2014 Summer Undergraduate Research Program Handbook
2014 Summer Undergraduate Research Program

Program Office S3-104

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Handbook
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Edited by Heidi Beberman
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GLC- GoFF Learning Center FCR- Faculty Conference Room ASC- Albert Sherman Center NIE- National Institutes of Health LRB- Lazare Research Building

Please check email DAILY for updates. Schedule is subject to change. Attendance is mandatory to all events.
**Program Description**

The University of Massachusetts Medical School’s (UMMS) Combined Summer Undergraduate Research Program is a non-academic credit, ten-week, highly structured research experience. The program consists of "hands-on" laboratory research with an investigator serving as a mentor, role model and advisor.

The Combined Summer Undergraduate Research Program is funded by the National Institutes of Health (NIH) and UMMS Office of Research (Summer Undergraduate Research Experience: SURE).

Participants will create career-building connections between researchers, post docs, graduate students, and peers.

This program is a comprehensive, highlystructured hands-on research experience. There are 'no normal' weeks in the program. Each week varies. Hours vary depending on the experiments participants are working on at the time. Participants are required to be in the laboratory during the hours requested by the laboratory hosts, which may involve evenings and weekends. There are also required social events and a field trip. Each participant's schedule is different.

Summer Research Fellows are required to:

- Attend all seminars, lectures, group discussions, luncheon lectures, socializers and field trips and live in housing provided by the program.
- Prepare an abstract of their work.
- Prepare and present a scientific research poster using the format provided by the program.
- Wear their UMMS ID at all times when on campus.

Guests, friends and family must get permission from the Program Administrator or Directors in advance to attend program functions. There is institutional liability attached to guests, friends and family members who are not part of the program.

**Program Dress Code**

The University of Massachusetts Medical School maintains a professional environment. Participants will encounter patients, medical and professional personnel. Please dress accordingly. Open shoes and sandals are prohibited in laboratories by OSHA standards. Casual dress is appropriate for labs. Dress jeans are allowed. Business attire is required for the Professional Poster Session and Closing Program.

**Travel Guidelines**

Airline travel to attend the program will be paid for and scheduled by UMMS staff, as well as travel to/from Boston Logan or Providence T.F. Green airports. To make travel arrangements contact Mrs. Zirpola-Miller at (508) 856-5033 or by email at karen.zirpola@umassmed.edu. **Once a ticket has been purchased the participant will be responsible for the cost of any changes to their travel arrangements.** Two pieces of luggage per flight (within weight limits of the airline) will be reimbursed with a receipt.

If a participant chooses to make his/her own travel arrangements, the total travel allowance cannot exceed $500 per participant. Mileage and toll reimbursement are paid from point of origin and back for those who drive to Worcester **one time only**. Travel reimbursements require receipts and will be paid after the program ends.

Sunday, May 25, 2014 is the program arrival date with flights scheduled so participants arrive at Worcester State University (WSU) during scheduled check in - 12:00 pm and 4:00 pm. Program staff will be at the WSU Residence Hall for check in. Participants arriving after 4:00 pm should contact WSU Campus Police at (508) 929-8044 for residence hall access.

Saturday, August 2, 2014 is the departure date. If an additional night's stay is required, Mrs. Zirpola-Miller must be notified by July 25, 2014.
Health Care and Emergency Contact
Participants should carry their health insurance card at all times. Participants requiring non-emergency health care should contact their insurance carrier for a local physician referral.

In case of a medical emergency, call 911 immediately and have someone contact the Program Administrator, Mrs. Zirpola-Miller on her cell at (508) 615-1619 as an emergency contact. If possible go to the UMass Memorial Hospital University Campus Emergency Room.

Guidelines for Disability Documentation
These guidelines are designed to assist in preparing documentation of a disability to help determine the appropriate accommodation. Please forward documentation that meets these guidelines to the School Services Office prior to arrival.

Documentation must be provided by a clinician qualified to diagnose in the appropriate area of specialization and come from the provider directly to Dr. Deborah Harmon Hines.

