

STEP 4. Student and supervisor to review course evaluation rubric and deadlines, and agree upon format of the final report and the laboratory notebook (please consult “Guidelines on course evaluation written submissions and deadlines” below).

Final mark must be submitted to Alison Cowie before the end of exam period of the academic term in which the research project occurred (LSB-119, cowieal@mcmaster.ca). Please consult the McMaster calendar for precise dates (<https://registrar.mcmaster.ca/category/dates/>).

- Midterm progress report 20%
- Laboratory performance 30%
- Laboratory Notebook 20%
- Final report 30%

STEP 5. Attach a ONE-PAGE summary of the research proposal

Students who may have previously worked in the same laboratory in which they are completing a research project are asked to provide an additional one-page summary of any work that is related to the project being undertaken in the course. Any work completed prior to the student’s registration in Bio 3IR3 / MolBio 3103 cannot be included as part of the student’s final report without clearly identifying and acknowledging it.

STEP 6. The Communication Agreement must be reviewed and signed by the student and both supervisors.

Mol Biol 3103/Bio 3IR3 Communication Agreement

1. Should the 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 Supervisor will ensure that the Student has completed the required Health and Safety Training prior to beginning work in the laboratory.
3. The Student is responsible for ensuring the entire Supervisory Committee [Supervisor, Co-Supervisor(s) or other Supervisory individuals if any] are kept up-to-date on progress and change in research topic or experimental procedure throughout the course.
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 (see List of Important Dates).
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 deadline for the final thesis or 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.

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

Signature of Student

Date

Signature of Supervisor

Date

Signature of Co-Supervisor

Date

STEP 7. Return this form and a ONE-PAGE summary of the research proposal to Alison Cowie (LSB-119) for final approval by the Course Coordinator. The Course Coordinator will consider the application only after submission of the ONE-PAGE summary and all forms completed and signed.

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: _____

Retain a copy for your records and make sure that both supervisors have a complete copy of the signed form