

CSE 198 | Week 6 Meeting A

HKN Outreach

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Week 6 Agenda

Meeting A

1. Course Requirements Review
 1. Reflections
 2. Feedback Forms
2. Lesson Schedule Update
3. HKN Portal Process
4. Reimbursements
5. Presentation Techniques
6. Lesson Dev

Course Requirements

Course Requirements

Lesson Presentations

- Lessons have begun (View on the HKN Portal!)
- Course requirement: **FIVE POINTS MINIMUM**
 - **One** event @ **1** hour = **1** POINT
 - **One** event @ **1.5** hours = **1.5** POINTS
 - **TWO** events must be **CSE lessons**. Any other events satisfy the rest.
- Questions?

Course Requirements

Post-Lesson Reflections

- You must complete two post lesson reflections | **Due: Friday, March 13th @ 11:59pm**
 - One to two pages each
 - Write after attending CSE 198 lesson
 - Academic Format (double spaced, serif font, 12pt, etc.)
 - **Please do not use AI.** It's easy to write a one pager on each of your two CSE lessons!
- Topics:
 - What was successful/unsuccessful
 - How to improve the particular lesson
 - General thoughts of the lesson
 - Anything else you'd like to include is great!

Course Requirements

Post-Lesson Feedback Forms

- Must be completed for ALL LESSONS ATTENDED.
- Forms are linked in the event description of each event.
- Easy to complete, should be completed when you click “Sign-In”
 - Can complete on the ride home!
- **Due: Wednesday, March 11th @ 11:59pm**

Course Requirements

Course Deadlines

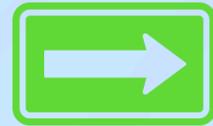
- All assignments are detailed in the *CSE 198 Syllabus* [linked here.](#)
- **Driver Reimbursement Submission**
 - Due: **Monday, March 9** (ASAP = Faster Payment)
- **All post-lesson feedback forms**
 - Due: **Wednesday, March 11 @ 11:59pm**
- **Final Presentation**
 - Present in your **Week 10 Weekly Meeting**
- **Two Post-Lesson Reflections**
 - Due: **Friday, March 13 @ 11:59pm**

