

2007-2009 UCLA UC Leadership Excellence Through Advanced Degrees Program Booklet



UCLA GRADUATE DIVISION

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Overview

The UCLA UC Leadership Excellence through Advanced Degrees (UC LEADS) Program Booklet is intended to provide information about the program design, curriculum and expected level of student commitment. Included is information about workshops, program scheduling and sample schedules from the current year's program. The Program Booklet is intended to serve only as a guide and is not a comprehensive description of all policies and procedures of the program. The Program has final discretion on all decisions and policies.

UC LEADS funding comes in part from the State of California as part of the Student Academic Preparation and Educational Partnerships (SAPEP). The University of California's SAPEP programs seek to raise student achievement levels generally and to close achievement gaps between groups of students throughout the K-20 pipeline so that more educationally disadvantaged students are prepared for postsecondary education, to pursue graduate and professional school opportunities and to achieve success in the workplace.

Please note: Continuation of the UC LEADS Program is contingent upon funding availability. Please do not hesitate to contact the Program Coordinator cfrancis@gdnet.ucla.edu if you have any questions.

Program Components

Undergraduate Mentorship Experience

Scholars are matched with UCLA faculty members who serve as advisors and mentors. Faculty mentors assist the scholars in developing and completing a plan of action that includes structured research, graduate school preparation and exploration and participation in professional and/or scientific society meetings. Faculty mentors also assist scholars with academic and research difficulties. Faculty Mentors may also assist in arranging for a graduate student or postdoctoral mentor and integrate the scholar into their research group and its activities.

Campus Academic Enrichment Opportunities

Scholars have the opportunity to participate in academic enrichment programs to provide them with special training in areas critical to academic success. These programs include fellowship workshops, preparation for the GRE, scientific writing, ethics, preparing academic presentations, academic career planning and development of specific research or research-related skills.

Annual University-wide Research and Leadership Symposium

All UC LEADS Scholars are expected to participate in the annual university-wide Koret UC LEADS Research and Leadership Symposium. The event features:

- Opportunities to meet fellow Scholars, graduate students and faculty mentors;
- Scientific and/or academic presentations by faculty and graduate students in science, technology, engineering and mathematics;
- Opportunities for scholars to present and receive feedback on their work;
- Presentations by industrial and/or governmental leaders.

Summer Research Program Experience

UC LEADS Scholars participate in two summer research experiences. The initial experience takes place on the student's home campus (UCLA). The second summer research experience occurs at another **UC campus**. Scholars must commit to working full time during the summer (40 hours per week). Scholars receive a minimum \$3,000 summer stipend. Scholars receive room and board during the duration of the summer research programs.

Involvement in Professional and Scientific Societies

Scholars attend and have the opportunity to participate in national or regional professional or scientific society meetings. Scholars receive support for travel and registration costs of attending at least one of these meetings. The type and amount of support available are contingent upon funding availability.

Scientific Research and Presentations

Scholars, with the assistance of their faculty mentors, participate in at least one research experience during each program year (in addition to the summer research experience). Scholars complete at least one scientific presentation per year. In addition, scholars are encouraged to present their work at national or regional scientific meetings.

Travel to Other UC Campuses for Training and Exposure to Campus Graduate Study Opportunities

Scholars are expected to travel to at least one UC campus each year (in addition to the second summer research travel). Scholars have the opportunity to meet with graduate students and faculty, and participate in campus tours designed to acquaint scholars with various aspects of campus life and graduate programs. These visits provide the scholars with the opportunity to make informed decisions about their second summer placement as well as learn about graduate programs of study within the University of California. Scholars may be provided with some support for travel.

