

IM-SURE Policy and Regulations Manual 2007

I. INTRODUCTION

The Integrated Micro/Nano Summer Undergraduate Research Experience (IM-SURE) at the University of California, Irvine (UCI), provides a unique 10-week summer research opportunity for undergraduates to become fully immersed in cutting-edge micro/nano research and applications.

IM-SURE Fellows have the opportunity to choose from a variety of challenging and original research projects that explore a diverse and exciting range of topics in biomedical, physical, and engineering micro/nano-technology. Under the personal guidance of a UCI faculty mentor, students gain first-hand experience and training in state-of-the-art research facilities. A spectrum of seminars and workshops provides opportunities to build knowledge and enhance dialogue about micro/nano-systems engineering and applications. Students enjoy presentations from panels of speakers representing industry, national labs, and defense agencies, along with tours of campus research facilities and local industry field trips. Faculty also host workshops focused on career development, graduate school, research ethics, and writing and presentation skills. At the conclusion of the program, students share their research accomplishments by presenting their findings at the IM-SURE Research Symposium.

In addition to a \$3,000 stipend, students receive free and furnished on-campus housing. UCI is located in the heart of perpetually sunny Southern California, just minutes away from the Pacific Ocean. The campus is also a short drive from the mountain resorts, the desert, and several exciting theme parks, sports venues, and music halls. IM-SURE participants enjoy several fun excursions to get the most out of their Southern California experience.

The program is designed to help students fully develop the knowledge and skills that will propel them into graduate studies or careers in micro/nano-technology. Students also receive ongoing support after the program ends to help them further pursue their research and career goals.

The IM-SURE program is a Research Experience for Undergraduates (REU) Site funded in part by the National Science Foundation.

II. COMMITMENT TO RESEARCH ETHICS AND CONDUCT

IM-SURE Fellows are expected to spend a minimum of 40 hours per week during the time they are involved with the IM-SURE Program at UCI. Any deviation from the requirement of 40 hours per week needs to be approved by the Fellow's faculty mentor and the director of the program. Any absences from the program also need to be approved by the student's faculty mentor and the program director.

Fellows are expected to abide by the rules that faculty mentors have established for their laboratories. Fellows are required to work closely with a designate assigned by their faculty mentors (e.g., graduate student or post doctoral fellow), who will guide their daily activities. Fellows will maintain an orderly lab notebook in accordance with any rules that the faculty mentor has stipulated. Sample guidelines for maintaining a lab notebook are included in **Appendix A**. Fellows will also be required to submit an abstract and do a mid-summer progress oral presentation as well as final oral presentation at the end of the summer. See **Appendix B** for guidelines. Fellows are expected to treat each other with respect throughout the entire period of the program. Fellows are also required to sign appropriate forms related to intellectual property, patents, and liability.

III. ADMINISTRATIVE

Students receive \$2,000 of their stipend at the beginning of the program. The remaining amount will be awarded closer to the end of the program, upon meeting program requirements and based on evaluation by faculty mentor of student's progress. Travel reimbursement will be provided only for those students living outside a 50-mile radius of Irvine, California. Students must submit a copy of the travel receipt to the program director, or provide an estimate of miles traveled by car. Reimbursement will be provided before the end of the program and will be based on the least expensive method of transportation.

Problems encountered by students throughout the program must be reported to the program director immediately. Any requests to leave early must be submitted in writing and be approved by both the faculty mentor and program director. Once approved, the student will be allowed to leave early but an amount of \$300/week will be deducted from the student's stipend depending on their departure date.

Students are also required to attend all seminars and required IM-SURE activities. Requests to be absent with justification must be made to program director, in writing, prior to the event. As a reminder, reports of poor conduct, violation of program rules, and poor performance are grounds for dismissal from the program.

IV. LIVING AND SOCIAL

Students living in UCI Housing are expected to abide by the rules stipulated in the UCI Housing Handbook. This is included in **Appendix C**. Students are expected to attend the house meetings. Requests to be absent from a house meeting must be made in writing to the program director prior to the meeting. Changing of roommates is not permitted except in exceptional circumstances. A request for roommate change must be submitted in writing to the program director and approved by the housing coordinator before such change takes place. Problems with roommates or other individuals in the house must be reported to the program director immediately.

Appendix A

Scientific Data & Materials:

Record Keeping, Sharing, and Ownership

Source: Items used in this appendix have been adapted with permission from the class presentations used by Professor Richard Chamberlain, of the Department of Chemistry at UCI, as part of graduate student training. The original material is also copyrighted by Michael Kalichman and the University of California, San Diego, and was used with their permission.

Scientific data—including measurements, observations, and all other primary products of research activity—provide the factual basis for all descriptions, calculations, inferences, and conclusions set forth in research seminars, proposals and journals. As data are required to validate the integrity of published or reported work, scientists have a responsibility to carefully manage and maintain their data records, collection, storage, and sharing before and long after publication.

MANAGEMENT OF DATA

Responsible data management begins with planning for data collection, and continues after the work is published. It begins with sound experimental design and protocol approval; involves record keeping in a way that ensures accuracy and avoids bias; guides criteria for including and excluding data from statistical analyses; and entails responsibility for collection, use, and sharing of data.

What are the Rules, and Who Makes Them?

- Professional societies, research institutions, and academic journals have guidelines for responsible data management, but few are specifically regulated by law.
- Research records have legal standing in demonstrating priority for intellectual property claims ownership or patent rights requests under the Freedom of Information Act.
- In addition, nearly all aspects of scientific misconduct allegations depend on the extent and quality of documentation of the research.

Pay Attention to:

- Experimental Design
- Record keeping
- Collection and analysis of data
- Use, storage, and sharing of data

CASE STUDY: STUDENT VS. MENTOR

Description

A graduate student working in the laboratory of her mentor is gathering data for a federally funded project on which the mentor serves as principal investigator. The student is, of course, going to use the data for her dissertation work. The student and mentor have a terrible falling out. The student

leaves the lab and finds a new advisor. A week later, the former advisor notices that data and materials related to the student's project are missing. The student readily admits to removing the lab notebooks, spectra, chromatograms, and computer disks. She does not intend to use them in her new research project, but asserts that they are hers—the product of her sweat and blood—and that she, not her former advisor, is the rightful owner.

Questions

1. Can a student take the records and materials he/she has generated?
2. What issues of data ownership apply here and what should be done?

CASE STUDY: PRINCIPAL INVESTIGATOR VS. PRINCIPAL INVESTIGATOR

Description

Dr. Apple, a researcher working under a National Science Foundation (NSF) grant is studying the replication of bacteriophage in *E. coli*. Dr. Apple attends a lecture where world-renowned scientist, Dr. Ball, discusses her studies on the replication of a particularly useful bacteriophage that infects *E. coli*. Dr. Apple requests a sample of Dr. Ball's bacteriophage. Dr. Ball declines to provide a sample, even after several persistent and strongly worded telephone calls from Dr. Apple. Dr. Apple, obsessed with securing Dr. Ball's bacteriophage has a plan. Dr. Apple writes a letter to Dr. Ball and again requests the material. At the conclusion of the letter, Dr. Apple pleads, "If you insist on denying me this virus, at least give me the courtesy of a written response to this letter." Dr. Ball quickly responds with a one page, one sentence response: "Forget it!" After receiving Dr. Ball's letter, Dr. Apple—knowing Dr. Ball's propensity for performing much of her own research at the lab bench—takes the letter, places it in a blender making a slurry using sterile buffer, and spreads the slurry on lawns of bacteriophage recipient strains of *E. coli*. Soon, Dr. Apple isolates the long-sought strain of the bacteriophage.

Questions

1. What are the implications of refusal to share data?
2. Were Dr. Apple's actions appropriate?
3. Should Dr. Apple's actions give rise to an investigation of possible scientific misconduct by the NSF?
4. If the bacteriophage was used in a commercial pharmaceutical process and Dr. Ball was employed by the pharmaceutical company, did Dr. Apple illegally obtain a trade secret from Dr. Ball?

OWNERSHIP OF RESEARCH MATERIALS CASE STUDY: STUDENT VS. MENTOR

Description

Ronald Wu had just completed all the requirements for his Ph.D., and his thesis defense had gone extremely well. Dr. Christine Morris, his mentor, wrote in a letter of reference:

Ron is the best graduate student I ever had. He should be justly proud of what he has accomplished during the five years he has spent in this lab, having nursed a very important problem in synthetic chemistry from conceptualization to the identification of several novel and extremely effective catalysts for enantioselective organo-metallic coupling reactions....

On the basis of his performance and recommendations, Ron was accepted for a prestigious and comparatively well-paying postdoctoral fellowship in a productive, highly regarded laboratory in his area of interest. This situation was particularly attractive since it held the promise of a faculty position in two years. During his recruitment visit, the future postdoctoral mentor, Nobel laureate Dr. John Zintheseizer, suggested that Ron should bring from his current laboratory some samples of the new catalysts, which appeared to Dr. Z to be “just the ticket” for solving a long-standing problem in one of his synthetic routes. Up until this point, Ron and Dr. Morris had not discussed the disposition of the products of his research. After an impressive dissertation defense, Ron met with Dr. Morris to thank her for all her years of support and friendship, and for helping him obtain the fellowship. When Ron raised the topic of taking copies of his notebooks and some of his chiral catalysts to his new lab to help get him off to a fast start, Dr. Morris restated her affection for him and her appreciation of his promise as a scientist.

Dr. Morris then stated somewhat apologetically, “Of course, you understand that the materials associated with your research project belong to the lab. I really can't allow you to take your notebooks or other materials with you. I'm sorry Ron, but that's just the way it is.”

Questions

1. What do you think of the suggestion by Dr. Zintheseizer?
2. Who has ownership rights to the following materials:
 - a. Ron's original lab notebooks? Is it Dr. Morris' lab, as she said?
 - b. the (still unpublished) synthetic routes to the catalysts that Ron made?
 - c. the information in Ron's doctoral dissertation before it is officially published?
 - d. the limited supply of catalysts that he prepared?
 - e. the software Ron developed to predict catalyst structures for some of his studies?
 - f. unpatented software Ron used, which was written by a labmate?

3. Is Ron entitled:
 - a. To carry with him a photocopy of his lab notebooks?
 - b. To write a postdoc fellowship grant for funds to continue along the lines of a part of his Ph.D. thesis that was his independent idea, not Dr. Morris's?
4. What measures should a prudent and responsible laboratory take to protect its valued and unique materials?

