



SURF 2014 - Syllabus

SURF Team

ARMS #2001 & 2009

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IMPORTANT: SURF participants are responsible for all content presented in this syllabus. Read it carefully and seek clarification as needed. While the content is subject to change, the current version will be available on Blackboard.

SURF is an intensive 11-week program to develop students' research potential. Students participate **40 hours per week** conducting research activities and attending professional development seminars. SURF matches undergraduate students with a **faculty member, graduate student mentor, and a SURF Graduate Assistant (GA)** who introduce them to the research tools used on the cutting edges of science, engineering, and technology. The SURF program aims to provide a hands-on research experience for undergraduate students that will stimulate their interest in advanced education and research careers.

SURF Goals and Participation

The SURF Program Focuses on Four Goals:

1. Expose you to cutting-edge research studies by providing you a hands-on research experience
2. Develop your knowledge of the research process and tools used by professional researchers
3. Increase your proficiencies in technical communication
4. Help you connect your summer experience with your future goals

To complete the SURF program successfully, you are required to meet the program requirements you agreed to when you accepted the SURF offer (see last page of syllabus).

Successful SURF participants are proactive and professional with their interactions in and out of the lab. As such, **you are expected to...**

- Develop good relationships within your lab and with the SURF program participants
- **Arrive early to all** scheduled events in order to sign in
- **Turn off ALL electronic devices** at seminars unless otherwise instructed
- Actively participate in all events and opportunities
- **Complete the SURF assignments on time with high academic quality**
- Seek support from your faculty mentor, graduate student mentor, SURF GA, and fellow SURF students as needed
- Take advantage of all resources available to you to enhance your research and professional skills
- Ask questions to meet your educational and personal goals
- Evaluate the 2014 SURF program at the end of the summer

A Week in the Life of SURF

The SURF program has a predictable structure to allow you to plan your research week.

In a typical week, you can expect to

- Conduct research characteristic of real-world challenges and advanced-level projects
- Attend the required professional development seminars
- Meet with your mentors for guidance
- Choose to attend an optional professional development seminar
- Participate or cheer for the SURF soccer teams on Tuesday evening
- Choose to attend a research seminar on Tuesday or Thursday afternoon
- Submit the required assignments and deliverables
- Have fun with other SURFers at a social event

Essential Websites

SURF Program

The SURF Program maintains a dedicated website with important links and calendar information.

www.purdue.edu/SURF/Participants/Summer

The following information can be found on the SURF Program website:

- General News and announcements
- Soccer league info
- Social events and activities

Blackboard

The SURF 2014 program has created a course “**SURF-2014**” on Purdue’s Blackboard Learn (BB) to support your learning and research. On BB, you will visit the following pages throughout the summer:

- **Announcements:** Read time sensitive announcements
- **Assignments, Seminars, and Activities:** Download weekly assignment, and upload your submissions; access seminar (professional development



seminars and research seminars) presentations; other event related materials, i.e. the SURF symposium

- **Calendars:** Review Professional Development Seminars (PDS), Research Seminars and other major SURF event time and venue
- **Resources:** Access additional research materials posted for your reference
- **My Progress:** Review your assignment evaluation results and feedback
- **SURF Blackboard Guide:** Read instructions for assignment submission and progress check

Should you have any questions, please first review the “SURF Blackboard Guide” page. Any further questions can be sent to your GA.

You will need your **Purdue Career Account** to log onto the SURF 2014 Blackboard site.

<http://mycourses.purdue.edu>

Communication

Your SURF GA and other members of the SURF program team are available to assist you throughout the program. Good opportunities to talk are before and after scheduled activities, but office hours will be available as well.

Additionally, SURF encourages you to use email to communicate with the staff.

Please use the following guidelines to ensure prompt, helpful responses:



- Clearly state the issue in the email **subject line**
 1. Begin with [SURF]
 2. Provide a summary of the issue
 3. If your email requires an **urgent action** (e.g., you are facing an emergency situation in your research lab), include [URGENT]

Example: [SURF] Finding Library Information

- The SURF staff will respond within **24 hours**
- In the unlikely event of a **technical issue with Blackboard**, the SURF staff will need additional information to assist with the problem. In that situation, students should include the following in the **body of the email**:
 1. The action (e.g. I clicked on the ‘attachment’ link located below the text box.)
 2. Blackboard response (e.g. Blackboard gave me an error message stating...)

Professional Development Activities

All professional development activities (i.e. workshops, seminars, and assignments) are designed to support you this summer in both your research work and career planning, and to make the most of your SURF summer.