- Documentation must be on letterhead, typed, dated, and have an original signature.
- Documentation is based on a current evaluation (usually within three years) and historical documents.
- Documentation must include:
  1. A description of the functional limitations resulting from the disability.
  2. A description of current treatments and assistive devices and technologies with estimated effectiveness in ameliorating the impact of the disability.
  3. Clear support of the direct link to and need for the requested accommodation(s).

Detailed information is found at:  https://www.umassmed.edu/schoolservices/ada.aspx

UMMS Email and Internet
Participants will be given a UMMS email account and internet access. Participants will also be part of a Summer Research Participant list added to the UMMS global directory. Participants are expected to check their UMMS emails DAILY for program announcements and updates.

Packages and Mail
Program participants are responsible for shipping all personal items to and from Worcester. Packages received before May 24, 2014 will be taken to the residence hall on the day of check in. All mail should be addressed to the participant as shown below. Otherwise, mail delivery cannot be guaranteed. Please terminate mail to UMMS as of July 31st.

Participant’s name  
C/o Mrs. Zirpola-Miller  
University of Massachusetts Medical School  
55 Lake Avenue North, Room S3-104  
Worcester, MA 01655-0002

Participants will be notified by email when a package or mail is received. Packages and mail can be picked up in the School Services office S3-104.
Housing Information

Housing Check In
Housing is provided at Worcester State University Residence Hall - Wasylean Hall, 486 Chandler Street, Worcester, MA, 01602. Check in is scheduled for Sunday, May 25, 2014 from 12:00 pm to 4:00 pm. Room assignments will be given at that time. Program staff will be at Wasylean Hall during check in. Participants arriving after 4:00 pm should contact WSU Campus Police at (508) 929–8044 for residence hall access.

To contact Mrs. Zirpola-Miller outside of regular school hours call (508) 615-1619.

Directions to Worcester State University are available by visiting http://worcester.edu/About/Shared%20Documents/campusdirections.aspx

The residence hall is air conditioned. Bedrooms are furnished with beds, chairs, desks, built in closets and window shades. Each bedroom has a live cable outlet, and one in the common area. Each floor contains shared study lounges and television lounges.

All suites have a kitchen (refrigerator, stove and sink), two bathrooms and a furnished common area. Participants are responsible for preparing their own meals. Kitchen smoke alarms are very sensitive! WSU cafeteria is closed during the summer. There is no food service/cafeteria available.

Personal Items to bring
- Alarm clock
- Desk reading lamp
- Clothes hangers
- Towels, face clothes, hand towels
- Beach towel and water shoes (required for beach outings)
- Bed linens (twin extra long) including blankets and pillows
- Toiletries: toothbrush, shampoo, soap, shower sandals, etc.
- Cooking utensils to prepare meal: pots, pans, spoons, forks, dishes, bowls etc.
- Optional: radio/stereo, laptop computer, cell phones, small television, small microwave

WSU Maintenance Reporting
For non-emergency situations a work order must be submitted.

Instructions for entering a work order:
1. Use following link: www.worcester.edu/reslife
2. Click on the left link titled WORK ORDERS
3. Fill out the form.

This form will be automatically submitted to Residence Life by 10:00 am each day and given to WSU maintenance. The UMMS Program Administrator will be copied on all work orders submitted.

Maintenance is on call 24 hours a day including weekends, and holidays. Maintenance should be contacted after 5:00 p.m. weekdays and weekends for emergency situations only. They can be reached for emergencies (power outage, overflowing toilet, etc.) by calling WSU Campus Police at (508) 929-8044.
Facilities
WSU Dowden Fitness Center hours are:
| Mon-Fri 6:00 pm-9:00 pm | Weekends: 6:00 pm-9:00 pm |

WSU Library hours are: WSU Computer lab hours in the Learning Resource Center:
| Mon-Fri 8:00 am-9:30 pm | Mon-Thurs 8:00 am-9:00 pm |

Laundry
Laundry facilities are located on the first floor of Wasylean Hall. The WSU ID/One Cards are used for the laundry machines. The cost is $1.50 per load. OneCard instructions will be in the packet from WSU. Participants can add money to the OneCard for laundry through the WSU website below or by using the machine on the ground floor of the Student Center next to the food court.