Suppose that Ron responds to Dr. Morris as follows:

- There is ample precedent in other areas to support the notion that I should have access to these materials. For example, *Cell* and *Science* explicitly state that materials must be made available to qualified investigators. Since I did the work, I must be a qualified investigator.
- Also, NIH requires that materials developed under NIH grants be shared. Ethically, you cannot deny me the materials.
- “Furthermore, as a graduate student I'm as entitled to a share in the profits derived from my research as you are.”

There are other things to consider:

- The lack of availability to Ron of the materials he has developed will slow Ron's progress on his next job, and possibly in a larger sense, the progress of science.
- On the other hand, Dr. Morris has an interest in ensuring that her project not be “scooped” by another lab, and the institution regards materials developed with its resources as its own.

GUIDELINES FOR DATA MANAGEMENT

The responsible conduct of research includes matters to consider even before data collection begins.

- Carefully designing the study to identify what data will be needed helps assure that resources are not wasted and that significant results can be obtained.
- The time to correct problems in data collection methods is before the data are collected.

How do these points apply to synthetic chemistry, chemical biology, or your specific field(s) of interest?

GUIDELINES FOR RECORD KEEPING

Models for record keeping vary by discipline. However, nearly all fields of scientific research require records that should be kept in bound lab notebooks:

- With serially numbered pages (arabic) and volumes (roman).
- Written in permanent ink with no erasures.
- Leave room at the beginning of each book for a table of contents, and don't forget to add it later.
- All entries should be dated.

- Assign a unique notebook number to each important material produced in the experiment—whether it is a synthetic product, plasmid, or whatever—according to the nomenclature customary in your field; e.g., ARC-III-22c identifies the third such product (c) on page 22 in the third notebook (III) of the eminent synthetic chemist Adolf Richard Chamberlin (ARC). Use the format specified by your research advisor, but be sure all your products have unique identifiers (including multiple batches of the same product).
- Specify the sources of all-important reagents, either by company name for commercial reagents or with a specific notebook number.
- Include the actual data—such as chromatograms, spectra, and printouts—when practical. Or, more often, give a careful and specific reference to the location of the originals, usually filed by notebook number.

There must be sufficient detail to allow someone else to repeat the experiment you describe, with a high degree of confidence that they will obtain the same result.

DATA ANALYSIS AND SELECTION GUIDELINES

It is a laudable ideal to analyze and report all data; however, in practice some data must be excluded. The selection should be based on objective criteria, preferably ones specified before data collection. Critically evaluate the reasons for inclusion or exclusion of data, the measures taken to avoid bias, and possible ways in which bias may nonetheless influence selection. Clearly document how the data were obtained, selected, and analyzed—especially if the methods are unusual or potentially controversial.

DATA OWNERSHIP GUIDELINES

Who Owns the Data Produced in Academic Research?

Because the products of academic research involve creative contributions to new knowledge, it is sometimes assumed that the resultant data are different from the routine products of employees in any other institution or business. However, although the language and practice of science may seem to suggest otherwise, the equipment, materials and reagents—and even resultant data—all belong to the institution in which they are purchased or produced. The

issue becomes especially salient if a marketable product is produced, but it is also an issue when someone moves from one institution to another. If the principal investigator is moving, then she or he can normally expect to take the data, although exceptions do occur and equipment transfer is nearly always a matter for negotiation.

Who Is Responsible for Decisions on Data Ownership Issues?

Without an explicit agreement or ruling to the contrary, the principal investigator (research advisor) has primary responsibility for decisions about the collection, use, retention, and sharing of data. Student or postdoctoral researchers should assume that their original data will stay with the principal investigator. However, most academic institutions assume that graduating students may take copies of their research records. If regulations preclude researchers taking such copies, then the principal investigator is responsible for making this clear to members of the research group before work begins.

DATA SHARING GUIDELINES

Although sharing of data is generally in the best interests of science, it is clear that such sharing can place an individual scientist at risk; sharing data before publication can result in loss of credit or opportunity. Other problems may include:

- Exposure of data to the prejudiced scrutiny of competitors or detractors
- Risk of compromising confidentiality of human subjects
- Expense of time and resources to meet requests for sharing of data

However, reasonable strategies to minimize potential problems should make it possible to choose sharing over secrecy.

- Before publication, it is best to maintain an open data policy with appropriate caution.
- After publication, be prepared to grant reasonable access to the raw data; that is, honor requests that are in the interest of scientific inquiry and can be accomplished without inordinate expense or delay.

Appendix B

IM-SURE Abstract Guidelines

Abstracts must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. An abstract is not an introduction; it should summarize the substantive results of the work, not merely list topics to be discussed.

Abstracts will be published on the IM-SURE Web site, www.urop.uci.edu/im-sure.html, and in the Symposium Program.

Abstract Content

What Is an Abstract?

- An abstract is a summary of your paper and your whole project.
- It should have an introduction, body and conclusion.
- It highlights major points of the content and explains why your work is important, what your purpose was, how you went about the project, what you learned, and what you concluded.
- It is a well-developed paragraph and should be exact in wording.
- It must be understandable to an interdisciplinary audience.
- It does not include any charts, tables, figures, spreadsheets, or other supporting information.

Abstract Format

Many abstracts follow a format similar to this:

1. The problem to be investigated.
One to two sentences that state why the project was undertaken.
2. The purpose of the study.
One to two sentences that outline the nature of the project and how it differs from other similar projects.
3. The methods.
One to two sentences that summarize the important methods used to perform the project.
4. The major results.
One to two sentences that summarize the major results—not necessarily all the results—of the project.
5. The interpretation.
One to two sentences that summarize your interpretation of the results.
6. The implications.
One sentence that summarizes the meaning of your interpretation—what is important about these results.

Abstract Format

Abstracts should be:

- In Microsoft Word.
- In Times New Roman font, size 12.
- No more than 250 words in length.
- Single-spaced and a single paragraph.

Include the following in the abstract heading:

- Title of the paper.
- Full name of the student author.
- Name(s) of faculty mentor(s).

Sample Abstract

Title of the Paper

Joe U. Student

Mentor: Mary J. Professor

Several studies have suggested that rampart craters on Mars form in regions with high soil volatile contents—namely water ice. This study is the first to use data from Mars Odyssey’s Gamma Ray Spectrometer to correlate the distributions of water ice and rampart impact craters on Mars. We hypothesized that if rampart craters form due to high volatile content in the soil, then regions with more sub-surface water should show a higher percentage of rampart impact craters. We plotted the distribution of rampart impact craters on Mars and the water ice concentrations obtained by the Mars Odyssey’s Gamma Ray Spectrometer, then used statistical tests to determine if there was a correlation. We found that regions with high sub-surface water ice concentrations had a higher percentage of rampart impact craters than regions with low sub-surface water ice concentrations. For example, 87% of impact craters in Acidalia Planitia, a very water-rich area, were designated rampart craters; however, only 23% of craters in water-poor Syrtis Major were designated rampart. These results lend support to the idea that the fluidized ejecta morphology that characterizes rampart craters is caused by a high water ice concentration in the sub-surface. Understanding the factors that influence crater formation and morphology will allow us to age-date the Martian surface better, and mapping the distribution of ancient rampart craters may help us estimate sub-surface volatile concentrations from the Martian past.

IM-SURE Research Paper Guidelines

Your research paper—along with your presentation at the Symposium—is the culmination of your IM-SURE experience. It is your chance to demonstrate the results of your work, what you have learned, and how you have contributed to your research area's body of knowledge.

Originality, academic and practical relevance, thoroughness, accuracy, consistency, credibility, and proper referencing are important criteria for success. In preparing your paper, aim for a logical structure and a style that promotes readability. Also take care to use standard academic English.

Note: These guidelines are somewhat different from those you would use in preparing a paper for most scientific publications.

Paper Structure

Your paper must include a Title Page, an Abstract, Key Terms, Introduction, Acknowledgements, and Works Cited sections, in addition to the manuscript body. The following sections describe these parts of the paper.

Title Page

The title page must include the following:

- Student name and home institution
- Paper title
- Professor(s) or mentor(s) who guided the research, and his/her/their home department(s)

Abstract

The abstract is a single paragraph of fewer than 250 words that summarizes the entire paper. Readers use the abstract to decide whether they want to read the rest of the paper. It must contain enough information for them to gain a preliminary understanding of the project and to decide whether it appeals to their interests or not.

Discuss the following issues, devoting only one or two sentences to each:

- The problem you investigated
- The purpose of the study
- The methods
- The major results
- The interpretations
- The implications

Key Terms

This is a list of up to seven alphabetized words or short phrases that are central and specific to your research. All of the key terms must be explained in your paper.

Introduction

The Introduction provides readers with the information they need to understand the rest of the paper. Make sure you:

- Establish the basis and background for the project.
- Define terms that may not be familiar to readers outside the field.
- Present the objective(s) and question(s) the research addresses.
- Summarize previous research and the current status of the topic.
- Discuss the relevance and significance of the research.
- Describe the general methods and rationale used to explore the hypothesis.

Manuscript Body

Organize the body of the paper carefully. Subdivide the body into sections to emphasize both content and clarity. Use headings and subheadings to make the organization clear. Consider the following:

- Use the accepted terminology of the field to describe any materials, subjects, or experimental procedures used to gather and analyze data.
- Include detailed methods, so readers would be able to replicate the investigation.
- State the results clearly and succinctly. Thoroughly discuss, interpret and analyze the implications of the findings.
- Describe any problems you encountered and explain any unexpected findings. Include ways to improve or expand your research.
- Provide a conclusion that restates the question(s), results, and broader significance of the research.
- Plainly and succinctly discuss the impact of the results, both globally and specifically, to enlighten readers, regardless of their previous background in the field of study.

Methods and Materials

The purpose of this section is to make it possible for someone versed in your area to repeat your experiment and reproduce your results. Describe, in excruciating detail, exactly what you did. Include the following:

- Subjects used and their pre-experiment handling and care
- Sample preparation technique
- Origins of samples and materials
- Protocol for collecting data—how the procedures were performed
- Statistical analysis techniques used
- Information on computer programs used or written
- Descriptions of equipment setup and function

Results

Present the key results of the project without interpreting their meaning. Do not present raw data; use text, tables and figures to summarize. If feasible, follow the organization of the Methods and Materials section to provide consistency for the readers.

