

**Department of Biological Sciences**  
**Supervised Study in Biology Permission Form (BIOD95H)**  
**Fall 2017 or Winter 2018**

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 (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 (see listing for the relevant discipline in the UTSC calendar), fill out this form and bring it to Gloria Luza in SW420B.

If your proposed supervisor is not a member of the UTSC faculty you must also find a co-supervisor in the discipline at UTSC. Also, approval for doing research with an off-campus supervisor and the co-supervisor must be given by the Course Coordinator (Dr. Aarthi Ashok). When you have arranged for co-supervision and have obtained the necessary approval, bring the completed form to Gloria Luza in SW420B.\*

4) If your completed form is in order, Gloria Luza in SW420B will provide you with an endorsed SUPERVISED STUDY form, which you may then submit to 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 ACORN will not be validated.

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 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)

**General Information Sheet**  
**Supervised Study in Biology (BIOD95H)**  
**Fall 2017 or Winter 2018**

BIOD95 is an H course, and worth 0.5 credits. If you wish to become involved 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(s) 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 of 2017 is Monday, December 4<sup>th</sup>, 2017 and in Winter 2018 is Friday, April 6<sup>th</sup>, 2018**. 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 copy** of your report to Gloria Luza in SW420B by **4 PM** on the date listed above and a **second copy** to your research supervisor. If you have a co-supervisor (see below) you must also submit a **third copy** to them. Only the copy submitted to Gloria Luza is required to be a hard copy.

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. Ashok) 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 and with the group of project students under the guidance of the Course Coordinator. You will be required to attend tutorial sessions in the semester that you are enrolled in (Fall 2017 or Winter 2018) – the list of tutorials, timings and dates will be posted on blackboard. 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 blackboard 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 signing into the course and to indicate this on the form submitted to Registrar's Office and on the **template provided on the next page**. The second reader contributes 20% to the final mark, based on the research paper and your participation in tutorial sessions will account for 10% of your final mark. The primary supervisor contributes the remaining 70% based on his/her 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.

Student name: \_\_\_\_\_

***Breakdown of evaluation of BIOD95 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.

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 (final presentation to department, practice or other group related presentations) =
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) = 20%

Participation in class tutorials = 10%

**TOTAL = 100%**