

# STUDENT SUCCESS AND TRANSFER ARTICULATION THROUGH RESEARCH AND SUPPORT SERVICES

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## STARS STUDENT HANDBOOK 2023-2024



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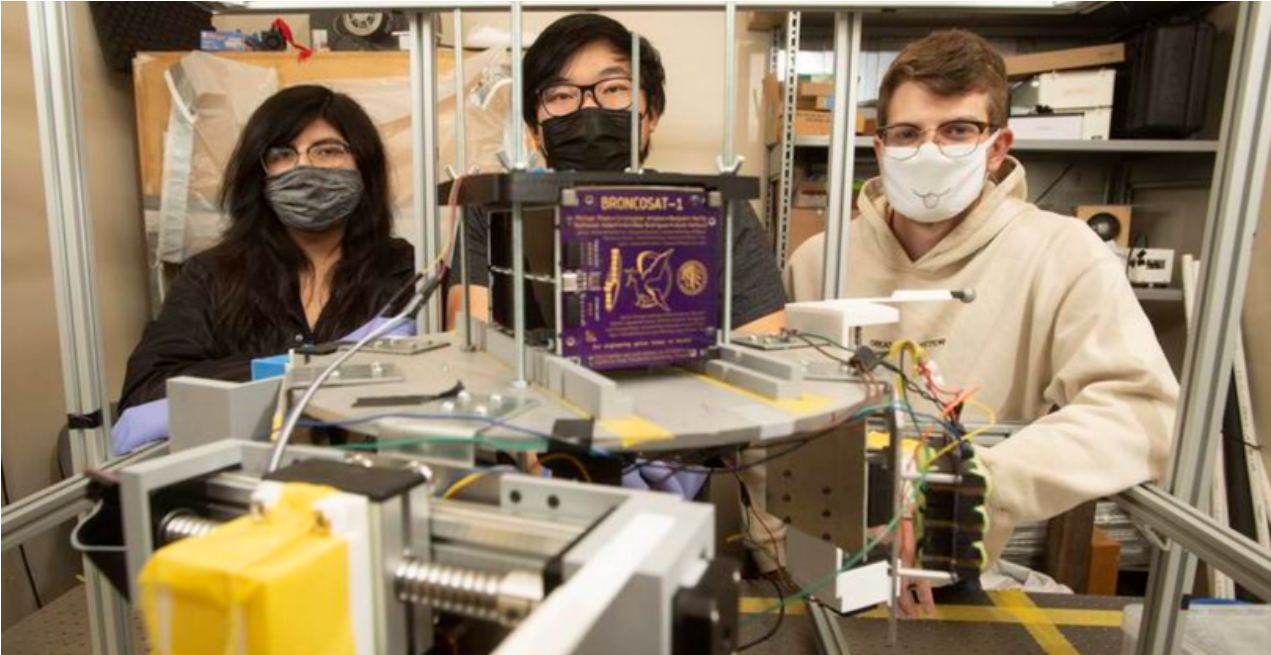
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# — WELCOME TO STARS —



## ABOUT THE OFFICE OF UNDERGRADUATE RESEARCH

The Office of Undergraduate Research at Cal Poly Pomona (OUR-CPP) was established in the fall of 2013 to increase undergraduate student participation in research programs. Participation in research as an undergraduate has been proven to not only expand a student's academic experience at CPP but also improve retention and graduation rates.

## ABOUT THE STUDENT SUCCESS AND TRANSFER ARTICULATION THROUGH RESEARCH AND SUPPORT SERVICES (STARS) PROGRAM

STARS Program is funded by a Department of Education grant and aims to increase the institutional capacity of CPP, Citrus College, and Mt. San Antonio College (Mt. SAC) to engage Hispanic and low-income students in STEM disciplines through undergraduate research and related wrap-around services. The goal of this program is to ensure exposure to undergraduate research early on and throughout the student's university and college career with support services that ensure students develop a sense of STEM self-efficacy, receive timely information, receive proactive advising and mentoring, and foster students' sense of belonging to both higher education and the STEM community.