Curriculum of Enrichment Activities by Program Year

	FIRST YEAR OF PARTICIPATION	SECOND YEAR OF PARTICIPATION
SUMMER ACTIVITIES	<p>10-week program at UCLA June 24 – August 31, 2007</p> <p>Research with faculty advisor/mentor GRE Preparation course Scientific Writing Workshop series Enrichment Workshops Preparing Academic Presentations Library Resources</p>	<p>8-10 Week Program at another UC campus</p> <p>Research with faculty advisor/mentor GRE Preparation course Enrichment Workshops Preparing Academic Presentations</p>
ACADEMIC YEAR ACTIVITIES	<p>Fall, Winter and Spring Quarters</p> <ul style="list-style-type: none"> • Mentoring component (Pipeline model) including presentation(s) to research group • Other UC Campus visits • Conference Participation: SACNAS (www.sacnas.org), ABRCMS (www.abrcms.org), California Forum for Diversity (https://eop-apps.ucsc.edu/graddiv/index.cfm), national meeting of appropriate scientific society • Weekly Journal Club reading and discussion of scientific literature (2-unit seminar course each term) • Research Presentations • Joint activities with MARC and Howard Hughes Programs • Research Presentation at Systemwide Symposium in Winter quarter • Poster Presentation at UG Science Poster Day in May 	<p>Fall, Winter and Spring Quarters</p> <ul style="list-style-type: none"> • Mentoring component (Pipeline model) including presentation(s) to research group • Other UC Campus visits • Conference Participation: SACNAS (www.sacnas.org), ABRCMS (www.abrcms.org), California Forum for Diversity (https://eop-apps.ucsc.edu/graddiv/index.cfm), national meeting of appropriate scientific society • Weekly Journal Club reading and discussion of scientific literature (2-unit seminar course each term) • Research Presentations • Joint activities with MARC and Howard Hughes Programs • Research Presentation at Systemwide Symposium in Winter quarter • Poster Presentation at UG Science Poster Day in May

Frequently Asked Questions

Application Process

Must all materials be postmarked no later than March 23, 2007 deadline?

Yes, for your application to be considered complete, all materials must be postmarked and/or received by the deadline. This includes the verification of your financial aid package and letter of recommendation. Incomplete applications will not be given full consideration.

How will I know if my online application is complete?

Once you have completed entering the application information you must hit the “submit” button. You will then view a confirmation page. If needed you can return to the application and update the information by clicking on the “Update an Application in Progress” link.

How will I know if my support materials have been received?

You must submit a self-addressed, stamped envelope and the “Completed Application Verification Form” along with the application materials. The form will be mailed back to you as soon as all your materials have been received.

May I fax in any materials to meet the March 23, 2007 deadline?

Original documents are required. Special consideration will be given to applicants who are currently overseas on a case-by-case basis. It is strongly encouraged that you contact the UC LEADS Program Coordinator to establish a reasonable plan of action.

Must all materials be submitted at one time?

The letter of recommendation and verification of your financial aid package may arrive under separate cover but must be postmarked no later than the March 23, 2007 deadline.

How many positions are available?

The UC LEADS program has approximately five positions available for the 2007–2009 cohort.

Please note: Continuation of the UC LEADS program is contingent upon funding availability.

When will first offers be made to applicants?

First offers will be made four to six weeks after the deadline.

One or more pieces of my contact information have changed, how can I update my application information?

Please return to the UC LEADS Program on our site and click on the “Online Student Application Form” and then “Update an Application in Progress.” Update the information listed and click on the “submit” button to record your changes.

Do I need to have a faculty mentor selected before applying to the program?

You are not at any disadvantage if you do not have a pre-selected faculty mentor. A faculty mentor will be arranged for you if you are selected to participate in the program.

How is my application reviewed?

A faculty review committee will review applications.

Faculty Mentor

How will a faculty mentor be selected for me?

Applicants are encouraged to identify and assist with obtaining a faculty mentor (visit www.research.ucla.edu/faculty or www.uclaaccess.ucla.edu/UCLAACCESS/web/Faculty.aspx). However, the program will assist each scholar to identify and select a faculty mentor with special expertise and interests matched, as closely as possible, to the participant's research interests and career goals. Scholars will either assist the faculty member in an ongoing research project or work collaboratively with their mentor in designing a new project of mutual interest.

What information are you looking for in a reference letter from a faculty member?

