



PRO-Health Research Program

Mentored Research Learning Agreement

Mission and Values of PRO-Health

PRO-Health (Partners in Research and Outreach for Health) was established in 2006 to improve the health of traditionally underserved populations through collaborations with institutional and community partners (<https://csulb-gurizar-prohealth.com/>). A major emphasis of PRO-Health is to provide research training opportunities for undergraduate and graduate students who are committed to pursuing careers aimed at improving the health of underserved communities. Since PRO-Health's inception, CSULB students have had the opportunity to collaborate with several different community organizations/health clinics and universities (e.g., UCLA and UCI) to provide free, empirically-based health programs for residents of Los Angeles County. Much of this training has been conducted in collaboration with research mentorship programs at CSULB. Our research program is driven by the following values:

- We acknowledge, promote, and utilize the cultural strengths, resources, resiliency, insights, and contributions of our surrounding communities to reduce health disparities
- We operate with integrity, value teamwork, and are committed to the communities we serve
- We promote leadership and empowerment
- We embody a multidisciplinary approach to health promotion by working collaboratively with community and institutional partners representing a wide range of health disciplines, including local and state organizations, as well as the medical and academic community
- We foster dissemination of our research by working with community leaders and organizations to design culturally-tailored programs to meet a community's health needs

Expectations of PRO-Health Research Program

A strong component of PRO-Health is the mentorship of students, particularly those from underrepresented communities and who bring diverse perspectives to health disparities research. As part of this mentorship experience, it is important to identify the expectations that students can have of their mentor and the expectations that the mentor can have of his/her students. These expectations are outlined below.

What you can expect from PRO-Health and Dr. Urizar as your mentor

- We will provide you with the resources needed to learn about new projects that you are assigned to (e.g., written protocols, one-on-one and group trainings), as well as send you information about different career development opportunities (e.g., research conferences, scholarships, awards).
- We will provide you with a research space on campus for you to conduct your work.
 - Our PRO-Health research lab has several computers with a shared network drive for you to save your work; a network printer for you to print materials for lab-related projects; office supplies and materials to complete lab-related projects; reference textbooks, manuals, and a library of scientific articles for you to research the literature for your lab-related projects; and a kitchen area for you to bring food while you work.

- We will have a weekly research lab meeting where you will have the opportunity to present your work and ask questions. These weekly lab meetings will also include professional development opportunities and cover topics related to different aspects of the research process (e.g., developing and testing original research questions, learning mixed research methodologies, collecting and managing data, choosing and running different types of data analyses, developing research writing skills, learning about what merits authorship, and presenting research results for conference presentations and/or publication), as well as your professional development (e.g., developing a science identity and time management skills, applying for academic/research scholarships and awards, writing a CV/resume and personal statement, applying and interviewing for graduate school, identifying career options, and networking with other professionals).
- We will provide a mentoring environment that is supportive, equitable, accessible, encouraging, and respectful.
 - Dr. Urizar is your advocate and is committed to mentoring you to help you meet your career goals. Do not hesitate to schedule a time to meet with him if you have questions, concerns, or suggestions for improving the research lab environment or if you would like feedback on how you are performing in the lab.
 - Although Dr. Urizar will be your primary faculty mentor, all members of the PRO-Health team are available to you as resources to ask questions about research lab projects or career development.

What we expect from you as a PRO-Health research assistant

- Communicate with us early and clearly
 - All members of the PRO-Health research team were new to research when they started here and felt overwhelmed, uncertain, or needed additional support at times. Please let us know when you need assistance. **We love questions!** It shows us that you are interested in the work you are doing and becoming more knowledgeable about the projects you are working on in the lab.
- Demonstrate good time management skills
 - Lab Hours: We have a directory with everyone's contact information and lab schedule for the semester that is circulated to the entire research team. It is essential that you are consistent and dependable with the lab hours and schedule that you chose given that many of our research projects involve collaboration among team members. Please contact Dr. Urizar and your team members with 48 hours-notice if you have an emergency (e.g., out sick) and need to reschedule your lab hours for a particular day. You will be expected to make up your lab hours the following week. Please also make note that our research team works during the winter and summer months. If you have plans for personal travel outside of University-designated holidays, contact Dr. Urizar ahead of time so that you can plan accordingly.
 - Lab Deadlines: Make sure to complete your project deadlines on time. We will establish mutually agreed upon deadlines for each phase of your work during one-on-one meetings at the beginning of the semester. These deadlines include research projects, as well as a research writing project you will complete for your career development (e.g., conference presentation). We set mini-goals with you so that you are not rushing to complete your deadlines at the end of the semester. It is your responsibility to send Dr. Urizar drafts of your work at least one week before deadlines to receive feedback on time and to talk with him if you are having difficulty completing your work.

- Lab meeting: Make sure to attend our weekly lab meeting. This is our only time during the week to meet as a team to learn from one another's projects and to have career development workshops. Each member of the research team will also give a formal presentation of their project one time during the semester. Please let Dr. Urizar and your team know if you will not be able to attend a meeting. It is your responsibility to get the notes and updates that we cover during the meeting from a lab mate.
- Take ownership of your learning experience in the research lab
 - Lab notebook: You will be expected to have a notebook or binder to keep all of your notes of research protocols, procedures, statistical analyses, projects, and career development workshops that we cover in the lab. Keeping this notebook organized and thorough will be important for you to work independently on your assigned projects. You will also be asked to teach lab mates research skills and information that Dr. Urizar or other research assistants share with you. Keeping a record of the skills and information you learn will also help you as you develop your CV.
 - Personal shared drive folder: As a PRO-Health research assistant, we have created a personal folder for you on our network drive where we require you to save all of the work you are doing in the lab related to research projects and career development. The advantage to saving your electronic files in this folder is that it is backed up by the university in case you need to retrieve these files and you can access these files from any computer in the research lab.
- Be a team player
 - Be a good collaborator: Our work in PRO-Health inherently involves collaboration with one another as well as our community and research partners. Being a good collaborator demands effective and frequent communication, mutual respect, trust, and shared goals. We learn from one another regardless of where we are in our career trajectory (e.g., undergraduate and graduate students). Be active in supporting one another during lab meetings, regular lab hours, and at special events (e.g., attending one another's research presentations). When working with our off-campus partners, you represent PRO-Health and CSULB. Therefore, effective collaboration is an extremely important component of the mission of our lab.
 - Strive to be the very best lab citizen: Take part in shared laboratory responsibilities (e.g., answering and checking messages on the office phone, keeping the research office space clean, organizing research materials) and use laboratory resources (e.g., computers, printer, data collection and kitchen equipment) with care. This research space is provided to support you in your work and the mission of PRO-Health. It is important for us to maintain a safe research office space where data and participant confidentiality are protected. Therefore, no outside members are allowed inside the research office without Dr. Urizar's permission. Be respectful, tolerant of, and work collegially with all research colleagues. Respect individual differences in values, personalities, and workstyles.

The signatures below acknowledge a commitment to the mission and values of the PRO-Health Research Program. By signing below each party acknowledges their responsibilities to PRO-Health and to each other.

Research Assistant's Signature

Research Mentor's Signature

Date