



**Research Education**  
*training • support • opportunities*  
CHILD & FAMILY RESEARCH INSTITUTE

# **Summer Student Research Education Program**

## **Student Expectations**



## Expectations

### What we expect of Summer Students:

**1. Attendance** - The Summer Student Research Education Program is designed not only to provide you with research experience, but also to expose you to the breadth and depth of research going on at the Child & Family Research Institute and Children's & Women's Health Centre of BC (C&W), and to maximize your contact with your peers and mentors. As such, a number of special events and seminars have been planned. You are expected to attend all of them.

**2. Punctuality** - Tuesday morning sessions **begin promptly at 8:30am**. Thursday morning sessions **begin promptly at 9:00am**. Please show respect to your colleagues and mentors who are presenting at these seminars and be on time.

**3. Assignments** - Summer Students are expected to participate fully in the program by making presentations on their assigned day, evaluating your peers on their presentations, and preparing a poster for Poster Day.

Student attendance is expected at the seminars. Unexplained absences will be reported to the supervisor so remember to sign-in before each session.

**4. Respect** - The mentors, peers, staff and facilities at the CFRI are all resources that together create an outstanding learning environment for trainees. Kindly treat them with all the respect they deserve.

### What Summer Students can expect of the Program:

**1. Quality training** - You have been accepted into the Summer Student Research Education Program on the basis of your application and your potential to contribute to the lab/project of a Principal Investigator. These individuals and their lab members, having made a commitment to host Summer Students, are expected to provide you with specific mentorship required to accomplish the assigned lab work. Students can expect to work closely with graduate students and postdoctoral fellows in the lab and take part in regular lab meetings.

**2. Exposure to a variety of topics** - A fundamental component of the Summer Student Research Education Program is to maximize students' exposure to the variety of research undertaken on the site. Summer Students can expect to learn about the projects within their host lab and across the site through seminars and presentations developed especially for this program.

**3. Associated skills training** - Summer Students can expect to learn skills and tips to assist them in the preparation of posters and oral presentations. There will be time to practice these skills throughout the program.



# Calendar

MAY 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Victoria Day	22	23	24 Orientation 9:30am – 12:00pm Room 2108	25	26
27	28	29	30	31 Seminar 9:00 – 10:30am Room 3113		

JUNE 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1		1	2
3	4	5 Seminar 8:30 – 10:30am Chan Auditorium	6	7 Seminar 9:00 – 10:30am Chan Auditorium	8	9
10	11	12 Seminar 8:30 – 10:30am Chan Auditorium  Late Orientation 10:45 – 11:45am Room 2108	13	14 Seminar 9:00 – 10:30am Chan Auditorium	15	16
17	18	19 Seminar 8:30 – 10:30am Chan Auditorium	20	21 Trainee Research Forum	22	23
24	25 Preparing a Scientific Poster 1:00 – 3:00pm Room 2108	26 Seminar 8:30 – 10:30am Chan Auditorium	27	28 Seminar 9:00 – 10:30am Chan Auditorium	29	30

JULY 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Seminar 8:30 – 10:30am Chan Auditorium	4	5 Seminar 9:00 – 10:30am Chan Auditorium	6	7
8	9	10 Seminar 8:30 – 10:30am Chan Auditorium	11	12 Seminar 9:00 – 10:30am Chan Auditorium	13	14
15	16	17 Seminar 8:30 – 10:30am Chan Auditorium	18	19 Seminar 9:00 – 10:30am Chan Auditorium	20	21
22	23	24 Seminar 8:30 – 10:30am Chan Auditorium	25	26 Poster Day	27	28
29	30	31				

Blue – Workshops

Green – Student Presentations

Red – Special Events

Purple – Faculty Presentations



# Seminars

## Student Presentations

### Tuesday, June 5 to Tuesday, July 24. 8:30am – 10:30am

Tuesday seminars will consist of short student presentations on their summer research project. This is an excellent opportunity for students to practice speaking in front of their colleagues, and will facilitate the sharing of data and research results.

Student presentations will be 12 minutes in length, which includes a maximum of 8 minutes for the presentation and 4 minutes for questions. Sessions will be moderated by faculty members who will monitor time and encourage dialogue.

The auditorium will be equipped with a computer, overhead projector, laser pointer and the latest version of Microsoft PowerPoint. Presenting students are asked to arrive 15 minutes prior to load the presentation onto the computer.