# OUR STAFF

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## DR. WINNY DONG

STARS Program PI/OUR Director & Professor in Chemical and Materials

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 \$15 million, to increase participation by underrepresented groups in all disciplines. 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. NAVID NAKHJIRI

STARS Program Co-PI & Associate Professor in Aerospace Engineering

Dr. Nakhjiri is an associate professor of Aerospace Engineering and the director of the Astronautics Laboratory at Cal Poly Pomona. Dr. Nakhjiri's primary fields of expertise are Astrodynamics, Space Mission Design, and Spacecraft Design. Dr. Nakhjiri has helped shape the astronautics program in the aerospace engineering department and developed courses and curriculum for the astronautics emphasis area. Using network of experts in local aerospace companies and NASA Jet Propulsion Laboratory, Dr. Nakhjiri has brought funded and unfunded research projects to CPP.



## DR. SUBODH BHANDARI

STARS Program Co-PI & Professor in Aerospace Engineering

Dr. Bhandari is a professor in the Department of Aerospace Engineering and the Director of its Unmanned Aerial Vehicles (UAV) Lab. He has been actively involved in research and education on unmanned systems. His current research emphasis is on increased autonomy of UAVs and command and control of multiple unmanned vehicles. Dr. Bhandari leads a large team of faculty and students from several departments within the Colleges of Engineering and Science. His projects have been funded by several external grants from federal agencies and aerospace industry.



## DR. JESUS PRECIADO

STARS Program Postdoc Associate

Dr. Preciado earned his Ph.D. in Plant Molecular and Cellular Biology from the University of Florida. He previously received his Bachelor of Science in Plant Science from Cal Poly Pomona. Dr. Preciado is currently serving as a STARS Postdoc under the guidance of Dr. Davis Still.



# OUR STAFF

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## DR. ZOE MARR

### STARS Program Postdoc Associate

Dr. Zoe Marr earned her Ph.D. in chemistry from the University at Buffalo. Her Pd.D. project involved the design, synthesis, and structural characterization of photoswitchable crystalline materials. She received her B.S. in chemistry from SUNY Geneseo. Zoe is currently serving as a STARS Postdoc under Dr. Chantal Stieber.



## JENNETTE RAMIREZ

### STARS Program Assistant Director

Mx. Jennette Ramirez was a first-generation student and undergraduate researcher at Cal Poly Pomona who graduated in 2019 and continued their research in graduate school. In 2023, they returned to Cal Poly Pomona with a passion for supporting students who wish to pursue their own research. They have worked for the McNair Scholars Program as an Assistant Coordinator and have served in the United States Air Force as an Air Traffic Control Instructor.



## KAIRA PETTWAY

### STARS Program Assistant Coordinator

Ms. Kaira Pettway has been a student at Cal Poly Pomona since 2016 and graduated this past May 2022. She started working with the OUR in late March and has previously worked on campus with University Housing Services as a Resident Advisor. She has recently graduated Cal Poly with a B.S. in Animal Science and hopes to further her educational career in medicine.



# PROGRAM COMPONENTS

The STARS Program provides eligible STEM CPP, Mt. SAC, and Citrus College students with the opportunity to participate in undergraduate research, faculty mentorship, workshops, advising, financial support, and career development opportunities.

## 01 RESEARCH REQUIREMENTS

Selected STARS Scholars will conduct research under the supervision of a faculty mentor for the academic year. Research experiences will range from basic research to applied research to innovations to address a societal need. Depending on the research availability, students can participate in the STARS Program for up to 3 semesters (fall, spring, and summer). The program will also assist students in applying to research internships and Research Experiences for Undergraduates (REUs) at other institutions or industry partners.

Although the responsibilities of each research project are different, students can expect to participate in the research project approximately 5-8 hours per week during the academic year. Please reach out to your faculty mentor to set appropriate expectations for your specific project and plan accordingly. Please note that in order to receive your research stipend, you need to ensure that you are meeting your faculty mentor's project expectations according to their set timeline.

