REQUEST TO REGISTER FOR BIOL 3994: UNDERGRADUATE RESEARCH

Undergraduate Research, BIOL 3994, is a course involving original research in a special field of study. It is arranged between a student and a full-time or active part-time faculty member of the Biology Department at UMD.

The course is graded A-F and can be taken for either 1 or 2 credits per semester. A maximum of 4 credits of BIOL 3994 may be used towards the elective requirement of the Biology BS or BA degree or the Non-Cell Biology elective option of the Cell and Molecular Biology BS degree. If the research subject is appropriate, a maximum of 4 credits may be requested to apply to the Cell Biology elective requirement of the Cell and Molecular Biology BS. A maximum of 6 credits may be used towards a student’s overall UMD degree requirements.

The number of credits requested (1 or 2) must be indicated below (reverse side) and clearly justified in the proposal. It must be based on the projected number of hours per week that will be spent doing the research. Three to 4 hours per week, for 15 weeks, is the minimum for each credit taken.

To be considered for departmental approval to register for BIOL 3994, a student must submit this form (reverse side), a typed proposal (12-point font, doubled-spaced) that describes the proposed research, and a current transcript. The proposal must be a minimum of five pages long and include sections on background, proposed methods, anticipated results, a timeline for your study, and a list of at least five appropriately cited references. A student must be making satisfactory progress toward a degree before a request can be considered.

The final grade for the course will be determined by the faculty sponsor and will be based on the proposal, research participation, and the quality of a research report submitted to the faculty sponsor by the last official day of final exams during the semester in which the credits are being earned. If the research report, or alternative evaluator (see below), is not submitted by the last day of final exams during the semester, a grade of F shall be assigned unless arrangements have been made with the faculty sponsor at least two weeks in advance for an Incomplete (I*) to be reported. The research report (12-point font, doubled-spaced) must include a narrative at least eight pages long. It must include a title, introduction, methods, results, discussion, and a list of at least 10 appropriately cited references, as well as table(s) and/or figure(s) that display the results. Table(s), figure(s) and references are not to be counted in the 8-page minimum.

In certain situations a research report may not be the most appropriate product for evaluation. Other acceptable products might include biological illustrations, documentation of the creation of a website or improvements to an existing website, or a poster of the size and quality acceptable for display at a scientific meeting. If an evaluator other than a research report will be submitted for grading, it must be described and justified within the proposal.

See reverse side

*The assignment of an I requires a written agreement (http://www.d.umn.edu/vcaa/iform.pdf) between the instructor and student. For further details go to: www.d.umn.edu/vcaa/GradingandTranscripts.html
To the student: Complete the information below, including signatures from your academic advisor and faculty sponsor. Once completed, append this form to your proposal and a current unofficial transcript and submit them to the Biology Department (207 SSB). Your application will be routed to the Biology Director of Undergraduate Studies. If approved, you will be given a permission number to register for the course and the faculty supervisor assigned instructor credit. Your request must be submitted at least two weeks before the start of the semester.

BACKGROUND INFORMATION:

Student Name: (Please Print) _________________________ ID Number: ______________
Major: __________________ Minor: ______________________
Total Credits Completed: ______________
Email: _________________________ Phone: _________________________
Semester and Year for which registration is requested: _______________________
Number of BIOL 3994 credits to be taken: _________
Are you seeking to apply these BIOL 3994 credits as a Cell Biology elective for the Cell and Molecular Biology BS degree? _________
Have you taken BIOL 3994 before? _________ If so, when? _________
Number of credits taken previously: _________
What was the title of your previous study: ___________________________________
________________________________________________________________________

APPROVED BY:

Academic Advisor: _____________________________ Date: __________
Biology Faculty Sponsor: _____________________________ Date: __________
Director of Undergraduate Studies: _____________________________ Date: __________
Biology Department Head: _____________________________ Date: __________