Students will be asked to complete an evaluation form for each student presentation. Evaluation forms will be collected and collated each week by the Research Education office and a summary emailed to the student presenter the following week.

Please note supervisor and colleagues are welcome to attend and assist with questions.

## Faculty Presentations

### Thursday, May 31 to Thursday, July 19. 9:00am – 10:30am

Thursday seminars will consist of presentations by faculty members on a variety of topics. These seminars will provide an overview of options and opportunities available in the medical research field, both during the student years and beyond. Hot and cold beverages, fruit and pastries will be available.



## Training Workshops

The Summer Student Research Education Program is designed not only to provide you with research experience, but also to expose you to the breadth and depth of the research

To enhance your training experience, the Child & Family Research Institute is offering a number of training workshops.

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### **Introduction to Lab Safety** (online course)

Review your basic lab skills; successful students will be knowledgeable about the Workplace Hazardous Material Information System (WHMIS), biohazards, hazardous chemicals and radioactive materials. This course is highly recommended for student working in a laboratory.

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### **Preparing a Scientific Poster**

Each year, the Summer Student Research Education Program concludes with a student Poster Day. This is an opportunity to showcase all the hard work that you have done throughout the summer! Make your poster the best it can be by learning the tools and techniques of poster presentation. You'll be surprised at the important content and design features that are essential to a good scientific poster.

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### **Awareness Tools in Health Science**

Save valuable research time! Online research resources offer an array of tools to help you stay current in your field. In this workshop you'll learn how to set up email alerts and RSS feeds. No matter what your discipline, you'll leave the session having set up a number of alerts to stay up-to-date with your research interests!

*Presented by UBC's Hamber Library Reference Librarian*



## Poster Day

Poster Day is held to give students an opportunity to showcase their project and to provide a learning experience in poster presentation.

Students will receive the online Abstract Submission form by email the first week of July. To participate in poster day forms must be submitted.

On **Thursday, July 26<sup>th</sup>** students are asked to arrive at **9:30am** for sign-in and to receive a welcome package which includes: an abstract booklet, certificate of attendance and BBQ lunch ticket. The poster session will begin promptly at 10:00am and run until approximately 12:00pm.

Students will be assigned to either the clinical or basic sciences category based on their application form. Each category will be broken down into smaller groups. Each group will have a judge whose role is to score participants based on student presentation and poster presentation and identify the best poster. You will have a maximum of 5 minutes to discuss the poster and a maximum of 4 minutes to answer questions.

An awards presentation will be held at **1:30pm** on **Thursday, July 26<sup>th</sup>**. Best poster recipients will receive a certificate acknowledging them as the Summer Student Research Program Poster Finalist and a UBC gift card.

*Note - The UBC Book store is located on the Vancouver campus or Robson Square. Gift cards can be used to purchase general books, clothing and gifts, computer supplies, office supplies and medical instruments.*



# Health & Safety

## What to wear

It is important to protect yourself from potential hazards by dressing appropriately.

Personal Protective Equipment (PPE) includes:

- Protective clothing (long pants, lab coats, aprons, sleeve guards, chemical resistant suits)
- Eye protection (goggles, safety glasses)
- Gloves
- Protective footwear
- Respiratory protection
- Hearing protection



Protective gear in a lab should include at least:

- Lab coat
- Safety glasses
- Appropriate gloves
- Long pants
- Closed-top shoes

## General Lab Etiquette

- Never eat, drink, smoke, or sleep in the lab
- Do not store food or drink in a lab fridge; food fridges are available to you, ask your lab manager where they are located
- When using non-lab equipment (phone, computer, elevators, doors, etc) and when leaving the lab, remember to remove your lab coat and gloves
- When leaving the lab remember to wash your hands in a hand wash basin
- Know who to report to if something breaks, spills, smells 'off', leaks, etc. There are forms that must be completed to ensure the safety of everyone in the lab and in the building
- If you are asked to use a piece of equipment that you have not used before, be sure to ask someone to assist you; do NOT use equipment that you are unfamiliar with



## Waste Disposal

There are various categories of waste and specific protocols on waste disposal for each category. You should be familiar with these protocols. They can be found in your lab in the Safety Manual – ask your Lab Manager where the manual is located.

