

Biology 499R, Research for Credit Student Information

Student: Please read all details carefully. You are responsible for making sure that all steps of the registration process are completed.

WHO CAN SIGN UP?

You must:

1. be declared as a Biology major.
2. take Biol499R for a minimum of two semesters for 4 credits each semester. If acceptable to your research mentor, the two semesters do not have to be consecutive.
3. commit to working on your project 12-16 hours per week. This includes time both in and out of the lab.
4. commit to the increased responsibility that comes from your need to structure the research interactions, set and meet deadlines, and follow all requirements.

HOW DO I SIGN UP?

1. Find a research mentor.

- The mentor must be a member of the Emory faculty but does not have to be in the College. See other advice provided in *Getting Started in Undergraduate Research in Biology* about finding a research mentor, <http://www.biology.emory.edu/research-opportunities>.

2. Register for Biology 499R by completing the following EACH semester.

1. Download the **Registration Form and Faculty Mentor Information Sheet** from the Biology Department website [undergraduate research opportunities page](#).
2. Meet with your faculty mentor and give your faculty mentor the **Faculty Mentor Information Sheet**. At this meeting, discuss expectations (see next page).
3. Fill out the **Registration Form and email it to your faculty mentor**. Ask your faculty mentor to check all information and sign the form.
4. Your **Faculty Mentor must submit the registration form** to Nicole Gerardo, nicole.gerardo@emory.edu, before you can receive a permission number. This must be mailed from his or her Emory email address by **August 28 2017** at the latest.
5. Fill out the [Online Student Information Survey](#) at: <http://bit.ly/2t6dVZ1>
6. Once you have filled out the **Student Information Survey** and your faculty mentor has submitted the **Registration Form** to Dr. Gerardo, Dr. Gerardo will email you a permission number. Registration forms submitted through student email addresses will not be accepted.
7. This must be completed each semester.

THEN WHAT DO I DO?

1. With your mentor, establish:

- the scope of your project and other expectations. Science is collaborative, but you should have increasing ownership of your intellectual research question, experimental design, and data analysis as the semesters progress. Some things that you might be expected to do besides lab work include going to lab meetings, presenting at research meetings or meeting regularly to present your lab notebook to your faculty or lab mentor. By setting expectations in advance, you will avoid many problems.
- your research schedule. It is expected that you work for 12-16 hours per week. This includes time in the lab and outside the lab reading and writing on the topic.
- a schedule for regular meetings with your faculty mentor and, if applicable, your direct mentor

2. Course meetings and assignments

- Attend four class meetings (see below).
- Write a final report (Fall) or present a poster (Spring). Failure to complete these on time will result in an F in the course.
- In addition to your final report (Fall) or poster (Spring), you will have 3-4 mid-semester course assignments concerning your lab and your research project each semester. Late submissions will affect your grade for the course.

3. Arrange for your faculty mentor to submit a grade by the last day of classes each semester.

- You are responsible for checking that your mentor has received this information and has time to complete the grade report form.
- Your faculty mentor's evaluation of the quality of your research and report/poster will be reviewed by the course director to determine your final grade.

Biology 499R, Research for Credit Student Schedule

There will be four required course meetings each semester. You may attend either of two sessions: Thursdays from 5 to 6:30 or Fridays from 3 to 4:30. Please keep one of these free in your schedule. The meeting locations will be posted on the 499R site by August 2017.

Assignments will be submitted electronically on the Biol499 course site.

Tentative Course Schedule (Subject to Change, Final Schedule Available July 2017)

FALL 2017	
DATE	TOPIC / ASSIGNMENT
Aug 23	First Day of Classes
before Aug 30	Completed, Signed Registration Form and Online Student Information Survey must be completed. You must fill out the online survey. Your Faculty Mentor Must Submit the Registration Form.
Aug 30	Last Day to Change Class Schedule
Sep 7-8	MEETING: Introduction and Reference Management
Sept 28 midnight	DUE: Initial Bibliography (5+ references for your report introduction)
Sept 28-29	MEETING: Scientific Writing and Integrity
Oct 19 midnight	DUE: First Draft of Abstract and Introduction
Oct 9-10	Fall Break
Oct 26-27	MEETING: Scientific Publishing and Peer review
Nov 8 midnight	DUE: Peer review of Abstract and Introduction, Outline of Project Report
Nov 23-24	Thanksgiving Break
Nov 29-Dec 1	MEETING: Project Paper Workshop
Dec 5	Last Day of Classes
Dec 5 midnight	DUE: Final Project Report including Title Page, Abstract, Introduction, Methods, (Preliminary) Results, Discussion / Future Directions, and Bibliography
Dec 15 5pm	DUE: Grade Submission from Faculty
SPRING	
DATE	TOPIC / ASSIGNMENT
	First Day of Classes
	Completed, Signed Application Must Be Submitted To Receive Permission Number
Jan 24	Last Day to Change Class Schedule
Jan 25-26	MEETING: Introduction and Scientific Communication
Feb 1 midnight	DUE: Draft of Poster Abstract (250 words maximum)
Feb 15-16	MEETING: Poster Preparation Workshop
Mar 1 midnight	DUE: Sketch of Poster
Mar 12-16	Spring Break
Mar 22-23	MEETING: Scientific Communication
Mar 29 midnight	DUE: Elevator Speech Video, Draft of Poster, Registration for Symposium (including final Title/Abstract and Poster Printing Time Signup)
Apr 12-13	MEETING: Poster Presentation Workshop and Prospective Student Information
Apr 16-20	DUE: Final Poster Draft for printing
Date/Time TBA	DUE: Present poster at BIOLOGY UNDERGRADUATE RESEARCH SYMPOSIUM (Location TBA)
May 4 5pm	DUE: Grade Submission from Faculty