Biology 3EP3 Applied Biology Placement

BIOLOGY 3EP3 APPLIED BIOLOGY PLACEMENT COURSE OUTLINE
AND PERMISSION FORM

Course Coordinator: Dr. Juliet Daniel (danieli@mcmaster.ca) LSB 331
Course Administrator: Alison Cowie (cowieal@mcmaster.ca) LSB 119

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

COURSE OUTLINE
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 be responsible for an academic component in addition to the work placement. Normally students will complete 60 hours of placement work, which may be carried out over one or two terms. Students wishing to enroll in the Applied Biology Placement course BIOL 3EP3 must first seek the support of two supervisors: the academic supervisor and the placement supervisor. The placement supervisor in consultation with the student determines the work component and job description. She/he oversees the work conducted during a community, volunteer or professional experience and will verify the completion of a minimum of 60 hours of experience. The academic supervisor evaluates the relevance of the placement to the student’s academic program and the knowledge/experience gained by the student. He/she must be a Faculty member or Associate member of the Biology Department at McMaster University. The academic supervisor, in consultation with the student will determine the evaluation rubric. Students are responsible for arranging a suitable placement and academic supervision. Permission to enroll will be considered only after submission of all forms duly filled and signed.

Application Deadlines
Fall, Term 1: July 1st
Winter, Term 2: November 1st
Summer: March 15th

Academic Dishonesty Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various kinds of academic dishonesty, please refer to the Academic Integrity Policy located at: http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf

The following illustrates only three forms of academic dishonesty:
1. Plagiarism, e.g. the submission of work that is not one’s own, any text or ideas from books, the internet or journals, or work for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations
BIOLOGY 3EP3 APPLIED BIOLOGY PLACEMENT PERMISSION FORM

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:_________________________________________ Please print ___________________________________________ Signature __________________________________________________________________________________________

Student No.________________________________ MAC ID:________________________________ Preferred E-mail:_________________________________________________________

Current Program:________________________________________________________________________________________________________

I wish to be considered for enrolment in (please circle):

<table>
<thead>
<tr>
<th>Fall/Winter</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tr>
<td>Spring/Summer</td>
<td>Term 1</td>
<td>Term 2</td>
<td>Term 3</td>
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STEP 2. Obtain the permission of a Placement Supervisor and a job description. The Placement Supervisor must also sign the Communication agreement in Step 4.
The work component and the job description is determined by placement supervisor in consultation with the student. In 1-2 pages, list and describe your job responsibilities and learning opportunities. Be as specific as possible when listing duties, i.e. projects, meetings, training, informational interviews with professionals, etc. Attach this document to your application.

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

Placement Supervisor__________________________________________________________ Please print ___________________________________________ Signature __________________________________________________________

Organization____________________________________________________Department ________________________________________________

Email Address_____________________________________________________Telephone ____________________________________________

Office Mailing Address ____________________________________________________________

Student will be working in Room ________________________________ Telephone: ________________________________________________
STEP 3. Course evaluation rubric

The evaluation rubric should be determined by the academic supervisor in consultation with the student. It should 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).

Include the weighting (i.e. %) of each component being evaluated, which of the supervisors will evaluate which component and the respective deadlines. All assignments must be completed and submitted by the last day of class. Final mark must be submitted to Alison Cowie before the end of exam period of the academic term in which the work placement occurred (LSB-119, cowieal@mcmaster.ca). Please consult the McMaster calendar for precise dates (https://registrar.mcmaster.ca/category/dates/).

<table>
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<tr>
<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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<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 agree to be available to meet with the student to discuss the placement experience and academic component associated with it. The Academic Supervisor must also sign the Communication Agreement in Step 4.

Academic Supervisor

Please print

Signature

Department_____________________________ E-mail_________________________ Ext__________________________

Office Address___________________________________________________________

Mailing Address___________________________________________________________
STEP 4. The Communication Agreement must be reviewed and signed by the student and both supervisors.

**Bio 3EP3 Communication Agreement**

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 Academic 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 Academic Supervisor and Course Coordinator. Late submissions may be penalized 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
STEP 5. Return these forms to Alison Cowie (LSB-119) 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.

FOR DEPARTMENT USE:
COURSE COORDINATOR APPROVAL: ________________________________ Date: ________________

Make sure that both placement and academic supervisors have a complete copy of the signed forms.