

STEP 3. Obtain the permission of a Placement Supervisor.

NOTE - The Placement Supervisor must also sign the Communication agreement in Step 5.

Work Component/Job Description (determined by the Student and Placement Supervisor)

Describe/list your job responsibilities and learning opportunities. Be as specific as possible when listing duties, i.e. projects, meetings, training, informational interviews with professionals, etc.

I have discussed this placement with the student and have negotiated and assigned the work component.

Placement Supervisor _____
Please print Signature

Organization _____

Department _____

E-mail Address _____ Telephone. _____

Office Mailing Address _____

Student will be working in Room _____ Ext. _____

STEP 4. Obtain the permission of an Academic Supervisor.

NOTE - The Academic Supervisor must also sign the Communication agreement in Step 5.

Evaluation (determined by Student and Academic Supervisor)

Describe in detail how learning will be evaluated (i.e. monthly logs, mid-term & final site evaluations, research paper, portfolio, webpage, in class/public oral presentation or poster). Please include the weighting (i.e. %) of each component being evaluated.

	Learning Objective	Task & Strategies (how am I going to learn?)	Evidence of accomplishment (how will I show that I learnt)	Methods of Evaluation	Completion Date
Academic Learning & Application					
Skill Development					
Personal Development					

I have discussed and negotiated with the student the academic component and evaluation. I further agree to be available to meet with the student to discuss the placement experience and academic component associated with it.

Academic Supervisor _____
Please print Signature

Department _____

E-mail Address _____ Ext. _____

Office Address _____ Mailing Address _____

STEP 5. Review the Course Communication Agreement; this must be signed by the student and both supervisors.

BIOLOGY 3EP3 APPLIED BIOLOGY PLACEMENT Communication Agreement

Understandings:

1. Should either Supervisor be unavailable for more than 2 weeks, adequate supervision by a colleague, postdoctoral fellow or senior graduate student must be arranged and communicated in advance to both the Student and Course Coordinator.
2. The Placement Supervisor will ensure that the Student has completed the required Health and Safety Training prior to beginning work.
3. The Student is responsible for ensuring the entire Supervisory Committee [Placement Supervisor, Academic Supervisor, and other Supervisory individuals if any] are kept up-to-date on progress and changes in work or evaluation components.
4. Supervisors are expected to communicate grades for each component in a timely manner. The Student should consult with the Course Coordinator if a mark for the first two course components has not been received within one week of the due date.
5. Any modifications of the mark breakdown for the course must be discussed and approved by the Supervisor, Student and the Course Coordinator.
6. Any change in submission deadlines for the project report must be justified at least 5 days in advance, and in writing to the Course Coordinator. The Course Coordinator reserves the right to penalize late submissions by up to 5% per day.

Project Topic: _____

I acknowledge that I have read, understood and accept the above course requirements:

Signature of Student

Date

Signature of Placement Supervisor

Date

Signature of Academic Supervisor

Date

50-59: Did not meet standards expected of third year student	(D range)
60-69: Met minimum standards expected of third year student	(C range)
70-76: Met average standards expected of third year student	(B to B- range)
77-79: Met above average standards expected of third year student	(B+)
80-84: Readily exceeded expectations of third year student; shows promise in placement work	(A-)
85-89: Greatly exceeds expectations of a third year student; demonstrated placement work competence	(A)
90+: Greatly exceeded expectations of third year student; accomplished placement worker	(A+)

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STEP 6. Return these forms to Rebecca Woodworth (LSB-215A) for final approval by the Course Coordinator.

The information gathered on this form is collected under the authority of The McMaster University Act, 1976. The information is used for the academic, administrative, and statistical purposes of the Department of Biology including, but not limited to, maintaining records; academic counseling and the administration of examinations. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Manager of Instructional Programs, Department of Biology, McMaster University.