

## CSB 497H1F CONTRACT Fall 2015

|                      |                   |                    |
|----------------------|-------------------|--------------------|
| <b>Student Name:</b> | <b>Student #:</b> | <b>Supervisor:</b> |
|----------------------|-------------------|--------------------|

The CSB 497H1F course is designed for students with a considerable background in cell and molecular biology, physiology and bioinformatics. The normal expectation of a project course is that the student, aided and advised by the supervisor, will read relevant literature, and plan, execute, analyze and report on experimental or descriptive investigations on an appropriate topic. The project must be original work and a literature review alone is not acceptable. The purpose of this form is to outline in advance the expectations, rules and regulations associated with CSB 497 of the student and the supervisor. This will help to ensure the protection of the student and to maintain academic standards.

### **COURSE REQUIREMENTS**

#### **Before the course begins--**

1. Each student is responsible for finding a professor within the Department of Cell and Systems Biology to supervise their project.
2. Once a supervisor has been found and the nature of the project discussed, this contract must be completed and submitted to the CSB Undergraduate Office for Departmental approval.
3. Enrollment of all students will be done through the CSB Undergraduate Office after the contract has been submitted and approved by the Department. **This form must be submitted by Wednesday, 23 September 2015 (if this is your only course in 2015-16, then it is due Wednesday, 19 August).**

#### **During the school year--**

1. Supervisors must provide students with meaningful feedback on a significant amount of work **prior** to the last date to drop the course, **Sunday, 8 November 2015.**

#### **At the project end--**

1. Each student must present a poster or give a talk of their research to their lab.
2. Each project must result in a substantive written report. The final report and poster/oral presentation combined must be worth a **minimum** of 50% of the final grade. Of this, the **final paper** must be worth a **minimum of 35%** and the **poster/oral presentation** is worth a **maximum of 15%**. The report must be submitted to the supervisor with a copy to the Undergraduate Office in time for the supervisor to submit a critique and final grade.
3. The supervisor must submit by **Tuesday, 15 December 2015** a final grade and a brief (approximately one-page) critique of the student's work outlining the strengths and weaknesses of the work, and a rationale for the mark. A copy of this is to be given to the student, and a copy to the Undergraduate Office for Departmental approval.
4. If the final report is in the form of a multi-authored manuscript, it must be accompanied by a statement signed by the supervisor and student describing the contribution made by the student.

|                      |
|----------------------|
| <b>PROJECT TITLE</b> |
|----------------------|

| <b>MARKING SCHEME (Must include a minimum of 10% before the drop date – 8 November 2015)</b> |          |                 |
|--|----------|-----------------|
| Course Components  | Due Date | % of Final Mark |
|  |          |                 |
|  |          |                 |
|  |          |                 |
|  |          |                 |
|  |          |                 |
|  |          |                 |
|  |          |                 |

**PROJECT DESCRIPTION**

This contract can be submitted in person to the CSB Undergraduate Office (RW424) with original signatures or electronically to [janet.mannone@utoronto.ca](mailto:janet.mannone@utoronto.ca) with typed signatures. Keep in mind that a **typed signature will be deemed equivalent to an original signature.**

|  |                 |
|--|-----------------|
| Student Name:                          | Student Number: |
| Email Address (utoronto address only): | Phone Number:   |
| Student's Signature:                   | Date:           |

|                         |        |
|-------------------------|--------|
| Supervisor's Name:      | Email: |
| Supervisor's Signature: | Date:  |
| Supervisor's Name:      | Email: |
| Supervisor's Signature: | Date:  |

|                        |       |
|------------------------|-------|
| Departmental Approval: | Date: |
|------------------------|-------|

If at any time you feel that any aspect of this contract is not being fulfilled, please contact the Associate Chair for Undergraduate Affairs, Prof. Tony Harris, (416) 946-0873, [tony.harris@utoronto.ca](mailto:tony.harris@utoronto.ca), RW 529.