Discussion

Use this section to interpret the results of the project. Restate the major issues you discussed in the introduction and interpret them in light of the results. It is important to answer these questions:

- Did the results provide answers to the testable hypotheses?
- If so, what does this mean for those hypotheses?
- If not, do the results suggest an alternate hypothesis? What is it? Why do the results suggest it? What further results might solidify the hypothesis? Have others proposed it before?
- Do these results agree with what others have shown? If so, do other authors suggest an alternate explanation to explain the results? If not, how does this experiment differ from others? Is there a design flaw in this experiment?
- How do these results fit in with results from other studies? Do results from related studies affect the way you have interpreted these results?

Beyond simply interpreting the results, consider the following (in any order):

- What factors or sources of error might have influenced your results?
- What anomalous data appeared and how can you explain them? Are they explained by a theory, either yours or somebody else's?
- Was this experiment the most effective way to test your hypothesis? How could the experiment be improved to gain further insight?
- How have the results and conclusions of this study influenced our knowledge or understanding of the problem?
- What would be the next step in this study?
- What experiments could be run—or data found—to further support your hypothesis? What experiments could be run to disprove your hypothesis?

Acknowledgements

Thank the people/organizations that have supported the research and acknowledge funding sources where applicable.

Works Cited

Papers must contain full in-text referencing (not endnotes) with the complete references listed at the end of the paper. All resources—people, journals, pamphlets, etc.—must be referenced.

References must be in MLA format. See the “Citing References” section on page 8 for an overview of the reference format. For further information, MLA handbooks are available in the UROP office.

Layout and Style

This section describes the required format and layout for submissions.

Document File

Page Count	Papers are limited to a maximum of 20 pages.
File Format	Submitted documents must be in one of two file formats: <ul style="list-style-type: none">• PC-formatted Word (.doc) file• Adobe Acrobat (.pdf) file
Page Margins	Set margins to one inch (1”) on all sides.
Font	Use 12-point Times New Roman throughout the paper.
Line Spacing	Set Line spacing to Double.
Page Numbers	Number all pages. Center page numbers on the bottom of each page.
Figures	Number and title all figures, including graphs, drawings and photos. Place figure captions below the figures.
Tables	Number and title all tables. Place table captions above the tables.
Equations	Number all equations. Place equation numbers in parentheses to the right of the equations.
Footnotes	In general, avoid the use of footnotes. If, however, there is critical supporting text that does not fit in the main text flow, a few footnotes may be appropriate. Never use footnotes to cite references.

Graphics

Use graphics, including figures, tables, graphs, etc., to support your key findings. Graphics should be able to be understood on their own and must:

- Be of high resolution, at least 350 DPI (dots per inch). Note that many screenshots and pictures from the Web are 72 DPI, which is not suitable for print.
- Have neat, legible labels.
- Be simple. Avoid forcing too much information into a single graphic.
- Be clearly formatted.
- Indicate error. Include standard deviation information in tables and use error bars in graphs.
- Have detailed captions.

Style Guidelines

Commas in Lists	If a list comprises three single words (apples, oranges and bananas), there is no comma before the “and.” Use a comma before “and” for lists with four or more single words (apples, oranges, bananas, and kumquats) or if one or more of the items listed has more than one word (apples, oranges, passion fruit, and bananas).
Semicolons	Use to separate two closely related, independent clauses; these clauses can stand on their own and have both a subject and a verb. Semicolons can also be used in lists of multiple phrases where commas are already used.
Space after Periods	Use a single space after periods. Do not use double spaces.
Space after Colons	Use a single space after colons. Do not use double spaces.
Em dashes	Do not insert a space before or after an em dash (double hyphen).
Slashes	Do not insert a space before or after a slash.
Italics	Italicize foreign words used in their original context, such as <i>in vitro</i> and <i>in vivo</i> . Italicize <i>et al.</i> in the text, but not as part of in-text references.
Acronyms	When defining acronyms, only capitalize proper nouns.
Unit Abbreviations	Abbreviate units without periods: Seconds: sec Grams: g Minutes: min Kilometers: km Hours: hr
Degree Symbols	Angles: #° (no space before the degree symbol) Temperature: # °F or # °C (space before the degree symbol) In Word, click Insert, then click Symbol to open the Symbol dialog. With the font set to Times New Roman, select the degree symbol from the table. Another way to insert a degree symbol is to hold down the Alt key and, on the numeric keypad, press 0 1 8 6, then release the Alt key.

Tips on Good Writing

Producing a paper of excellent quality is not as daunting as it may seem; it just takes a little planning:

- Write your paper with an interdisciplinary audience in mind. Your audience includes students, faculty, and members of the university community who are not in

your field. Consider their level of knowledge about your specialization as you write.

- Keep writing throughout the research process. By the time you come to the conclusion of your project, the amount of information you have collected can seem overwhelming. Sit down each week and write a few paragraphs about your topic. These preliminary drafts will be invaluable when you start to write your paper.
- Check sentence order. Make sure that all the sentences in a paragraph relate to each other. You may want to prepare an outline after you have written the paper to double-check that each paragraph is in the most appropriate place. If you sense that the paragraphs are out of order, try cutting the paper apart by paragraph and physically rearranging the segments. Then reorder them on your computer.
- Evaluate the use of quotations. Avoid the excessive use of direct quotations; paraphrase whenever possible.
- Avoid writing the paper in the first person. (I did this; I found that; I will describe...) unless you are talking about your specific interactions with people.
- Get feedback on a draft. Ask students in your field and from other disciplines to read your paper and make suggestions. Have your faculty mentor also read and make suggestions.
- Read to your plants. This may sound silly, but it works. A few days after you finish your paper, read it out loud. Reading aloud will force you to slow down, and you will find yourself catching spelling and grammar mistakes, as well as awkward phrasings or unnecessary sentences.

Submission Checklist

- My paper answers the question “What is the significance of my research?”.
- I have checked that my abstract and conclusions accurately reflect the content of my paper.
- I have explained any technical or scientific terms unique to the topic of my research.
- People from other disciplines have read and critiqued my paper.
- I have spell-checked and read my paper thoroughly.
- I have reviewed the Paper Submission Guidelines.
- If applicable, my paper includes in-text citations, graphs, and data, and is formatted according to the Paper Submission Guidelines.
- My mentor read my paper, and I asked my mentor to suggest improvements.

Citing References

All references should be in MLA format. This section gives an overview and examples of the reference format. For more details or other examples, please consult the MLA Handbook (available in the UROP Office) or search online for other MLA guides.

In-Text Referencing

In-text referencing depends on whether the reference deals with a specific section or the conclusions of an entire work.

- Specific section: Cite the name of the author(s) and page number(s) only (James 115). There is no comma before the page number.
- Entire work: Cite the name of the author(s) and year of publication (James, 1984). There is a comma before the year.

Format multiple-author references according to the number of authors:

- Two authors: (Collins and Fremont, 1977)
- Three authors: (Collins et al., 1988)

For parenthetical in-text references, “et al.” is not italicized. Italicize “et al.” everywhere else.

Works Cited Section

Here are some examples of common entries for a Works Cited section. If you cite two or more entries by the same author(s), provide the name(s) only in the first reference and use three hyphens and a period (---) for the others. Also make sure to provide the unabbreviated article and journal titles.

Books

Author(s) of Book. Book Title. City Published: Name of Publisher, Year Published.

Eggins, Suzy. *Analyzing Conversion*. London: Cassell, 1997.

Eggins, Suzy, and Diane Slade. *Analyzing Conversion*. London: Cassell, 1997.

Eggins, Suzy, Diane Slade, and Ann Sheldon. *Analyzing Conversion*. London: Cassell, 1997.

Books Published in a Different Edition

Author(s) of Book. Book Title. Ed. Name of Editor. Edition Number. City Published: Name of Publisher, Year Published.

Chaucer, Geoffrey. *The Works of Geoffrey Chaucer*. Ed. F. W. Robinson. 2nd ed. Boston: Houghton, 1957.

Scholarly Journal Articles Paginated by Issue

Author(s) of Journal. “Article Title.” Journal Name Volume.Issue Number (Year Published): Page Numbers.

Hallin, Daniel C. “Sound Bite News: Television Coverage of Elections, 1968-1988.” *Journal of Communication* 42.2 (1992): 5-24.

Scholarly Journal Articles with Continuous Pagination

Author(s) of Journal. “Article Title.” Journal Name Volume (Year Published): Page Numbers.

Craner, Paul. “New Tool for Art: The Computer and Music.” *Computers and Humanities* 25 (1991): 14-19.

Articles in a Collection or Anthology

Author(s) of Article. “Article Title.” Title of Collection or Anthology. Ed. Name of Editor. City Published: Name of Publisher, Year Published. Page Numbers.

More, Hannah. “The Black Slave Trade.” *British Women Poets*. Ed. Paula Feldman. Baltimore: Johns Hopkins University Press, 1997. 472-482.

Articles in a Newspaper

Author(s) of Article. “Article Title.” Name of Newspaper. Date, Edition: Page Numbers.

Lohr, Steve. “Now Playing: Babes in Cyberspace.” *New York Times*. 3 Apr. 1998, late ed.: C1.

Articles in a Magazine (weekly/every two weeks)

Author(s) of Article. “Article Title.” Name of Magazine. Day Month Year: Page Numbers.

Mehta, Pratap Bhanu. “Exploding Myths.” *New Republic* 6 June 1998: 17-19.

Note: For a magazine published monthly or every two months, provide the month and year only.

Interviews that You Conducted

Name(s) of Person(s) Interviewed. Interview Type. Date Conducted.

Pei, I.M. Personal interview. 22 July 1993.

Bed, Alvin F. Telephone interview. 10 Dec. 1990.

Electronic Publications

Because this area is so diverse, here are a few guidelines to follow. Be as complete and specific as you can.

Title of database or project (underlined).

Name of editor(s) of the database or project (if given).

Electronic publication information, including version number, date of electronic publication (latest update), and name of the organization.

Date of access and Web Site address.

CNN Interactive. Ed. J. Doe. Vers. 98.2. 8 May 1998. Cable News Network. 8 May 1998 <<http://www.cnn.com/>>.

