2019 CONTINUING STUDENT HANDBOOK

Undergraduate Biology Research Program @ The University of Arizona

www.ubrp.arizona.edu
520-621-8510
The Undergraduate Biology Research Program!

The Undergraduate Biology Research Program (UBRP) is an educational program designed to teach students science by involving them in biologically related research. Students are paid for their time in the lab, where they develop an understanding of the scientific method, receive a realistic view of biological research, and are mentored by faculty. They also acquire the tools necessary to be successful in post-graduate studies in biology should they choose careers related to biology or research. Students begin UBRP with a full-time summer research apprenticeship, and then have the option to continue in UBRP on a part-time basis during the academic year, to accommodate classes.

The purpose of UBRP is for participants to learn and participate in the conduct of research, hone your professional skills (such as science communication, presenting a scientific poster, comprehending ethical issues related to science, etc.), learn about the breadth of research being done on campus, and join a community of scholars. This is a great opportunity for you to learn a lot and to have fun!

Expectations

Finding a Lab

- Your continuance in UBRP is contingent upon you submitting your commitment form. Your UBRP mentor with which you are working with this summer, must sign a Commitment Form to finalize your continuance into the program. The form must be submitted to the UBRP Office, in Life Sciences South room 348, by March 22, 2019 by 5:00 pm.

Getting Rehired to Become an Official, Paid Researcher

- If you have been previously employed by UA, but aren’t working at UA now, you will to need to show your hiring documents, your U.S. passport, or the combination of your driver’s license and original Social Security card, to Vince Leon, UBRP Accountant. You can do this by visiting the MCB/EEB Business Office located in Biological Sciences West room 310 between 8:00am and 5:00pm from Monday, April 1 through Friday, April 5. If Vince is not available, you may let anyone in the MCB/EEB Business Office know that you have brought hiring documents for UBRP and they can assist you.
• If you are currently employed by UA, that is, you report hours using UAccess Employee and you receive a paycheck and will continue to be employed through the Spring 2019 semester, you do not have to do anything for hiring. We will simply add your UBRP position, and you will be able to report hours in that position at the start of the summer beginning May 13, 2019.

Scientific Research: Learn by Doing

• You will conduct research with your UBRP mentor on a full-time basis this summer for 35 hours per week, for a minimum of 12 weeks.

Practice Sharing Knowledge & Participate as a Scientific Community Member

• You will participate in UBRP’s Wednesday Meetings, alternating seminars and workshops held each Wednesday afternoon from 3:30 pm to 5:00 pm, May 22 through August 7, locations to be determined on campus. The 2019 dates for the seminars are May 22, June 5, June 19, July 3, July 17, and July 31. The dates for small group meetings are May 29, June 12, June 26, July 10, July 24, and August 7.

• You will submit a press release and evaluation of your summer experience by July 24, 2019. Both items are submitted through the UBRP website.

• You will present a poster at the 31st Annual UBRP Conference, which will be held on campus on January 25th, 2020. You will also present a poster at subsequent UBRP Conferences each January if you continue to participate in UBRP in following summers and academic years. Abstract submissions for the 31st conference will be due on December 2nd, 2019.

• You are strongly encouraged to participate in supplementary activities: the UBRP Ethics Retreat on May 14 & 15, field trips, social events, UBRP Ambassador meetings, KXCI’s Thesis Thursday radio show, and Pen Pals are a fun way to get to know your fellow scholars and improve your science communication skills.
Required Hours and Timesheets

Timesheets are due every two weeks. You will need to determine an appropriate
time to have your timesheet submitted for approval with your Time Approver.
You should also be aware of who your back-up Time Approver is, in case your
primary Time Approver is unavailable.

Wages

New UBRP students will earn $11 per hour and continuing UBRP students will
earn $12 per hour.

Training & Safety

Training in ethics and other topics was covered during your UBRP Orientation,
however, research mentors are responsible for providing the primary training for
their respective research projects (chemical safety, radiation safety, animal
care, etc.). Students should ask their mentors for what training they will need for
their projects, and how to obtain it. You can find more information about
common trainings for students on the Undergraduate Research website:
https://ur.arizona.edu/resources/training.

Despite the University of Arizona’s priority and best efforts to keep research
faculty, staff, and students safe in the laboratory and field environment, research
is an activity done at one’s own risk and any accidents in the lab or field would
only be covered by a student’s own insurance. For this reason, it is strongly
recommended that UBRP students hold personal medical insurance. If you do
not currently have medical insurance, the University of Arizona’s Campus
Health Center provides student health insurance at decent rates:
https://www.health.arizona.edu/fees-insurance.

The University/State of Arizona does have a supplemental accident insurance
policy which may help to cover additional costs beyond any personal insurance
a student holds in the case of an accident, but it is not comprehensive, and it
only applies to individuals who hold their own personal health insurance.

If an accident should occur in the lab or field, be sure to follow proper protocol
and notify your faculty mentor to properly report the incident.
Staying in Good Communication

UBRP students are expected to read their e-mails and stay in good communication regarding any concerns and questions. All UBRP students are added to the UBRP e-mail listserv and will also receive the UBRP Gazette e-newsletter on a quarterly basis.

In the case of absences (illness, vacation, etc.), students should notify both their small group leaders, faculty mentors, and research group staff as appropriate. Students missing a Wednesday Meeting should contact both their small group leaders and the program director.

POLICIES

Continuing in and Returning to UBRP

Pending positive mentor and student summer evaluations, UBRP students can remain in UBRP until graduation, provided they remain in the program continuously by participating in UBRP every academic year and summer. During the summer, all positions are paid, and students work 35 hours/week for a minimum of 12 weeks. During the academic year students must be able to devote 15 hours/week to research, and not all positions are paid; depending on their situation, students may work for pay, academic credit, or as a volunteer:

- Students who are eligible for federal work-study funding will have a paid UBRP work-study position during the academic year.

- Students who are not eligible for federal work-study funding can be paid for their work if their mentors are able to provide 100% of their wages. Otherwise, students may elect to continue in UBRP as a volunteer or for academic credit (honors thesis, independent study, etc.).


Continuing students are expected to present their research at each year’s UBRP Conference in January.
Students who do not continue in UBRP during an academic year or summer must reapply to UBRP and be selected to return to the program in the following summer. Applications are available every year on October 1\textsuperscript{st} and are due on February 1\textsuperscript{st} at 5:00 pm, to begin the following summer.

**Switching Mentors**

A change of mentors is allowed only once during a student’s time in UBRP. There must be a valid reason and you must obtain the Director’s permission. UBRP encourages students to remain with a single mentor as long as possible, to allow for in-depth research and the experiences which accompany it (publishing, presenting, etc.).

**Summer School**

UBRP participants are not permitted to take summer classes, in order to accommodate full-time work in research and to allow for time to participate in professional development and community building activities throughout the summer.

**Housing**

Students are responsible to find their own housing for the summer, however UBRP may be able to assist with providing information to students regarding housing opportunities.
CONTACT INFORMATION

If you have any questions or concerns, please contact us:

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