

PART II (of III)

CELL 499 Form only

Part II must be completed and submitted to the Course Coordinator or the Cell Biology Undergraduate Coordinator by the end of the second week of Winter Term (Note that individual progress interviews will also be held at this time)

I have received a written progress report on this project and reviewed it with the student.

Student's Signature: _____ SID#: _____

Supervisor's Signature: _____ Date: _____

Progress interview checklist:

- Background material discussed demonstrating sufficient knowledge
- Methods discussed demonstrating sufficient knowledge
- Progress to date discussed; self-assessment of progress provided
- Future work discussed; plan for project completion is established
- Preliminary report complete
- Preliminary report extensively complete
- Provided preliminary data
- Provided an extensively organized notebook

_____ -Total (8 marks)

PART III (of III)

CELL 398/498/499 Form

Please complete and submit entire form to the Course Coordinator or the Cell Biology Undergraduate Coordinator by the end of the term.

I have received a final written report and the Cell 499 student gave a final oral presentation in an appropriate peer group.

Student's Signature: _____ SID#: _____

Supervisor's Signature: _____ Date: _____

Reminder: A copy of the final written report is also required by the Course Coordinator.

_____ Overall mark for the final report (17 marks/20 marks; Cell 499/Cell 398 and 498)

_____ Overall mark for the final presentation (10 marks; Cell 499 only)

_____ Overall mark for laboratory performance (65 marks/80 marks; Cell 499/Cell 398 and 498)

_____ Final mark, letter grade (_____)

CELL BIOLOGY 398/498/499

General Guidelines

Students wishing to register in CELL 398/498/499 must make arrangements with a faculty member in the Department of Cell Biology who is willing to supervise the program. To proceed with your registration, a complete project registration form must be handed into the Student Services Office (MSB 5-16). This form must include the project title, a brief description of the project, and supervisor/co-supervisor signature(s). To finalize your registration, complete an Add/Drop form available from the Student Program Advisor (MSB 5-16). CELL 398/498/499 projects vary in the same way that research varies across a department as diverse as ours. Therefore, these guidelines allow for flexibility and we must rely on experts in the various research areas to maintain standards appropriate to those areas.

With respect to the assessment process, this should include input from your supervisor and some other CELL 398/498/499 supervisors to ensure that no student is evaluated in isolation. The supervisor/co-supervisor arrangement is of major importance in this regard. **A co-supervisor is only required when work is done outside our department for CELL 398/498/499 projects.**

Co-supervision allows CELL 398/498/499 students to do their work in a research laboratory outside Cell Biology while still being supervised by a member of this Department. This practice provides opportunities for various positive interactions and collaborations. When the work is done in a lab outside Cell Biology, the Supervisor must be from the Department of Cell Biology, and is responsible for ensuring that the student is well hosted and that all appropriate procedures are followed.

CELL 398/498/499 students must hand in a final written report to the supervisor and a second copy of the report to the Student Services Office by the end of the term. The second copy will be kept on file for a period of two years, after which it will be given to the supervisor. Depending on the Supervisor, other opportunities to measure your progress may be provided, such as a mid-term presentation, a trial oral presentation, or a review of your written draft. Be sure to ask your Supervisor which of these, or other opportunities are available. Deadlines for these will be set by the Supervisor.

Cell 499

In Addition, Cell 499 research project students prepare a public oral presentation of their work, done in logical peer groups. Peer groups will have a coordinator who should let the project supervisor know the composition of his/her group some weeks in advance of the event. Once all students have arranged an oral presentation group, the Course Coordinator will provide a list of groups, coordinators, students, topics, times and locations. Oral presentations normally occur during the final exam period, the actual dates being set by the project Supervisor and the Course Coordinator.

With respect to work achieved and skills gained during summer employment, our current model emphasizes the quality of the research done more than the time period in which it is done. Basic guidelines are as follows: (1) work done and skills gained during the summer may be used in the project, (2) significant work, beyond writing up, must be carried out during the two terms in which the student is officially enrolled in CELL 499. Be sure to acknowledge work completed outside the two terms in which CELL 499 is taken in both your final oral and written presentations.

Procedures

By mid-September:

Students must have their Supervisor and Co-supervisor selected (for all CELL 499 projects and CELL 498 Fall term projects), and these names and the project title should be communicated to the Student Services Office (MSB 5-16) using a copy of Part I of the CELL 498/499 form. [Note: the original form should remain with the student so that subsequent deadlines can be noted as they are met]. The form will be kept on file with the Student Program Advisor.

By mid-December: CELL 398/498 Fall term only

Students must submit the final written report to their Supervisor and Co-supervisor. A copy of the final report is also required by the Student Services Office (submit to MSB 5-16). Students must have Part III of the CELL 398/498/499 form signed and dated by their Supervisor

By mid-January:

CELL 499 students must submit a written progress report to their Supervisor. Part II of the CELL 499 form should be signed/dated and a copy given to the Student Services Office (MSB 5-16). A copy of the progress report itself is NOT required by the Student Program Advisor.

Students must have their Supervisor and Co-supervisor selected for all Winter term CELL 498 projects, and these names and the project title should be communicated to the Student Services Office (MSB 5-16) using a copy of Part I of the CELL 498/499 form. [Note: the original form should remain with the student so that subsequent deadlines can be noted as they are met].

By mid-April:

Students must submit the final written report to their Supervisor and Co-supervisor. A copy of the final report is also required by the Student Services Office (MSB 5-16).

CELL 499 only; within two days of the end of the term exam period:

Oral presentations must be completed, which (co-)Supervisors must attend.

NOTE: Oral presentations should not be longer than 25 minutes.

Also by this date:

Students must have Part III of the CELL 398/498/499 form signed and dated by their Supervisor (who must be a faculty member of the Department of Cell Biology), indicating that the final report has been received. Students must then deliver the complete CELL 398/498/499 form to the Student Services Office (MSB 5-16). The course will be considered incomplete until the completed CELL 398/498/499 form, with all required signatures, is submitted to Student Services Office.

Final Grades must be submitted by Supervisors by May 2.

Early May: A final grade for CELL 398/498/499 must be submitted to the Department of Cell Biology Student Services Office. This is necessary to allow entry of grades, signing of forms and transmission to the Registrar, all of which must be accomplished by no more than five days after the last regularly scheduled exam.

Missing this deadline will jeopardize graduation for many students.

Expectations and Grading Scheme:

1. worked hard (put in quality time and quality effort)
2. learned the techniques and showed motivation and independence in experimental pursuits
2. when things go wrong, the student understands or learns why and attempts to correct
3. when things go right, publication quality data results
4. written report is complete and has components that are publication quality
5. good presentation which demonstrated student's knowledge and ability

weakness in one of these... A

clear weakness in two... A-

clear weakness in three... B range

clear weakness in four... C range

clear weakness in all five... D range