Note: To cite a selection within a database or project, begin with the author’s name and then, in quotes, the title of the work. Then proceed as described above. Be sure to give the specific Web site address for the selection.

IM-SURE Presentation Guidelines

Your presentation—along with your research paper—is the culmination of your IM-SURE experience. It is your chance to demonstrate the results of your work, what you have learned, and how you have contributed to your research area's body of knowledge.

Presentation Details

- Presentations are allotted 15 minutes, followed by three minutes for questions.
- UROP will provide a laptop computer and projector. Please upload your PowerPoint file to the Web, under your application profile, so you can load it quickly when it is your turn to speak. Please bring a copy on a CD or USB drive as a backup.

Preparing an Effective Presentation

- Organize your thoughts.
Start with an outline—it can be similar to the outline for your research paper—and develop good transitions between sections. Emphasize the real-world significance of your research.
- Have a strong opening.
Why should the audience listen to you? One good way to get their attention is to start with a question, whether or not you expect an answer.
- Define terms early.
If you are using terms that may be new to the audience, introduce them early in your presentation. Once an audience gets lost in unfamiliar terminology, it is extremely difficult to get them back on track.
- Finish with a bang.
Find one or two sentences that sum up the importance of your research. How is the world better off as a result of what you have done?
- Design your PowerPoint slides.
Consider doing a presentation without slides. Then consider which points you cannot make without them. Create only those slides that are necessary to improve your communication with the audience.
- Time yourself.
Do not wait until the last minute to time your presentation. You only have 15 minutes to speak, so you want to know, as soon as possible, if you are close to that limit.
- Create effective notes for yourself.
Have notes that you can read. Do not write out your entire talk; use an outline or other brief reminders of what you want to say. Make sure you use large enough text that you can read it from a distance.

- Practice, practice, practice.

The more you practice your presentation, the more comfortable you will be in front of an audience. Practice in front of a friend or two and ask for their feedback. Record yourself and listen to it critically. Make it better and do it again.

PowerPoint Tips

Microsoft PowerPoint is a tremendous tool for presentations. It is also a tool that is sometimes not used effectively. Here are some tips to make your PowerPoint slides more effectively enhance your presentation.

- Use a large font.
As a general rule, avoid text smaller than 24 point.
- Use a clean typeface.
Sans serif typefaces, such as Arial, are generally easier to read on a screen than serifed typefaces, such as Times New Roman.
- Use minimal text.
Use bullet points, not complete sentences. The text on your slide provides an outline to what you are saying. If the entire text of your presentation is on your slides, there is no reason for the audience to listen to you.
- Use contrasting colors.
Use a dark text on a light background or a light text on a dark background. Avoid combinations of colors that look similar. As a note, the most common form of color blindness is red/green.
- Use special effects sparingly.
Using animations, cool transition effects, sounds and other special effects is an effective way to make sure the audience notices your slides. Unfortunately, that means that they are not listening to what you are saying. Use special effects only when they are necessary to make a point.

When You Are Presenting

- Be excited.
You are talking about something exciting. If you remember to be excited, your audience will feel it and automatically become more interested.
- Speak with confidence.
When you are speaking, you are the authority on your topic, but do not pretend that you know everything. If you do not know the answer to a question, admit it. Consider deferring the question to your mentor or offer to look into the matter further.

- Make eye contact with the audience.
Your purpose is to communicate with your audience, and people listen more if they feel you are talking directly to them. As you speak, let your eyes settle on one person for several seconds before moving on to somebody else. You do not have to make eye contact with everybody, but make sure you connect with all areas of the audience equally.
- Avoid reading from the screen.
First, if you are reading from the screen, you are not making eye contact with your audience. Second, if you put it on your slide, it is because you wanted them to read it, not you.
- Explain your equations and graphs.
When you display equations, explain them fully. Point out all constants and dependant and independent variables. With graphs, tell how they support your point. Explain the x- and y-axes and show how the graph progresses from left to right.
- Pause.
Pauses bring audible structure to your presentation. They emphasize important information, make transitions obvious, and give the audience time to catch up between points and to read new slides. Pauses always feel much longer to speakers than to listeners. Practice counting silently to three (slowly) between points.
- Avoid filler words.
Um, like, you know, and many others. To an audience, these are indications that you do not know what to say; you sound uncomfortable, so they start to get uncomfortable as well. Speak slowly enough that you can collect your thoughts before moving ahead. If you really do not know what to say, pause silently until you do.
- Use a pointer only when necessary.
If you are using a laser pointer, remember to keep it off unless you need to highlight something on the screen.
- Breathe.
It is fine to be nervous. In fact, you should be—all good performers are nervous every time they are in front of an audience. The most effective way to keep your nerves in check—aside from a lot of practice beforehand—is to remember to breathe deeply throughout your presentation.
- Relax.
It is hard to relax when you are nervous, but your audience will be much more comfortable if they sense you are too.
- Acknowledge the people who supported your research.
Take a moment to thank the people who made your research possible, including your mentor, research team, collaborators, and other sources of support. Funding for the IM-SURE program was provided by the National Science Foundation; please include the NSF in your list of acknowledgements.

Appendix C

2006-2007 Undergraduate Housing Handbook & Planner University of California, Irvine

PRINCIPLES OF COMMUNITY

The UCI community includes student, faculty and staff members from a rich diversity of backgrounds and experiences. As a community engaged in education, we encourage free expression of social, religious and political beliefs as part of the learning process. Through academics, extra-curricular activities, and in our everyday interactions with one another, we strive to foster an atmosphere of positive engagement and mutual respect. We celebrate both the uniqueness and diversity of the individuals who make up this community as well as the value of our shared experiences here at UC Irvine. As a community, we stand against any form of discrimination on the basis of race, ethnicity, religion, socio-economic status, nationality, age, gender, physical ability or sexual orientation. It is our hope that each and every member of the UCI community benefits from their experience here and comes to feel like a valued member of this university community. To that end, everyone who chooses to live in, work in, or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or humorous intent will not be accepted as an excuse. We will respond to such behavior in a manner consistent with our educational mission and our policies for behavior on campus and in housing. Our residential communities are dynamic environments that are designed to enable all individuals to reach their full potential. Only by understanding, supporting, and celebrating our diversity can we create an environment where individuality, creativity, and community will thrive.

MISSION STATEMENT

Student Housing provides a variety of learning-centered residential communities that are safe and secure, well maintained, and affordable. We promote academic success and individual and community development through a wide array of educational opportunities and support services. By providing staff with the necessary resources, and building partnerships with campus and community constituents, we create and sustain rich residential environments for a diverse student population.

ARROYO VISTA

The Community

Residents of this unique community are either students with the same major or academic interest living in a theme house or members of sororities or fraternities living in a Greek-letter house. Each theme house is sponsored by an academic department or program whose faculty and staff become involved in the social and academic programming

within the house. The community consists of 40 houses, which have large living rooms with fireplaces, dining areas, kitchens, laundry rooms, and study rooms on the first floor. Common living areas of the houses are the site of regularly planned activities, both formal and informal. Double-occupancy bedrooms and shared bathrooms are on the second and third floors. All rooms have two Ethernet connections to the campus network, giving residents fast-link access to the Internet without the use of modems. Bedrooms are cable-ready, and cable TV is provided in each of the living rooms.

Community Facilities

Community Center

The Arroyo Vista Community Center houses the administrative offices for the community as well as a recreation room, computer lab, meeting room and poster-making station.

Recreation Room

A large screen cable TV, change machine, Xerox copier, and a foosball, pool and ping-pong tables are available in the recreation room. Residents can also check out a variety of board games and sports equipment. In addition to these features, the community also has two basketball courts and a sand volleyball court. And, the Anteater Recreation Center (ARC) is right next-door!

Computer Lab

The Community Center hosts a computer lab with free internet access and offers printing for a nominal fee. This lab is for the exclusive use of Arroyo Vista residents.

ADMINISTRATIVE SERVICES

Housing Administrative Services

Housing Administrative Services (HAS), located on the corner of Pereira and East Peltason Drive, is where you make housing payments, turn in housing contracts, and can obtain information and assistance with fee deferments, housing fees or invoices, housing contracts, and wait-lists. HAS is also where you may contact Student Housing Executive Directors and other central Housing staff as needed. HAS hours are Monday-Friday, 8:00 am -5:00pm; Housing Cashier hours are 9:00am - 3:30pm. For more information call (949) 824-6811 or e-mail Housing Administrative Services at housing@uci.edu.

Housing Office: 209 Administration Building

The Housing Office is located on the second floor of the Administration Building and staffed with Housing Advisors to answer any on-campus or off-campus housing questions. If you plan to live off-campus during your years at UCI, the

Housing Office in 209 Administration is where you can find information about off-campus housing options, including an off-campus listing service for people who are looking for roommates, available houses, apartments or condos for rent, or rooms for rent in private homes. You are welcome to stop by the office to check out the variety of off-campus housing options. (Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.) or visit www.housing.uci.edu/och/.

Community Housing Offices

Each housing complex has an office located within the community. Residents can go to their community Housing Office to receive information specific to their community. In your community Housing Office you can ask questions about community activities, meet with housing administrators, request a room change, or seek details on temporary keys and mail. Maps of campus housing communities are available in each Community Housing Office, in the Housing Office in 209 Administration Building, Housing Administrative Services as well as online at www.housing.uci.edu.

MAINTENANCE & HOUSEKEEPING

It is the goal of Student Housing to maintain each community in good condition for you and future residents. As maintenance and repair issues are brought to our attention, we will remedy them as promptly as possible. Periodic inspections of public areas and student apartments/rooms will be conducted by Housing staff to check for health and safety hazards, as well as for needed repairs. The Housing Office will bill students by the hour for excessive trash removal or for any extraordinary cleaning or repair that is required. If you find damages, non-working items or hazards, please report them immediately to the Housing Office in your community.

Room/Apartment Condition Report

At check-in, you will receive a Room/Apartment Condition Report Form, which will be the record of the condition of your room at the time of move in. You must inspect your room/apartment and be certain the form is completed accurately. These forms along with emergency and release of information cards must be signed and returned within 48 hours of your check-in to your Resident Advisor or House Assistant. When you move out of Arroyo Vista, Mesa Court, or Middle Earth, a staff member will inspect your room with you present and have you sign the form again, acknowledging any new damages. (If a resident fails to check out properly, the room condition report will be completed without the presence or signature of the resident.) Details about the check-out process will be communicated to residents during the Spring Quarter with the expectation that residents will abide by the guidelines detailed therein. Any damages, beyond normal wear and tear, identified at checkout and not previously noted on the form will be assumed to have occurred during your residency and you will be charged. If no one claims responsibility, all roommates/apartment-mates/suite-mates will be billed.