OneCard Website: http://worcester.edu/CampusLife/Shared%20Documents/OneCard.asp

Be considerate of others and remove your clothing promptly. WSU is not responsible for articles left unattended or stolen. WSU is not responsible for items stained due to water problems in the residence halls. If participants encounter a problem with a washer or dryer please contact the Office of Residence Life and Housing during regular business hours M-F between 9 am and 5 pm at (508) 929-8074.

Internet
Free wireless internet and computer jacks are available. Access and passwords will be assigned at housing check in.

Housing Security and Guidelines
The main focus of WSU Campus Police is the safety and security of the WSU community. Safety is everyone’s responsibility and participants are encouraged to report any suspicious activity. WSU Campus Police cannot be everywhere at the same time. Security is provided 24 hours a day by a full-time staff of 16 sworn officers and three residence hall lobby security officers. WSU Campus Police enforce the rules and regulations of WSU along with both State and federal laws.

In case of emergency, call Campus Police (508) 929-8911.

WSU Campus Police require everyone to carry their WSU ID badge on campus at all times. The card will also give access to the security doors to each suite. This card is not to be used by anyone but the individual to whom it is assigned. WSU has security cameras throughout the residence halls for student safety. Call Campus Police at (508) 929-8044 to unlock the door if you are locked out of your room. You must have an ID for verification of identity.

- Campus Police/residence hall lobby security officers can ask for ID and search bags and back packs.
- No alcohol is allowed on campus.
- WSU is a smoke free campus.
- WSU Campus Police and UMMS Program Administration have full access to all residence hall rooms.
- "Spot" visits will be conducted in the residence hall.

Common Areas
Participants are expected to keep the interior of the suites/rooms clean and sanitary at all times. Trash is to be removed from suites and bedrooms on a regular basis. Each floor of Welseyean Hall contains trash rooms. Trash bags, toilet paper, broom and a vacuum are provided in the supply closet on each floor. Contact Kristen Nelson (508) 929-8124 (Office) should the closet need to be restocked or opened.
Expectations
- Suitemates will determine their “Ten Commandments” of living together. All suitemates are expected to abide by the document.
- Shared kitchens/bathrooms/common sitting areas must be kept clean at all times.
- Dirty dishes should never be left in the sink overnight.
- Refrigerator space is shared with suitemates. Food should not be left in the refrigerator longer than five days.

Guests
- Guests must leave the residence hall by 10:00 pm.
- NO OVERNIGHT guests are permitted.

Housing Checkout
Housing checkout is on Saturday, August 2, 2014 between the hours of 10:00 am - 1:00 pm. There will be a formal walk thru with a WSU representative. Make sure to remove food from the refrigerator. All keys should either be returned to the Program Administrator or WSU representative (Campus Police). Participants will be charged $136 for lost or unreturned keys. If an additional night's stay is required, Mrs. Zirpola-Miller must be notified by July 25, 2014. Feel free to contact Mrs. Zirpola-Miller for further information or clarification at (508) 856-5033.

Social Events
Past participants have organized trips to many of the local New England attractions. Visit these websites for more information.
- [http://www.visit-massachusetts.com/current_category.2511/companies_list.html](http://www.visit-massachusetts.com/current_category.2511/companies_list.html)
- [http://gonewengland.about.com/od/attractions/tp/\anewenglandfreethingstodo.htm](http://gonewengland.about.com/od/attractions/tp/\anewenglandfreethingstodo.htm)

Movie/Potluck Nights in the WSU Seven Hills Lounge
Please take advantage of the nights that have been reserved for participants in the first floor lounge of the residence hall. It will be up to the participants as a group to organize and clean up after the events.
- Time: 6:00 PM-11:00 PM
- Dates: June 6, June 13, June 20, June 27, July 11, July 18, August 1, 2014

Bus Transportation
Participants will be bused to/from WSU Wasylean Hall to UMMS and to/from UMMS to WSU. Bus transportation will be provided M-F only. The scheduled bus times are as follows:
- 8:15 am pick up at Wasylean Hall parking lot, arrival at UMMS approximately 8:45 am.
- 5:30 pm and 6:30pm pick up at UMMS in front of the Lazare Research Building.
- If the bus is missed, the participant is responsible for his/her own transportation.