Ideally, a supportive reference will describe the circumstances under which the faculty member has come to know about your work; it will go into detail regarding your unique academic strengths and your research abilities. Please use the Letter of Recommendation form and/or a single letter of reference from a faculty member who will serve as your mentor, describing the above information and the mentor's understanding of the project that you will complete during the summer term. Please use the Letter of Recommendation form.

Summer Program

I live locally. Will I be required to live in on-campus housing during the summer program?

Living on-campus is an expected component of the summer program and contributes significantly to the overall experience. Consideration will be given for scholars with special situations on a case-by-case basis.

What are the rooming arrangements?

Each participant will be assigned a roommate for the duration of the summer program.

Am I able to enroll in summer classes while participating in the UC LEADS Summer Program?

The program is quite intensive and requires a full-time commitment. It is recommended that you not enroll in classes during the summer.

As a UC LEADS Scholar, am I required to apply to the Summer Programs separately?

UC LEADS Scholars are not required to apply to UCLA Summer Programs for Undergraduate Research (SPUR) in addition to the UC LEADS program. Participation in the UC LEADS program automatically guarantees a placement in the summer research program.

Program Information

Will I be allowed to leave early from the program?

The program requires a full-time commitment from its scholars. Leaving before its completion is strongly discouraged.

Will I be required to attend all the program's workshops?

Attending program workshops is a required component of the program. Scholars are expected to be fully involved in all program activities and workshops.

What are the objectives of the program?

The primary goal of this program is to prepare, motivate, encourage and support students who aspire to obtain a PhD and pursue an academic career in teaching and research. UC LEADS also seeks to serve the following objectives:

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- To increase the diversity of graduate students in the fields of science, technology, engineering, mathematics, physical anthropology, archaeology, experimental psychology, geography and linguistics at the University of California.
- To identify, encourage and train undergraduates of high potential, so as to increase their competitiveness for admission to University of California doctoral programs.
- To achieve the foregoing aims through appropriate faculty mentoring, experiential learning in summer and academic-year research programs, involvement in professional and scientific societies and exposure to the UC graduate environment.
- To prepare future leaders in industry, government public service and academia whose demographics reflect the growing diversity of the state's population and to increase the diversity of contributors to science, engineering and mathematics disciplines.

Agreement of Participation

Stipend

I, _____, the undersigned, a student at the University of California, Los Angeles, understand that I have been selected to be a participant of the UCLA UC LEADS program in order to promote my academic career. I understand that as a participant of the UCLA UC LEADS program, I will receive a stipend of \$3,000 to be issued in one lump sum in September 2007.

Early Termination

- In the event of early termination from the program, I understand and agree to repay the UC LEADS program a prorated amount of \$100 per week for each incomplete week of the duration of my program. A complete program is equivalent to 30 weeks (ten weeks per quarter). The UC LEADS Program will determine the amount of repayment.
- I will also be eligible to receive up to \$1,000 for travel expenses, contingent upon funding availability. Receipt of these funds is by reimbursement only. I understand that if I do not utilize these funds that they will not roll over for my use during the next program year. I also understand that any unused funds will not be issued to me in any form at the end of the year. I have until May 31, 2008 to submit requests for reimbursement.

Reimbursement for Research and Travel Expenses

- I understand that I cannot receive duplicate funding in any form (e.g., via duplicate stipends or salary for research) while I am a UC LEADS scholar.
- I must participate in **all** program activities, comply with all program requirements and successfully complete the program as described in addenda A, B and C.
- I must attend **all** scheduled events and meetings.
- I must remain fully active in the program until the commitment to participate in the program has been complied with.
- I must accept a position in an approved research laboratory/group to provide assistance with and conduct a research project.
- I must comply with the UCLA Accounts Payable and the UCLA Travel Center policies and procedures for allowable expenses, reimbursement processing and all other financially related matters.
- In the event that I fail to meet the award or program conditions, I may be terminated from the program and will then be responsible to pay back the advanced paid stipend at the rate of \$100 per week, 10 weeks per quarter. I agree that the Program will determine this amount.
- As a condition of acceptance into the program, I will be asked to update information on my educational and career activities **after** completion of the program **and** after graduation from the university. This tracking is done solely to evaluate the effectiveness of the program. It is critical that we be able to conduct this long-term evaluation in order to maintain continuous funding for the program. The information collected remains strictly confidential. As a condition of receiving the UC LEADS award, I agree to maintain contact with the UC LEADS program and respond to follow-up inquiries.
- UCLA is **not** liable for lost or stolen items left in meeting rooms or public areas.
- If patents are involved during my time with UC LEADS, I will agree to comply with UCLA's General Patent Agreement Policy as well as that of any applicable funding agency.