Service/Work Orders

If you have a maintenance problem, please complete and submit an online Work Order Request Form from at www.housing.uci.edu/workorder or your housing community Web site. If a maintenance problem requires immediate attention, please complete the Work Order Request Form and call your community Housing Office or your community duty line after hours. Fill out the Work Order Request Form completely, including your name, phone number, service location, and a specific description of the problem. In servicing work orders, priority is given to emergency requests (such as a broken water pipe and safety concerns), but all concerns will be attended to as quickly as possible. You will receive written or electronic notification as soon as the repair work is completed. Your community Housing Office must coordinate all repairs. If the operations staff cannot resolve the problem, we will contact appropriate services for assistance. **At no time should you call an outside repair service or the University Facilities Management Department directly.** Doing so will result in your account being billed with all associated costs.

Damage Billing & Charges

Students will be billed for parts and labor associated with all damages. There is a minimum fee of \$15.00 per hour for labor. If the Housing maintenance staff cannot repair the damage, they will contact UCI's Facilities Management staff. Should that department be called, the minimum charge is \$50.00. In addition, all damage billing will have an administrative fee of \$2.50 added to each invoice.

Public Areas

At the beginning of the academic year, an assessment is done of each public area. Any damages beyond normal wear and tear, which cannot be attributed to a specific person(s), will be billed evenly among the residents of the particular suite, apartment, residence hall or house.

Tape, Tacks & Nails

When putting up memo boards, pictures, and posters, remember that tape, tacks, and nails can damage a wall or door. We recommend using products that do not harm surfaces in your room. You, as a member of the community, will be held responsible for all such damages.

Cleanliness

Residents are expected to maintain a clean living environment. Housing staff cleans all areas except individual apartments/rooms. This includes regular cleaning of the public areas and bathrooms, except on weekends, holidays, and other specifically designated times. Residents are responsible for removing trash from their room and placing it into a receptacle located outside their residence.

SERVICES

Cable TV

UCI Housing provides cable television to each undergraduate complex. Cable TV is provided at no additional cost to the resident. 68 channels are available with an option for the resident to subscribe to HBO. For more information, contact the Office of Residential Network Services at (949) 824-6375, or visit their Web site at <http://resnet.uci.edu/index.asp>. You may also e-mail them at resnet@uci.edu.

Keys and Lockout Assistance

Each housing community has a different key system and different charges for key replacement. Always carry your key with you and lock your doors. Propping doors open or keeping doors unlocked invites intruders to enter your residence. If at any time your key is lost or stolen, you should immediately report it to your Community Housing Office and, if stolen, to the UCI Police Department. You must be on a current housing roster to be serviced for a lockout for your own room. During holidays and school breaks, residents will receive a memo if the lockout procedures change.

The following are specific guidelines for the Arroyo Vista community:

Keys Issued: 1 card key or 1 metal key for the building, 2 metal keys for the room and mailbox, 1 metal pantry key for newer houses.

Replacement Costs:

- Room Re-keying: \$58.00
- Building Key (1002-1080): \$100.00
- Mailbox key: \$7.50
- Pantry Key (1082-1094): \$7.50
- Card keys (1082-1094): \$10.00

Lockout Procedure:

- 8AM to 11PM (Monday-Friday) and 2PM to 11PM (Saturday-Sunday): Lockout keys are available at the Community Center and must be returned within 1 hour. Keys returned after one hour will incur a \$20.00 late charge.
- 11PM-8AM (Monday-Friday) and 11PM-2PM (Saturday-Sunday) and holidays: Call the HA Duty Line at 351-4228. Keys obtained for non-office hour lockouts must be returned the next day by 12:00 noon (Monday-Friday) or by 2:00pm (Saturday-Sunday) to avoid the late fees.

Charges:

- After 3 free lockouts when the office is open, there is a charge of \$5.00 per lockout.
- All non-office hours' lockouts (whenever the office and recreation room are closed) are charged a \$20.00 fee.

- Keys (checked out during non-office hours) that are late being returned (after 12 noon (Monday- Friday) or after 2PM (Saturday-Sunday)) will incur an additional \$20.00 late fee.
- Resident doors will be re-keyed if keys are not returned by 3PM (Monday-Friday) and 5PM (Saturday & Sunday) the day they are due. The resident will be billed \$58.00 for the room key, \$7.50 for the mail key, and \$12.50 for pantry keys (1082-1094 Buildings only).
- Residents must submit a police report within 7 business days if contesting changes.

Laundry

For your convenience, Mesa Court, Middle Earth, and Arroyo Vista have coin-operated washers and dryers in each residential building. Campus Village has centralized laundry rooms. The cost to use the machines is \$1.00 to wash and \$0.25 for each 20 minute cycle to dry. Please promptly report any problems with washers and dryers to the Housing Office in your community.

Lost & Found

The University does not assume responsibility for personal items that are abandoned, lost, misplaced, or stolen from within the housing communities. For your safety and to prevent the loss of your property do not prop building doors open and keep your room doors and windows locked when unoccupied. Please inform your community Housing Office, if you should lose or find something. Report all stolen items to the UCI Police Department immediately.

Mail

Resident mailboxes are located in each community. Upon move-in, residents are issued either a mailbox key or combination. Mail is distributed daily with the exception of Sundays and holidays. Students are advised to check their mailboxes regularly as university offices use them to communicate important information. During academic breaks, there is no mail distribution or acceptance of packages in Arroyo Vista, Mesa Court or Middle Earth. Mail received for students who have left a forwarding address after leaving the community will be forwarded for **thirty days only**. Letters or packages too large to fit in your mailbox will be left in the mail facility, or community Housing Office, or a parcel box and a package slip or key will be left for you indicating where the item can be retrieved. We reserve the right to return to sender any parcel boxes and packages that have not been retrieved within 5 days of their arrival. You must show your photo ID to claim a package. In order to avoid unnecessary delays in your mail delivery, letters or packages should be addressed as follows:

Student Name
(Mailbox#) Arroyo Drive Bldg.#
Irvine, CA 92617

For U.S. Mail, do not write "box" in front of your mailbox number and do not include your building name, house or

room numbers in your U.S. mail address. For items being delivered to your house (UPS, FedEx, Express Mail), use: "Building number" Arroyo Drive, "Room number," Irvine, CA 92617.

Parking

Residents must purchase a parking permit in order to park a car on-campus. Permits may be purchased online at www.parking.uci.edu or at the Parking Transaction Kiosks (refer to Web site for locations). Permits are required on the campus 24 hours a day, seven days a week. Guests may park in metered stalls or purchase a daily pass at the parking permit dispensers located at the East or West Peltason campus entrance. Motorcycles must also display a permit and be parked in marked motorcycle stalls. For more information visit www.parking.uci.edu or the Parking and Transportation Office in the Public Services Building at the corner of Pereira and East Peltason Drives.

Refrigerators

All residence hall kitchens have a full size refrigerator. In addition, to help make your stay in the residence halls as comfortable as possible, you may also rent a micro-fridge (combination compact refrigerator/freezer/microwave). Micro-fridges are approved by UCI for its safety features and its built in protection against power overload (when using a microwave and refrigerator at the same time). The micro-fridge microwaves are the **only** microwaves permitted by Student Housing in student rooms. For micro-fridge rental and sales information, please refer to the information included with your move-in packet or www.housing.uci.edu/whattobring.asp for contact information. You may bring your own personal mini refrigerator or micro-fridge, however it may not exceed 4.3 cubic feet and must be UL approved. **Note: Housing reserves the right to remove any unauthorized, problematic, or dangerous electrical equipment or appliance.**

ResNet

ResNet provides Ethernet high-speed access to UCI's network and the Internet. This service is available in every room of every residence hall, apartment, and Arroyo Vista house. This includes all undergraduate and graduate housing complexes and several groups of apartments for visiting professors. With your own computer, you have instant access to e-mail, the UCI Libraries network, and the Internet without the need for a dial-up modem. For more information, contact the Office of Residential Network Services at (949) 824-6375, or visit their Web site at <http://resnet.uci.edu>. You may also e-mail them at resnet@uci.edu.

Telephones

A phone jack is provided in your room/apartment, which can be activated through Southern Bell Company (SBC), the local phone company. Housing will maintain inside wiring in each community. Except for some wiring repair charges, residents are responsible for all phone service and long distance charges. You should have received

information on how to activate phone service with your move-in packet or you may visit your community housing office for information. Housing is not responsible for any phone charge discrepancies among roommates. Public pay telephones can also be found in each community.

ROOMMATES

Guidelines for Living Together

Living successfully with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful, manner. It is understandable that it may be challenging to share living space at times; schedules, personalities, habits, stresses and lifestyles vary from person to person. Communication is the key. One way to help avoid potential conflicts and misunderstandings is to sit down during the first week of living together and discuss your expectations of each other as roommates. By establishing these ground rules early, and by keeping the lines of communication open throughout the year, roommates increase their chances of having a positive experience. Your Resident Advisor (RA) or House Assistant (HA) may have a form or hints to help facilitate this process.

Take some time to discuss issues and get everything out in the open; do not let them build up and subsequently boil over. By sharing your feelings and reactions on these topics, you will be ahead of the game in understanding and empathizing with each other during the ups and downs of everyday college life. When conflicts arise, reflecting on these topics, and communicating openly, can help resolve disputes before they become unsolvable. If you find yourselves faced with a particularly difficult situation, talk with your Resident Advisor/House Assistant. Having successfully completed extensive training sessions, they possess a wealth of knowledge and experience that enables them to work effectively with college students. Even if your RA/HA is not able to assist you, he/she will know to whom to refer you so that your concerns are addressed. Listed below are suggested topics to discuss with your roommate(s).