Participants who find it necessary to stay in their assigned labs later than scheduled bus transportation or weekends will have transportation arranged by their lab hosts.

Parking at WSU and UMMS
WSU parking tags will be given at no charge to participants who have cars at the housing check in.

UMMS campus parking is in the Plantation Street Parking Garage. There is a onetime fee of $80 for parking. Shuttle buses run every 7 to 10 minutes from the garage to the Third Road shuttle drop off, weekdays from 5:30 am to 9:00 pm. Participants with a parking tag are allowed to park in campus lots after 5:00 pm M-F and any time on weekends and holidays.

Students who choose to drive MUST arrive on time.
First Day of the Program
Plan to arrive at the UMMS University Campus on Tuesday, May 27, 2014 at 8:45 am. Bus pickup at Wasylean Hall is at 8:15 am. Orientation will be in the Faculty Conference Room (S1-342) located on the right as you enter the main school lobby. Continental breakfast will be provided. Orientation will begin promptly at 9:00 am.

Required Scheduled Events
Attendance at all events listed on the program schedule is mandatory.
  - Absence from any scheduled event due to illness should be reported immediately by email or phone to the Lab Host and Program Administrator, Mrs. Zirpola-Miller.
  - Scheduling conflicts with lab activities must be pre-approved by the Program Administrator.
  - Participants excused early from their lab are still required to be on campus working on their scientific paper or poster in the UMMS library or the School Services office (S3-104).

Weekend Reporting Guidelines
Participants leaving the residence hall overnight or for the weekend are strongly encouraged to notify the Program Administrator, Mrs. Zirpola-Miller. Send an email with information on departure (date and time) and expected return (date and time).

Incident Reports
Any personal incidents or injuries should be reported immediately to the Program Administrator or Directors. A formal report will be filed and reviewed by the Program Directors.

Poster Session
The Poster Session is for the UMMS community to view and is open to the general public on July 30, 2014 in the Blais Pavilion on the first floor of the Lazare Research Building. Posters will be judged on July 31, 2014 from 1:00 pm - 5:00 pm. Participants are required to be present at their poster during the entire session. Business attire is required for both the Poster Session and Closing Ceremony/Luncheon.

Closing Ceremony and Luncheon
The Closing Ceremony is open to all and is scheduled for August 1, 2014 starting at 10:00 am in the Albert Sherman Center Auditorium AS2-2102. The luncheon begins at approximately 11:30 am in the Faculty Conference Room S1-342. Invite family, friends and laboratory co-workers to attend. Give the names to Mrs. Zirpola-Miller by Monday, July 21, 2014, so food can be ordered for the luncheon.

Program Evaluations and Surveys
Halfway through the program Lab Hosts will be asked to fill out an evaluation for each participant. This information will be shared with the participant. A summative/final evaluation of each participant will be done at the end of the program. Evaluations on each participant will also be done by Group Leaders and the Program Staff. All participant evaluations will contribute to letters of recommendation.

During the last week of the program participants are asked to complete an online anonymous program evaluation. The link will be sent to each participant. The data gathered from the program evaluation helps to improve the program.
Worcester State University Area Information

Supermarkets

Big Y Foods
100 Mayfield St, Worcester, MA 01602
(508) 793-9011

Price Chopper
221 Park Ave, Worcester, MA 01609
(508) 798-5178

Shaw’s
112 Gold Star Blvd, Worcester, MA 01606
(508) 755-5808

Stop and Shop
545 Lincoln St, Worcester, MA 01605
(508) 853-8791

Pharmacies

CVS
283 Park Avenue, Worcester, MA 01609
(508) 792-3866

Rite Aid
393 Chandler St, Worcester, MA 01602
(508) 754-5348

Walgreens
320 Park Ave, Worcester, MA 01609
(508) 767-1741

Transportation

Commuter Rail
Union Station, 2 Washington Square
Worcester, MA 01604
http://www.mbta.com

