Intern Handbook

Phone: 1-319-335-0964
Fax: 1-319-335-1069
Email: ui-lsamp-iinspire@uiowa.edu
Room: 169 Biology Building

University of Iowa – LSAMP-IINSPIRE Program
169 Biology Building
Iowa City, IA 52242

Revised 9/2018
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>II. Contacts</td>
<td>4</td>
</tr>
<tr>
<td>III. Stipend Information</td>
<td>5</td>
</tr>
<tr>
<td>IV. Courses and Program Structure</td>
<td>6</td>
</tr>
<tr>
<td>V. Lab Research Expectations</td>
<td>7</td>
</tr>
<tr>
<td>VI. Poster guidelines</td>
<td>7</td>
</tr>
<tr>
<td>VII. Intern Expectations</td>
<td>8</td>
</tr>
<tr>
<td>VIII. Academic Support and Tutoring Resources</td>
<td>9</td>
</tr>
<tr>
<td>IX. Travel Guidelines</td>
<td>10-11</td>
</tr>
<tr>
<td>X. Dismissal from UI-LSAMP</td>
<td>11</td>
</tr>
<tr>
<td>XI. UI-LSAMP Student Ally</td>
<td>12</td>
</tr>
</tbody>
</table>

Revised 09/2018
Introduction and General Program Information

**Directors:** Lori Adams, PhD (Biology), Vincent G.J. Rodgers, PhD (Physics and Astronomy)

**Program Manager:** Brinda Shetty

**Career Counselor:** J. Y. Cindy Kim (Counseling Psychology)

**Web site:** [https://uiowa.edu/ui-lsamp-iinspire/](https://uiowa.edu/ui-lsamp-iinspire/)

The Louis Stokes Alliance for Minority Participation (LSAMP) is funded by the National Science Foundation (NSF) and named after former Cleveland US Rep. Louis Stokes who served as a leading figure in United States Congress in matters concerning civil rights, equality, and social and economic justice.

The mission of the LSAMP IINSPRERE Alliance is to increase the number of underrepresented minority (URM) STEM graduates in the alliance and to build a foundation for greater increases in future years. Students from populations historically underrepresented in STEM (Science, Technology, Engineering and Math) disciplines are a growing segment of the region’s population, and there is statewide urgency to remove the barriers to progress in developing a diverse STEM workforce.

The University of Iowa Louis Stokes Alliance for Minority Participation (UI LSAMP) Program is part of the Iowa Illinois Nebraska STEM Partnership for Innovation in Research and Education (IINSPRERE) which is an alliance among 16 two-year and four-year colleges and universities working together to attract the states’ growing underrepresented minority (URM) population into STEM fields and to attract students from other regions to STEM education opportunities in Iowa, Illinois, and Nebraska.

UI-LSAMP interns have opportunities to work in research laboratories with faculty mentors during the course of their undergraduate careers. The program’s faculty represents a broad range of disciplines in the basic and biomedical sciences. UI-LSAMP interns also benefit from specialized course work, career counseling, and academic advising in STEM-related careers.

Interns selected for UI-LSAMP must maintain good standing in academics and research. Good academic standing requires a GPA of at least 3.00, and GPA evaluated at the end of each semester. Each intern’s research mentor determines good research standing. Interns work with their mentors throughout the academic year and summer.
## Contact Sheet

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone Number</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>UI-LSAMP</td>
<td>Lori Adams</td>
<td>335-1322</td>
<td>Co-Director</td>
</tr>
<tr>
<td>UI-LSAMP</td>
<td>Vincent Rodgers</td>
<td>335-1219</td>
<td>Co-Director</td>
</tr>
<tr>
<td>UI-LSAMP</td>
<td>Brinda Shetty</td>
<td>335-0964</td>
<td>Program Manager</td>
</tr>
<tr>
<td>UI-LSAMP</td>
<td>J. Y. Cindy Kim</td>
<td>353-2292</td>
<td>Career Counselor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone Number</th>
<th>How can they help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>J. Y. Cindy Kim</td>
<td>353-2292</td>
<td>Answer any questions about the website</td>
</tr>
<tr>
<td>Center for Diversity &amp; Enrichment</td>
<td>Dominique Brooks</td>
<td>335-3555</td>
<td>Multicultural Specialist for science majors</td>
</tr>
<tr>
<td>Graduate College &amp; OGEI</td>
<td>Joe Henry</td>
<td>335-2138</td>
<td>Outreach and recruitment; graduate program fees</td>
</tr>
<tr>
<td>Iowa Center for Research by Undergrads (ICRU)</td>
<td>Bob Kirby</td>
<td>335-1684</td>
<td>Director of ICRU</td>
</tr>
<tr>
<td>Medical Scientist Training Program (MSTP)</td>
<td>Leslie Harrington</td>
<td>335-8304</td>
<td>Coordinates the Iowa MSTP (MD/PhD)</td>
</tr>
<tr>
<td>Minority Health &amp; Health Disparities International Research Training (MHIRT) Program</td>
<td>Marek Mikulski</td>
<td>384-4296</td>
<td>Coordinates MHIRT</td>
</tr>
<tr>
<td>Summer Research Opportunities Program (SORP)/McNair Scholars Program</td>
<td>Diana Sproles</td>
<td>5-2148</td>
<td>Coordinates SROP/McNair</td>
</tr>
<tr>
<td>Women in Science &amp; Engineering (WISE)</td>
<td>Jacquett Wade</td>
<td>5-3511</td>
<td>Director of WISE</td>
</tr>
</tbody>
</table>
Stipends for UI-LSAMP Interns

