Department of Biological Sciences
Supervised Study in Biology Permission Form (BIOD95H)
Summer 2020

Students wishing to enroll in the supervised study in biology course, BIOD95H, must read and follow these instructions carefully. In addition, please note the prerequisites for BIOD95H.

1) Read the General Information Sheet (attached).

2) Forward an electronic copy of your academic history from Acorn and meet with your potential faculty supervisor virtually to discuss the research that you might do and the method of assessment of your performance. If your proposed supervisor is not a member of the UTSC faculty you must also find a co-supervisor in that discipline at UTSC. Approval for doing research with an off-campus supervisor and the co-supervisor must be given by Course Coordinator (Dr. Aarthi Ashok).

3) Fill out the electronic Directed Research Permission form (this form) and the Registrar’s Supervised Study form with your supervisor. Have your supervisor send an email confirmation to Fahda Kulmiye that they have seen your academic record.

4) Scan and email the permission form, your academic record and the Registrar’s Supervised Study form to Fahda Kulmiye at fay.kulmiye@utoronto.ca and add the course on ACORN

After all forms have been completed and signed, Staff will update your course status on ACORN from interim (INT) to approved (APP). Unless the SUPERVISED STUDY form you submit carries the proper endorsement, your enrolment in the course on ACORN will not be valid.

Student Name: ___________________________ Student #: ___________________________

Course # & Session: ___________________________ Telephone #: ___________________________

E-mail: ___________________________

Student Signature: ___________________________ Date: ___________________________

Supervisor Name: ___________________________

Supervisor Signature: ___________________________ Date: ___________________________

Co-Supervisor Name: ___________________________ E-mail: ___________________________
(if applicable, see above)

Co-Supervisor Signature ___________________________ Date: ___________________________
(if applicable, see above)

Signature of Course Coordinator ___________________________ Date: ___________________________
(if applicable, see above)
BIOD95 is an H course, and worth 0.5 credits. If you wish to become involved in our supervised study course BIOD95H, you must first have completed 12.5 full course equivalents of which at least 4 must be Biology B or C level courses. You should then consult directly with the faculty member(s) whose research seems most relevant to your interests. Keep in mind that any given faculty member can accommodate only a limited number of supervised study students. But even before you go to see a faculty member, you should acquaint yourself with the general format and requirements of these courses. That is the purpose of this information sheet. Please read it carefully.

Requirements and Deadline
You will be required to submit a full written report of your study at the end of the course. The due date for your assignment is **Thursday, August 6th, 2020.** This is a fixed university deadlines and are not subject to change by you or by your faculty supervisor. A penalty of 20% (of your final grade) per day will apply if your assignment is late. [Note: In an extraordinary case, an extension can only be approved by the Chair of the Biological Sciences Department, if the request is made to the course coordinator PRIOR to the due date.] You must submit one copy of your report to Fahda Kulmiye via email at fay.kulmiye@utoronto.ca by 4 PM on the date listed above and a second copy to your research supervisor. If you have a co-supervisor (see below) you must also submit a third copy to them.

Students working with off-campus instructors require a co-supervisor from this campus. Approval for doing research with an off-campus supervisor, and the arrangements for an on-campus co-supervisor, must be obtained from the Course Coordinator (Dr. Ashok) prior to registration.

Procedure
Ordinarily, you will begin the research at the start of the semester, meeting with your faculty supervisor to determine the project you will be working on. Once under way, you will work on carrying out the project, meeting periodically with your faculty supervisor and with the group of project students under the guidance of the Course Coordinator. Toward the last two weeks of the semester, you should be presenting complete drafts of your research paper to your faculty supervisor, for feedback and revision, so that everything can be finalized by the deadline specified above. Your paper should be in the form of a standard scientific paper, either an empirical paper or a review paper. The exact format will be determined in consultation with your supervisor. Please note that students may be asked to submit copies of their final paper to Turnitin.com – please watch for quercus announcements and instructions. Note that BIOD95 students are not required to give an oral presentation to the department as part of their assessment; however, your primary supervisor may require you to present to your lab group. There are no tutorial sessions during the summer term.

Evaluation
Evaluation will be based in part on the research paper and in part on the appraisal by your faculty supervisor of your general performance throughout the course. It is your responsibility to ascertain the method of evaluation before signing into the course and to indicate this on the form submitted to Registrar’s Office and on the **template provided on the next page.** The second reader contributes 30% to the final mark, based on the research paper only. The primary supervisor contributes 70% based on his/her evaluation of your performance during the summer semester and your research paper.

You and your supervisor may agree on an arrangement for the work to be undertaken and for scheduling along the way, but the rules you have just read above apply to **all** BIOD95 research students and cannot be contravened in individual cases.
Breakdown of evaluation of BIOD95 students:

The supervisors are requested to use this template as a guide and can choose from specific categories listed below. Mentors can also include additional project-specific criteria for assessment.

1. Intellectual contribution to project =

2. Participation & attendance at lab meetings/other group meetings =

3. Effort and time spent on research project =

4. Meetings with supervisor (assessing self-directed learning, punctuality in meeting deadlines etc.) =

5. Lab citizenship / working with others =

6. Oral presentations (final presentation to department, practice or other group related presentations) =

7. Other: ________________________________ =

8. Other: ________________________________ =

9. Other: ________________________________ =

10. Other: ________________________________ =

   SUBTOTAL (Sum of items 1-10 above) = 30%

Written paper (final submitted, drafts of final paper or other group related reports) as evaluated by the primary supervisor = 40%

TOTAL GRADE contributed by primary supervisor = 70%

Second reader grade (paper only) = 30%

TOTAL = 100%