

**Department of Biological Sciences**  
**Supervised Introductory Research in Biology Permission Form**  
**(BIOB98H and BIOB99H)**  
**2017/2018**

Students considering enrolling in a supervised introductory research in biology course (BIOB98H or BIOB99H) 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).  
Optional: Consult the course FAQ at <http://www.uts.utoronto.ca/~kwelch/teaching/biob98-99.html>
- 2) Meet with your potential UTSC Department of Biological Sciences faculty supervisor and discuss the proposed research, learning objectives and time commitment that will be expected for the course.
- 3) Complete, with your supervisor's assistance, a course plan form (see attached) that must include a brief description of the proposed research duties, learning objectives and time commitment.
- 4) Append to the completed course plan form a student copy of your transcript (from ROSI). Each page of this transcript must be signed by your supervisor.
- 5) (*Optional*) With your prospective supervisor's help, complete and sign the attached "Appendix D (Form 100) Consent to Provide Limited Personal Information About Highly Qualified Personnel (HQP) to NSERC" form. This form allows your supervisor to release limited information about you (see form) to NSERC in support of research funding applications.
- 6) Bring the completed course plan form and attached transcript to Gloria Luza in SW420B.
- 7) Once the course plan is approved by the department, Gloria Luza in SW420B will contact you to pick up an endorsed SUPERVISED STUDY form, which you may then submit to the Registrar's Office, AA142 by the deadline date given in your Registration Guide. Unless the SUPERVISED STUDY form you present at AA142 carries the proper endorsement, your enrolment in the course on ROSI will not be valid.

**Department of Biological Sciences:  
Supervised Introductory Research in Biology Course Plan  
(BIOB98H and BIOB99H)  
2017/2018**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Student Telephone #: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Course # & Session: \_\_\_\_\_

*(Note: the following three sections may be appended to this application on separate, typed, sheets. If this is done, the student and instructor MUST sign each appended sheet in addition to this one)*

Briefly describe the nature of the proposed research and the regular duties and tasks that the student will perform

Briefly describe the learning objectives of the work to be completed.

Briefly outline the time commitments associated with the work to be completed.

Work will begin on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Work will end on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

Approximate number of hours per week: \_\_\_\_\_ hrs.

Total time commitment: \_\_\_\_\_ hrs.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervised Introductory Research in Biology Courses (BIOB98H and BIOB99H): 2017-2018 General Information Sheet

In order to enroll in a supervised introductory research course in biology, you must first have completed 4.0 credits toward your degree and be enrolled in a Biological Sciences program of study. You should then consult directly with the UTSC Department of Biological Sciences faculty member whose research seems most relevant to your interests. Keep in mind that individual faculty members can accommodate only limited numbers of students and is under no obligation to sponsor a student for these courses. When in doubt, your Program Supervisor may assist you in deciding who to speak to on the faculty. However, before consulting with 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) Students working in a lab, or doing field research must complete WHMIS & Lab Safety Training. Students working with animals must undergo animal care training. Students working with biohazards must undergo biosafety training. Your faculty supervisor will assist you to get enrolled in the proper training session(s).
- 2) Important announcements about these courses will be posted on the intranet sites. You should check these sites regularly for announcements.
- 3) The *minimum* time commitment expected of students enrolled in this course is 72 hours over the duration of a semester. This includes time spent working in A) the lab or field and B) performing library or online research, etc., in support of the goals of the proposed research. The specific proportion of time the student spends on either A or B over the course of a semester is to be agreed upon by the student and faculty supervisor. Greater time commitments over a semester may be warranted in certain cases and should be agreed upon by both the student and supervising faculty member.
- 4) BIOB98 and BIOB99 are H courses worth 0.5 credit each. The specific research undertaken may necessitate student participation during periods other than the official term calendar (this is particularly true for the summer session). When this is the case, the time commitments, agreed upon by both student and advisor, should be specified on the course plan form.
- 5) Students must work under the primary supervision of a faculty member (with or without additional supervision by other laboratory personnel within the faculty member's research lab) in the Department of Biological Sciences, University of Toronto Scarborough.

### *Procedure*

Ordinarily, you will begin the research at the start of the semester. Students should have met with their faculty supervisor to determine the project, goals, and work and effort requirements prior to the start of the semester. Once under way, you will work on carrying out your contribution to the project, meeting periodically with your faculty supervisor and any other lab personnel with whom you work.

### *Evaluation*

Evaluation will be based on the appraisal by your faculty supervisor of your performance in carrying out the agreed upon research work. Performance and effort that meets or exceeds the minimum standard set out by the faculty supervisor will result in a "pass" grade. Performance AND/OR effort failing to meet this standard THROUGHOUT the semester will result in a "no pass" grade. It is your responsibility to understand the expectations and method of evaluation before enrolling in the course and to indicate this on the form submitted to the Registrar's Office.

Note: Whether the research works out as anticipated does not affect your grade, assuming that the work has been well done. You will in no way be penalised because the data were not ideal, provided these data were collected according to the standards and practices identified by your advisor. You and your supervisor may agree on an arrangement for the work to be undertaken and for scheduling along the way, provided the minimum time and effort levels are reached. The rules you have just read above apply to ALL BIO research students and cannot be contravened in individual cases. For more information, consult the course FAQ at <http://www.utsc.utoronto.ca/~kwelch/teaching/biob98-99.html>