I agree to participate in the UC LEADS Program with the full understanding that receipt of advance funds for the purpose of supporting my pursuit of the plan of study and for my serving in a research laboratory/group is contingent upon my successfully fulfilling all program requirements. The Program will determine successful fulfillment of program requirements. I accept the award offered to me by the UCLA UC LEADS Program.

Signature _____ **Date:** _____

Student Scholar Expectations of Program Participation

Quarter	First -Year Scholars	Second-Year Scholars
Summer	<ul style="list-style-type: none"> <input type="checkbox"/> Begin your research experience with UC LEADS <input type="checkbox"/> Prepare your summer research for presentation at the UC LEADS Symposium in Winter Quarter. 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin your second summer research experience at another UC campus <input type="checkbox"/> Prepare your research for presentation at the UC LEADS Symposium in winter
Fall Quarter	<ul style="list-style-type: none"> <input type="checkbox"/> Draft of Personal Statement <input type="checkbox"/> Subscribe to the Gradfellowships electronic list <input type="checkbox"/> Make arrangements for a visit to another UC campus <input type="checkbox"/> Make arrangements for your second summer research experience at another UC campus. 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for extramural fellowships <input type="checkbox"/> Take the General Record Examination (GRE) <input type="checkbox"/> Academic Planning Meeting regarding Graduate School Applications
Winter Quarter	<ul style="list-style-type: none"> <input type="checkbox"/> CV workshop, develop your own CV <input type="checkbox"/> Present summer research at Systemwide Symposium 	<ul style="list-style-type: none"> <input type="checkbox"/> CV Workshop, create/update your CV <input type="checkbox"/> Present summer research at Systemwide Symposium
Spring Quarter	<ul style="list-style-type: none"> <input type="checkbox"/> Research extramural fellowships 	
For the 2007-2008 AY	<ul style="list-style-type: none"> <input type="checkbox"/> Attend at least 1 professional conference <input type="checkbox"/> Visit another UC campus to view grad program <input type="checkbox"/> Other items as assigned 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend at least 2 professional conferences <input type="checkbox"/> Visit other UC campuses to review grad programs <input type="checkbox"/> Other items as assigned

List of Reimbursable Research Expenses


REIMBURSABLE EXPENSES Up to \$1,000 for July 2007- June 2008	Non-Reimbursable Expenses
<ul style="list-style-type: none"> <input type="checkbox"/> Professional organizations' membership <input type="checkbox"/> Travel to one professional conference <input type="checkbox"/> Travel to UC campus(es) 	<ul style="list-style-type: none"> <input type="checkbox"/> Books recommended/required by faculty mentor <input type="checkbox"/> Research supplies or equipment <input type="checkbox"/> Laptop carrying case <input type="checkbox"/> Computer (laptop and desktop) <input type="checkbox"/> External drive(s) <input type="checkbox"/> High-end calculator <input type="checkbox"/> Personal digital assistant <input type="checkbox"/> Printer, cables for connecting the two <input type="checkbox"/> Software <input type="checkbox"/> General office supplies <input type="checkbox"/> GRE application fee <input type="checkbox"/> GRE classes <input type="checkbox"/> University application fee

PROCEDURE FOR REQUESTING A REIMBURSEMENT:


1. Send an email to Dr. Weiss and copy the message to Dr. Francis if you are requesting reimbursement for an item(s) not on this list or if you have any doubt about whether your reimbursement will be approved.
2. Once approval from Dr. Weiss has been received, you may proceed with your purchase.
3. The Accounts Payable office requires original receipts or "proof of payment." Submit your receipt(s) laid out and taped to an 8in. x 11in. piece of paper. On that same sheet, and for each page, write your full name, social security number, and student ID number. Attach a note to it, explaining the purpose of the purchase. Submit to Jakquelyn Taylor-Sullivan.
4. Ms. Taylor-Sullivan will prepare the paperwork to process the reimbursement.