Lesson Schedule Preview

Lesson Schedule

CSE-ECE-MAE

Current as of
2/13 5:00pm



: CSE Lesson



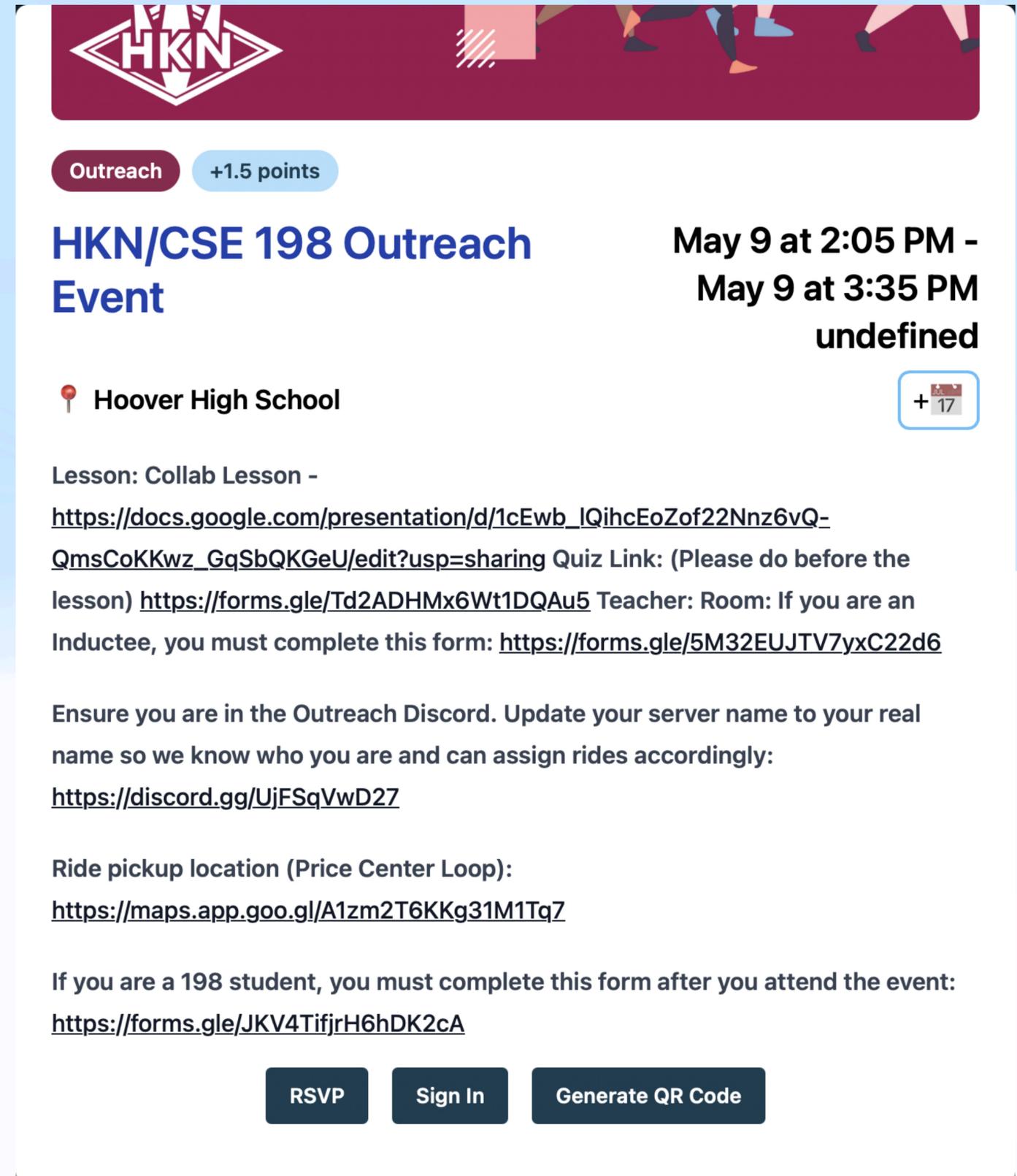
Week 7 - 16 February						
2/16/2026	11:30 - 12:30 Monday	Chollas			PRESIDENTS DAY	Michelle Krug
2/16/2026	12:30 - 1:30 Monday	Chollas			PRESIDENTS DAY	Brooke Ellis
2/17/2026	2:00 - 2:55 Tuesday	Millennial Tech	CSE	2	Web Dev Portfolios	Thomas Courtney
2/18/2026	12:20 - 1:50 Wednesday	San Diego	ECE	1	Soldering	Leqah Munaim
2/19/2026	10:10 - 11:40 Thursday	San Diego	MAE	5	Bridges	Leqah Munaim
2/19/2026	2:00 - 2:55 Thursday	Millennial Tech	ECE	2	Battery Cars	Sarah Hillard
2/20/2026	8:35-10:05 Friday	Hoover	CSE	4	AI Ethics	Amanda Palucki
2/20/2026	10:15-11:45 Friday	Hoover	CSE	4	AI Ethics	Amanda Palucki
2/20/2026	2:05-3:35 Friday	Hoover	MAE	1	Balloon-Powered Car	Amanda Palucki
Week 8 - 23 February						
2/23/2026	11:30 - 12:30 Monday	Chollas				Michelle Krug
2/23/2026	12:30 - 1:30 Monday	Chollas				Brooke Ellis
2/24/2026	12:20 - 1:50 Tuesday	San Diego	CSE	3	Machine Learning	Leqah Munaim
2/24/2026	2:00 - 2:55 Tuesday	Millennial Tech	ECE	3	Basic Circuits 167	Thomas Courtney
2/25/2026	10:10 - 11:40 Wednesday	San Diego	MAE	4	Laser Cutting	Leqah Munaim
2/26/2026	2:00 - 2:55 Thursday	Millennial Tech				Sarah Hillard
2/27/2026	8:35-10:05 Friday	Hoover	CSE	1	Intro to Python	Amanda Palucki
2/27/2026	10:15-11:45 Friday	Hoover	CSE	2	Web Dev Portfolios	Amanda Palucki
2/27/2026	2:05-3:35 Friday	Hoover	CSE	3	Machine Learning	Amanda Palucki
Week 9 - 2 March						
3/2/2026	11:30 - 12:30 Monday	Chollas				Michelle Krug
3/2/2026	12:30 - 1:30 Monday	Chollas				Brooke Ellis
3/3/2026	2:00 - 2:55 Tuesday	Millennial Tech	MAE	5	Bridges	Thomas Courtney
3/4/2026	12:20 - 1:50 Wednesday	San Diego	ECE	1	Soldering	Leqah Munaim
3/5/2026	10:10 - 11:40 Thursday	San Diego	MAE?	4	Laser Cutting	Leqah Munaim
3/5/2026	2:00 - 2:55 Thursday	Millennial Tech				Sarah Hillard
3/6/2026	8:35-10:05 Friday	Hoover				Amanda Palucki
3/6/2026	10:15-11:45 Friday	Hoover	MAE?	2	Catapults	Amanda Palucki
3/6/2026	12:20 - 1:50 Friday	San Diego				Leqah Munaim
3/6/2026	2:05-3:35 Friday	Hoover				Amanda Palucki

