

**BIOLOGY 3EP3 APPLIED BIOLOGY PLACEMENT COURSE OUTLINE
AND PERMISSION FORM**

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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: first week of July

Winter, Term 2: third week of November

Spring/Summer: mid-March

Your application must include the following, most forms need to be signed by you and your placement supervisor:

Permission form (page 2)

Course evaluation rubric, completed and signed by academic supervisor (page 3)

Communication agreement (page 4)

Student Declaration of Understanding (separate document)

Letter to Placement employer (separate document)

You will also need to complete the Safety Orientation Checklist within the first few days of you starting the placement. It will be emailed to you following approval of your application and must be returned to the Course Administrator within 1 week of you starting the placement.

**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: _____

Student No. _____ MAC ID: _____ Preferred E- mail: _____

Please print

Signature

Current Program: _____

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

Fall/Winter	Term 1	Term 2	Term 3
Spring/Summer	Term 1	Term 2	Term 3

STEP 2. Obtain the permission of a Placement Supervisor and a job description. The Placement Supervisor must also sign the Communication agreement, the Student declaration form and 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/>).

	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 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. Complete the “Student Declaration of Understanding” fillable pdf form, available from the Biology website.

STEP 6. Have your placement supervisor complete the “Letter to Placement Employers” available from the Biology website.

STEP 7. Return all of these forms to Alison Cowie (LSB-119) for final approval by the Course Coordinator.

Your application will not be reviewed until all forms are completed and submitted.

FOR DEPARTMENT USE:

COURSE COORDINATOR APPROVAL: _____ Date: _____

A copy of this form must be given to your placement supervisor, academic supervisor and a copy kept for yourself.

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.