*Please note that program requirements will depend on whether you will be participating in the full 23-24 AY STARS Program or Fall 2023 Program. In your acceptance email, you were provided with the term(s) that you will be participating in. Please see your program requirements below based on your participation term.*

### 01.1 FALL PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE FULL 2023-24 AY (FALL AND SPRING)

Fall semester, STARS Scholars' program requirements are as follows (spring requirements will be similar, but details will be released in January 2024):

- 3 workshops in Fall
  - New STARS Students:
    - Two of the required workshops for fall must come from the following: Narrowing the Topic of Your Research and Writing a Literature Review and Abstract (exact names of workshops may vary)
    - One workshop must be a PLUTO led workshop (more information on PLUTO mentors below)
  - Returning STARS Students
    - Two alternative workshops. Dates and time TBD.
    - One workshop must be a PLUTO led workshop (more information on PLUTO mentors below)
- 1 culturally relevant activity with your cohort
- 2 meetings with a peer mentor (more information on peer mentors below)
- Participate in the STARS/RIO Winter Retreat during the winter intersession

# PROGRAM COMPONENTS

- 2 meetings with a Program Advisor (please note that this is not the faculty mentor or the peer mentor) during the fall semester: the first meeting should be held during the first month of the program and the second meeting before December 1st.
- Preliminary Research Report Draft (include background, motivation, Literature Review and Methodology) due by November 9th.
- Turn in Interim Research Progress Report by Monday, December 7th
- Present (oral or poster presentation) at the Research, Scholarship, and Creative Activities (RSCA) Conference on Saturday, March 2nd at Cal Poly Pomona.
  - Application will open on Monday, November 27th
  - Applications will close on February 2nd, with faculty mentor approval also closing on February 2nd
  - Presenters RSVP deadline is Tuesday, February 13th
- Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
- Student must participate in the STARS Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)
- Important STARS Program Spring Requirements (Full details will be released in the student spring handbook, but we wanted to note these significant requirements):
  - Final Research Paper will be due at the end of Spring (May 2024)
  - The culminating experience will be the dissemination of your research work (at the end of spring). CPP hosts Bronco ScholarWorks, an online professional space to showcase exemplary student research such as conference abstracts, undergraduate research papers, and projects, etc. All STARS Scholars are required to submit their research papers to Bronco ScholarWorks and these papers will be curated to produce an annual digital undergraduate research journal. As the semester progresses, an email will be sent with detailed instructions on how to upload your work.

## 01.2 FALL PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE FALL 2023 SEMESTER

Fall semester, STARS Scholars' program requirements are as follows:

- 3 workshops in Fall
  - Two of the required workshops for fall must come from the following: Narrowing the Topic of Your Research and Writing a Literature Review and Abstract (exact names of workshops may vary)
  - One workshop must be a PLUTO led workshop (more information on PLUTO mentors below)
- 1 culturally relevant activity with your cohort
- 4 meetings with a peer mentor (more information on peer mentors below)
- Participate in the STARS/ RIO Winter Retreat during the winter intersession
- 2 meetings with a Program Advisor (please note that this is not the faculty mentor or the peer mentor) during the fall semester: the first meeting should be held during the first month of the program and the second meeting before December 1st.
- Preliminary Research Report Draft (include background, motivation, Literature Review and Methodology) due by November 3rd.
- Turn in a Final Research Paper by Thursday, December 7th

# PROGRAM COMPONENTS

- Present (oral or poster presentation) at the Research, Scholarship, and Creative Activities (RSCA) Conference on Saturday, March 2nd at Cal Poly Pomona.
  - Application will open on November 27, 2023
  - Applications will close on February 2nd, with faculty mentor approval also closing on February 2nd
  - Presenters RSVP deadline is Tuesday, February 13th
- Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
- Student must participate in the STARS Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)

## 01.3 FALL PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE **SPRING 2024 SEMESTER**

Spring semester, STARS Scholars' program requirements are as follows:

- 4 workshops in Spring
  - Three of the required workshops for spring must come from the following: Narrowing the Topic of Your Research and Writing a Literature Review and Abstract (exact names of workshops may vary)
  - One workshop must be a PLUTO led workshop (more information on PLUTO mentors below)
- 1 culturally relevant activity with your cohort
- 4 meetings with a peer mentor (more information on peer mentors below)
- 2 meetings with a Program Advisor (please note that this is not the faculty mentor or the peer mentor) during the spring semester: the first meeting should be held during the first month of the program and the second meeting before April 7th.
- Preliminary Research Report Draft (include background, motivation, Literature Review and Methodology) due by April 7th.
- Turn in a Final Research Paper by the end of Spring (May 24, 2024)
- Present (oral or poster presentation) at the Research, Scholarship, and Creative Activities (RSCA) Conference on Saturday, March 2nd at Cal Poly Pomona.
  - Application will open on November 27, 2023
  - Applications will close on February 2nd, with faculty mentor approval also closing on February 2nd
  - Presenters RSVP deadline is Tuesday, February 13th
- Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
- Student must participate in the STARS Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)



# PROGRAM COMPONENTS

## 01.4 PROOF OF ATTENDANCE

After each workshop or STARS-related activity, students are to submit a proof of attendance < [Microsoft Forms](#) >. Please note that, if a student is in multiple programs, one workshop may count for several (or all) OUR programs the student is participating in. Students may direct questions about this to each program's coordinator. Another key point to note is that the "name of the event" section should be filled in with the title of the event that was attended.