Professional development activities address **three main areas** throughout the summer:

- Getting Started on Your Research Project
- Preparing for Your Career
- Presenting, Publishing, and Documenting Your Work

Getting Started on Your Research Project: Weeks 1-3

The professional development seminars and assignments for the first three weeks are aimed to get you oriented in your lab, and to provide you with the tools necessary to fully understand your research project so you can get started! The seminar topics include: conducting a literature review, writing your problem statement, and getting research advice from Purdue faculty.

Preparing for Your Career: Weeks 4-6

The seminars in the middle of the program are geared to help you make career decisions and answer such questions as: Should I pursue a research career in academia or industry? Should I go to graduate school? What do I need to do to apply to graduate school? What can I do to succeed in a career in research?

The assignments in the middle of the program are aimed to help you stay on track in your research project through meetings with your lab mentors and your SURF GA. This is the part of the program where you will make most of your research progress, and we want to provide you with the support to do just that!

Publishing, Presenting, and Documenting Your Work: Weeks 7-11

To be successful in research, you must document and share your work with the research community. This typically involves presenting your work at a technical conference and publishing it in a technical journal. The SURF Symposium and final research report are designed to prepare you for both of these aspects of research, and are the focus of the final weeks of the program.

The professional development seminars and assignments in the last 5 weeks of the program will help you to:

- Write an abstract of professional quality (for a conference or journal paper), which you will publish on **Purdue e-Pubs** as part of the August 7, 2014 SURF Symposium proceedings. Purdue e-Pubs is a service of the Purdue Libraries, providing online publishing support that highlights university scholarship of various types. The service receives world-wide readership, and can be accessed at <http://docs.lib.purdue.edu/>.
- Create a technical poster or oral presentation (decided by you and your faculty advisor) of a quality suitable for a professional technical conference.
- Write a final report in the format and quality of a technical conference or journal paper (chosen by your faculty advisor).
- Present your work (via your poster or oral presentation) at the SURF Symposium.

The seminar locations are posted on Blackboard, as well as the dates, times, and locations of any other seminars or events. Professional Development Seminars are typically Monday morning from **09:00-10:00AM**, but there are some exceptions so check Blackboard daily. Assignment details are also posted on Blackboard. **Be sure to check Blackboard the evening prior to any event or due date to ensure that no last minute schedule changes have been made.** *The SURF Program reserves the right to modify the schedule at any time, so be sure to check Blackboard at least once a day!*

NOTE: Unless otherwise directed, students must turn off ALL electronic devices during the seminars.

“Tool of the Week” μ Seminars

An extension of the professional development seminars is a group of μ Seminars (microseminars) that focus on providing skills that may be used in research. These skills fall into two categories, those that are useful for the production of innovative research results, and skills that are useful for publishing research results. Students that attend the μ Seminars and use those skills on their SURF Project will be eligible for the Advanced Research Tools Award presented at the end of the program.

Assignments – on Blackboard

Use BB to access new assignments, submit assignments, and view assignment feedback. All assignments are listed on the “Seminars, Assignments and Activities” page on BB. When available, listed assignment names on this page will be linked to the assignments and submission pages. The policies and regulations of assignments listed below are strictly implemented throughout the program.

All assignments are:

- Located and submitted on **Blackboard Learn** (West Lafayette Campus)
- **Due on Fridays at 11:59PM, unless otherwise stated**
- Available on Friday at 11:59 PM one week before the due date
- Submitted to your SURF GA on BB (See “SURF Blackboard Guide” page on BB for more details)
- Uploaded to BB in Word or PDF format and **REQUIRED** to use the **naming convention**: “**LastName_FirstName_AssignmentName**”;
- **NOT ACCEPTED** if late or inappropriately named (**unless excused by your GA**);

You can navigate to the “SURF Blackboard Guide” page from the menu on the SURF-2014 Blackboard main page.

Attendance Policy for Mandatory Professional Development Seminars

SURF holds a strict attendance policy to minimize disruptions and to ensure the presenters and SURF students benefit from scheduled events. **Should you miss a mandatory seminar, you will be required to thoroughly review the seminar materials and complete a Seminar Quiz.** Seminar quizzes, like all other assignments, should be submitted on Blackboard. **Being absent from two seminars will require a meeting with your GA and may result in your removal from the SURF program.**

When attending seminars, students should note:

- **Arrive 15 minutes early**, before the announced start time

- Find your GA and check-in with him or her. Students who **fail to check-in prior to the start of the seminar will be marked absent** and must complete a Seminar Quiz
- To be considered “on time” to a seminar, students must be **checked in and seated** by the announced start time of the seminar (e.g. by 9:00 AM for a Monday seminar)
- **Late students will be documented as an unexcused absence from the seminar**
- Students **must attend the entire seminar** to receive credit for attendance

Absences

To have an absence excused, students are expected to gain permission from the SURF office prior to the seminar. Students must contact their GA at least **four days prior** to their anticipated absence (i.e. by Thursday for a seminar on Monday). For **unexpected absences**, contact your SURF GA as soon as possible. No more than **one unexcused absence** will be allowed.

