

CSE 198 | Week 8 Meeting A

HKN Outreach

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Week 8 Agenda

Meeting A

1. Course Requirements Review
 - Event Presentations
 - Reflections
 - Feedback Forms
 - Final Presentation
2. Lesson Schedule Update
3. HKN Portal Process
4. Reimbursements
5. Presentation Techniques
6. Lesson Dev
7. Lesson Revisions

Course Requirements

Course Requirements

Teaching Pedagogy Research

- As part of your lesson development, you employed a specific teaching pedagogy (strategy) into your lesson to achieve a goal
- In your reflections and final presentation, include details on this teaching pedagogy, and observations you made from conducting actions during a lesson presentation that you noticed.
- For example:
 - Active Questioning
 - Open-Ended, Purposeful Inquiries, Empathetic and Non-Judgmental

Course Requirements

Event Presentations

- Events 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.** Any other CSE/ECE/MAE events satisfy the rest.
- **Note that you should have at least THREE points going into the final week.**
 - **It may be difficult to transport all attendees to lessons with limited drivers!**

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 your two minimum CSE 198 events (Easier to write about a lesson you presented!)
 - 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

Final Presentation

- The final presentation is easy! Don't stress :)
- **Week 10 Mandatory Meeting Attendance**
- Create a short (4-6 slides) presentation about the following:

Final Report / Presentation

- Create an individual final presentation highlighting the outreach work completed during the quarter, around two to three minutes in presentation length.
- The presentation should include:
 - Brief descriptions of the lessons developed
 - Overview of the lesson delivery at schools
 - Reflections and feedback on the lesson delivery
- **Due: Present during your Week 10 Meeting**

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**

Reimbursements

Reimbursements

Step One - Mileage Spreadsheet

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

1. Mileage Spreadsheet

 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).

UC San Diego

INTEGRATED PROCURE-TO-PAY SOLUTIONS

Travel

Student Certification for Business-Related Travel

UC San Diego

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/Fellow Name*: _____	
Student ID/PID Number*: A*****	
Select One*: Undergraduate Student: ☒ Graduate: ☐	
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.

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: _____
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To be completed by UC San Diego Student

Student/Fellow Name: Andrew Jeter	
Student ID/PID Number: A17546098	Destination: Hoover High School
☒ Undergraduate Student	☐ 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: <i>Andrew Jeter</i>	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.

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UPDATED 01.10.2025

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.

Technical Elective & General Education Credit Petition

Technical Elective & General Education Credit

Sixth College Experiential Learning

Seventh College High-Impact GE

Optional: Technical Elective & General Education Credit

Students must write a technical report if they have taken **two quarters** of the outreach program and would like to petition for:

- A Technical Elective credit as a CSE major enrolled in CSE 198 (two units)
- An Experiential Learning/Practicum GE for Sixth College or “High Impact” GE for Seventh College
 - Check with your department advisors for other possible GE/major requirement credit petitions

Technical Report Guidelines

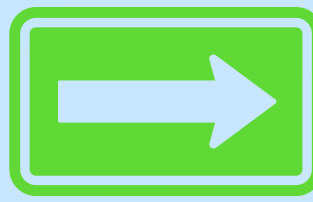
- If completing the technical report, it will **replace** the final report outlined in the “Grading” section; you do not have to submit two final reports.
- Write an individual report (2-4 pages) summarizing your experience in HKN Outreach, including:
 - Design of outreach lessons
 - Delivery of lessons at schools
 - Feedback and reflections on the lessons and the program as a whole
 - **Pedagogical portion:** Reflect on the teaching methodologies. Strategies, and effectiveness of the lessons. Provide insights into the engagement and learning outcomes of the students
 - **Technological portion:** Discuss the technical aspects, challenges, and innovations related to the lesson material and projects
 - Include links to relevant lessons and projects developed

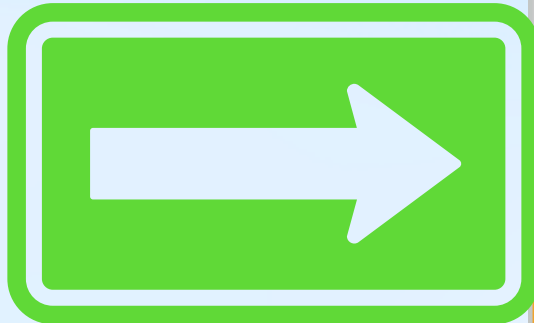
Lesson Schedule Preview

Lesson Schedule

CSE-ECE-MAE

Current as of
2/27 4:30pm

: CSE Lesson



Week 8 - 23 February						
2/23/2026	11:30 - 12:30 Monday	Chollas	CSE	4	AI Ethics	Michelle Krug
2/23/2026	12:30 - 1:30 Monday	Chollas	CSE	4	AI Ethics	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	MAE	3	Buoyancy	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	8:35-9:40 Wednesday	Hoover				Amanda Palucki
3/4/2026	9:50-10:55 Wednesday	Hoover				Amanda Palucki
3/4/2026	12:20 - 1:50 Wednesday	San Diego	ECE	1	Soldering	Leqah Munaim
3/4/2026	1:05-2:10 Wednesday	Hoover				Amanda Palucki
3/5/2026	10:10 - 11:40 Thursday	San Diego				Leqah Munaim
3/5/2026	2:00 - 2:55 Thursday	Millennial Tech				Sarah Hillard
3/6/2026	12:20 - 1:50 Friday	San Diego	MAE	4	Laser Cutting	Leqah Munaim

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.



Outreach

+1.5 points

HKN/CSE 198 Outreach Event

May 9 at 2:05 PM - May 9 at 3:35 PM undefined

 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/5M32EUJTV7yxC22d6>

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

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	Group 4 - AI Ethics
Anika	Saaketh	Arthur	Aditi
Daniel	Emily	Ismail	Syd
Andrew	Caio	Adi	Kayne

Event Reviews! (NEW!)

Event Reviews

Share your Experiences at Events so far!

- Each group will come up and share a little bit about any of the following:
- Something unexpected at your event, and how you navigated it
- A major success at your event
- A major oversight that you need to resolve
- Anything else!
- Can be from being a volunteer or being a presenter!

Attendance