- Liquid Biological Lab Waste
- Solid Biological Waste e.g. agar cultures, Petri dishes, contaminated gloves, plastic ware, fungus, bacteria and viral cultures
- Human and Animal Waste
- Sharp Waste
- Cytotoxic Waste e.g. tips and plastic ware used with phenol, scintillation fluid, ethidium bromide and other cytotoxic material
- Organic Waste e.g. phenol, chloroform
- Glass Waste
- Hazardous Solids and Chemical Waste

## Security

General security procedures can be downloaded from the CFRI Support website <http://support.cfri.ca> (see Downloads / Operations). Familiarize yourself with these procedures.

General personal safety guidelines provided by Security & Protection Services at BC Children's & Women's Hospitals include:

- Always wear your Photo ID while on site
- Be aware of your surroundings at all times
- Lock/close your work area including windows when you leave, even for a short time, especially if working alone or outside of regular hours
- Ensure all personal belongs, including laptops are safely locked up, and do not leave keys in plain sight
- Make sure that no one follows you through secured doors
- When coming or going from buildings outside of regular hours, go in pairs or groups
- Security escorts to a vehicle are available for staff, including trainees.  
To arrange an escort, call local 2999
- Report suspicious people to Security & Protection Services immediately at local 2999
- For first aid emergencies call local 899
- If you need security in an emergency, call local 899

## Fire & Earthquake Procedures

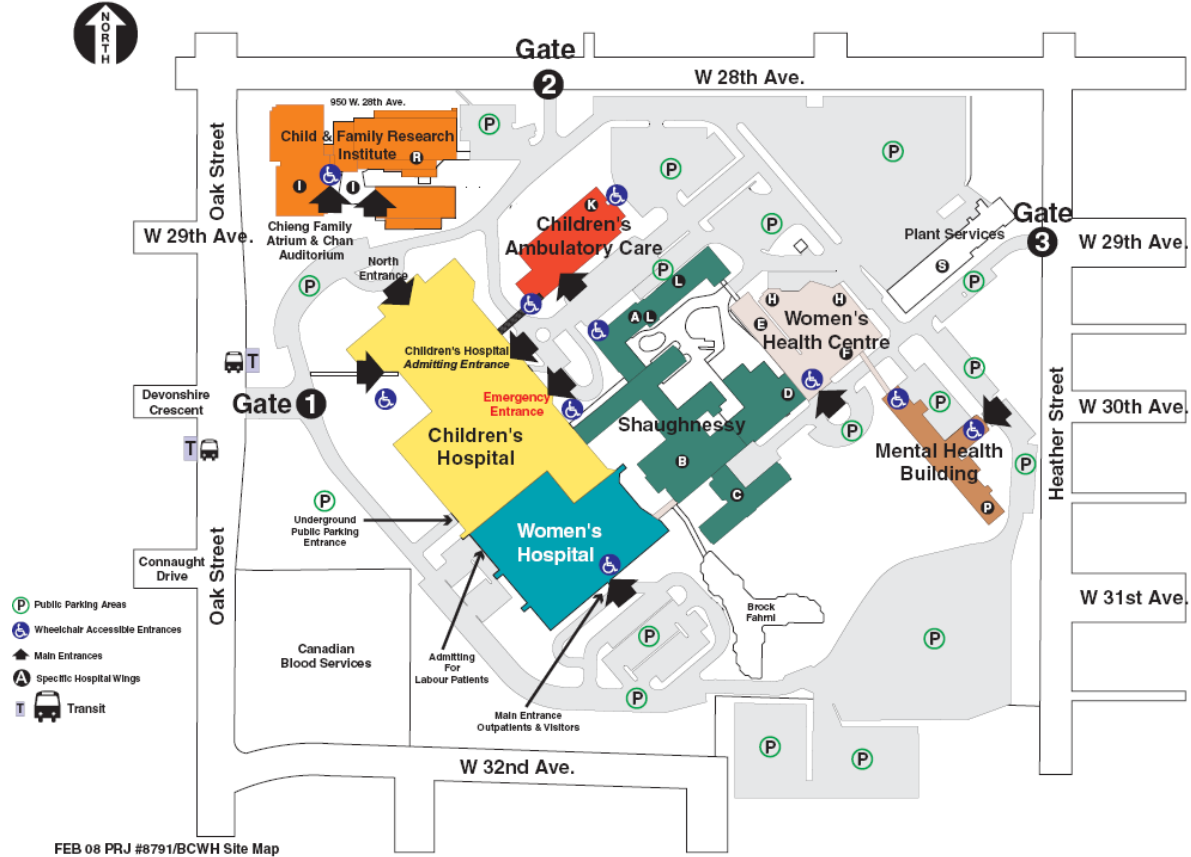
Fire and earthquake procedures should be available in your lab. The Fire Safety Policy followed by CFRI is available on the CFRI Support website <http://support.cfri.ca> under Downloads / Operations. Familiarize yourself with these procedures.