- **Two absences** (excused and unexcused) will require a meeting with your GA and may result in your **removal from the SURF program**
- An absence from a mandatory seminar **requires completion of a Seminar Quiz** (see the Making up a Missed Seminar section below)

Late Arrivals

Students arriving after the seminar start time are considered late. **All late arrivals will be documented as unexcused absences** and will be required to submit a Seminar Quiz.

If you arrive late to a seminar:

- **Enter quietly**
- **Do not check in** with your GA
- Take the **nearest available seat**

Making up a Missed Seminar

Students who miss a mandatory professional development seminar (**excused or unexcused**) are required to **thoroughly review the seminar materials and complete a Seminar Quiz on the material**.

These seminars have been carefully selected to support students in their research and professional career planning. The purpose of the Seminar Quiz is to ensure that you have thoroughly reviewed the seminar materials and have retained the key information.

- Absent (or late) students must **submit the Seminar Quiz** associated with the missed seminar
- All seminar quizzes are submitted through Blackboard and are due by 11:59 PM on the Friday following the missed seminar
- The Seminar Quiz can be found on Blackboard on the “Seminars, Assignments and Activities” page, by clicking on the link for the missed professional development seminar

Research Seminars

The SURF program holds a series of educational research seminars covering a range of interdisciplinary topics. **You are required to attend at least 4 seminars in total**. For more details about these seminars,

visit the SURF BB “Assignment, Seminars and Activities” Page and download the “Research Seminars and Speakers”. You can also find the seminar schedule on the BB calendar.

You need to sign in BEFORE the beginning of each seminar. **Late arrivals will NOT receive attendance credit.** Your attendance at the research seminars will be continuously updated on “My Progress” on BB.

Students must **turn off ALL electronic devices during the seminars.**

Mid-Program Evaluation

At the mid-point of the program, students should be strongly engaged in their research and on track to complete the SURF program. Each student will be evaluated for research progress and continuation in the program.



Students must

- ✓ Receive a satisfactory report from the supervising faculty member (**SURF will obtain from the professor**),
- ✓ Attend required SURF professional development activities to date,
- ✓ Be on track to meet the research seminar requirement,
- ✓ Complete all assignments to date.

Fun SURF Stuff

Facebook Group



SURF Facebook group is a fun virtual environment to learn about SURF events and announcements, socialize with your fellow SURF students, find new friends, learn about social activities, and provide suggestions and ask questions. Please use professionalism in all posts on the SURF Facebook page. Search for “**Purdue SURF 2014**” on Facebook and Join!

SURF Soccer Tuesday – Information posted on SURF website
www.purdue.edu/SURF/Participants/Summer



SURF has its very own outdoor soccer league and tournament! Games are played on Tuesday nights. Teams will consist of 6-8 people, no experience required. Also, you can encourage your graduate student mentor and faculty mentor to join in the fun. SURF GAs will be leading the soccer league and will be contacting you with additional information. Please watch your email for additional soccer information.

Social Activities: www.purdue.edu/SURF/Participants/Summer and Facebook

At the end of a long week full of research, come out and have some fun with your fellow SURF students. Activities are still in the planning stage; we welcome your ideas!

Requirements for 2014 SURF Participants

In order to successfully complete the program AND receive the full summer stipend, each participant must meet the requirements. Throughout the summer, each student's participation will be evaluated for continuation in the program.

As a participant in the 2014 SURF program you are **required** to:

- Commit yourself to the research project and establish a **weekly research schedule** with your faculty mentor to conduct research approximately **40 hours a week** during the 11-week program period **(Students may not take classes and vacations while participating in the program.)**
- Attend the SURF orientation, required meetings and events, and **at least 4 research seminars**
- Be on time to scheduled events and actively participate
- Plan ahead and make arrangements with your professor or graduate mentor to be excused from the laboratory to attend SURF meetings and seminars
- Complete all assignments on time
- Complete the online research modules as required **(5 Research Modules, RCR modules)**
- Write a problem statement and research abstract (post final version to Purdue's e-Pubs)
- Write a research project report by the end of the program
- **Present your research AND participate in the SURF Research Symposium (Week 11)**

and you are expected to:

- Take a proactive approach to your work and use this opportunity to develop your research skills
- Develop good relationships with your research mentors (both faculty member and graduate student) and peers
- Ask questions and seek assistance in the lab, and from the SURF program and Purdue University to meet your educational and professional goals
- Communicate to your faculty member and the SURF office any changes to your participation status during the program
- Participate in the SURF 2014 program assessment
- Take advantage of all resources available to you, e.g., libraries, computer labs, professors, graduate students, staff, SURF students