

## MEMORANDUM

**To:** USC Viterbi Faculty

**From:** Brandi P. Jones, Vice Dean for Diversity and Strategic Initiatives  
Traci Thomas Navarro, Director, Center for Engineering Diversity

**Date:** February 14, 2019

**Subject:** 2019 Viterbi Summer Institute

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The Viterbi Summer Institute (VSI) is a high-achievement program designed to enhance the transition to USC for engineering students from underrepresented backgrounds. VSI participants will gain a competitive edge by engaging with faculty, staff, and students in a supportive community environment. The four-week residential program will prepare students for the complex course work and academic rigor of Viterbi engineering.

The Viterbi Summer Institute aims to create early awareness about the importance of research by having students work in labs with faculty and graduate students. We invite faculty to provide a short-term research project for a group of up to four students, who will work together as a team on the assigned project. The dates of the research component are Tuesday, July 9<sup>th</sup> to Thursday, August 1<sup>st</sup> (Mondays–Fridays, 2-6 p.m.). This is a great opportunity for graduate students to mentor and guide undergraduates in a structured research environment. Graduate students who serve as research mentors will be paid at a rate of \$25 per hour for a twenty hour work week. **Students who are working as RAs are eligible to participate in the program as long as their appointments are 50% or less.**

Faculty are critical to our success in offering this extraordinary experience for Viterbi incoming students. Please inform Traci Thomas Navarro via email ([tracit@usc.edu](mailto:tracit@usc.edu)) of your interest in providing a research experience for Viterbi Summer Institute participants. We look forward to hearing from you no later than Sunday, March 17<sup>th</sup> to move forward with planning. Thank you for your consideration.