## 02 CANVAS

All students will be provided with access to the Cal Poly Pomona Platform Canvas. Canvas will be the platform that the program will use to communicate with students, upload assignments, etc. If you have any problems with accessing the platform, please make sure to email one of the program advisors immediately.

## 03 ACCESS TO CPP RESOURCES FOR NON-CPP STUDENTS

All students will be provided with access to many of the CPP campus resources, including using the library. All visiting students were given prior authorization for to access these items. Please make sure that you respond to CPP IT Department in a timely manner to ensure prompt access to Canvas and other required CPP services.

## 04 COMMUNICATION WITH STARS PROGRAM STAFF

STARS Program staff and faculty are available to provide support to ensure your success. If there are any issues with any of the program requirements, please notify STARS Program Staff immediately to address these issues. Allow 1-2 business days for a response to inquiries or concerns.

## 05 PLUTO (POSTDOCTORAL LEADERSHIP OF UNDERREPRESENTED MINORITIES FOR TEACHER-SCHOLAR OCCUPATIONS) MENTOR

The STARS Scholars will have access to receive mentorship from one of our PLUTO Mentors: Dr. Jesus Preciado or Dr. Zoe Marr. The PLUTO Mentor will lead one workshop for fall semester and have office hours to provide mentorship to STARS Scholars. More information on office hours will be sent in an email to all students.

# PROGRAM COMPONENTS

## 06 PEER MENTORING

You will be meeting with your assigned peer mentor four times during the fall semester. A peer mentor is a student peer who has trained in project-based management and research skills, leadership, and campus resources. They can serve as someone to reach out to for support and navigating campus resources. Your assigned peer mentor will contact you via email by September 30th. Peer mentors are undergraduate students from the Achieve Scholars Program (ASP) or are Project Learning Assistants (PLAs) who guide students from multiple OUR programs through the process of research. Please note that peer mentors are different from faculty mentors (the professor under whom a research project is conducted) and from program advisors (staff and faculty from the OUR who coordinate the program).

## 07 FACULTY MENTOR

Through the STARS Program you have been matched with a faculty mentor in your discipline and with similar research interests. We ask that you communicate with your faculty mentor as soon as possible to discuss the research project, and to establish expectations and timelines for the project. Since the STARS Program is a collaboration between three different campuses (CPP, Mt. SAC, and Citrus College), it is important to discuss details such as location of labs (if in-person), format of the research (virtual, in-person, hybrid, etc.), time commitment, etc. Faculty mentors are also excellent sources of information and can provide scholars with guidance and wisdom because of their own experiences in higher education and/or industry. You will have the opportunity to establish a mentoring relationship with your faculty mentor.

## 08 MENTOR AND MENTEE AGREEMENT

We will be providing you and your mentor a copy of the Mentor and Mentee Agreement. This agreement is intended to serve as a guideline to facilitate communications between faculty mentors and scholars. This document is to be reviewed and completed by the Scholar and their faculty mentor. We recommend that this agreement be initially completed at the first meeting (either virtual or in-person) between both faculty mentors and their scholar. Our goal is to ensure that expectations are clearly communicated. It is best for this first meeting to occur within the first two weeks of the program. Please upload completed document to Canva under Assignments.

## 09 PROGRAM TIMEFRAMES

1. Full 2023-24 Academic Year Program- If you are participating in the full 23-24 AY Program, the program will start on September 15th, 2023 and end on May 24th, 2024.
2. Fall 2023 Program- If you are participating in the program for fall 2023, the program will start on September 15th, 2023 and end on January 18th, 2024.
3. Spring 2024 Program- If you are participating in the program for spring 2023, the program will start on January 19th, 2024 and end on May 24th, 2024.

