The Undergraduate Society for Neuroscience

Organizational Structure Handbook
2016-2017

Nu Rho Psi
Dunning 434

Website:
http://krieger.jhu.edu/neuroscience/nurhopsi/
JHU Nu Rho Psi At A Glance

Nu Rho Psi is the undergraduate organization of the Neuroscience Program. To accommodate the vast interests of the student population, NRP is divided into 4 different areas.

1. Research
   - Undergraduate Research Day
   - Undergraduate Research Symposium

2. Community Service
   - Brain Awareness Week
   - Making Neuroscience Fun
   - Center for Talented Youth
   - President’s Day of Service

3. Neuroscience Program Interface
   - Socials
   - Undergraduate Steering Committee
   - Neuroscience Open House Committee
   - Major Ambassadors
   - Class Meetings

4. Public Relations
   - Alumni Relations
   - Brains on the Breezeway
   - National Nu Rho Psi
Nu Rho Psi Board

Contact Information

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Membership

To become a member, students need to be a Neuroscience major, working in a Neuroscience related field, or interested in Neuroscience.

Active Membership Status

Active membership status requires a time commitment of 20 hours per year. We expect members to participate at least one of the major NRP events, such as URS, BAW and MNF.

Mission Statement

Nu Rho Psi—The Johns Hopkins University Undergraduate Society for Neuroscience is a student organization dedicated to discovery through collaboration and creating opportunities for students to become involved individuals. Our organization draws its founding principles from the Society for Neuroscience to advance the understanding of the nervous system, provide member development opportunities and educational resources, and promote general education. Our goals include:

1. Strong endorsement of independent and collaborative cutting edge research.
2. Dedication to student involvement in academics.
3. Commitment to the general community, contributing through educational programming and supporting beneficial public policy initiatives.
4. Aiding the operations of the Interdisciplinary Undergraduate Neuroscience and David S. Olton Behavioral Biology Programs.
5. Advancing the organization through public relations and fundraising.

We aim to nurture the intellectual and ethical strengths of our members and generate a collaborative network for both the present and the future.
The activities of Nu Rho Psi (NRP) will be divided into four areas or “lobes.” These lobes are:

- Research
- Community Service
- Program Interface
- Public Relations

Members can fulfill their membership requirements by working in any one of the 4 areas or any combination of the 4 areas. A board member(s) is assigned to each lobe to oversee the projects within that area.

**NRP Board Members 2016-2017**

Co-Presidents: Isabel Nair and Brandon Blank  
Internal VP: Erica Lee  
External VP: Leila Mashouf  
Treasurer: Lindsay Cheu  
Secretary: Sonal Sharda  
Social Media Chair: Christie Okoye

**NRP Committee Chairs 2016-2017**

URS Chairs: Emily Lubin and Brendan Dang  
BAW Chairs: Aaron Bickert and Ami Mange  
MNF Chairs: Brian Lin and Alec Stepanian  
Practicum Chairs: Alfred Chin and Katie Link

Public Relations activities are overseen by the NRP Board. The activities within this “lobe” are designed to facilitate the operation of the organization and the communication of our activities.

**Brains on the Breezeway:**

This event is designed to kick things off for the Nu Rho Psi membership drive. The board members organize the event and hold this annual membership drive in order to recruit new members.

- This committee will be run by the incoming board members, which will organize the annual membership drive:  
  - Choose a date and arrange for the venue  
  - Organize activities for the event  
  - Advertise event  
  - Set-up and clean-up  
  - Recruit volunteers  
  - Record participation and give records to the Internal Vice President

**Socials:**

Each year Nu Rho Psi holds three socials: the faculty-student Welcome Back Barbeque in September, a faculty-student Holiday Party in December and an end-of-the-year social in May.

- The NRP Board oversee these events:  
  - Choose the format for Socials  
  - Set-up and clean-up for socials  
  - Record participation and give records to the Internal Vice President
**Undergraduate Neuroscience Steering Committee (UNSC):**
A committee of 2 students from each class, the NRP Co-Presidents, NS Program Administrator and the Neuroscience Program DUS will participate in this committee. The purpose of the committee is to increase the flow of information to/from the Neuroscience Program Committee (NPC) and the Neuroscience students.

- The DUS will oversee this Committee:
  - An announcement will be put on the Neuroscience weekly email requesting that the Neuroscience students contact their student representatives with agenda items prior to each meeting.
  - Meetings will be scheduled to correspond with the NRP Board meetings and the NPC meetings.
  - UNSC members are responsible for disseminating information from the undergraduate steering committee to the general Neuroscience student population.
  - The Co-Presidents will record participation and give records to the Internal Vice President.

**Neuroscience Open Houses:**
When the Neuroscience major holds its open houses for prospective students, admitted students, and freshman Nu Rho Psi is also represented.

- The NRP Board oversee the Open Houses:
  - Set-up and clean-up for Open Houses
  - Recruit volunteers
  - Produce and present information about NRP at Hopkins
  - Be available for questions and answer sessions
  - Record participation and give records to the Internal Vice President

**Class Meetings:**
The Neuroscience Program holds these meetings each fall to give students information on what to except each year you are in the program. This is also an opportunity to meet the faculty, talk to the Career Center and the Office of Pre-professional Advising.

