

Hints for UGSRF Research Hosts

1. Discuss with your undergraduate student about what weeks you would like them to be in the lab and what hours each day you would like them to work. Be sure to discuss any lab etiquette that you would like the student to know about.
2. Will the student be working with isotopes, dangerous chemicals, or animals? If so, be sure to discuss the student's comfort level in carrying out these procedures and discuss alternatives, as needed. Please make sure that the student receives any safety training that is relevant.
3. Be sure to let the student know when your lab or team meetings are held and whether there are any other meetings or seminars he/she should plan on attending during the summer.
4. Make sure the student understands to whom s/he is expected to report to when you are not in the laboratory (e.g., a grad student or postdoc).
5. Discuss the specific skills the student has and whether there are skills the student is especially interested in learning or improving.
6. Be sure the student understands the project and has a clearly defined hypothesis in place that he/she is testing. Discuss what experiments the student may be carrying out in part or completely on his/her own.
7. As the student is finalizing experiments toward the end of the summer, please discuss with him/her as to whether there are enough data for a meeting abstract. Remember, the student will receive funds from APS to attend the Experimental Biology meeting (regardless of whether there is an abstract or not). If there are other meetings that you have funds to have the student attend and present at, be sure to talk about that at this point as well. You should also discuss who will be responsible for paying the abstract fee and for preparing the final poster for EB (APS does not reimburse for this), and whether you can help the student in any way with EB meeting expenses above the \$1,300 APS will reimburse him/her.
8. Discuss with the student how you want to handle submitting an abstract. Who will do the draft? Set up a timeline and deadlines for finalizing the abstract and submitting it. Remind the student to check out the APS career web for hints on writing research abstracts (<http://www.the-aps.org/careers/careers1/Undergrad/uabstract.htm>).
9. When the time comes to prepare the poster, discuss with the student whether you will be helping him/her with putting the poster together. Set up a timeline and deadlines for the various stages (data finalized, draft text, final approval, etc.). Discuss who will be responsible for making the poster and whether you will be absorbing the cost of the poster or whether the student needs to pay for it. Remind the student that the APS career web has hints on preparing research posters (<http://www.the-aps.org/careers/careers1/Undergrad/uposter.htm>).

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2009 Undergraduate Summer Research Program**

10. Please help the student understand the need for making arrangements early to attend the Experimental Biology meeting. This includes making flight and hotel arrangements and finding roommates. Remind them to double-check for conflicts with exams (including MCATs, GREs, etc.). Remind them that they will receive reimbursement for a maximum of \$1,300 for attending the meeting. Encourage them to share a hotel room with another student (they will have received a list of the other UGSRF students and their contact information) to reduce costs. It is their responsibility to find a roommate.

11. If you do not plan to attend EB, or circumstances do not allow you to attend EB, please let us know and try to find someone in your lab or department who is attending to help shepherd the student around the meeting.