Peter Pan Bus Lines
Union Station, 2 Washington Sq. Ste 3
Worcester, MA 01604
http://peterpanbus.com/

Red Cab
http://www.worcester-redcab.com

Worcester City Bus – WRTA
Bus stop in front of WSU on Chandler Street
http://www.therta.com/

Yellow Cab
http://www.yellowcabworcester.com/

(508) 791-WRTA
(508) 754-3211
Restaurants

Websites:  http://www.massmenus.com/Worcester.htm
          http://tasteworcester.com

Applebee's
632 Park Ave, Worcester, MA 01603  (508) 363-3032

Boynton Family Restaurant
117 Highland St, Worcester, MA 01609
(508) 756-8458

Burger King
711 W. Boylston Street, Worcester, MA 01606
(508) 852-8111

Chop House 111 (Steak)
111 Shrewsbury St, Worcester, MA 01604
(508) 799-4111

Denny's
494 Lincoln St, Worcester, MA 01605
(508) 852-8448

Dino’s Restaurant (Italian)
13 Lord St, Worcester, MA 01604
(508) 753-9978

El Basha (Middle Eastern)
424 Belmont St, Worcester, MA 01604
256 Park Ave, Worcester, MA 01609
(508) 797-0884
(508) 795-0222

EVO
234 Chandler St, Worcester, MA 01609
(508) 459-4240

Five Guys
20-7 Boston Turnpike, Shrewsbury, MA 01545
(508) 425-3185

Golden Pizza
210 Chandler St, Worcester, MA 01609
(508) 752-8907

Ho Toy Luau Chinese Restaurant
401 Park Ave, Worcester, MA 01610
(508) 754-4929

KYOTO Japanese Restaurant
535 Lincoln St, Worcester, MA 01605
(508) 852-5788

Nancy Chang’s Restaurant (Asian Cuisine)
327 Chandler St, Worcester, MA 01602
(508) 752-8899

Ninety Nine
11 East Central St, Worcester, MA 01605
(508) 792-9997

Pampas Churrascaria (Brazilian)
14 E Central St, Worcester, MA 01605
(508) 757-1070
Pho Dakao (Vietnamese)  
593 Park Avenue, Worcester, MA 01603  
(508) 756-7555

Plaza Azteca (Mexican)  
539 Lincoln St, Worcester, MA 01605  
(508) 853-3536

Ruby Tuesday  
537 Lincoln St, Worcester, MA 01605  
(508) 854-9916

Sahara (Middle Eastern)  
143 Highland St., Worcester, MA 01609  
(508) 798-2181

Sakura Tokyo (Japanese)  
640 Park Ave, Worcester, MA 01603  
(508) 792-1078

Sole Proprietor (Seafood)  
118 Highland St, Worcester, MA 01609  
(508) 798-3474

Texas Roadhouse  
535 Lincoln St, Worcester, MA 01605  
(508) 853-7266

Thai Place  
50 Boston Turnpike, Shrewsbury, MA 01545  
(508) 425-3595

UNO Chicago Grill  
25 Major Taylor Blvd, Worcester, MA 01608  
(508) 421-9300

Take Out/Carry Out

Blue Jeans Pizza  
270 Park Ave, Worcester, MA 01609  
(508) 753-3777

Diamond Pizza  
848 Main St, Worcester, MA 016010  
(508) 755-4449

Domino’s Pizza  
396 Park Ave, Worcester, MA 01610  
(508) 754-2236

King Chef Chinese  
205 Chandler St, Worcester, MA 01609  
(508) 752-8907

Banks

Bank of America  
255 Park Ave, Worcester, MA 01609  
(800) 432-1000

Citizen’s Bank  
50 Cambridge St, Worcester, MA 01603  
(800) 922-9999
TD BankNorth  
295 Park Ave, Worcester, MA 01609  
(508) 752-2584

UMass Five College Credit Union  
(Checks cashed for Program Participants)  
UMass University Campus, Worcester, MA 01655  
(508) 856-4593

Movie Theatres

Blackstone Valley 14 (on bus route)  
The Shoppes at Blackstone Valley  
70 Worcester Providence Turnpike  
Millbury, MA 01527  
(508) 853-4000