- The NRP Board oversee the Class Meetings:
  - Setup and clean for the meeting
  - Recruit volunteers
  - Present NRP information
  - Be available for the question and answer session
  - Record participation and give records to the Internal Vice President

Research activities are overseen by the **NRP Board**.

As a premiere research institution, Johns Hopkins University faculty offer students the opportunity to learn from the best in their fields. The activities within this “lobe” promote the scientific communication of the knowledge obtained from the student research experiences.

**Undergraduate Research Day:**
In the spring, students will be able to present their research in a poster session sponsored by the University in conjunction with other departments and programs. This presentation can also be used to fulfill the Neuroscience Honors requirement.

- Work is done in conjunction with the Neuroscience Program Director of Undergraduate Studies (DUS) and Neuroscience staff:
  - Organizes the time and location for the event
  - Publicizes the event
  - Organizes a “poster session” training session
  - Puts together a flier for the event
  - Organizes set-up and clean-up for the event
  - Recruit volunteers
  - Record participation
Undergraduate Research Symposium (URS):

Each fall NRP hosts the Undergraduate Research Symposium, an event giving JHU students the opportunity to formally present their research. This presentation can also be used to fulfill the Neuroscience Honors requirement.

- URS Chairs oversee the URS event:
  - Choose date and venue
  - Determine a non-affiliated speaker
  - Advertise event
  - Set-up deadlines for presentations (application, submission of presentations)
  - Schedule presentations and create a handbook with presenter names and abstracts
  - Arrange for refreshments
  - Set-up and clean-up
  - Record participation and give records to the Internal Vice President

Program Interface activities are overseen by the NRP Board.

The goal of the activities within this “lobe” is to provide communication between the undergraduate Neuroscience students and the Neuroscience Program Committee to facilitate changes in the program which reflect the needs of the students and the ever-changing field of Neuroscience.

Major Ambassadors:

The Major Ambassador program is a student-based mentoring program. A junior or senior Neuroscience major (henceforth called a “Major Ambassador”) is paired with 2-4 newly declared neuroscience majors. Throughout the Fall and Spring semesters, the Major Ambassador acts as a resource by providing a fellow student’s perspective that will supplement the perspective of a faculty advisor.

- Major Ambassadors:
  - Recruit Major Ambassadors and attend “training” meeting for the Major Ambassadors.
  - Assign Major Ambassadors to all interested new majors.
  - Help coordinate (set-up & clean-up) the Major Ambassador “Meet & Greet” in the Spring.
  - Work with the Major Ambassadors to be sure they are adhering to the Major Ambassadors Guidelines.
  - Record participation and give records to the Internal Vice President.
Making Neuroscience Fun (MNF):

Making Neuroscience Fun is a community outreach program which brings age-appropriate interactive presentations about the brain to elementary school students in Baltimore City and Baltimore County. This is a volunteer effort aimed at fostering appreciation for science in general and the importance of the brain and the nervous system in everyday life.

Members go out to local elementary schools and present facts about neuroscience in an entertaining and hands-on way. Members receive hours for the time spent at every school.

MNF Chairs work directly with Dr. Gorman and Andrea Williams, the MNF Program Coordinator:

- Assist in promoting MNF among the NRP membership, Neuroscience majors, and other JHU students
- Prepare demonstration materials and promotional items
- Assist with training students for school visits
- Record participation and give records to the Internal VP

“A Day in the Life of the Nervous System” (CTY):

The Neuroscience Program invite high school students and their parents to spend “A Day in the Life of the Nervous System.” Through hands-on experiments, step-by-step dissections, and informative, eye-opening presentations given by experts in the field, students have the chance to make their own “connections” to gain a better understanding of how, why, and what the nervous system does to sustain life in the body and produce thoughts within the brain.

NRP members work directly with Dr. Gorman and Andrea Williams to organize this event:

- Assist in the organization and preparation for the event
- Help prepare materials and promotional items
- Assist in gaining volunteers for the day of the event
- Assist in the management and organization the day of the event

Community Service activities are overseen by the NRP Board.

This is an experiential learning “lobe” that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities. Our commitment to support and make a difference in the general community and to nurture individuals who care about the community is seen through our involvement and dedication to the goals of the organization. We feel this “lobe” supports the University’s and Program’s goal of public engagement and outreach by fostering connections between the University, students and the community.

Brain Awareness Week:

Brain Awareness Week is a week of events that fall under the direction of the Society for Neuroscience (SfN). The goal of BAW is to highlight Neuroscience in academic, social and political arenas.

The BAW Co-chairs oversee the BAW events:

- Determine target audience for BAW events (Hopkins Neuroscience Students, Hopkins Undergrads, Hopkins Community, Baltimore Community)
- Schedule and advertise BAW events
- Organize logistics of BAW events
- Find venues and secure speakers
- Recruit volunteers
- Set-up and clean-up for the events
- Record participation and give records to the Internal Vice President