HKN Portal Process

HKN Portal

Lesson Delivery Details

- The HKN Portal will display lesson date, time, and location
- Rides will be coordinated through the portal & assigned on discord
- You **must RSVP** for lessons that you will attend in advance
- Once you ATTEND the lesson, you will complete the feedback form and then “Sign In”.
- Do not sign in until you’ve ATTENDED.



The screenshot shows the HKN Portal interface for an event. At the top, there is a maroon banner with the HKN logo and a decorative graphic of people walking. Below the banner, the event is categorized as 'Outreach' with a '+1.5 points' badge. The event title is 'HKN/CSE 198 Outreach Event' and the date/time is 'May 9 at 2:05 PM - May 9 at 3:35 PM'. The location is 'Hoover High School' with a '+ 17' badge. The lesson is 'Collab Lesson -' with a Google Docs link and a Quiz Link. The teacher's room information is provided, along with a form link for inductees. A Discord link is provided for ensuring the user is in the Outreach Discord. The ride pickup location is 'Price Center Loop' with a Google Maps link. A final form link is provided for 198 students to complete after the event. At the bottom, there are three buttons: 'RSVP', 'Sign In', and 'Generate QR Code'.

Outreach +1.5 points

HKN/CSE 198 Outreach Event May 9 at 2:05 PM - May 9 at 3:35 PM

Hoover High School + 17

Lesson: Collab Lesson -
https://docs.google.com/presentation/d/1cEwb_IQihcEoZof22Nnz6vQ-QmsCoKKwz_GqSbQKGeU/edit?usp=sharing Quiz Link: (Please do before the lesson) <https://forms.gle/Td2ADHMx6Wt1DQAU5> Teacher: Room: If you are an Inductee, you must complete this form: <https://forms.gle/5M32EUJTV7yx22d6>

Ensure you are in the Outreach Discord. Update your server name to your real name so we know who you are and can assign rides accordingly:
<https://discord.gg/UjFSqVwD27>

Ride pickup location (Price Center Loop):
<https://maps.app.goo.gl/A1zm2T6KKg31M1Tq7>

If you are a 198 student, you must complete this form after you attend the event:
<https://forms.gle/JKV4TifjrH6hDK2cA>

RSVP Sign In Generate QR Code

Reimbursements

Reimbursements

Step One - Mileage Spreadsheet

- https://docs.google.com/document/d/1IRAv_VujvlaihkNM_S2ZoC6l5l3ILAFhcfwSO46bo6Y/edit?tab=t.0

1. Mileage Spreadsheet

x FA25: HKN-Outreach-198-mileage-log-2025.xlsx

- Duplicate the “DUPLICATE ME” sheet and rename to your name “FIRST LAST”.
- Scroll to the bottom and sign the sheet by typing your name and date.
- Reference the School Addresses/Mileage tab for mileage & addresses
- Fill out the addresses and dates for times you drove
- Enter the dates you drove and fill out: **2. Travel Certification**
- Enter the number next to the cell “Total amount to be reimbursed” into the question for the reimbursement total on: **3. Reimbursement form**. Please ensure that these numbers match.