UI-LSAMP Interns Stipend Schedule:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1250.00 stipend via UBill (concurrent with research)</td>
<td>$1250.00 stipend via UBill (concurrent with research)</td>
<td>$3000.00 stipend via UBill (concurrent with research and participation in 8-week IBA/LSAMP Summer Program)</td>
</tr>
</tbody>
</table>

**Research/Lab Work Expectations**
- Work in a lab for 20-40 hours/week during the summer program and a minimum of 5 hours/week during the academic year.
- Students are NOT allowed to receive academic course credit and be paid for the same work.
- Total number of hours in the lab should not exceed 20 hours/week during the academic year and 40 hours/week in the summer.
Courses and Program Structure

Academic and Career Consultation
Interns are expected to meet with the Career Counselor at least once per semester to discuss their academic and professional goals and progress. Interns must receive a grade of C or above in the required seminars to continue the program.

Student Development Seminars
Each fall and spring semester, UI-LSAMP Interns may enroll in one student development course in the Fall: either Ways of Knowing Science (BIOL:1808) OR IBA Scholar Seminar (IBA:1401:0003). You have the option to enroll in Career Exploration (IBA:1401:0002) or Applying to Graduate School (IBA:1401:0003) offered in the Spring. The course is also available for 0 s.h. for those interns who are already enrolled for maximum hours (usually engineering interns).

Purpose: To facilitate academic, personal and professional development of all UI-LSAMP Interns.

Course descriptions can be found on MyUI, and the syllabi and curriculum for each course can be found on ICON.

Core Competencies Addressed:

The UI-LSAMP Program strives to instill eight fundamental competencies in our interns throughout the four years of their education. Coursework is designed to hone the following areas:

- Understand the multi-disciplinary nature of science.
- Investigate a research problem employing study design, data collection, and analytical techniques.
- Develop a proactive engagement in a research mentor-mentee relationship.
- Conduct research according to professional ethics and regulatory guidelines.
- Develop professional written and oral science communication skills.
- Teach others through classroom teaching and service-oriented learning.
- Work effectively in cross-cultural situations.
- Communicate scientific concepts and interpretations to scientists in other disciplines.

*Competencies based on Byars-Winston et al., 2011; Brewer & Smith, 2011
### University of Iowa – LSAMP Program (UI-LSAMP)
#### Lab Research Expectations

<table>
<thead>
<tr>
<th>Values</th>
<th>Interns will:</th>
<th>Mentors will:</th>
</tr>
</thead>
</table>
| Responsibility | • behave properly in the lab and accommodate himself/herself to the routines of the lab,  
• inform the mentor promptly and early whenever a change of schedule is necessary,  
• be a self-starter, ready to offer suggestions and accept responsibilities, and  
• complete the tasks assigned to him/her. | • inform intern of the lab’s code of practice,  
• assess the suitability of the scope of the research project and establish a manageable work plan with the intern at the onset,  
• designate staff or intern from the lab to peer coach and guide the intern in the day-to-day lab work  
• provide intern with resources, and  
• be patient. |
| Respect    | • develop good working relationships with others in the lab,  
• follow instructions and advice of the mentor and supervisor. | • Encourage intern to treat lab technicians and research assistants with respect,  
• treat the rotating intern with respect. |
| Perseverance | • learn to pursue his/her interest until completion of the research work, and  
• not give up easily when things go wrong. | • help guide the intern along to enable him/her to complete a manageable amount of research within the timeframe given. |
| Commitment | • be punctual, attend the sessions as agreed upon, and call in advance whenever a change of schedule is necessary,  
• familiarize themselves with the background information of the project and develop an understanding of the work he/she is doing and how it contributes to the overall goal of the lab. | • explain the relevance of the research done by the intern in relation to the research carried out by the PI’s team of researchers. |
| Adaptability | • accept an alternative project gracingly. | • provide a worthwhile experience that gives the intern some insight into the world of research. |

Adapted from www.science.nus.edu.sg

### POSTER GUIDELINES

**POSTER VERBIAGE**
We ask that all UI-LSAMP Interns add the verbiage below to all posters. The UI-LSAMP logo will also be provided.

