Cross-disciplinary Scholars in Science & Technology (CSST)

2014 Summer Program Handbook
Part 2
TABLE OF CONTENTS

Arrival.................................................................................................................................................................3-5
  • Early Move-In Requests
  • Transportation from LAX Airport to UCLA
  • UCLA Housing Address
  • Greeters
  • Arrival To-Do List
  • Monday, 7/7/14 Events

CSST Activities.......................................................................................................................................................6-7
  • Attendance & Conduct
  • University Hosted Breakfasts

Peer Seminar.........................................................................................................................................................8-9
  • Groups
  • Week 2: Project Plan Presentation
  • Week 9: Project Results Presentation
  • Preparation

Recruitment Packet.................................................................................................................................................10-12

Posters.................................................................................................................................................................13-14

Final Presentations...............................................................................................................................................15

Closing Reception...............................................................................................................................................16
Early Move-In Requests
Students who submitted early move-in requests via this Online Form have been approved to move-in as you requested. Early move-in fees should be paid by credit card or cash at the front-desk of your UCLA dormitory on the day of your arrival. You will be charged each day before your housing contract start date. The daily rate for 2013 was $75. You will receive an accurate rate when you check in at the front desk.

Transportation from LAX Airport to UCLA
Each student is responsible to arrange your own transportation from LAX airport to your dormitory at UCLA Rieber Hall, 310 De Neve Dr., Los Angeles, CA 90024. Please consult the attached Arrival Times spreadsheet to see if other students are arriving on the same flight; you may want to make transportation arrangements together.

Van Shuttles
We highly recommend that you take van shuttles from LAX airport to your UCLA Housing. This service is convenient and affordable. Two companies providing this service are SuperShuttle and PrimeTime Shuttle. Although it is not required, we suggest that you make online reservations in advance. The expected cost is $12-$25 per person, depending on the type of reservation you make (exclusive or shared van) and how many people are in your reservation. It is customary to give an additional 10-15% tip for the driver at time of drop-off.

To take a shuttle:
• Go outside after collecting your luggage at baggage claim.
• Look for the orange “Shared Ride Van” sign overhead located on the inside curb.
• Locate the SuperShuttle or PrimeTime Shuttle representative and provide him/her with your confirmation number (if you’ve already made a reservation) and your UCLA housing address.
• Shuttle representatives are at LAX airport from 7:00am to 12:00midnight. If you arrive outside this time, you can call SuperShuttle at 310-782-6600 or Prime Time Shuttle at 310-536-7922 and they will send a van to pick you up.

Taxi
Taxis are readily available and convenient, though they tend to be more expensive than van shuttles if you are travelling in a group of less than 4 people or travelling alone. Also, taxis cannot take as many luggage as the van shuttles. The expected cost is about $60 per taxi to UCLA plus a 10-15% tip.

To take a taxi:
• Go outside after collecting your luggage at baggage claim.
• Look for the yellow “Taxis” sign overhead located on the inside curb.
• Tell the taxi representative your UCLA housing address.
• Taxi service is available 24 hours a day at LAX airport.
LAX FlyAway Bus
The LAX FlyAway Bus operates between LAX and Parking Structure 32 in Westwood near UCLA. The bus departs from LAX terminal 1 hourly between 6am-11pm and picks up passengers at all remaining terminals. Cost is $10 one-way. Please be aware that Parking Structure 32 is approximately 1 mile away from your UCLA Housing and will require a 25-minute walk (including uphill portion) with your luggage. Due to the long walk, and your unfamiliarity with the area, the FlyAway Bus is not recommended.

Public Bus
Getting to UCLA by public bus is possible, but is complicated and time-consuming if you are not familiar with the area. You need to board the "C" Airport Shuttle (free) at your terminal to Metro Bus Center in Lot C, and take Culver City bus 6 to UCLA turnaround (about 1 hour drive, plus 15-20 minutes walk to your UCLA housing). The cost is $1.35, however we do not recommend taking public bus from LAX airport to UCLA.

CSST Greeters
If possible, a CSST representative will greet you at the entrance of your dormitory. If you do not see a CSST greeter, you should proceed to the front entrance of Rieber Hall where they will check you in at the front desk and assist with any questions you have about housing and meals.

Arrival To-Do List
Review the Arrival To-Do List, found on page 13 of the CSST Handbook Part 1. Please note that the "visa Check-in" session has changed. Read below for more details.

Monday, 7/7/14 Events
CSST activities begin on Monday, 7/7/14. Please arrive 10-15 minutes early so we may begin on time. You cannot miss any part of the events!