The reimbursement process often takes a minimum of 3 weeks to complete. If you submit incorrect information or invalid forms of documentation, the processing time will be considerably lengthened

2006-2007 UC LEADS Annual Schedule

Month	Programmatic & Academic	Symposium & Events
August/September 2006	<p>Sept 25: Quarter begins Sept 28: Instruction begins</p>	<p>September 10-14, 2006: American Chemical Society National Meeting, San Francisco, CA (www.acs.org) October 26-29, 2006: Society for Advancement of Chicanos and Native Americans in Science, Tampa, FL (www.sacnas.org)</p> <p>Birthdays: Sept 5: Carolina Mendez Sept 21: Gbenga Elehinafe & Desiree Tejada</p>
October	 <p><input type="checkbox"/> 2nd Yr Scholars- Fellowship Information Session <input type="checkbox"/> Weekly Journal Clubs</p> <p><i>Mid-Oct: Krell Institute Dept. of Energy High Performance Computer Science Fellowship online application available</i> (www.krellinst.org/DOE_HPCS/DOE_HPCS.html)</p> <p><i>DEADLINE Oct 27: Fannie and John Hertz Foundation Graduate Fellowship</i> (www.hertzfoundation.org)</p>	<p>October 19-21, 2006: American Society for Civil Engineers, Chicago, IL (www.asce.org) October 28, 2006 : California Forum for Diversity in Graduate Education, Mills College, Oakland , CA (URL to be announced)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scholar Action Plan, DUE TO JAKQUELYN by 10 a.m., October 14 <input type="checkbox"/> OCTOBER 19: Mentor Bios, Abstracts & Award Information for Symposium (send electronically) DUE TO JAKQUELYN. <p>Birthdays: Oct 25: Eunice Kwon</p>
November	<ul style="list-style-type: none"> <input type="checkbox"/> Individual Quarterly Meeting with Associate Dean Shirley Hune <input type="checkbox"/> Individual Quarterly meeting with Barbara <input type="checkbox"/> Weekly Journal Clubs <input type="checkbox"/> 2nd year scholars-submit fellowship and graduate school applications <p>National Science Foundation Graduate Fellowship (https://www.fastlane.nsf.gov/grfp)</p> <p>DEADLINES: 11/8: Life Scis 11/3: Psych, Math 11/4: Soc Scis Sci. Info Sci, Engrg Geosciences</p> <p>11/13: Chem, 11/9: Engineering 11/3: Computer (CISE),</p>	<p>November 8–11, 2006: Annual Biomedical Research Conference for Minority Students, Anaheim, CA (www.abrcms.org)</p> <p>November 2-5, 2006: Sigma Xi, Student Research Conference, Detroit, MI (www.sigmaxi.org) EARLY NOVEMBER: Symposium Registration <u>DUE TO JAKQUELYN.</u></p> <p>Birthdays: Nov 17: Sonya Lopez</p>