“The UI LSAMP IINSPIRE program is supported by the National Science Foundation under Award Number 1619654, Subaward 4201809L and the University of Iowa Department of Biology.”

Revised 09/2018
Intern Expectations

1.) Attendance
   a. Mandatory class attendance: We expect that the UI-LSAMP Interns will attend all seminars. The only valid reason to miss a class is illness or a family emergency. In both of these cases, the intern must discuss their absence with the lecturer at least one hour prior to the beginning of class (via email). Any other absence is considered an unexcused absence.
   b. Peer research or guest speaker: Interns must attend their fellow UI-LSAMP Interns’ research presentations and events with a guest speaker to facilitate their professional development. The only valid reason to miss these presentations is if the intern has a class during the time that the presentation will take place.

2.) Punctuality
   a. Interns must attend seminars on time. If an intern is more than ten minutes late, there will be a reduction of points for attendance/participation that day.

3.) Academic Excellence
   a. Interns must receive a grade of C or above in the required seminars.
   b. Interns must maintain a 3.0 science and overall GPA throughout their time in the program. Grades will be evaluated at the end of each semester, and if an intern’s GPA falls under 3.0, lab wages may be discontinued and termination from the program is left to the discretion of the UI-LSAMP director.

4.) Professional Conduct and Excellence in the Lab
   a. Interns selected for UI-LSAMP must show professional conduct and must positively contribute to their lab, as well. Good research standing is determined by each intern's research mentor, and mentors will receive evaluations at the end of each semester. Interns work with their mentors throughout the academic year and summer.

5.) Contribute to the UI-LSAMP community
   a. We encourage our interns to socialize within the UI-LSAMP community and demonstrate their commitment to our mission, which is to increase the diversity of persons with higher degrees in the biosciences.

6.) Academic and Career Consultation
   a. Interns are expected to meet with the Career Counselor at least once per semester to discuss their academic and professional goals and progress.

7.) Communication
   a. Interns are expected to respond in a prompt and professional way to all email communication sent by UI-LSAMP staff. The most common method of communication used by UI-LSAMP staff is via the calendar tool in Microsoft Outlook (free through Hawkmail). **IT IS MANDATORY THAT YOU USE THIS PROGRAM TO ENSURE OPEN COMMUNICATION WITH YOUR UI-LSAMP CO-DIRECTORS AND STAFF.** Communication is reciprocal, so if an UI-LSAMP staff member has not responded to your email communication within three to five days, please resend the email.
   b. Interns are also expected to complete annual focus groups for the evaluation of the UI-LSAMP program.
Academic Support and Tutoring Resources—How to Get Help!

1. **Visit Tutor Iowa** at [http://tutor.uiowa.edu/](http://tutor.uiowa.edu/) and enter your course title in the search engine. This is an excellent resource to find academic assistance and mentoring for your University of Iowa courses. It will provide you with campus help labs, supplemental instruction, and potential private tutors.

   a. **Campus help labs**—University Housing offers free, walk-in tutoring between the hours of 8:00 pm-10:00 pm Sunday through Thursday in the following locations: Hillcrest Hall North Private Dining  Currier Hall North Lounge  Mayflower Hall Classroom for specific classes. Though the Office of Residence Life generally offers these help labs to on-campus residents, they have expressed the willingness to assist off-campus students as well.

   b. **Supplemental Instruction**—Supplemental Instruction (SI) are free study group sessions that are open to UI students who are enrolled in the course. Sessions are informal and lead by peer students who have performed well in the course. You'll compare notes with other students, discuss readings, get organized, and predict and prepare for test items. The leader attends all class lectures and takes notes, so you can be sure that your leader knows what's going on in your class and is working with the professor. Most importantly, the SI instructors are required to have office hours, and you can request private tutoring during these hours.

   c. **Private Tutors**—Tutor Iowa also provides a list of students who are private tutors. However, these should be used as a *last resource* after attending Supplemental Instruction, Tutorial labs assembled by the department, and/or campus help labs.

2. **Help Labs:** Physics & Astronomy, Math, Computer Science, Statistics departments offer walk-in services staffed by graduate and advanced undergraduate students. These resources are very helpful with flexible hours. Check the department’s website!

3. **Meet with your T.A. during their office hours!**

If you’ve tried these free resources and you still feel like a private tutor is necessary, then contact a tutor from Tutor Iowa.