Suggested Roommate Topics for Discussion

- Study habits (times/areas)
- Noise levels (music/TV)
- Security (locking doors/windows)
- Gatherings
- Telephone/payment/usage/messages
- Guests (male/female)
- Overnight guests (male/female)
- Alcohol (consumption values & practices)
- Hygiene/Cleaning (personal living area)
- Cleaning (who/how often)
- Borrowing items
- Sleeping habits

CONTRACTS

- Mail pick-up
- Pet peeves
- Smoking
- Food (sharing/cooking)
- Room temperature

Additional Discussion Items

- The way I react to most people when I first meet them is...
- What I would like to tell you about my family and community I grew up in is...
- What I miss most being away from home is...
- My hobbies and interests are...
- The way I would like to decorate our room/apartment is...
- Some things I like to spend money on are...
- My greatest pet peeve is...
- The way I react when I'm under pressure is...
- When I'd rather be left alone, I will...
- I usually let people know I'm angry by...
- When I'm depressed, I usually...
- Something that always cheers me up is...

Room/Apartment Changes

Room/Apartment changes are made only under exceptional circumstances. If a conflict arises in your living situation, all those involved are expected to make their best efforts to resolve the problem. Housing staff are available to assist residents with roommate issues. Housing reserves the right (as per the contract) to temporarily or permanently relocate a student if deemed necessary to resolve a conflict. If a student is experiencing exceptional circumstances and wishes to change their housing assignment, the following guidelines apply. Individuals interested in a change should first communicate existing issues to their respective RA/HA, and with her/his assistance, work toward a resolution.

Formal written approval must be received by the appropriate professional staff person in your community prior to any move. Your RA/HA will be able to advise you on specific approval processes. Your room keys must be returned, and your space must be inspected for damages and/or excessive wear and tear by an appropriate staff member. Room change requests will not be processed during the first two weeks of the Fall quarter in any of the communities, unless an urgent and compelling circumstance warrants it. Unauthorized room/apartment changes are not permitted. Residents in violation of this policy will be required to move back to their original rooms and are subject to disciplinary action and/or financial assessments.

Contract Cancellations

Your housing contract is a legally binding document and all contract conditions are strictly enforced. Occasionally, serious circumstances arise that lead residents to request a contract cancellation. Requesting a cancellation does NOT guarantee that one will be granted. Roommate conflicts, noise, construction nuisances, or dislike of the food (in Mesa Court and Middle Earth) will not be considered as valid reasons for cancellation of the housing contract. Without proper authorization, residents will be held responsible to the terms of their housing contract. Also be aware that there is a \$250.00 liquidated damages fee assessed for all approved contract cancellations to compensate the University for the costs associated with filling the vacancy and for lost income. Simply moving out or turning in keys does not constitute release from contractual obligations. Upon determination by Housing that a student has violated housing contract provisions, violated the rules of the University of California, or engaged in conduct otherwise detrimental to the welfare of themselves or other students, Housing reserves the right to cancel the housing contract, in addition to other actions. Students whose contracts are cancelled by Housing will also be charged a \$250 liquidated damages fee. Parents of students who are under 18 years of age will be notified in the event of a housing contract cancellation.

Moving Out

When you have been approved to move out, you must adhere to the following checkout procedures:

1. You must **complete all cancellation forms** required by your community.
2. A **room inspection** with Housing Staff is required.
3. You **must return all keys** issued by the Housing Office and sign appropriate paperwork.
4. You must **submit a forwarding address** card.

Please contact your community Housing Office or your RA/HA for specific information. Failure to comply with move-out procedures (i.e., moving out late or not returning keys in a timely manner) may result in a financial assessment. The Housing Office cannot guarantee the security of any items left behind.

HEALTH AND SAFETY

UCI Student Housing is committed to maintaining high standards of safety and security in our communities. In order to maintain a safe and secure environment, it is imperative that all residents and their guests remain vigilant about safety and security issues, and work proactively to follow established guidelines. Undergraduate housing communities conduct two safety “walk through inspections” each year. Professional staff from Student Housing and Environmental Health and Safety conducts in-room inspections that focus on electrical hazards, fire safety issues, and unsafe furniture arrangements.

Counseling Center

Professional counseling services are available to all students at the Counseling Center in the Student Services I Building. The phone number is (949) 824-6457. Services are free for currently enrolled UCI students. Referrals to off-campus counselors can also be made through the Counseling Center, at reasonable cost to students. The Counseling Center offers individual assistance, group sessions, and classes/workshops. For additional information, please visit www.counseling.uci.edu.

Disaster/Earthquake Preparedness

In an attempt to ensure the safety of our residents in case of an earthquake or other natural disaster, Student Housing has developed an emergency preparedness plan for your community. In an emergency such as an earthquake, gas leak, or natural disaster, follow the procedures listed below. Although Student Housing has a limited supply of disaster supplies, we encourage residents to gather their own personal supplies and make their own plans in case of an earthquake. Housing staff will be happy to assist you with designing an adequate supply of materials for your room, as well as offer ideas for how you can be best prepared. UCI Housing conducts two disaster drills every year: one at the beginning of Fall quarter and another during Spring quarter. All students are strongly encouraged to participate in the drills.

During an earthquake:

Listen for the instructions of your RA/HA or another staff member.

- If you are indoors, get under a table or desk, or against an inside corner of the room. Get away from glass or heavy objects that may fall on you.
- Do not run outside during the earthquake. The risk of being injured by falling bricks or breaking glass is much higher when you are outside.
- If you are outdoors, try to remain in an open area away from tall trees, buildings or electrical lines.
- After the shaking has stopped, assess your surroundings, then evacuate the building calmly. Lock your door, wear shoes for protection and take your keys and emergency supplies.
- Do not light a match or turn on a light because of possible gas leaks or electrical shortages.
- Proceed to the designated evacuation assembly area in your community. Your RA/HA or other student staff member will direct you to the specific location.

Emergency Blue Phones

Emergency Blue Phones are available throughout campus for a direct emergency line to the UCI Police Department. These phones, once activated, can monitor callers from a long range, they also automatically let the police dispatcher know the location from which you are calling.

Emergency Situations

If you encounter an emergency where an individual needs immediate medical attention, call the police at 911. The police will quickly alert paramedics. If there is an emergency that does not require the police, during the day you can call your community Housing Office from 8 a.m. to 5 p.m. After 5 p.m. and until 8 a.m., and 24 hours a day on weekends and holidays, use your community emergency/duty line.

Fire Alarm Testing and Evacuation

Fire evacuation plans are posted in most residential building(s). Become familiar with the evacuation plan for your hall, house or apartment before a fire or other disaster occurs. Every alarm must be treated as an indication of a real emergency. Always evacuate a building when an alarm sounds. Undergraduate housing communities conduct annual fire alarm testing, and residents are expected to evacuate their building. Upon discovery of a fire, alert others, leave the area and close all doors behind you. Please pull the nearest fire alarm box and dial 911 to report the fire. The procedure for evacuation is as follows:

1. Close and lock your door and take your key with you. Exit the building immediately through the nearest and safest path.
2. Once you are out of the building, go to the designated assembly area.
3. Re-enter the building only after receiving instructions to do so from fire officials or from your community housing staff.

Personal Property

The University is not responsible for damage to personal property caused by natural occurring events (floods, earthquakes, etc.) or facility malfunctions (plumbing, electrical, etc.). Residents are encouraged to secure renter's insurance to protect their belongings.

Personal Safety

Taking responsibility for your personal safety is imperative in a community living environment. Although the HA's/RA's conduct safety rounds at night and police services are available, you need to take action to safeguard yourself. Please be aware of the necessity of abiding by the following list of safety measures:

- Carry your key at all times.
- Lock your door and carry your keys at all times, even if you are going next door or using the restroom.
- Do not lend your key to anyone.
- Avoid walking alone at night. Walk with a friend or call the Escort Service provided by Special Events Parking at (949) 824-SAFE.
- Avoid parking or walking in unlit areas.
- Do not prop interior or exterior doors open.
- Report any non-locking doors and windows to your community Housing Office.

- Report unsafe or suspicious items or persons to your community Housing Office and/or the UCI Campus Police (911).
- Do not attach bikes or other items to stairwell railings. Bicycle racks are provided in all housing communities; additional storage is available in some areas. Illegally parked bicycles may be removed and impounded by maintenance personnel or by UCI Police.
- Do not store items in hallways or obstruct doorways.

Sprinklers, Smoke & Heat Detectors

Each student should be aware of the sensitivity of the sprinklers, smoke detectors and heat detectors that are present in their room, hallways, or apartments. These can be activated by water, force, pressure, or sudden shock. When smoke or heat detectors are triggered, they activate the building alarm system alerting residents, the Police Department and the Fire Department. The following is a list of guidelines for your smoke detector:

- Some room smoke detectors are battery operated.
- To ensure your safety it is imperative that batteries are left in the smoke detectors at all times.
- When the batteries are low, the detector will emit a periodic beeping sound. If this happens, submit a work order in your community Housing Office to have the battery replaced.
- Your community maintenance staff conducts periodic smoke detector checks to ensure their working condition.
- Residents should not touch, tamper with, or attempt to investigate any fire safety equipment.

HOUSING POLICIES

P.01 Alcohol

The fundamental purpose of this University community is a dedication to excellence in teaching, research, and public service. Alcohol abuse and the resulting consequences have a significant negative impact on campus life and mar individual clarity of thought, verbal and perceptual acuity, and mental alertness. Members and guests of the community are expected to take responsibility for their drinking behavior and for the consequences of alcohol consumption. The University is obligated to outline behavioral expectations of students, staff, faculty, and off-campus guests who (by permit or otherwise) use alcohol on University properties, or in conjunction with events sponsored by University departments, schools, or programs. The University affirms its support for programs now on campus leading to wider understanding of the use and abuse of alcohol. UCI encourages further educational efforts designed for members of the University community who seek to make informed choices where alcohol is involved. The University of California, Irvine and the Housing Office comply with the laws of the State of California. Important parts of those are summarized here:

No person may sell, furnish, or give any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (*Reference: California Alcoholic Beverage Control Act, Section 25658*)

It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (*Reference: California Alcoholic Beverage Control Act, Section 25662*)

The Housing Office Further Specifies:

a. Eligible Age.

All residents and their guests must be 21 years of age to possess, transport, store, or consume alcohol. Storage of alcohol in a room where a minor resides is prohibited in the residence halls.

b. Private Use.

