

## Biology 499R, Research for Credit Faculty Information Form

*Student: Fill out this information sheet to give to your faculty research mentor for their records.*

### Student Contact Information

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_

### Course Credit Hours: 4

**Expected Number of Hours on Project: 12-16 per week** (including time in and out of lab)

*Dear Faculty Research Mentor,*

Thank you for agreeing to mentor this undergraduate researcher in your laboratory.

- In registering for Bio499, students are agreeing to do research in your lab for at least two semesters. S/he is agreeing to work ~12-16 hours per week in and out of the lab on their project. Failure to do so should result in a lower grade.
- Students will work on a project both semesters, gaining more independence throughout the year. They should ultimately understand the scientific background, design experiments, analyze data, and report conclusions. In intellectual ownership, they are more than just work/study laborers, but they are not yet at the level of graduate students. Your mentorship will help them develop their scientific knowledge and skills.
- Students are expected to arrange meetings with you at least three times during the semester. Students should also meet more regularly with you or their more direct mentor (sometimes a postdoctoral fellow or graduate student) initially to discuss expectations for the project and thereafter to review their progress.
- Students must also attend four course meetings about research and science communication skills during the semester and turn in several assignments before their final project report or poster. We welcome your support of your students' efforts on these preliminary assignments, but your signature of approval is only required for the final report/poster.
- At the end of the fall semester, the student will submit a research report. The report should include the background information on the area of research and the methods used, any data gathered, and analyses completed, following a format used in a scientific journal appropriate to your field.
- In the spring semester, the student must present a poster at the Biology Undergraduate Research Symposium.
- Please help the students deal with the inevitable experimental complications or failures but also help them develop organizational skills and resilience. Projects are commonly incomplete at the end of a semester; preliminary results and future directions should then be included in the report/poster.

- You will give the student a **grade** based on the level to which s/he met expectations discussed at the beginning of the semester with respect to learning the field, working in the lab, and writing the report/poster.

**Please contact me if you have any questions or concerns,**

Dr. Nicole Gerardo, Director of Undergraduate Research, Department of Biology  
 1111 Rollins Research Center  
 ngerard@emory.edu

**Overview of Student Assignments and Schedule (Subject to Change)**

*Important Note: These assignments are due to the course director (not you) for feedback. We welcome your support of the student's efforts on these assignments, but your signature of approval is only required for the final report/poster.*

<b>FALL 2017</b>	
<b>DATE</b>	<b>TOPIC / ASSIGNMENT</b>
Sept 28	DUE: Initial Bibliography (5+ references for your report introduction)
Oct 19	DUE: First Draft of Abstract and Introduction
Nov 8	DUE: Peer review of Abstract and Introduction, Outline of Project Report
Dec 5	DUE: Final Project Report including Title Page, Abstract, Introduction, Methods, (Preliminary) Results, Discussion / Future Directions, and Bibliography
<b>Dec 15 5PM</b>	<b>Grade Submission from Faculty Due</b>
<b>SPRING</b>	
Feb 1	DUE: Draft of Poster Abstract
Mar 1	DUE: Sketch of Poster
Mar 29	DUE: Elevator Speech Video, Draft of Poster, Registration for Symposium
Apr 16-20	DUE: Final Poster Draft for printing
<b>Date/Time TBA</b>	<b>DUE: Present Poster at BIOLOGY UNDERGRADUATE RESEARCH SYMPOSIUM</b>
<b>May 4 5pm</b>	<b>Grade Submission from Faculty Due</b>