- Orientation
  10:00am-11:30am
  California NanoSystems Institute (CNSI) Auditorium

- Welcome Reception
  11:30am-12:30pm
  California NanoSystems Institute (CNSI) Lobby

- Lab Safety Training
  2:00pm-4:00pm
  California NanoSystems Institute (CNSI) Auditorium
Some of your CSST faculty mentors will attend the Welcome Reception, which is a good time for you to meet. Students often arrange to have their first social meeting with their mentor during the Welcome Reception, and then arrange a business/lab meeting with their mentors directly afterwards.

**New! Tuesday, 7/8/14 Visa Check-in at DCISS**

The law requires UCLA to update your records at the U.S. Department of Homeland Security. Upon your arrival, Tuesday, July 8th from 8am-12pm, you will be required to do a mandatory Visa Check in at UCLA DCISS. There will only be one check-in session for CSST students, so you MUST make sure you complete this check-in on time.

You must do the following to comply:

- Prepare:
  - Completed Check-In Form (the yellow page attached to your I-20 forms.)
    - For Step 1 on the yellow sheet, you will be asked to provide a “local US address”. Leave it blank. You may fill it out AFTER you physically check into housing, because a dorm room number is required for this address.
  - A DCISS Account – complete the Pre-arrival Online Orientation beforehand (follow instructions on the green page attached to your I-20 forms.)
  - Passport
  - UCLA I-20 form
  - Photocopies of
    - Your UCLA I-20
    - Your I-94 record (available online AFTER you enter US)
    - Your F-1 visa
    - Information pages of your passport
    - Note: Do not cut copies. Submit Copies on 8½” x 11” paper. Make copy of your I-20 form AFTER entering the U.S.
Attendance
You are required to fully attend all scheduled CSST activities from beginning to end. You may not miss any events. If you must miss a required CSST activity because of another activity required by your faculty mentor or laboratory supervisor, you must send a notification email in advance to jfeng@international.ucla.edu.

Conduct
Please represent yourself and the CSST program well. You are expected to arrive on time, stay for the duration of the activities, listen attentively to the speaker’s presentation, and to ask questions and participate in the discussion periods. You should not be passing notes, whispering, talking, sleeping, nor working on your computer or using your cell phone during the speaker’s presentation. You are also expected to pick up your belongings and your trash before you leave a CSST event. You are expected to display courtesy and integrity throughout the program.

University Hosted Breakfasts
CSST will provide food for breakfast from 9:30-9:55am before CSST seminars in the CNSI Lobby. Each breakfast time will be “hosted” by one or more universities, as shown in the table below.

<table>
<thead>
<tr>
<th>Breakfast Date</th>
<th>Hosting Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/21</td>
<td>ZJU (17)</td>
</tr>
<tr>
<td>7/23</td>
<td>FDU (6), SJTU (5), TJU (1), USTC (4)</td>
</tr>
<tr>
<td>7/28</td>
<td>HIT (1), NJU (9), SYSU (3), XMU (2)</td>
</tr>
<tr>
<td>7/30</td>
<td>DLU (1), JLJ (3), NKU (8), SDU (4)</td>
</tr>
<tr>
<td>8/4</td>
<td>BIT (2), BUPT (1), PKU (6), THU (5),</td>
</tr>
<tr>
<td>8/6</td>
<td>HUST (1), SCU (2), WHU (1), WSD (3), XJTU (6)</td>
</tr>
</tbody>
</table>
Breakfasts

As hosts, your university’s task is to prepare materials or a short activity that highlights the unique characteristics of your group and its individuals! Ideas include:

- Slideshow
- Video
- Poem
- Game
- Music, dance, skit or other short performance

The focus of your materials/activity should be on your group and its journey to CSST:

- 1-2 things about your university and location
- 3 things about your group
- Brief information about each individual

We encourage you to be creative and have fun with your university hosted breakfast. In preparation, your group should nominate a leader to coordinate with all group members and CSST staff.

For your reference, 2013 Breakfast event videos are available on Youtube: https://www.youtube.com/channel/UCFRp4YmeS6s-LFM0752LNSQ

Please notify CSST at least 1 week before your breakfast if you have any needs for printing, laptop, projector, or flat screen TV.
Summary
Peer Seminar Groups will meet during Week 2 & Week 9 of the CSST Summer Program. All students will present a PowerPoint Presentation of your summer project plan (week 2) and project results (week 9). The purpose of Peer Seminar is to:

- Share ideas and discoveries with your CSST classmates.
- Broaden your fields of knowledge and cross-disciplinary training.
- Develop your network of colleagues and future collaborators.
- Develop your communication and professional skills.

