

Department of Biological Sciences
Supervised Study in Biology Permission Form (BIOD95H)
Fall 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 (last page of this document).
- 2) Meet with your potential faculty supervisor 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. Jeneni Thiagavel) prior to enrollment.
- 3) Fill in the Directed Research **Permission form** (this form) and the **Registrar's Supervised Study form** with your supervisor. Please ask your supervisor to digitally initial every page of your academic history (transcript). Arrange for co-supervision if necessary (see point 2 above for clarification).
- 4) Drop off or e-mail (i) the permission form, (ii) the supervised study form, and (iii) initialed academic history to the staff in the Biological Sciences Admin Suite (SW421A) once you have obtained the necessary approval and add the course on ACORN. E-mail: biology-general@utsc.utoronto.ca

After all forms have been completed, signed and reviewed at the department, your course status on ACORN will change from interim (INT) to approved (APP). Unless the SUPERVISED STUDY form you present carries the proper endorsement, your enrolment in the course on ACORN will not be valid.

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%

Supervised Study in Biology (BIOD95H) **Fall 2022 - General Information Sheet**

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 Deadlines

- 1) Important announcements will be posted on Quercus. You should check the site regularly for announcements.

- 2) You will be required to submit a full written report of your study at the end of the course. The due date for your written paper is **Monday, December 5th, 2022**. This is a fixed university deadline and is 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 Dr. Jeneni Thiagavel (jeneni.thiagavel@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.

- 3) 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. Jeneni Thiagavel (jeneni.thiagavel@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. You will be meeting periodically with your faculty supervisor. You will also be meeting once during the term with the course TA or Dr. Thiagavel to discuss your progress (meeting schedule will be posted on Quercus). 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 via Ouriginal on Quercus – please watch for Quercus announcements and instructions. There are no tutorials in this course. 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 the previous page**. 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 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.