

**University of Utah**  
**STEM Ambassador Program Research Ethics Cohort**  
**Spring 2021 Orientation**

Welcome to remote STEM Ambassador training! Below you will find important details regarding your participation.

**Ambassador Responsibilities**

- Attend all required workshops and group meetings and at least one Engage elective
- Notify STEMAM staff one week in advance if you must miss a training or change your mode of participation (e.g., calling into a training on your phone instead of participating on your laptop)
- Apply your training to identify and contact a focal group
- Complete an immersion activity to learn about the focal group
- Prepare an engagement proposal
- Meet with STEMAM staff to review engagement materials and incorporate feedback
- Implement at least one engagement project
- Reflect on and participate in evaluation of the engagement project
- Submit an ~850 word article summarizing your engagement project to the STEMAM newsletter

**COVID-19 Safety**

All STEMAM meetings, workshops, immersion activities, and engagement projects should be completed remotely without in-person contact.

**Resources**

*STEMAM Staff:* Contact STEMAM staff over e-mail or Zoom for guidance.

*STEMAM Online Course:* Log in at <https://stemap.org/login/> to track your progress in STEMAM training, complete training materials, and attend meetings.

*STEMAM Website:* Visit [www.stemap.org](http://www.stemap.org) for an overview of the STEMAM training process and past engagement activities. Contact STEMAM staff to learn more about past community partners or Ambassadors.

*STEMAM Slack Workspace:* Visit the STEMAM Slack workspace to request feedback and connect with alumni. Visit <https://get.slack.help/hc/en-us/categories/200111606#send-messages> for tips on using Slack. Access the workspace at <https://stemap.slack.com>.

*Social Media:* Follow STEMAM on Twitter @stemapteam for program updates

*Newsletter:* Subscribe to STEMAM's quarterly newsletter at <http://www.stemap.org/newsletter.html>.

**STEMAM Logo**

Please only use the STEMAP logo on your engagement materials if you have permission from STEMAP staff.

### Staff Contact

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### Training Timeline

Week	Date	Activity	Duration	Description
1	02-18-21 9:30-10:30 AM	Orientation	1 hour	Zoom meeting
1-3	02-19 to 03-04	Connection meetings	1 hour/ Ambassador	Zoom meetings with each Ambassador
3	03-04 9:30-11:30 AM	Immersion Workshop	2 hours	Zoom workshop
3-6	03-04 to 03-25	Independent Work <i>Immersion</i>	3 weeks	Ambassadors carry out immersion visits
5	03-18 9:30-10:30 AM	Group Meeting <i>Immersion</i>	1 hour	Update on immersion progress
6	03-25 9:30-11:30 AM	Design Workshop	2 hours	Ambassadors design engagement activity & meet with focal group rep
7	04-01 9:30-11:05 AM	Engage Workshop 1	95 min	Mandatory engage training
7	11:10-11:50 AM	Engage Workshop 2	40 min	Elective
8	04-08 9:30-10:35 AM	Engage Workshop 3	65 min	Elective
8	10:45-11:50 AM	Engage Workshop 4	65 min	Elective
9	04-15 9:30-10:30 AM	Group Meeting	1 hour	Update on projects
12	05-06 9:30-10:30 AM	Group Meeting	1 hour	Update on projects
8-15	04-08 to 05-27	Independent Work <i>Engagement Project</i>	7 weeks	Ambassadors implement projects
15	05-27 9:30-10:30 AM	Reflection Group Meeting	1 hour	Ambassadors reflect on outcomes

\*All activities are required unless otherwise noted. Ambassadors should attend at least one of the three Engage electives (sessions 2-4).