Students who are 21 or older may consume alcohol within the privacy of their own room or apartment. In Arroyo Vista and the Residence Halls, all individuals present where there are open alcohol containers must be at least 21 years of age, and room doors must be closed. In Campus Village, residents and guests who are 21 or older may consume alcohol in their own residence in the presence of a minor. In all cases, all those present must adhere to housing policies governing noise and other common courtesies. Alcohol consumption is not permitted in any public areas within Undergraduate Housing.

c. Alcohol Permits.

No alcohol permits will be issued to UCI students for events that occur in undergraduate housing facilities.

d. Open Containers.

No one, regardless of age, may have an open container of alcohol (e.g., can, bottle, cup) in a public area (including grounds, parking lots and patios/balconies) at any time. A public place is anywhere other than a residence hall room, house bedroom, or apartment.

e. Common Sources of Alcohol.

Kegs (including those which are empty or untapped), bulk sources of alcohol, or any item used to facilitate the rapid consumption or distribution of alcohol are not permitted in Undergraduate Housing, regardless of the resident's age. Alcohol may not be manufactured or produced in any of the residential complexes.

f. Personal/Guest Behavior.

Obvious intoxication is not appropriate in the residential communities. The consumption of an intoxicating beverage is not considered an excuse for irresponsible behavior within residential areas. Individual residents are responsible for their own actions as well as the actions of their guest(s).

g. Disposal of Alcohol.

Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State law or University and Housing policies.

h. Group Activities

Group events or activities that includes alcohol use are not permitted in any public areas within UCI Undergraduate Housing communities.

i. Safety

The inability to exercise care for one's own safety or the safety of others due in whole or part to alcohol consumption is considered a violation of policy.

j. Collections/Displays

Alcohol container collections and/or displays (empty or unopened) are not permitted.

P.02 Animals

Due to the need for pest control, the potential for disruption, and safety and medical reasons, animals are not permitted in any of the undergraduate housing facilities. The exception to this rule is fish in a tank no larger than 10 gallons. Individuals in violation may be assessed an associated cleaning and fumigation fee, mandatory removal of the pet and possibly disciplinary action. Animals, other than service dogs, are not permitted in any campus building.

P.03 Appliances

All living environments with full-size kitchens have refrigerators and microwaves. Mini refrigerators or microfridges are permitted in individual rooms if they are UL-approved and not larger than 4.3 cubic feet. For safety reasons, the use of electrical cooking appliances such as coffee pots, personal microwaves, hot plates, sandwich makers, electric grills, and popcorn poppers is permitted only in kitchen areas. Due to their potential fire hazard we discourage the use of halogen lamps; however, halogen lamps brought must be UL-approved and have installed safety screens. Housing Office staff reserve the right to remove any unauthorized, problematic, or dangerous electrical appliance.

P.04 Balconies and Patios

Only furniture designed for outdoor use is permitted on the patios and balconies hammocks are prohibited from balconies, patios, or landscaped areas. Interior furniture, clotheslines, trash, mops, surfing gear, and unsightly items are not permitted on the balconies or other exterior areas. Please check with your community Housing Office for designated use areas and storage rules. Barbecues cannot be used on a balcony or patio or within 20 feet of a building. (Detailed information regarding fire safety and barbecue grills can be found on the Health and Safety Web site at www.ehs.uci.edu/programs/fire/fireprog.html#barbecue)

P.05 Bicycles

For reasons of safety and facility maintenance, bicycles may not be left in living rooms, study rooms, hallways, entryways or in front of doors. Entryways include exterior and interior stairwells. Bicycles may not be locked to railings or hung from ceilings. Bicycle racks are provided in all housing communities; additional storage is available

in some areas. Illegally parked bicycles will be removed and impounded by maintenance personnel or by UCI Police. Care and caution should always be taken when riding a bicycle through the community. Bicycle riding indoors is prohibited. Any repair costs resulting from improper storage of bicycles will be the responsibility of the resident. A bicycle may be kept in an individual student room so long as it does not pose a fire hazard and housemate(s)/roommate(s) agree to its storage.

P.06 Collective/Community Responsibility

Everyone in a community has responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facility, and to take initiative and action if the violation of any policy should come to his/her attention. Concealment of violations negatively impacts the community. If concealment should occur, you may be considered an accomplice to the violation and be subject to disciplinary action. Report any violations to your RA/HA or to the Housing Office. Residents are held jointly responsible for the condition of their "public areas." Be aware of what is happening in your living area, and take responsibility to prevent mishaps.

P.07 Computer and Network Use

Students will be held responsible for misuse of the UCI network and computing services. Consult the Computer and Network Use Policy, Section 714-18 of the Administrative Policies and Procedures for information on your rights and responsibilities. Infractions can result in temporary or permanent loss of computing and/or network privileges, Student Judicial Affairs review and discipline, and/or federal or state legal prosecution.

Policies specific to the Residential Network have been written and are available from the Office of Residential Network Services, or can be read on the Residential Network Web site at <http://resnet.uci.edu/policy/>. This contains detailed policies relating to copyright issues and enforcement of violations, bandwidth use, computer registration, privacy issues, server use, hacking and misuse. By connecting to the Residential Network and registering your computer, students acknowledge and agree to the policy, and are therefore responsible for knowing and abiding by its rules.

P.08 Cooperation with University Personnel

Residents and their guests must cooperate with and act respectfully toward University personnel who are acting in the performance of their duties. Residents and guests must show identification, when requested. This includes, but is not limited to, interactions with all Housing staff (professional and student staff), Dining Service staff, and UCI Police. Examples of violations of this policy include providing false information, withholding information, interfering with staff while they are performing their duties, noncompliance with verbal or written directives or sanctions, and abusive language or exhibiting abusive behavior toward staff.

P.12 Disruptive Behavior

Any behavior that disrupts the community is considered disorderly, is prohibited, and is cause for disciplinary action. Lewd conduct is also prohibited. University staff can ask any resident or visitor to leave the premises if he/she feels such action is necessary. This policy applies to, but is not limited to, the following list:

Throwing Objects - Thrown objects have resulted in physical harm, property damage, and an unclean environment. At no time shall any article be thrown or dropped from windows, roofs or balconies; nor may they be thrown at people or buildings.

Water Fights - Water fights, water guns, water balloons, and water "horseplay" are prohibited. These activities frequently result in human injuries or damages to the facilities and furnishings. Water can activate the fire alarm system.

Food Fights - Involvement in food fights or throwing food in any way within the housing communities or dining facilities is prohibited. Food fights have resulted in personal injuries and damage to furnishings and facilities.

Destruction and Defacing of Property - Destruction and defacing of University property and personal property will not be tolerated.

Sports - Sports activities should take place in designated recreational areas only due to the potential for injury, common area damages, and noise disturbances. Weights may be used only on the ground floors due to the potential for excessive noise and damage to the structure and flooring. Please note that similar behavior outside of individual buildings may also be considered disruptive.

P.13 Drugs

Federal law, state law, and University policy prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Additionally, Housing prohibits the possession of drug paraphernalia. Any student known or suspected to be in possession, using or distributing drugs, including medicinal marijuana, or drug-related paraphernalia is subject to disciplinary action and criminal action under state and/or federal law.

P.14 Facility or Grounds Alterations

The University maintains the community facilities and grounds. No additions, alterations, or defacing, temporary or permanent, to the interior or exterior of any door, room, furnishings, hallway, building, or the grounds can be made without prior written approval from your community Housing Office. Residents may not put up fences or place signs, cultivate plants, or make other changes to the grounds without prior approval of the Housing Office. Any projects that alter the appearance or integrity of a facility, or present safety liabilities, are prohibited. Private vehicles are not permitted inside any housing community or on any unpaved surface at any time.

P.15 Fire Safety

All residents are required to evacuate during every fire alarm. Entry into the building is prohibited while an alarm is sounding. If a resident accidentally set-off the fire alarm, please call UCI PD at 824-5222 as soon as possible. Please give the police dispatcher your name, apartment or building address and other information as requested. It is against University regulations, and federal and State laws, to tamper with any of the following items:

- sprinklers
- heat detectors
- smoke alarms/detectors
- elevators
- door/hardware/closing mechanisms
- fire alarm systems
- fire hoses
- fire extinguishers
- pull stations
- fire doors

Tampering includes, but is not limited to:

- removing batteries of any alarm system
- disconnecting wiring of any alarm system
- muffling the sound of any alarm system
- removing hardware from fire doors to prevent proper latching/closing
- propping fire doors open with a "wedge"

Any person initiating a false fire alarm or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and serious disciplinary action. Residents who cause a fire, though it may be unintentional, will be held financially responsible for repair or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the hall/apartment/house. NOTE: It is imperative that you notify your community Housing Office and complete a work order any time you feel your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety. It is important to note the following safety precautions:

- Incense, lit candles, open flames and fog machines are not permitted in any on campus residence. Exceptions can be requested for special circumstances through your community housing office.
- No materials (cloth, paper, etc.) shall be placed over light bulbs for any reason.
- All lighting (including halogen lamps) in housing facilities must be UL-approved. Use of halogen lamps is discouraged based upon the potential fire hazard associated with improper use.
- Flammable/explosive liquids cannot be stored in any on-campus housing community.

- No items may touch, obstruct, or be hung from sprinkler heads.
- Hallways and fire exits may not be blocked in any manner.
- All extension cords and power strips used in the residence halls must be the LCDI type (Leakage Current Detection and Interruption).
- Extension cords and power strips may not be connected to one another.

P.16 Furnishings

Furniture in lounges, living rooms, community centers, and other public areas is the property of the University and is for the use of all residents. In Greek houses, most public area furniture belongs to the Chapter. Moving furniture from public areas to individual rooms or apartments is considered theft. The relocation of University furniture to balconies, patios, and storage rooms or anywhere outside of the buildings is prohibited. Window screens, desks, beds and furnishings assigned to individual apartments or rooms are not to be dismantled or removed from their proper place. Residents in Arroyo Vista and the Residence Halls must receive written authorization from their community's Associate Director of Operations prior to adding furniture to the hall or room.

P.17 Gambling

All gambling prohibited by Section 330 of the California Penal Code is prohibited in all campus residential facilities. For more information on the California statute, go to www.leginfo.ca.gov/calaw.html and look up Section 330 of the Penal Code.

P.18 Groups

Any group recognized by the University or Housing may be held accountable as a group for violating policies within a housing facility.