# PROGRAM COMPONENTS

## 10 STARS SUMMER RESEARCH EXPERIENCE FOR UNDERGRADUATES (REU)

The STARS REU allows students to participate in high-level faculty-mentored research projects over an eight-week program. Students that participate in STARS REU have the opportunity to present their culminating research projects at our annual Cal Poly Pomona Creative Activities & Research Symposium (CPP CARS). Students who participate in the STARS REU during the 8-weeks can expect the following:

- work on a faculty-mentored research project for about 40 hours per week
- participate in a culminating experience by articulating what they have learned on a research poster or oral presentation at the annual summer symposium
- create a community of scholars by networking and engaging with students from other research labs
- learn about lab safety training

The STARS REU program can only fund a smaller number of scholars during the summer REU vs. the academic year (fall and spring). As such, the program will be having a separate application for the STARS REU. Although space is not guaranteed, priority will be given to current STARS Scholars. The STARS REU application will open by March 2024 and will be due by April 2024 on the CPP STARS website. The STARS REU is expected to start June 2024 and end August 2024.

# FINANCIAL SUPPORT

## 01 STUDENT STIPENDS

Scholars are eligible to receive funding for their research projects for up to 3 semesters. Student funding is contingent upon the completion of 1) ALL program requirements by the deadlines and 2) Faculty mentor approval of expected research progress. The funding disbursement will be as follows:

SEMESTER	STIPEND AMOUNT	DISBURSEMENT TIME FRAME	REQUIREMENTS FOR DISBURSMENT
FALL	\$1,000	WEEK OF JANUARY 26, 2024  *Disbursement times may vary depending on funding source.	<ul style="list-style-type: none"> <li>Interim Research (progress) Report—includes preliminary literature review and abstract</li> <li>Meeting program requirements</li> <li>Progress confirmation from faculty mentor</li> </ul>
SPRING	\$1,000	WEEK OF JUNE 8, 2024  *Disbursement times may vary depending on funding source.	<ul style="list-style-type: none"> <li>Submission of final research report and submission to Bronco ScholarWorks</li> <li>Meeting program requirements</li> <li>Progress confirmation from faculty mentor</li> </ul>

The STARS Program works with Cal Poly Pomona Foundation to disburse stipends related to STARS. In order to process our stipends and reimbursements through Foundation we need all of our scholars to complete the "Fellowship and Participant Stipend Payment Form". We cannot issue any stipends without this document completed and signed. In order to receive their stipends, scholars must complete a stipend form by October 14th. Please expect an email from the STARS Program through the Adobe Forms Platform by October 1st.

## 02 SUPPLIES REQUEST

Each scholar can receive up to \$800 in funding for research supplies during the academic year (or \$400 per semester). Faculty mentors will work with their students to complete an excel sheet with a list of supplies needed (available to faculty mentor), and the faculty mentor must submit the request via a Microsoft Forms link (available to faculty mentor) at least 2 months before program end date. If you have additional questions regarding supplies request, please feel free to send an email to Jennette Ramirez or Kaira Pettway.

# FINANCIAL SUPPORT

## 03 TRAVEL FUNDING

As part of the STARS Program, we strongly encourage scholars to attend national and disciplinary specific research conferences. As a scholar, you are eligible to receive a one-time reimbursement of up to \$500 for your attendance to said conference. Please see below for further details:

- Students must apply at least 1 month prior to the first date of the virtual conference or conference travel, but no more than 2 months in advance.
- Funds for travel during the 2023-24 AY are available for use until June 30, 2024. Funds awarded in the current academic year do not carry forward (are not available for use) in the next academic year.
- Approval will not be given retroactively if an application is submitted after the conference has begun.
- Please submit all your travel receipts within 5 business days of the conference end date, including boarding passes if traveling by airplane, via email to [starse@cpp.edu](mailto:starse@cpp.edu). We will send a confirmation email within 1 week of receiving this email (if submitted Monday-Thursday).
- Travel funding can be requested up to 1 month before program end date.
- Please submit travel funding request via this link: <https://forms.office.com/r/BH6VK0VQgD>

