

BIO 499
Independent Study in Biology
Departmental Policies and Guidelines

BIO 499 provides Biology majors with the opportunity to receive course credit by participating in a biological research project being conducted with direct oversight from a biology department faculty member. This signed form must accompany the School of Arts and Sciences Independent Study Application Form submitted to the Dean of the School of Arts and Sciences. **Forms must be signed by the research supervisor and submitted to the biology department student research oversight committee (BDSROC) by the due dates* outlined below. If approved, the BDSROC will submit both forms to the biology department chair for approval. The biology department chair will not approve BIO 499 requests that have not first received approval from the BDSROC.**

DUE DATES to BDSROC*:

Summer/Fall: full semester or first 8 week term: second Monday in April

Fall: second 8 week term: second Monday in September

Spring: full semester or first 8 week term: second Monday in November

Spring: second 8 week term: second Monday in January

Role of signatories as per the school of Arts and Sciences guidelines

“The project sponsor will guide the student in the writing of the proposal. The proposal should include appropriate citations. As per the University guidelines ‘Students and their faculty sponsors are jointly responsible for defining projects in detail and for justifying them as independent study projects for the credits requested. Students are responsible for securing faculty sponsors (more than one sponsor may be needed), and for securing endorsement of their proposals from their advisors and from the appropriate department chairpersons. Faculty sponsors volunteer their services and are free to accept or to reject student independent study proposals at their discretion’.”

1. Advise in the creation of the final poster submitted by the student at the completion of the internship experience;
2. Attend the symposium and evaluate the presentation of the final poster;
3. Assigning a grade to the BIO 499.

The role of the academic advisor is to assess the student’s academic qualifications for the BIO 499.

The quality of the research project will be assessed by the biology department student research oversight committee (BDSROC). Important assessment points will be adequate time required for credit (135 hours minimum) and development of biology research skills not available in a typical biology course.

Timeline of approvals

Academic advisors will be given one week to sign the Arts and Sciences form, after one week pocket approval will occur and the BDSROC can sign as the advisor.

Both the Biology Department Policies and Guidelines form and the Arts and Sciences form with signatures from the project sponsor and academic advisor are due to the BDSROC by the due dates outlined above.*

Research Oversight

The BDSROC will review all applications for participation in a BIO 499 research course. The committee will determine whether or not the proposed research project falls within the scope of biology research and ultimately will approve the proposed project for course credit.

Student Responsibilities

In addition to the duties and responsibilities set forth by the research supervisor, all students enrolled in BIO 499 must:

1. Complete a minimum of 135 contact hours (approximately 9 hours per week for a 15-week semester).
2. Prepare and present a final poster that summarizes the research project and highlights major accomplishments, contributions, and findings resulting from the experience. The poster will be presented at a symposium at the end of the semester to an audience of biology faculty members and students.

Grading

Independent study grading is at the discretion of the research advisor. The grading criteria must be outlined in the application for credit. It is recommended that at least 50% of the grade be comprised of a final product such as a paper or poster.

Student Name (please print):

I agree to the policies and procedures required for completion of a BIO 499 independent study and research project as described in this document.

Student Signature: _____

Date:

Project Sponsor Name:

Project Sponsor Signature: _____

The Biology Department Research Oversight Committee has reviewed the proposed project and approves the student's BIO 499 research.

Committee Chair Name:

Committee Chair Signature: _____