

## 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. If you plan to declare a biology major, you can still register, but failure to declare your major within the first two weeks of the semester will cause you to be dropped from the course. Cancer Biology 4+1 students are the only exception.
2. take Biol499R for a minimum of two semesters for 4 credits each semester in order to receive credit toward the major. 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.**
  - Most mentors are affiliated with Emory, but some undergraduates have had mentors at the CDC, at Georgia Tech and at other locations in Atlanta. See advice provided in *Getting Started in Undergraduate Research in Biology* about finding a research mentor, <http://www.biology.emory.edu/research-opportunities>. You must find a research mentor who conducts research within the broad field of the biological sciences. Biophysics research conducted in a physics departments, for example, is research related to the biological sciences. Clinical shadowing, while valuable, is not a research experience.
2. **Register for Biology 499R by completing the following EACH semester. There is no longer a paper registration form. To register:**
  1. **Complete the Online Registration Form at least three days before the add/drop/swap deadline** in the semester for which you are registering. The form is at: <https://goo.gl/forms/8PXwAVc4Saj4bLFG2>
  2. Upon completion of this form, where you will indicate contact information for your faculty mentor, the Biol 499R course director will contact your faculty mentor. Your faculty mentor will be required to agree to mentor you.
  3. Once you have completed the registration form and your faculty mentor has agreed, via email, to mentor you, you will receive a permission number via email.
  4. To enroll in the class, add the class to your shopping cart in OPUS. Then, in your shopping cart, click on the class name and it will take you to a screen where you can enter the permission number and change from 1 to 4 credit hours (units), if necessary.

## **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. Look over the materials provided on the Biol 499R Canvas site carefully.**

### **3. Course meetings and assignments**

- Attend 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 several mid-semester course assignments concerning your lab and your research project each semester. Late submissions will affect your grade for the course.

### **4. 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 several required meetings each semester. For each meeting, you can attend 1 of 3 sessions.

- Thursdays from 10 to 11 AM
- Thursdays 5:30 to 6:30 PM or
- Fridays from 3 to 4:00 PM.

Please keep one of these free in your schedule. The meeting locations will be posted on the 499R site by August 2018.

Assignments will be submitted electronically on the Biol499 course site.

A complete schedule will be made available in August 2018.