# CAMPUS RESOURCES

## 01 CAMPUS PARKING

- Cal Poly Pomona Parking: All scholars visiting the CPP campus will need a parking permit. Unfortunately, the STARS Program is unable to purchase this permit. There are also several alternative transportation options to reach campus.
  - Foothill Transit buses make convenient stops on campus
  - The [CPP Metrolink Connect shuttle](#) provides free transportation to campus from the Pomona North Metrolink Station
  - If you need to visit the CPP campus, the daily parking rate is \$8 and the weekend parking rate is \$5. Please visit the following site for permit dispensers and parking lot instructions: [Cal Poly Pomona Campus Map \(cpp.edu\)](#)
- Mt. SAC Parking: If you are a CPP or Citrus Scholar visiting the Mt. SAC campus, you will need to purchase a one-day parking permit for \$4 at any of the twenty-day use ticket dispensers on campus (Day- use lots B & G, Student Lots A, B, D, F, H, W, Champion Parking Structure and Gateway Parking Structure). More information can be found here: [Permits – the Department of Police and Campus Safety & Parking \(mtsac.edu\)](#)
- Citrus College Parking: If you are a CPP or Mt. SAC Scholar visiting the Citrus College campus, you will need to purchase a daily permit for \$5 and park in the student parking lots. Daily permits should be displayed on the front dash of the vehicle. Permits of this type include, but are not limited to, special event permits, dispenser permits, and one-day visitor/event permits. These permits must be displayed on the driver's side dash and should be clearly visible from the outside of the vehicle.
- More information can be found here:  
<https://www.citruscollege.edu/campussafety/Pages/ParkingInfo.aspx>

## 02 BRNCOS CARE BASIC NEEDS PROGRAM

The Cal Poly Pomona Broncos Care Program is a comprehensive campus-wide Basic Needs' initiative that serves students experiencing housing instability, food insecurity, and other emergency/crisis situations.

The program goals are to provide students in need with:

- Food resources
- Housing support
- Emergency funds
- Case-management support

All these areas play a critical role in a student's academic success, health and wellbeing. This is a campus-wide prevention and early intervention program hosted by the Division of Student Affairs.

# CAMPUS RESOURCES

## 03 POLE PANTRY

About the Pantry: The Poly Pantry will be available to all Cal Poly Pomona students who feel they are in need. We define need as a situation where students are faced with financial challenges and would otherwise have no other resource to supplement their meals. Students experiencing greater need beyond what the pantry can provide will be connected to university services that assist with food and housing security such as Cal Fresh outreach, our meal assistance program, EBT access on campus, emergency housing, an emergency grant program, case management and referrals to campus and community support. The Poly Pantry is a customer-choice pantry where students are empowered to shop for what they need and want, in order to meet their dietary needs; which also eliminates food waste.

## 04 MEAL ASSISTANCE PROGRAM

The Broncos Care Meal Assistance Program can temporarily assist students with food insecurity while more permanent resources are found. Through the program, students can receive an allotted amount of meal swipes to be used at the campus dining hall, meal points and or a campus meal point gift card that can be used at any dining facility on campus. If you would like to apply for meal assistance please visit:

<https://www.cpp.edu/bronscarecenter/>

If you have questions or would like to follow up please contact the Care Services Coordinator at [carecenter@cpp.edu](mailto:carecenter@cpp.edu) or (909) 869-5071.

## 05 CALFRESH OUTREACH

What is CalFresh? CalFresh is a nutrition assistance program that helps low-income individuals and families buy the food they need. CalFresh dollars help stretch a tight food budget and help many people afford to incorporate healthy foods like fruits and vegetables into their diets. CalFresh is the name of the USDA-funded Supplemental Nutrition Assistance Program (SNAP) in the state of California. Recipients receive and “spend” CalFresh benefits electronically, via personal Golden State Advantage electronic benefits transfer (EBT) cards that look just like any other credit or debit cards.

## 06 SHORT TERM EMERGENCY HOUSING

The Short-Term Emergency Housing Assistance Program provides students experiencing housing instability and displacement with temporary University Housing Services (UHS) to ensure a student’s safety and wellbeing as they acquire permanent and secure housing. Placement in the Short-Term Emergency Housing is no longer than a two (1-2) week stay, pending space availability.

For more information on any of these services, please visit: <https://www.cpp.edu/bronscarecenter/>



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## CONTACT US

<https://www.cpp.edu/our-cpp/students/stars/index.shtml>  
[stars@cpp.edu](mailto:stars@cpp.edu)