Reimbursements

Step Two - Travel Certification

- Fill out one form for each location, including all dates traveled to that location. This is displayed in MY version, but the form may look like Collin's version.
- One form for Bay Park, SDHS, etc.
 - Even if travel made twice to Bay Park, once to SDHS.
- **Due by Monday, March 9**
 - This is to allow for Professor Bonjour to sign off on all forms before the end of Fall quarter.

2. Travel Certification (end of quarter)

https://blink.ucsd.edu/_files/travel-tab/Student%20Certification%20for%20Business%2005.pdf

-Fill out, sign, and send it to your 198 lead, must be signed by the faculty advisor (your 198 lead will send them to the faculty advisor for signature).



Student Certification for Business-Related Travel



UC San Diego Student Certification for Business-Related Travel

All fields with an Asterisk (*) MUST be completed

Prior to the start of the trip for the UC San Diego student, the completed form must be attached to the Concur Travel Request (pre-authorization for travel). It must also be attached to the Expense Report for the post-trip reconciliation. This certification must be completed by the student and certified by a UC San Diego faculty member, Principal Investigator (PI), or administrator.

I certify that this student travel expense directly supports the faculty/PI's project or research program (Faculty/PI to sign form). (This includes when a student obtains his or her own external funding (including external fellowships) to support his/her research, which funding is provided to the University to administer either under a PI or as the student being the PI.)

Please provide a brief description of the project/research program*:

HKN Outreach class, giving engineering lessons to local K-12 schools

Faculty Member/PI/Administrator Signature*:

The Business Purpose for this trip is an integral (required) part of the student's degree/research work (choose one and attach supporting documentation)*:

- Activity is required of all students for degree completion (this does not mean that all students are required to complete dissertation work but that all students in a degree program are required to conduct research at a specific location) Degree: _____
- Activity is required of all students and impacts the student's grade in a required course. Course: ECE 198
- The student is actively participating in a competition or student group activity on behalf of UC San Diego Name of Competition/Activity: _____
- Presenting at a conference: _____

Chart String Information: Fund, Financial Unit, Function, Project, Task*:

Travel for ECE 198 - HKN Outreach

Student/Fellow Name*:	Collin Walmsley
Student ID/PID Number*:	A*****
Select One*:	Undergraduate Student: <input checked="" type="checkbox"/> Graduate: <input type="checkbox"/>
Student Travel Dates*:	5/8/25, 5/16/25
Destination(s)*:	Millennial Tech MS, Hoover HS
Student/Fellow Signature*:	Signature Date*:

Any payment for travel to an undergraduate, graduate student, or post-doctoral fellow, which does not meet the above criteria for UC San Diego business-related travel, is considered to be a scholarship/fellowship for a nonqualified expense according to IRS regulations and should be processed through the Financial Aid Office. Any reimbursement for travel as a UC San Diego business expense (and paid through Concur) cannot also be claimed by the student as an additional cost of education for financial aid purposes.

Please complete this form and attach it to the MyTravel trip for any student travel reimbursement that is certified to be business-related travel. This certification must be completed by the student and certified by a UC San Diego faculty member (or a Principal Investigator (PI) if payment is made from a federal grant).