Groups
Students have been divided into 7 Peer Seminar Groups of 10-15 students based on your field of study. The table below shows an overview of Week 2 groups. Please see the attached Peer Seminar Schedule spreadsheet for details of your assigned group, room, and meeting time. You are required to attend ALL meeting times for your assigned group.

<table>
<thead>
<tr>
<th>Group #</th>
<th>Group Name</th>
<th>Meeting Dates</th>
<th>Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CS+Math</td>
<td>Tue, 7/15, Wed, 7/16 &amp; Thu, 7/17</td>
<td>9:30am-12pm</td>
</tr>
<tr>
<td>2</td>
<td>Engineering</td>
<td>Tue, 7/15, Wed, 7/16 &amp; Thu, 7/17</td>
<td>9:30am-12pm</td>
</tr>
<tr>
<td>3</td>
<td>Bio A</td>
<td>Tue, 7/15, Wed, 7/16 &amp; Thu, 7/17</td>
<td>1pm-3pm</td>
</tr>
<tr>
<td>4</td>
<td>Bio B</td>
<td>Tue, 7/15, Wed, 7/16</td>
<td>1pm-3pm</td>
</tr>
<tr>
<td>5</td>
<td>SS (Social Science)</td>
<td>Thu, 7/17 &amp; Wed, 7/16</td>
<td>3:15pm-5:15pm</td>
</tr>
<tr>
<td>6</td>
<td>Chem</td>
<td>Tue, 7/15 &amp; Wed, 7/16</td>
<td>3:15pm-5:15pm</td>
</tr>
<tr>
<td>7</td>
<td>Physics</td>
<td>Thu, 7/17</td>
<td>1pm-4pm</td>
</tr>
</tbody>
</table>

Week 2: Project Plan Presentations
You will give a 10-12 minute presentation about your summer project plan, followed by 5 minutes of group discussion. Your project plan presentation should include: background (including significance & applications), aims, methods, expected outcomes, and Q&A. A CSST alumni leader will be present to:

- Provide students with presentation feedback
- Facilitate Q/A & group discussion after each student presentation

Project plan PPTs will be video recorded. CSST will later assign a time for you to conduct a self-review of your video during Week 7 of the Summer Program. Unfortunately your video cannot be distributed directly to you before Week 7.

Week 9: Project Results Presentations
You will give a 10-12 minute presentation about your summer project plan, followed by 5 minutes of group discussion. Your project plan presentation should include: background (including significance & applications), aims, methods, results, conclusion, and Q&A. A CSST faculty leader will be present to:

- Provide students with presentation feedback
- Facilitate Q/A & group discussion after each student presentation

Project results PPTs will not be video recorded due to the sensitivity of proprietary results.
Preparation

Please plan ahead now so you will be well prepared for your presentations. You should arrive 15 minutes early on the day of your presentation. You should have your PPT on a flash drive, transfer your PPT to the classroom computer, familiarize yourself with the equipment, and look through your PPT to ensure it displays properly. CSST projection equipment is PC compatible, and Mac compatible only with the user’s adapter. If you have a Mac computer, you must bring your own VGA adapter so it can be connected to the projector system; CSST cannot provide an adapter for you. You may purchase the adapter in the UCLA Store in Ackerman Union. Professional dress is encouraged on your presentation day.
Recruitment Form

The online CSST Recruitment Form should be completed by all CSST students sometime between Wed, 8/13/14 and Wed, 8/20/14 at 11:59pm. Here is a preview of the form:

This form is currently disabled online. This form will be enabled online starting 8/13/14.

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CSST RECRUITMENT FORM

Please submit by 11:59pm on Wed, 8/20/14

**Part A: Basic Information**

1. Full Name *
   - First Name
   - Last Name

2. U3ID UCD *

3. Gender *
   - Male
   - Female

4. E-mail *
   - oc.myname@ucanpo.com

5. Home University *

6. CSST Mentor Name *
   - First Name
   - Last Name

7. Mentor Department

**Part B: Plans for Graduate Study**

1. Are you interested in applying to UCLA PhD Program? *
   - Yes
   - No

2. Application Term & Year *
   - Fall 2014
   - Fall 2015

3. PhD Program you wish to pursue (1st Choice) *
   - Statistics

   * Type in the name if not listed above.

