

BEST-291 RESEARCH SEMINAR GUIDELINES

Spring 2017 – managed solely by BEST

Class times

Lecture:

M 12:00 pm - 1:45 pm; CLSSRM 114. Lectures start promptly; you are expected to arrive on time to hear important announcements that include the learning objectives for each lecture.

Contact Info

Instructors:

Prof. Vincent Tung (ctung@ucmerced.edu, 310-880-4566)

School Staff:

SOE seminar announcements – Wendy Ewald < wewald@ucmerced.edu >

SOE travel arrangements/reimbursements - Wendy Ewald

Responsibilities

Instructor(s):

1. Send call for speakers out to BEST faculty, ideally several months in advance.
2. Maintain a spreadsheet of dates/speakers/faculty host info, including contact talk title, contact info.
3. Inform UCM faculty who are hosting speakers of what their responsibilities are:
 - a. Send this form
 - b. Send travel/reimbursement info
(If they are BEST faculty hosts, send SOE forms for speaker/travel/reimbursement.
 - c. Send seminar flyer template
4. Coordinate/follow up with school staff to ensure travel arrangements, reimbursements, announcements are taken care of.
5. Be available via email/phone and at the seminars to troubleshoot any problems that arise.
6. Prepare syllabus for course and provide to school curriculum assistants one week in advance of start of classes.
7. Ensure attendance is taken and assignments are collected for students taking the course for credit. Ensure these students understand what their responsibilities are with respect to the class at the beginning of the semester.
8. Maintain the CROPS sites for BEST-291. Grade students and submit grades at end of semester.

Host faculty:

1. Forward travel arrangement, reimbursement information to lecturers.
2. Follow up with them to ensure arrangements, reimbursement have been taken care of. Notify seminar instructor(s)/school staff if there are any problems.
3. Solicit abstract and bio from speaker at least 10 days before talk and send to SOE staff for posting and happenings announcement at least one week in advance.

4. Schedule speaker's day for visit and ensure everything goes smoothly.
5. Inform seminar instructors/school staff of any changes that arise.

School Staff:

1. Provide assistance to speakers with travel arrangements, reimbursement.
(For BEST: In-state speakers will be reimbursed for mileage or car rental, one night hotel. Out-of-state speaker expenses require pre-approval from BEST Chair. We will reimburse host for lunch for speaker and host (to \$20 each), dinner for speaker and host (to \$40 each).)
2. Post physical seminar announcements 1 week beforehand. Send happenings announcement as in-email text one week before and morning of talk. Send announcement directly to BEST faculty and students.
(Mailing lists may be obtained from the BEST Chairs.)

Date	Speaker	Institute	Title	Host
1/27/17	David Weitz	Harvard	Dripping, jetting, drops and wetting: the magic of microfluidics	Jennifer/Ajay
1/30/17	TBD			
2/6/17	Muharrem Acerce	UC Merced	TBA	Jennifer Lu
2/13/17	Minhwan Lee	UC Merced	TBA	Vincent
2/20/17	President Day			
2/27/17	Jennifer Lu	UC Merced	TBA	Vincent
3/6/17	Kevin Plexaco	UCSB	TBA	Kara
3/13/17	Kris Kulp	Lawrence Livermore	TBA	Kara
3/20/17	Steve Jonas	UCLA Med School	TBA	Vincent
3/27/17	Spring break			
3-Apr	Julio D'Arcy	Washington, St. Louis	TBA	Vincent
4/10/17	TBD			
4/17/17	Monica So	Chico State	Self-assembly of perovskite photovoltaics	Vincent
4/24/17	TBD			
5/1/17	Pingyun Feng	UC Riverside	TBA	Jennifer Lu