within 48 hours.

- II. I understand that failure to meet deadlines for submission of research or any unexcused absences from orientation, seminar sessions, research activities, meetings with staff, the McNair Symposium, or the summer evaluation activities **will result in my dismissal from the program.**

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date specified adjacent to their respective signatures below:

McNair Scholar

Print Name	Signature	Date
Address	City	Zip Code

By _____
Dr. Winny Dong, Director Date

By _____
Dr. Wei Bidlack, Faculty Advisor Date

Photo and Information Release Agreement

I _____, grant the California State Polytechnical University of California, Pomona Ronald E. McNair Scholars Program the right to use my name and picture, without compensation to me, in electronic media (e.g. websites and emails) and written materials (e.g. advertising material and brochures) for promotional and educational puposes.

I also grant the California State Polytechnical University of California, Pomona Ronald E. McNair Scholars Program permission to release contact information to the Department of Education, graduate school programs, and other educational institutions. I understand that the California State Polytechnical University of California, Pomona Ronald E. McNair Scholars Program will use my information for promotional and educational purposes. I hereby agree to hold the California State Polytechnical University of California, Pomona Ronald E. McNair Scholars Program, its staff, and its affiliates harmless from any liability resulting from the use of this information, text, and pictures herein submitted.

Name

Signature

Date

Campus Policies

VIOLENCE POLICY

Cal Poly Pomona 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 conduct investigation shall maintain confidentiality to the fullest extent 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 Cal Poly Pomona. 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 a safe place and call 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.

Department	Contact Number	Location
University Police	Emergency: Dial 9-1-1 (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-hour/7-day confidential counseling

Community Resources: Project sister provides 24-hour/7-day 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.

McNair Scholar Candidate FAQ's

Protocol: *How do I know if I need to go through it? What does it involve?*

The Institutional Review Board (IRB) is the organization on campus that decides whether plans for research involving human/animal subjects are appropriate, safe, and approved. Dr. Bruce Kennedy will be speaking to the cohort during an upcoming CPU class about research protocol and oversight. He will discuss the IRB and the Office of Research and Sponsored Programs (ORSP), as well as what is required to gain approval. Everyone will go through an appropriate oversight process.

Meetings with the Faculty Advisor and the Director: *Am I responsible for setting them up? Do I meet with both people at the same time? Where are the meetings held?*

Schedule separate appointments with the Director, Dr. Dong, and with the Faculty Advisor, Dr. Bidlack. The meetings will take place in their offices. Depending on your individual circumstances and research progress, the meetings may take about 30 minutes to an hour.

Mentees: *Do I need to find people to tutor/mentor? When will I be mentoring? When are the activities with the Upward Bound program?*

Scholars will be linked with students from Cal Poly Pomona's Upward Bound programs. The Upward Bound Programs staff will explain the mentoring component activities during CPU and will be assigning mentees at that time. Expect to attend a few organized activities with your mentees that will be spread out over the spring and summer.

Research: *May I start my research earlier? If I don't need to go through an oversight committee, may I start my research now? I am working on a professor's research project; do I still have to submit a proposal?*

Everyone will go through the oversight process and everyone will submit a research proposal. Both of these are major components to participation in the McNair Scholars program. After (1) submitting a proposal, (2) gaining approval from the appropriate oversight committee, and (3) submitting your protocol number to the McNair program, research may begin.

Faculty mentors: *How often must I meet with my faculty mentor and for how long?*

We recommend meeting with your mentor at least once per week for about thirty minutes to an hour in coordination with your faculty mentor.

Graduate school: *When am I expected to apply? Does the McNair program expect me to apply in the Fall?*

Graduate school applications are typically due between November and January prior to the start of the graduate program. Everyone is encouraged to prepare graduate school admissions essays, prepare for and take the Graduate Records Exam (GRE), and research graduate schools throughout the year.

Ronald Erwin McNair

Ronald E. McNair was born in Lake City, South Carolina, on October 21, 1950. He grew up in the segregated south and did not attend an integrated class until he went to the Massachusetts Institute of Technology, where he spent his junior year while participating in an exchange program from North Carolina A & T University. In 1971, he graduated *magna cum laude* with a Bachelor of Science degree in physics from North Carolina. He entered the doctoral program at MIT, and in 1976, he earned his Ph.D. in laser physics with a dissertation titled "Energy absorption and vibrational heating in molecules following intense laser excitation."

McNair became a recognized expert in laser physics while working as a staff physicist for the Hughes Research Laboratory. He was selected by NASA for the space shuttle program in 1978, flew on a space shuttle Challenger mission in 1984, and was a mission specialist aboard Challenger in 1986.

Besides his academic achievements, McNair received three honorary doctoral degrees and many fellowships and commendations. These distinctions include Presidential Scholars, 1967-71; Ford Foundation Fellow, 1971-74; National Fellowship Fund Fellow, 1974-75; Omega Psi Phi Scholar of the Year, 1975; Distinguished National Scientist; National Society of Black Professional Engineers, 1979; and the Friend of Freedom Award, 1981, as well as many others. A science building at MIT is named in his honor. McNair held a fifth degree black belt in karate and was an accomplished jazz saxophonist. He was married and had a son and a daughter.

After his death in the Challenger space shuttle accident in January 1986, members of Congress provided funding for the Ronald E. McNair Postbaccalaureate Achievement Program to encourage low-income and first-generation college students who are underrepresented in their fields to expand their educational opportunities and pursue graduate studies. This program is dedicated to the high standards of achievement inspired by Dr. McNair's life.