**Part C: Financial Support**

1. Do you plan to apply for CSST funding? *
   - Yes
   - No

2. Do you plan to apply for other external funding? *
   - Yes
   - No

3. If "yes" to question 1, specify the external funding sources.

**Part D: Document Upload. PDF Format Only.**

- Personal Statement
- CV
- Academic Transcript Copy
- GRE Score Copy
- TOEFL or IELTS Score

Choose File

- No file chosen
The CSST Recruitment Form will be used by CSST to gauge student interest in UCLA PhD programs and will be distributed to the PhD program of your choice. Please note that this is NOT the official graduate application for any UCLA PhD programs. The form, however, will be taken into consideration for recruitment interviews hosted by UCLA PhD Programs. Additionally, this would be a good opportunity for you to practice for your future application to US universities.

**Uploads**
Students interested in UCLA PhD Programs in **Biomedical/Life Science or Chemistry** fields should submit uploads along with your online CSST Recruitment Form. Your uploads will be sent by CSST to your preferred PhD Program, and will be considered during Recruitment Interviews. Students who are interested in **other** PhD programs at UCLA may complete only the recruitment form and exclude the uploads; uploads are encouraged, but not required for students interested in programs other than Biomedical/Life Science or Chemistry fields.

**Personal Statement**
Indicate your purpose for applying to graduate school and the particular PhD program of your choice; your future career plans; and any additional information you’d like to share about your preparation, passion, and aptitude for graduate study at UCLA.

**CV**
An updated CV highlighting your experience and achievements. **Remember to include your CSST Summer Program experience.**

**Academic Transcript**
A copy of your most recent academic transcript, including the courses you completed in spring term if possible. Transcript must be in English. It is not necessary for your transcript to have the official seal of your university. It is acceptable to submit a copy you obtain from your online account with your home university.

**GRE Score**
A copy of your GRE score. This may be a photo copy of the original score you received by mail or a pdf of your score from a web document. You should be able to access your GRE score report online at http://www.ets.org/gre. If you cannot, you may need to consult your parents to email you a copy of the document you received by mail. If you have not taken the GRE yet, this is OK; simply leave this upload blank.

**TOEFL Score**
A copy of your TOEFL Score. This may be a photo copy of the original score you received by mail or a pdf of your score from a web document. You should be able to access your TOEFL score report online at http://www.ets.org/toefl/. If you cannot, you may need to consult your parents to email you a copy of the document you received in the mail. If you have not taken the TOEFL yet, this is OK; simply leave this upload blank.
Recruitment Packet Frequent Asked Questions (FAQ)

**Q:** Should I submit a letter of recommendation in my CSST Recruitment Packet?

A: Please do not submit additional documents. CSST will email your summer mentor directly to complete an evaluation form, which will include their recommendations of you as a graduate student.

**Q:** Must I submit my CSST Recruitment Packet if I am interested in a program other than those in Biomedical/Life Sciences or Chemistry?

A: Students who do NOT plan to apply for UCLA PhD Programs in Biomedical/Life Science or Chemistry fields should complete the Recruitment form. Uploads are welcomed, but not required for these students.

**Q:** Must I submit my CSST Recruitment Packet if I do not plan to apply for a UCLA PhD program?

A: Students who plan NOT to apply for UCLA PhD programs are not required to submit the entire CSST Recruitment Packet. However, you should still complete the Recruitment Form & indicate “I do not plan to apply to UCLA PhD Programs” in the Program Choice section.

**Q:** Why do I have to wait until after Wed, 8/13/14 to submit my Recruitment Packet? Can’t I submit it earlier?

A: We’d like to give you sufficient time to speak with various UCLA PhD Program representatives before you make your selections about UCLA PhD Programs, etc.
Summary
You are required to submit a scientific poster of your summer project. The layout and content for your scientific poster is due by Monday, 9/1/14 at 5:00pm. CSST will print the poster for you if your layout is submitted properly & on time. Your final layout and content should be approved by your mentor before you submit it to CSST.

Upload the following to Jotform (we will email you the link a few days in advance)
1. PDF file of your poster (30” w x 38” h)

Drop-off the following to the CSST Office: CNSI 6329
2. Small PRINTED color copy of your poster (Letter Size: 8.5” x 11”)

You will display your poster during the Final Presentations event on Tues, 9/9/14 and talk about your research with attending guests. Guests will include UCLA faculty & staff, UCLA PhD Program representatives, your lab mates, and your CSST peers. Please design your poster with a general audience in mind (people who do not share the same background and technical knowledge as your field).

Instructions for Submitting Your Poster Layout
Our printing company would like to be 100% sure your poster is printed the way you want it. For this reason, we ask you to submit your poster layout in 2 different documents.