## Smoking Policy

All of the hospitals located at the Oak Street site have adopted a NO SMOKING policy. Smoking is not allowed in any hospital building, parking lot or hospital grounds.



## Building & Facilities



## Transportation

### Bicycles

A locked bicycle racks is located outside the Chieng Family Atrium entrance. The other locked bicycle cage is located in the underground parking lot (see site map above) near entrance gate 1.

### Shuttle Service

Free shuttle service is available to all the hospitals in Vancouver including Children's & Women's Health Centre, Vancouver General Hospital, St. Paul's Hospital and UBC Hospital. The pick up area on site is across the road from the Children's Emergency entrance, next to the bench. Shuttle service schedule can be obtained from the Information Desk in Children's Hospital.

## **Parking**

All parking on site is pay parking and is available on a first come basis. A number of spaces have been reserved for patient parking and you are requested not to use these spaces. Hospital and university staff members are charged a reduced rate for daily parking of \$6.75 when their identification badge is shown to the parking attendant. Note that rates are subject to change without notice.

## **Buses/SkyTrain**

Bus routes that service the area near the CFRI include:

- 17 (Oak/Downtown/UBC)
- 25 (Brentwood Station/UBC)
- 33 (29 Ave Station/UBC)
- 488 (Garden City/Burrard Station)
- 492 (Two Road/Burrard Station).
- Canada Line SkyTrain (King Edward Station)

See the TransLink website [www.translink.bc.ca](http://www.translink.bc.ca) for additional transit information.

## **Study Facilities**

### **Study Carrels**

Built-in study carrels are available in various locations throughout the CFRI buildings including the 4<sup>th</sup> floor in the Translational Research Building, 2<sup>nd</sup> & 3<sup>rd</sup> floors of the Variety Club Building and in the South Block.

A Student Learning Resource Room with networked computers and internet connections for lap tops is available in the Children's Hospital in room 2H17 across from Media Services.

### **Reading Room**

The David Hardwick Reading Room contains six study carrels, four with networked computers. The Reading Room also has subscriptions to approximately 80 scientific journals, a collection of monographs, and other reference materials. A library technician is available in the reading room on Mondays and Fridays between 0900 and 1300 to assist in document delivery and literature searches. For up to date catalogue information see the training website: [www.cfri-training.ca/about/facilities/reading\\_room.asp](http://www.cfri-training.ca/about/facilities/reading_room.asp).

### **Library Services**

The Hamber Library, a branch of UBC, is located on the 2<sup>nd</sup> floor of Children's Hospital in room 2H47. Library card applications are available in the library and orientation tours can be arranged. For further information contact the Reference Librarian at extension 2154 or visit the UBC-Hamber Library website at [www.library.ubc.ca/hamber](http://www.library.ubc.ca/hamber).



## Eating Facilities

In the CFRI there are several lunch areas located in the South Block (3<sup>rd</sup> floor), North Block (3<sup>rd</sup> floor), Variety Club Building (3<sup>rd</sup> floor), Translational Research Building (4<sup>th</sup> floor) and another accessible from the hallway leading to the Chieng Family Atrium (2<sup>nd</sup> floor). Each area is equipped with a refrigerator and microwave. Some also have a kettle and vending machines. When using these facilities clean up after yourself, wash any used dishes and appliances you have used.

Additional onsite eateries include the hospital cafeteria located on the ground floor of Women's Hospital, Starbucks located in the lobby of the Ambulatory Care Building, Tim Hortons in the lobby of Women's Hospital and Second Cup located in the lobby of Children's Hospital. Within walking distance is the King Edward shopping mall with Safeway and a number of small restaurants.

