

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).

All grades are submitted to the course administrator one week after the assignment is due. Final grades must be submitted to the course administrator before the end of exam period of the academic term in which the research project occurred. Please consult the McMaster calendar for precise dates.

- Midterm progress report 20% due third Friday in October or February
- Laboratory performance 30% due by last official day of classes
- Presentation 20% scheduled before the end of classes
- Final report 30% due by the last day of classes

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 Bio4IR3 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.

Bio 4IR3 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, the Course Coordinator and contact information forwarded to the Course Administrator.
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.
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.

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 the course administrator 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.

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 forms.

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).