

# Instructionally Related Activities Funds Request Spring 2020

## ▼ Submitter

### Submitter Name

Brittnee Veldman

### Submitter Email

brittnee.veldman@csuci.edu

## ▼ 1. Basic Details

### Activity Title

American Chemical Society National Meeting in San Francisco

### Activity/Event Date

August 16-20 2020

### Date Funding Needed By

May 1

### Previously Funded?

- ☐ No  
☒ Yes

## ▼ Previously Funded Proposal

### Semester/Year

S17

### Proposal # (if known)

878

### Report submitted for previously Funded Activity?

- ☐ No  
☒ Yes

### Please upload a copy of the report

[ira-report-Veldman #878 .docx](#)

### Additional Report #1

[Initial Report.pdf](#)

### Additional Report #2

[20170403\\_135714.jpg](#)

### Additional Report #3

### Additional Proposers

### Academic Program/Center/Organization Name

**Estimated total Course Fee revenue**

0

**Amount Requested from IRA**

13,000

## Estimated Number of Students Participating

20

### ▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

#### Brief Activity Description

These IRA funds would be used to send 20 chemistry research students to the National American Chemical Society Meeting in San Francisco. The national meetings rotate around the country and will not be on the west coast until spring 2022. Having a "local" national meeting means we have a relatively inexpensive chance to provide a career-changing introduction to chemical research and tailored professional development from the rich student programs offered at the conference. Through SRSC funding I was able to take 24 students to the conference in San Diego for the price of fifteen. By taking CHEM 494 students to the meeting in a larger group means that students can have some degree of support going into a vast conference and I can arrange coherent pre-trip preparation meetings so that our students can make the most of the trip. It is rare privilege even for a graduate student get to attend national meetings because the cost is usually prohibitive for an individual to afford. By sending such a large cohort, I can minimize the cost per student and we can give an amazing opportunity to a large fraction of our chemistry majors.

Please provide a list of administrative support work needed to fulfill the goals of the proposal. Indicate the estimated time of year and amount of time needed for each work item to the best of your ability:

#### Administrative Time

Safety, vendor, and check request form processing. Helping to set up the electronic fund transfer to pay for accommodation. Faculty reimbursement form processing. ~7 hours

### ▼ 3. Learning Outcomes and Relation of IRA to Course Offerings

All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent

#### Learning Outcomes and Relation of IRA to Course Offerings

1. Please list all classes that directly relate to the proposed activity.  
CHEM 494 Independent Research, CHEM 499 Chemistry Capstone.
2. For each class listed, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent.  
The SLO's would be the same:
  - 1) An introduction to the tremendous breath of chemistry, and the diverse and international culture of their field.
  - 2) Network with students, professors and potential employers to help plan the next step in their career path.
  - 3) Take advantage of the chemistry specific professional development tools offered at the meeting such as resume review, mock interviews and job interviews with recruiters.
  - 4) Attend talks to see the state of the art of their current area of research.

## 4. Activity Assessment

Describe the assessment process and measures that the program will use to determine if it has attained its educational goals.

**Please note that a report will be due at the end of the semester.**

### Description of Assessment Process

- 1) Students will be required to submit a CV or resume before the trip and attend a resume building session. They will then resubmit their updated CV/ resume along with a summary of what tips they took from the reviewer and how they feel that conversation changed how they perceive the CV/ Resume writing process.
- 2) Use the free professional headshot to update their LinkedIn accounts.
- 3) Submit a daily log of their activities, talks and contacts they made each day of the conference with a brief description. These notes will be turned into an action plan for how the student plans to leverage what they gained from those connections, be it a new direction to take their own research, a grad program to research or a thank you note to send to a possible employer/PI.
- 4) Create short a short video where students explain to other students 1)what research meant to them before the conference, 2) how their perspective has changed, 3) what wisdom would they like to pass on to others about the value of research or professional development preparation.

## 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you MUST use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

### Activity Budget

[ira-travel-budget-form-fy19-20 ACS Veldman.xlsx](#)

## 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

### Center for International Affairs Budget

### Copy of Center for International Affairs Proposal

### Course Syllabus

### Certification

☐ I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

## ▼ 7. Sources of Activity Support

Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity. Please indicate if there are no other sources of funding

### Other Sources of Funding

Some funding for ACS memberships might be provided by the Free Radicals chem club. 20 students \*\$27/membership = \$ 540 Funds for presenting students from LSAMP, ACCESO and the local ACS chapter scholarship could help to lower the per-student cost if they travel with us. With 3 students planning to present and an average presenter award of ~\$500 at most the external funding would be around \$1500.

I would Like to also try for SRSC funding if that is even still available.

No external funding has been secured at this time.

## ▼ 8. Promoting Participation

### What is your intended audience and how do you intend to market this to your students?

This trip would have the biggest impact on students who are engaged (even starting that semester) in research, or a graduating seniors. For this funding I would like to place some preference on students that are not presenting, as there are other funding sources for presenters, and so we can serve a larger set of students. I would ask the other 494 research faculty to let their students know of this opportunity, as well as, send an email out to graduating chemistry students. A trip to San Francisco is a nice incentive, but the focus of this activity will be on professional development, grad school planning and attending research talks.

### If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

If the research students are not graduating, they can share their experience with younger group members and may be use this trip to incentives their work to be able to present at next year's meeting. The experience videos can be used by faculty to help recruit students to research and expand student's understanding of what it means to belong to a professional society. By enriching the professional development opportunities for our graduating seniors thy have a better chance of finding jobs in the field and show the strength of the CI chemistry program. Last year, one of our students was complemented on how professional and prepared CI student were in the graduate school seminar.

## ▼ 9. Approval and Acknowledgement

### Program Chair/Director

Gillespie, Blake

### Dean

Wyels, Cynthia (Arts & Sciences)

**Program Chairs and Deans may inform proposer of any staffing capacity needs or limitations (optional comments below):**

### Conditions and Considerations

☐ **Artist/Performer/Speaker Fees & Honoraria:** On the Activity Budget, please indicate whether the vendor's price was set by you/CI Representative, or is a fee that was set by the vendor.

☒ **Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

☒ **Field Trip:** Sponsor must comply with all policies found at:

<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

☐ **Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval :** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects - from simple surveys to complex biomedical procedures - must be reviewed and approved by the IRB prior to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

☐ **IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.

☐ **International Travel:** Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>

☐ **Risk Management Consultation:** Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. Requires proof of correspondence with Risk Management.

☐ **Space/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

### Acknowledgement

☒ I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. Please check off boxes as appropriate. Please note that late applications will not be reviewed by the committee.

### ▼ Chair Review

#### Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page  
☐ I DO NOT recommend approval of the IRA Funds Request described on this page

#### Comments

An excellent program, great opportunity for our students, led by an experienced instructor.

 David Gillespie Oct 29 2019

### ▼ Dean Review

#### Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page  
☐ I DO NOT recommend approval of the IRA Funds Request described on this page

#### Comments

...with appreciation to the proposer for providing students this learning opportunity!

 Cynthia Wyels Nov 22 2019