P.19 Guest Visitation

Occasionally, residents may wish to have a family member or friend visit or stay with them overnight. Overnight guest visitation is restricted to no more than one person at a time for three days within a two-week period. Each resident is responsible for the behavior of their guests while on campus and in the housing communities. The host must be a resident and must receive the permission of his/her roommate(s)/apartment-mates prior to inviting guests. Guests may not sleep in public (common) areas. Guests must have identification on them at all times. Any situation involving disruptive behavior or frequent guests will be considered a policy violation and will be addressed by a staff member. Visitors who cause a disruption or violate policies are the responsibility of their host. Housing has the right to restrict specific guests if they have been disruptive or have violated Housing or University policies. All residents are expected to respect the rights of people with whom they live with.

P.20 Harassment

Student Housing will not tolerate any form of harassment. Harassment is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities. Those people involved in harassment will face disciplinary action and may be referred to the Office of the Dean of Students (refer to the University of California Policies Applying to Campus Activities, Organizations, and Students).

P.22 Keys and Facilities Access

Access or attempted access to a room or facility without authorization is not permitted; nor is access or attempted access through a window permitted. Students may not reproduce University or Housing keys, loan keys to another party, manipulate locks or door handles to gain entry without a key, or misuse a key or electronic lock in any way. Unauthorized room changes and key exchanges are a violation of the conduct code and the student housing contract.

P.23 Motor Vehicles

Gasoline powered motor vehicles, including mopeds, scooters, and motorcycles, are to be parked, stored or driven only in designated areas (public lots and roads) and not in the housing community. Access to paved fire roads is limited and by prior permission only. Specific policies governing motor vehicle use and parking can be obtained from the UCI Police Department. Electric powered vehicles should follow the manufacturer's recommendation for use, storage, and charging. Please note that used batteries must be disposed in accordance with local, state and federal regulations. Contact local and/or state environmental officials regarding disposal information.

P.24 Noise and Quiet Hours

Anytime individuals live together in a community, a reasonable level of noise is expected. However, common noise should not impede the ability of others to function effectively. Quiet hours have been established to support the creation of an environment conducive to sleep and study. Regardless of stated quiet hours, the right to quiet supersedes the privilege to make noise. With appropriate approval from the office, and advance notice to the residential community, events may be scheduled that will result in a higher than normal noise level in the community. The staff will give careful consideration to any exception requests and will only grant approval occasionally.

Any resident may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest, or quietly enjoy the community,

unless it is a pre-approved and pre-publicized event. We encourage residents to first address noise issues with each other before requesting staff assistance. Music, musical instruments, television, loud talking, sports equipment, bass, sub woofers, or events that can be heard in another resident's room or apartment can be considered too loud regardless of the time of day. Residents are asked not to direct stereo speakers or other amplification devices facing out of open windows.

P.28 Right of Entry

The University respects the right to privacy of individuals. However, authorized University personnel may enter residence halls, houses, apartments, and student rooms as follows:

1. For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification.
2. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
3. To make alterations, improvements or repairs when a work order was completed by the resident.
4. In case of an emergency (e.g.: situations that would cause destruction to property or injury to persons or self)
5. Pursuant to a court order.
6. When the room is believed to be abandoned.
7. For closing periods when a building lock down is required.

In all cases occupants will be notified in advance whenever possible. If an unscheduled entry is made there will be two staff members in the room except in case of an emergency and entrants will leave a notation of when and why they entered the room.

Student rooms may be searched either with permission of the resident, or by legal agencies with a legal search warrant, or in an emergency.

P.29 Safety

Any dangerous behavior should be reported to your community Housing Office immediately and is subject to disciplinary action. The following are examples of dangerous activities:

Rooftops: No resident is permitted on any building's roof for any purpose. If an item is on the roof, please contact a University employee to assist you.

Door Propping: Any door propped open jeopardizes the security and safety of all residents in the community. Therefore, the propping of any door is strictly prohibited.

Window Screens: Window screens are not to be removed. Attempting to do so poses a security risk, results in irreparable damage to the screen, and will also result in a replacement charge to the resident(s). Keeping your screen

on your window will also decrease the likelihood of bugs and pests entering your room.

Skateboarding, Rollerblading, and Scooters: Use of skateboards, roller skates, in-line skates, shoe skates, and scooters is prohibited.

P.30 Sexual Harassment

Sexual harassment is unacceptable to the University. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, displays of sexual visuals, sexual audios, and other verbal or physical conduct of a sexual nature. Sexual harassment creates an intimidating, hostile, or offensive learning environment when the sexual conduct is sufficiently severe, persistent or pervasive so that it limits a student's ability to participate in or benefit from the academic enterprise as usual, or otherwise alters the conditions of the educational environment. Although sexual harassment is especially serious when it involves relationships of unequal power, it is also serious when it occurs between peers. Peer sexual harassment may cover a wide variety of behaviors, ranging from conduct that is invasive and disrespectful to conduct that is physically aggressive. The UCI Sexual Harassment Officer is available to assist students at (949) 824-5653, staff and faculty in resolving and, if necessary, investigating sexual harassment claims. For more information, refer to www.sho.uci.edu.

P.31 Smoking

The smoking of pipes, cigars, hookahs, tobacco, etc. is prohibited inside all residential facilities or on any balcony or patio. Smoking is permitted outside, at least 20 feet away from any building, if the smoke does not bother others. Smokers are responsible for the proper disposal of all smoking materials.

P.32 Subletting

Residents may not sublet their housing space or assign any of their rights pursuant to the Housing contract. Year-round residents in Campus Village should contact the Campus Village Housing Office for details on the summer only subletting approval process.

P.33 Theft

Respect for the property of the University and others in the community is valued. The theft, conversion, damage or destruction of any University or others' property is prohibited.

P.34 Violence, Abuse, and Threatening Behavior

Both direct and indirect forms of verbal and written abuse, threats, physical harassment, intimidation, and violence against another person or their property, as well as conduct that threatens the health and safety of self (including threats or attempts of suicide), are prohibited within housing communities or on the campus at large. Violations of this policy can result in action by the University as well as criminal charges.

P.35 Weapons and Explosives

University regulations strictly prohibit the use or possession of firearms. Also prohibited are weapons such as, but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches (other than kitchen knives), nunchucks, paint pellet guns, any device which closely resembles a fire arm (such as BB guns, air pellet guns), slingshots, explosives, spear guns, bows and arrows, and other dangerous items. In addition mace and pepper spray may not be misused. Other dangerous items or implements used aggressively or for violent purposes are also prohibited. Items used for martial arts training may be an exception, but written approval from the Housing Office must be received before they are brought into Housing. Fireworks and any other explosive materials are prohibited from campus housing.

Other Policies

In addition to the policies of your own community, residents are expected to fully abide by the policies of the other housing units when visiting. Also, residents must adhere to the rules and regulations outlined in the *University of California Policies Applying to Campus Activities, Organizations, and Students* booklet, which is available in the Office of the Dean of Students and at www.dos.uci.edu.

HOUSING JUDICIAL PROCESS

The procedures outlined in this section are designed to ensure due process but should not be confused with a court of law. All Housing conduct decisions shall be based on a preponderance of evidence. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student or the University may result. Housing reserves the right to temporarily relocate a resident during investigation of an alleged violation if such action appears to be in the best interest of the community.

1. An Information/Incident Report will be written to document events involving violations of policies.
2. The resident(s) or representative(s) of a group will be notified to meet with a Housing staff member via email, letter in their mailbox and/or will be hand delivered. It is the resident's responsibility to regularly check their US mailbox and UCI email.
3. In a conduct meeting the Housing staff member will discuss whether a violation has occurred, to what degree the student or group was involved, and will assign a sanction if appropriate.
4. The student(s) will receive written notification of the staff member's decision within 7-10 working days of the fact-finding process. If the situation warrants, other offices or entities may be advised of the incident and sanctions (i.e., Housing Administrative Services, other housing communities, Office of the Dean of Students, etc.).

Proceedings

All Housing conduct proceedings shall be conducted in an informal manner while assuring fundamental fairness. Records will be maintained in the relevant community Housing Office, but may be shared with other housing communities or campus offices as necessary. Student(s) involved in the case may view their records upon prior arrangement. No records will be available to any member of the public, including parents or guardians, except with the expressed written consent of the student(s) involved or by subpoena.

Sanctions

Sanctions are imposed as an educative means of holding students and groups accountable for their actions. Sanctions include, but are not limited to, the following actions:

Warning: Verbal or written notice describing the consequences of continued or repeated violations of policy.

Probation: A written notice for violations of a specific policy stating that further violation may lead to further disciplinary sanction up to and including eviction.

Restitution: In conjunction with any sanctions, a resident may be required to pay for all or part of any damages or cleaning costs.

Educational Sanction: Planning or participating in an activity, program or other creative sanction to contribute to the community which has been impacted by the person's behavior.

Relocation: Relocation to another room, hall, house, apartment, or community.

Contract Cancellation/Lease Termination: Termination of the housing contract or group living agreement.

Restriction: Restriction from any/all Housing complexes and residential dining facilities for the current year and/or future periods.

Referral to the Office of the Dean of Students: Possible sanctions at this level include University warning, censure, loss or privileges, exclusion from activities, restitution, University suspension, or dismissal. Failure to abide by imposed sanctions may result in further disciplinary action.

Appeals

Students and groups have the right to appeal any conduct decision via the process outlined in the sanction letter. Appeal decisions will include a review of all written materials as well as meetings with staff and residents involved in the case. Original sanctions can be upheld, modified or reversed. Behavioral sanctions remain in effect during the appeal process.

Appeals will only be considered based upon one or more of the following circumstances:

1. If evidence exists that could not be produced at the time of the original hearing.
2. If there was procedural unfairness during the conduct hearing.

3. If the sanction imposed was too harsh given the finding of fact.
4. If insufficient evidence exists to support the finding(s) for which the sanction was imposed.
5. If the appeal was received within 5 business days from the date the sanction was imposed

Failure to Appear

A student who fails to appear for a conduct meeting or appeal is not excused from pending action and forfeits the right to appeal. The conduct meeting will take place as

scheduled, evidence will be reviewed and a decision made. The student will be informed of that decision in writing. A student who voluntarily withdraws from the University or leaves a housing community prior to the completion of a proceeding is not excused from pending action.

Additional Questions

Please direct any questions or comments regarding any of these policies, processes and procedures to the residential life staff in your housing community.