**How to Hire the Right Tutor for You:**

1. **Interview interested candidate(s) to verify that he/she has a teaching style that will be conducive to your learning**
2. **Discuss relevant tutoring experience and coursework**
   a. Potential questions: tell me about your most rewarding experience as a tutor, tell me about a challenging experience with a student
3. **Explain time expectations**
UNIVERSITY OF IOWA TRAVEL OFFICE ACCEPTABLE EXPENSES
http://www.uiowa.edu/~purchase/travel/index.html

DURING THE TRIP – Allowable Expenses/Receipts Required
Travel status is defined as the time the traveler leaves their home or office until the time the traveler arrives at their home or office (not flight times).

Meal Guidelines
Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. Meal tips should be included in the meal claim. The amounts may be distributed among the meals in any manner as long as the daily total does not exceed the maximum.

Most meals are at the conference and are covered by your registration fee. Conference meals are an opportunity to network with faculty, graduate students, and staff at your potential future schools.

Allowances
- Actual meal expenses should be claimed and may not exceed the daily allowance for each destination.
- Meal tips should be included in the meal claim and may not be claimed as a separate expense.
- Claims up to the full maximum are allowed on full days of travel
- On partial days of travel, allowances are prorated based upon departure and return times as defined below, allowing 20% of the daily allowance for breakfast, 30% for lunch, and 50% for dinner. These individual allotments are defined for the purpose of determining the correct daily allowance only. Individual meal claims do not have to fall within these specific meal parameters. Actual costs can be distributed among the meals in any manner as long as the total claim for each day does not exceed the maximum allowance for that day.
- Meal costs over the maximum allowance are at the traveler’s expense.
- Alcohol is not a reimbursable travel expense.

For partial days of travel, meal allowances should be prorated based on the time of arrival in or departure from the foreign country, allowing 20% of the meal allowance for breakfast, 30% for lunch and 50% for dinner. Any meal cost over domestic or international limits will be at the traveler's expense.

TRANSPORTATION
Taxis/Shuttles/Public
Receipts showing the actual cost are sometimes difficult to obtain and are therefore not required as long as the cost is reasonable.

Airport Shuttle to Eastern Iowa Airport: (319) 365-0655

ADDITIONAL ALLOWABLE TRAVEL RELATED EXPENSES
- Baggage Tips
- Hotel Housekeeping Tips
NON ALLOWABLE TRAVEL EXPENSES

- Laundry—except for extended stays
- Airline Membership Clubs
- Alcohol
- Personal phone calls
- Meals /Hotel expenses over the maximum allowances
- Social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement card.
- Non-conference related travel expenses from rental vehicles, bus tickets, taxi rides, etc.

Attire: “Business casual” on days you are not presenting, “business formal” on day of your presentation. Bring 1-2 casual outfits for your time outside of the conference. You are a UI representative! Please be thoughtful and responsible with your behavior and choices.

CONTACT INFORMATION
Please do your best to troubleshoot anything that comes up, and call us if you are in a pickle or need urgent advice.

Lori 979-777-5986 (cell)
Cindy 319-335-1322 (office)
Vincent 319/335-1219 (office)

Potential Actions that Warrant Expulsion/Termination from the UI-LSAMP Program

1.) Academic or Monetary Dishonesty (including misreporting lab hours or travel expenses)
2.) Disrespect to an UI-LSAMP peer, Director, or program staff.
3.) Consistent disregard of the intern expectations (see page )
UI-LSAMP Student Ally: Eligibility and Benefits

UI-LSAMP Student Allies offer their unique university and research experiences to incoming transfer student researchers (i.e., UI-LSAMP Interns and prospective interns). UI-LSAMP Student Ally is eligible for application by invitation from the UI-LSAMP Program staff.

UI-LSAMP Student Allies receive benefits that include:

1.) Leadership and Advocacy
   a. Student Allies have opportunities to recruit and assist transitioning community college undergraduate students (i.e., institutions in the LSAMP-IINSPIRE Alliance) to conduct research at the University of Iowa.
   b. Student Allies can travel to local community colleges to describe their undergraduate experiences to prospective interns.
   c. Student Allies will inspire prospective interns to conduct research and advise incoming students on areas of interest within the UI community.

2.) Professional Development
   a. Student Allies can improve presentation and communication skills by sharing research with other members of the LSAMP-IINSPIRE Alliance.
   b. Student Allies attend the annual LSAMP-IINSPIRE Alliance Conference.

3.) Network
   a. Student Allies work in parity with the Iowa Biosciences Academy (IBA) Program and the UI-LSAMP Interns and have opportunities to:
      i. Develop professional relationships with researchers in STEM research
      ii. Join IBA seminars offered each semester
      iii. Participate in professional development workshops
      iv. Partake in social events/gatherings