Showcase Cinemas Worcester (on bus route)  
135 Brooks St, Worcester, MA 01606  
(508) 799-2737

West Boylston Cinema (on bus route)  
101 West Boylston Street, West Boylston, MA 01583  
(508) 835-8888

Shopping

Auburn Mall  
385 Southbridge St, Auburn, MA 01501  
(508) 832-6000

Greendale Mall  
7 Neponset St, Worcester, MA 01606  
(508) 856-9400

Solomon Pond Mall  
601 Donald Lynch Blvd, Marlborough, MA 01752  
(508) 303-0204

Target  
529 Lincoln Street, Worcester, MA 01605  
(508) 852-3094

The Shoppes at Blackstone Valley  
70 Worcester Providence Turnpike  
Millbury, MA 01527  
(508) 853-4000

Sam’s Club  
1 Tobias Boland Way, Worcester, MA 01606  
(508) 852-7717

Super Wal-Mart (on bus route)  
25 Tobias Boland Way (off Route 146)  
Worcester, MA 01606  
(774) 314-3157
PLANTATION ST PARKING GARAGE

OPEN: JANUARY 22, 2013

For more information, contact the Parking Office:
parking@umassmed.edu
or 508-856-3630.
Life in Worcester

Worcester, New England’s second largest city, has all the resources one needs to enjoy a comfortable and interesting life during graduate study. Among the city’s treasures are the Worcester Art Museum, displaying world-class collections spanning 50 centuries; the Higgins Armory Museum, the only museum in the Western Hemisphere to display such a variety of arms and armor; and the Ecotarium, a regional resource for learning about the natural world.

For entertainment, Worcester boasts the beautifully restored Hanover Theatre for the Performing Arts with Broadway tours, nationally recognized performers, and family shows gracing the stage; the historic and acoustically superior Mechanics Hall, site of classical music and opera performances; and the DCU Center, one of the country’s most successful arenas for top-draw rock concerts, sports and family entertainment events.

For sports enthusiasts, Worcester is the home to minor league baseball, Worcester Tornadoes, and hockey, Worcester Sharks, in addition to the athletic teams of several area colleges.

A wide variety of ethnic restaurants satisfy every taste in Worcester, as do eclectic cafes (Worcester has more diners per capita than any other place in New England) and nightclubs featuring live music. The Shrewsbury Street area and the Canal District are two locations within the city most widely noted for their assortment of fine dining.

For the outdoor enthusiast, central Massachusetts has much to offer with over 30 state parks, forests, recreation areas, trails, reservoirs and reservations; including Wachusett Mountain State Reservation which offers hiking, biking, skiing and snowboarding for all abilities.

In addition, Worcester’s central location within New England makes it ideal for visits to nearby attractions, including Cape Cod, a 90-minute drive southeast; Newport, Rhode Island, a 75-minute drive south; and Boston, a 45-minute drive east. The majestic mountains and pristine lakes of Maine, New Hampshire and Vermont are also nearby and accessible for day trips.

Worcester History & Firsts

• Worcester, Massachusetts was host to the first national Women's Rights Convention in 1850.

• The launching of the first liquid fuel rocket took place in Worcester, led by "the father of modern rocketry," Robert Goddard (also a graduate of WPI).

• Worcester's Jesse Burkett Little League Allstars became the first team from Central Massachusetts to ever qualify for the Little League World Series in August 2002 - capturing the hearts of the city and indeed the entire Commonwealth in the process.

• The first radio station to play a Beatles song in the United States was WORC in Worcester.

• The first woman to serve in a President's cabinet was Frances Perkins of Worcester, Franklin Delano Roosevelt's Secretary of Labor.

• The first Bible and the first dictionary printed in the United States were in the 18th century, by Worcester's Isaiah Thomas, who also printed the largest newspaper of the time, the Massachusetts Spy.

• In 1847, the first commercial valentine was mass produced in Worcester by Esther Howland.

• The first ballpoint pen and the first typewriter were invented in Worcester, Massachusetts – a state known for its exceptional writers.

• Worcester is the home of the second oldest First Night celebration.
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