WHO CAN SIGN UP?
1. You must have declared as a Biology major.
2. Take Biol499R for a minimum of two semesters. If acceptable to your research mentor, the two semesters do not have to be consecutive, for example, if you are studying abroad one semester or want to do 499 in the Spring then the Fall.

HOW DO I SIGN UP?
This is a different type of course in that you have increased responsibility for structuring the research interactions, meeting deadlines, and following requirements:

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](http://www.biology.emory.edu/research)-opportunities.

2. **Submit a Biol499 application EACH semester and fill out the online 499 form and survey.**
   - Print out this application, fill in your information, ask the faculty mentor to fill in her/his information and the information for a secondary mentor, if you will be supervised more closely by someone else in the lab (often a post-doctoral fellow or graduate student).
   - Give your Faculty Mentor their page and bring the Director's page to the 499 Information Sessions at the beginning of each semester (see Biology Major emails for the announcements). I will discuss the expectations for the course and give you a permission number.
   - Use the permission number on OPUS to register for the correct number of credits you and your mentor agreed upon (you HAVE to change the OPUS default setting of 1 credit).
   - Take the online survey and fill out the online form (links on Blackboard) about your research.

WHAT DO I DO?
1. **Establish with your mentor:**
   - The scope of your project. Science is collaborative, but you should have increasing ownership of your intellectual research question, experimental design, and data analysis as the semesters progress.
   - Expectations for the amount and schedule of your research work. It is expected that you work for 3-4 hours per credit per week per credit. 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 (often a graduate student or postdoctoral fellow in the lab) to review the progress of your work, discuss your results, and prepare your final report and poster.

2. **Course assignments:**
   - Attend four class meetings (dates and times are published each semester in an email to Biology Majors and posted on the 499 Blackboard site).
   - In addition to your final report (Fall) or poster (Spring), you will have three mid-semester course assignments concerning your lab and your research project each semester. Late submissions will affect the grade for the course.
Fall: Submit a paper reporting the progress of your work by the day of classes each semester. The paper must have 1) the required title page, 2) conform to the format of a journal article in a journal that you and your mentor have chosen, and 3) be signed by your Faculty Mentor. Pay particular attention to appropriate citations. There is no minimum page limit. Late papers will receive a lower grade unless given an excuse from me ahead of time.

Spring: Present a poster in the Spring Biology Undergraduate Research Symposium (held the last week in April). Information about preparing and printing posters will be available on the course Blackboard site.

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

   - You are responsible for checking that the mentor has received this information and has time to complete the form.
   - Your faculty mentor’s evaluation of the quality of your research and submissions will be reviewed by the Director and Biology faculty to determine your final grade.