This placement course provides students with the opportunity to explore career options and integrate academics with a community, volunteer or professional experience. The student will complete an academic component in addition to the placement. Normally students will complete 60 hours of placement work through the duration of the experience, which may be completed over one or two terms.

**Prerequisite(s):** Credit or registration in SCIENCE 2C00; and registration in Level III or above of a program in the Faculty of Science; and permission of the academic supervisor and the course coordinator (or designate)

**Antirequisite(s):** EARTH SC 3IN3, 4IN3, GEOG 3MI3, 3MV3, LIFE SCI 3EP3, 3EX6, SCIENCE 3EP3, 3EX6

Students are responsible to arrange a suitable placement and supervision.

**Application Deadlines:**
- Fall, Term 1: August 1st;
- Winter, Term 2: December 1st;
- Spring, Term 1 or 3: April 1st;
- Summer, Term 2: May 1st

I wish to be considered for permission in:
- Fall/Winter [ ]
- Spring/Summer [ ]
- Term 1 [ ]
- Term 2 [ ]
- Term 3 [ ]

**STEP 1. Student to complete the following:**
I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures including those related to health and safety and the appropriate standards of ethical conduct. Further, I understand that I will seek workplace safety training prior to the placement commencing.

Student Name ________________________________________________Student No. ___________________
LASTNAME                                     FIRSTNAME
MACID  ________________________________ Preferred E-mail ____________________________________

Current Program: __________________________________________________________________________

**STEP 2. Review the Course Outline:**

Students wishing to complete an Applied Science Placement must seek the support of two supervisors:
- a) A placement supervisor to oversee the work conducted during a community, volunteer or professional experience and to verify the completion of a minimum of 60 hours of experience.
- b) An academic supervisor to evaluate the relevance of the placement to the student’s academic program and the knowledge/experience gained by the student. Supervisors must be a Faculty member or Associate member of the Biology Department at McMaster University.

FOR DEPARTMENT USE: COURSE COORDINATOR APPROVAL: ______________________
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.

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<thead>
<tr>
<th></th>
<th>Learning Objective</th>
<th>Task &amp; Strategies (how am I going to learn?)</th>
<th>Evidence of accomplishment (how will I show that I learnt)</th>
<th>Methods of Evaluation</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Academic Learning &amp; Application</td>
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<td>Skill Development</td>
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<td>Personal Development</td>
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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.
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+)

June 2013

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.