Department of Biological Sciences:
Directed Research Permission Form
(BIOD96Y) Fall/Winter 2022-2023

Students wishing to enroll in an independent directed research course (BIOD96Y) must read and follow these instructions carefully. In addition, please note the prerequisites and/or exclusions associated with each of these courses.

1) Read the General Information Sheet (attached).
2) Meet with your potential faculty supervisor and discuss the research that you might do and the method of assessment of your performance.
3) If your supervisor is a member of the UTSC faculty, fill out the Supervised Study Permission form (this form) and Registrar's Supervised Study form. You will also be required to forward an electronic copy of your transcript and academic history from ACORN to your supervisor to digitally initial each page. Once this is completed, send scanned copies of the two forms and transcript to Jennifer Campbell at jac.campbell@utoronto.ca.

If your proposed supervisor is not a member of the UTSC faculty, you must also find a co-supervisor in that discipline at UTSC. Also, approval for doing research with an off-campus supervisor and the co-supervisor must be given by Course Coordinator (Dr. Shelley Brunt, shelley.brunt@utoronto.ca). When you have arranged for co-supervision and have obtained the necessary approval, send the completed forms to Jennifer Campbell jac.campbell@utoronto.ca.

Student Name: _____ Student #: _____

Course # & Session: _____ Telephone #: _____

E-mail: _____

Student Signature: _____ Date: _____

PLEASE APPEND A STUDENT COPY OF YOUR TRANSCRIPT (FROM ROSI).
EACH PAGE OF YOUR TRANSCRIPT MUST BE SIGNED BY YOUR SUPERVISOR (AND CO-SUPERVISOR IN THE CASE OF AN OFF-CAMPUS PROJECT).

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

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

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

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

Directed Research Courses in Biological Sciences (BIOD96Y): 2022-23 academic year
General Information Sheet

If you wish to become involved in our independent research courses in Biology, you must first have completed 13.5 credits 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 usually only accommodate only one or two research students. 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 Deadlines

1) Students working in a lab, or doing field research must complete WHMIS (online) & Lab Safety Training. Students working with animals must undergo animal care training. Students working with biohazards must undergo biosafety training (mandatory 2-day workshop). Contact Human Resources for this training or your supervisors should be able to alert you about the dates that these training sessions will run and the registration process.

2) Important announcements about these courses will be posted on the Quercus site. You should check these sites regularly for announcements.

3) BIOD96 is a Y course worth 1 full credit. In the summer session you will be engaged in research over the entire semester (i.e., you are required to put in an equivalent effort and time that students work over the combined Fall and Winter semesters).

4) You will be required to submit a full written report on your research. **The due date for your written paper** is the last regular class day of the winter semester, **April 10, 2022.** This is a fixed university deadline and is not subject to change by you or by your faculty supervisor. A penalty of 20% 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.] You must submit **one copy** of your report to Jennifer Campbell at jac.campbell@utoronto.ca by **4 PM** on the date listed above and a **second copy** to your research supervisor.

5) Students working with off-campus instructors require a co-supervisor from this campus. Approval for doing research with an off-campus supervisor and permission for an on-campus co-supervisor must be obtained from the Course Coordinator (Dr. Shelley Brunt) prior to registration.

Procedure

Ordinarily, you will begin the research at the start of the semester, meeting with your faculty supervisor to determine the project you will be working on. Once under way, you will work on carrying out the project, meeting periodically with your faculty supervisor. Toward the last two to three weeks of the semester, you should be presenting 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 final paper should be in the form of a standard scientific paper, either an empirical paper or a review paper. You will also be required to prepare a 10-minute oral presentation to the department at the end of the winter term to present the findings from your work.

Evaluation

Evaluation will be based in part on the research paper and in part on the appraisal by your faculty supervisor of your performance in the research course. You should ascertain the breakdown of your evaluation in this course before signing into the course and your mentor should indicate their grade breakdown on the form submitted to Registrar's Office and on the template provided on the next page. The second reader contributes 30% to the final mark, based on the research paper (15%), your final oral presentation (5%) and your attendance/participation in the tutorial sessions (10%). The supervisor contributes the remaining 70% based on

his/her evaluation of your performance during the semester, your final oral presentation and your research paper.

Note: Whether the research works out as anticipated does not affect your grade, assuming that the work has been well done and the paper is a well-written description of the work. You will in no way be penalized because the data were not ideal. 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* BIOD96 research students and cannot be contravened in individual cases.

Breakdown of primary supervisor's evaluation of BIOD96Y3Y students:
The supervisors are requested to use this template as a guide and can choose from specific categories listed below. Mentors can also include additional project-specific criteria for assessment. Note that the value of the written paper is valued at 40% of the student's final grade.

Intellectual contribution to project =

Participation & attendance at lab meetings/other group meetings =

Effort and time spent on research project =

Meetings with supervisor (assessing self-directed learning, punctuality in meeting deadlines etc.) =

Lab citizenship / working with others =

Oral presentations (final presentation to department, practice or other group related presentations) =

Written papers (final submitted, drafts of final paper or other group related reports) = **40%** of student's final grade (i.e. 40% of the primary supervisor's total 70% evaluation)

Other: _____ =

Other: _____ =

Other: _____ =

Other: _____ =

Other: _____ =

Other: _____ =

TOTAL = 70% of student's final grade.