Reimbursement for UC San Diego Business-Related Travel To be completed by UC San Diego Faculty Member or Principal Investigator (PI)

I certify that this student expense relates to at least one of the following:

- Directly supports my project or research program
Please provide brief description:
- Is related to attending or presenting at a conference (conference publication or registration listing student and his/her affiliation with UC San Diego is required).
- Is an integral (required) part of the student's degree work (choose one)
 - Activity is required for degree credit Degree:
 - Activity impacts the student's grade in a required course for the degree Course:
- The student is actively participating in a competition on behalf of UC San Diego.
Name of Competition:

Faculty Member/PI Name:

Faculty Member/PI Signature: _____ Date: _____

To be completed by UC San Diego Student

Student/Fellow Name:	Andrew Jeter
Student ID/PID Number:	A17546098
Destination:	Hoover High School
<input checked="" type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Graduate Student
Travel Dates:	05/02/25; 05/16/25
Purpose:	To bring myself and other CSE/ECE/MAE 198 Students to present STEM lessons to local SDUSD K-12 Students.
Student/Fellow Signature:	Andrew Jeter
Date:	05/30/25

Any payment for travel to an undergraduate, graduate student, or post-doctoral fellow, which does not meet the above criteria for UC San Diego business-related travel, is considered to be a scholarship/fellowship for a nonqualified expense according to IRS regulations and should be processed through the Financial Aid Office. Any reimbursement for travel as a UC San Diego business expense (and paid through MyTravel) cannot also be claimed by the student as an additional cost of education for financial aid purposes.

Reimbursements

Step Three - Reimbursement Form

3. Reimbursement form (end of quarter)

https://docs.google.com/forms/d/e/1FAIpQLScbftXNvWItZfd5Ay8o2x_iAgc2315u4zPC6aiJsUjnPclRQA/viewform

This form will give you access to setting up a PaymentWorks account. If you are employed by UCSD it also shows you how to get paid. This is how to direct the reimbursement to your checking account or however you choose to receive payment.

No need to attach a file at the end, the VP Academic Outreach will send the spreadsheet with all your mileage to the department.

Fill out using these images as reference (next pages)

Ensure the Reimbursement Total is the same as your Driver Reimbursement spreadsheet

Reimbursements

Step Four - Expected Payment Timeline

4. Expected timeframe

Payments take 2 - 8 weeks once forms are sent. Reimbursements are sent the next quarter. I.E. If you drove during Fall, you will get reimbursement started in Winter. For Spring reimbursements, there is an extra delay, as reimbursements are filled out in the Fall of the next school year.

- **If you drove for multiple quarters, make separate forms for each quarter.**

If you have any questions, please ask in the HKN Outreach discord, or email the HKN VP Academic Outreach, Collin Walmsley at cowalmsley@ucsd.edu.

Presentation Techniques

Presentation Techniques

Lesson Style

- Launch 10-15mins
- Explore 35-40mins
- Summarize 10mins
- What does this mean for students? Different ages?
- How can they interact with your lesson?
- How can we improve this model?

Presentation Techniques

What do we Consider?

- What are some aspects of a university-level topic that might be confusing for Elementary students?
 - Consider introductions! Make sure to ask if they're familiar with these majors, if they aren't, explain them all briefly!
- What about Middle School students?
- High School students?
 - Different age groups have different learning styles to keep in mind
- How can we enable them to follow along?
- How can we craft our lesson so that it's relatable to their age group?
- Successes from lessons so far?

Lesson Development

Lesson Dev

Criteria

- You've developed your lesson, quick refresher on criteria:
- **Lesson Criteria**
 - 1 hour for Elementary, Middle school level
 - 1.5 hours for High School level
 - **Three activities minimum** for kids to do during your lesson
 - Can use videos, pictures, printouts; be creative! Themes/colors/style/etc.
- **Content Quiz**
 - Three to four questions; simple google form for those outside your group to take when aiding in presenting your lesson

Lesson Dev

Groups

Lesson Groups

Group 1 - Python Revamp	Group 2 - Web Dev (Portfolios)	Group 3 - Machine Learning(ish)	Group 4 - AI Ethics
Anika	Saaketh	Arthur	Aditi
Daniel	Emily	Ismail	Syd
Andrew	Caio	Adi	Kayne

Lesson Dry Run Revision Time