

General Information Sheet
Supervised Study in Biology (BIOD95H)
Fall 2021 or Winter 2022

BIOD95 is an H course, and worth 0.5 credits. If you wish to successfully enroll in our supervised study course BIOD95H, you **must first have completed 12.5 full course equivalents of which at least 4 must be Biology B or C level courses**. You should then consult directly with the faculty member whose research seems most relevant to your interests. Keep in mind that any given faculty member can accommodate only a limited number of supervised study students. But even before you go to see a faculty member, you should acquaint yourself with the general format and requirements of these courses. That is the purpose of this information sheet. Please read it carefully.

Requirements and Deadline

You will be required to submit a full written report of your study at the end of the course. The due date for your assignment in the Fall term is **Monday, December 6th, 2021** and for the Winter term is **Friday, April 8th, 2022**. These are fixed university deadlines and are not subject to change by you or by your faculty supervisor. A penalty of 20% (of your final grade) per day will apply if your assignment is late. [Note: In an extraordinary case, an extension can only be approved by the Chair of the Biological Sciences Department, if the request is made to the course coordinator PRIOR to the due date.] You must submit **one electronic copy** of your report to Laura Shelly (laura.shelly@utoronto.ca) via e-mail by **4 PM** on the date listed above and a **second electronic copy** to your research supervisor. If you have a co-supervisor (see below) you must also submit a third copy to them.

Students working with off-campus instructors require a co-supervisor from this campus. Approval for doing research with an off-campus supervisor, and the arrangements for an on-campus co-supervisor, must be obtained from the Course Coordinator (Dr. Aarthi Ashok; e-mail: aarthi.ashok@utoronto.ca) prior to registration.

Procedure

You will begin performing duties for the course at the start of the semester, meeting with your faculty supervisor to determine the nature of project you will be working on. Once under way, you will work on carrying out the project, meeting periodically with your faculty supervisor and with the group of project students under the guidance of the Course Coordinator. Toward the last two weeks of the semester, you should be presenting complete drafts of your research paper to your faculty supervisor (for feedback and revision) so that everything can be finalized by the deadline specified above. Your paper should be in the form of a standard scientific paper, either an empirical paper or a review paper. The exact format will be determined in consultation with your supervisor. Please note that students may be asked to submit copies of their final paper to Turnitin.com – please watch for Quercus announcements and instructions. Note that BIOD95 students are not required to give an oral presentation to the department as part of their assessment; however, your primary supervisor may require you to present to your lab group.

Evaluation

Evaluation will be based in part on the research paper and in part on the appraisal by your faculty supervisor of your general performance throughout the course. It is your responsibility to ascertain the method of evaluation before registering into the course and to indicate this on the form submitted to Registrar's Office and on the **template provided on page 3**. The second reader contributes 30% of your final grade, based on the research paper only. The primary supervisor contributes 70% of your final grade based on their evaluation of your performance during the summer semester and your research paper. You and your supervisor may agree on an arrangement for the work to be undertaken and for scheduling along the way, but the rules you have just read above apply to *all* BIOD95 research students and cannot be contravened in individual cases.

Department of Biological Sciences
Supervised Study in Biology Permission Form (BIOD95H)
Fall 2021 or Winter 2022

Students wishing to enroll in the supervised study in Biology course, BIOD95H, must read and follow these instructions carefully. In addition, please note the prerequisites for BIOD95H.

- 1) Read the General Information Sheet (page 1 of this document).
- 2) Forward an electronic copy of your academic history from ACORN and meet with your potential faculty supervisor virtually to discuss the proposed research you would do and the method of assessment of your performance. If your proposed supervisor is not a member of the UTSC faculty you must also find a co-supervisor in that discipline at UTSC. Approval for doing research with an off-campus supervisor and the co-supervisor must be given by the Course Coordinator (Dr. Ashok) prior to enrollment.
- 3) Fill in the Supervised Study Permission form (this form) and [Registrar's Supervised Study form](#) with your supervisor. Get your supervisor to digitally initial your academic history. Arrange for co-supervision if necessary (see point 2 above for clarification).
- 4) Send the completed forms listed above and initialed academic history to Laura Shelly once you have obtained the necessary approval. E-mail: laura.shelly@utoronto.ca

After all forms have been completed, signed and sent to Laura, your course status on ACORN will change from interim (INT) to approved (APP).

Student Name: _____ Student #: _____

Course # & Session: _____ Telephone #: _____

E-mail: _____

Student Signature: _____ Date: _____

*Please append a student copy of your transcript (from Acorn). Each page of your transcript must be initialed by your supervisor (and Co-supervisor in the case of an off-campus project).

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Co-Supervisor Name: _____ E-mail: _____
 (if applicable, see above)

Co-Supervisor Signature _____ Date: _____
 (if applicable, see above)

Signature of Course Coordinator _____ Date: _____
 (if applicable, see above)

Student name: _____

Breakdown of evaluation of BIOD95 students:

Supervisors are requested to use this template as a guide for student evaluation and can choose from specific categories listed below. Mentors can also include additional project-specific criteria for assessment.

1. Intellectual contribution to project =
2. Participation & attendance at lab meetings/other group meetings =
3. Effort and time spent on research project =
4. Meetings with supervisor
(assessing self-directed learning, punctuality in meeting deadlines etc.) =
5. Lab citizenship / working with others =
6. Oral presentations
(presentation to lab group/mentor or other scientific group meetings) =
7. Other: _____
8. Other: _____
9. Other: _____
10. Other:

SUBTOTAL (Sum of items 1-10 above) = 30%

Written paper (final submitted, drafts of final paper or other group related reports) **as evaluated
by the primary supervisor = 40%**

TOTAL GRADE contributed by primary supervisor = 70%

Second reader grade (paper only) = 30%

TOTAL = 100%