1. Prepare your poster using PowerPoint (Actual Size of Poster: 30” w x 38” h)
   • Create ONE PowerPoint slide and set it to 30” x 38” portrait (vertical) format.
     ○ Open Microsoft Office PPT
     ○ Go to the File Menu and select “Page Setup.”
     ○ In the “Slides sized for” drop-down menu, select “Custom.”
     ○ Change the width to 30. Change the height to 38 inches.
     ○ Make sure that the slide orientation is set to “Portrait.”
     ○ Click OK.
   • Put all the information (text, images, graphs, design) on the slide exactly the way you want it to look when printed on the 30” x 38” poster paper. Use the zoom feature to view your slide “close up” or “far away.”
   • Save your PPT file name as: LASTNAME-Firstname-UniversityName (Example: FENG-Jiaying-ZJU)
   • If you created your PPT on a version of Microsoft Office newer than 2003, you should “save down” your file type to: PowerPoint 97-2003
     ○ How? When you go to File/Save as, change the “Save as type” drop-down menu to: PowerPoint 97-2003
• Why? The printer we use has Microsoft Office 2003. Saving your PPT as a different file type may result in problems in your poster layout at the printer.
• Make sure the layout still looks the way you want it to when you convert it to the 2003 version. Some features of the 2007 & 2010 versions are not supported in the 2003 version.

2. PDF file (Actual Size of Poster: 30” w x 38” h)
   • Create a PDF of your PPT in actual poster size (30”wx38”h).
   • See the attachment “Converting PowerPoint Posters to PDF” if you don’t know how to do this.
   • If you use different software such as Open Office, please ask your classmates for advice. One student reported to me that they used this procedure: File -> Export as PDF -> PDF Option, I chose the Images -> Lossless compression; -> Export
   • Please help each other out if you understand how to do this!
   • Save your PDF file name as: LASTNAME- Firstname-UniversityName (Example: FENG-Jiaying- ZJU)
   • Note: If you created your PPT in Office 2007 or 2010, you may make a PDF of your 2007 or 2010 PPT and we should be able to print this out!
   • The Printer will use the PDF file to actually print your poster.

3. Small PRINTED hard copy of your poster (Letter Size: 8.5” w x11” h)
   • The Printer would like to see a small printed copy of your poster to be very sure that the electronic copies you give us look exactly how you want them to look when they are printed. Obviously you cannot print the poster on the actual size 30x38 paper. You should print it on Letter Size paper. Here is one way to do this...Using your PDF file, go to File, Print, change the “Page Scaling” option to “Fit to Printable Area” Click OK to print. It should condense your poster layout to letter size.
   • Verify that everything looks the way you want it to on your printout. This should be a mini version of your actual poster. Please print the hard copy in color.
   • Please drop-off your small printed hard copy in the CSST Office (CNSI 6329).

Please check your documents carefully. Unfortunately, CSST & the printer cannot verify for you that your poster looks perfect.
On Tuesday, 9/9/14, we will have the Final Presentations to display your summer efforts! The event is from 8:30am-5pm in the CNSI lobby; you are expected to attend for the entire day. Please do not schedule other meetings or plan experiments during this time. You will have an independent lunch break from 12-2pm and can work on personal matters at that time.

**Professional dress is required for the Final Presentations day**

**Poster Set-up**
- Arrive at the CNSI lobby on Tuesday, 9/9/14 at 8:30am to set up your poster.
- Sign in at the front desk to receive your poster.
- You are assigned a poster number. Find your name & # on the attached *Poster Station List* spreadsheet. Tack your poster up next to your # on the boards in the lobby. CSST will give you tacks.

**Student Presenters**
- ALL 92 students are required to attend the student presentations (9-10am & 4-5pm).
- 6 top students will be selected to present their project results to the entire CSST group. Presenters will be announced on Friday, 9/5/14 by email.

**Poster Sessions**
- ALL 92 students are required to attend BOTH poster session periods (10am-12pm & 2-4pm)
- You are assigned a poster number. Find your name on the attached *Poster Station List* spreadsheet to determine your poster session # & time.
  - Even # students will stand by their posters during morning session (10am - 12pm).
  - Odd # students will stand by their posters during afternoon session (2pm - 4pm).
  - Please encourage your mentors, lab mates, & friends to attend during your poster session time.
- You should walk around and see everyone else’s posters during the time you are not scheduled to stand by your own poster.
- Note!! It is very important that you are there during BOTH poster sessions because we’ve invited the program chairs and admission committees to come during the poster session - they could visit you and your poster at any time.
The CSST Closing Reception on Thu, 9/11/14 from 4-6pm will be the very last CSST activity of the summer! We’ll have food, fun, photos, awards, and special guests. Professional attire is requested for CSST students.