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Month	Programmatic & Academic	Symposium & Events
	<p>DEADLINE. November 16 ONLINE: Ford Foundation Predoctoral Diversity Fellowship (http://www7.nationalacademies.org/FORDfellowships/fordpredoc.html)</p> <p>Nov 10- Veterans Holiday Nov 23–24 - Thanksgiving Holiday</p>	
December	<ul style="list-style-type: none"> <input type="checkbox"/> Six-month evaluations DUE TO JAKQUELYN <input type="checkbox"/> Second Summer Placement Requests DUE TO JAKQUELYN (12-1-06) <input type="checkbox"/> 2nd year scholars-submit fellowship and graduate school applications <input type="checkbox"/> Weekly Journal Clubs <p>DEADLINES: National Science Foundation Graduate Fellowship TO BE ANNOUNCED</p> <p>Dec 8- Instruction Ends Dec 11- Finals Begin Dec 15- Quarter Ends Dec 25–26- Winter Holiday Dec 29–January 1- New Year's Holiday</p>	
January 2007	<div style="text-align: center;"></div> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Academic Review meeting w/ Dr. Weiss <input type="checkbox"/> Weekly Journal Clubs <p>DEADLINE Jan TBA: Krell Institute Dept. of Energy Computational Science Graduate Fellowship (www.krellinst.org/csgf)</p> <p>Jan 3- Quarter Begins Jan 8-Instruction Begins Jan 15- MLK Jr. Holiday</p>	
February	<ul style="list-style-type: none"> <input type="checkbox"/> Individual Quarterly meeting with Barbara <input type="checkbox"/> Individual Quarterly Meeting with Associate Dean Shirley Hune <input type="checkbox"/> Weekly Journal Clubs <p>Feb 19- Presidents' Holiday</p>	<p>February 15–19, 2007: American Association for the Advancement of Science, San Francisco, CA (www.aaas.org)</p> <p>February 23–25, 2007: California Alliance for Minority Participation Statewide Symposium, Irvine, California (www.camp.uci.edu)</p> <p>Birthdays: Feb 16: Jason Lin Feb 21: Chérie Francis</p>
March	<ul style="list-style-type: none"> <input type="checkbox"/> Weekly Journal Clubs <p>Mar 19- Finals Begin Mar 23- Quarter Ends Mar 30- César Chávez Holiday (Offices are</p>	<p>March 3–4, 2007: UC LEADS Symposium, University of California, Los Angeles REQUIRED OF ALL UC LEADS SCHOLARS</p>

PROGRAM SCHEDULE FOR THE 2006 SUMMER RESEARCH PROGRAM

UCLA Science, Engineering, and Mathematics Summer Programs for Undergraduate Research

The following is the 2006 program schedule. Activity dates and times will change. Please contact the Program Coordinator for updated program schedule information. Final schedules will not be available until after June 2006.

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
June 26 Check-in 4-6pm House Mtg 6:30pm	27 10:30 am Orientations & Library/ Campus Tours 6-8pm Welcome dinner	28	29 9am Applying to Grad School/funding Grad School Boyer 159	30	July 1	2
3	4 HOLIDAY Campus Closed	5 7-10 pm GRE 1260 Franz Hall	6 9AM GRAD STUDENT PANEL	7 BBQ Canyon Point Patio 5-7pm 7-10 pm GRE 1220B Knudsen Hall	8	9 9am- 4pm GRE 1260 Franz Hall
10	11 10am <i>Scientific Writing Seminar</i> 7-10pm GRE Prep Course 1260 Franz Hall	12	13 9am Preparing an Effective Abstract & Poster Presentation 7-10 pm GRE 1220B Knudsen Hall	14	15	16
17	18 SPUR Questionnaire Due 10am <i>Scientific Writing Seminar</i> 7-10pm GRE Prep Course 1260 Franz Hall	19	20 9am Writing an Effective CV and Personal Statement	21	22	23
24	25 10am <i>Scientific Writing Seminar</i>	26	27 9am Writing a Successful Fellowship Application	28 6 pm BBQ Canyon Point Patio	29	30
31	August 1 10am <i>Scientific Writing Seminar</i>	2	3 9am How to Select a Research Mentor	4	5	6
7	8 Abstracts for Aug 17 poster session due 10am <i>Scientific Writing Seminar</i>	9	10 Oral presentations for early departing participants 9am 159 Boyer Hall	11	12	13

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Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
14	15 <i>10am Scientific Writing Seminar</i>	16	17 2-5pm Final Poster Presentation for 8-week program Boyer 159	18 Closing Banquet 6-8:30pm	19	20
21	22 Abstracts for Sept 1 poster session due <i>10am Scientific Writing Seminar</i>	23	24 No Workshop	25	26	27
28	29 <i>10am Scientific Writing Seminar</i>	30	31 2-5pm Poster presentations for 10-week programs Boyer 159	September 1	2 10-wk check-out by 11am	