Fall 2014 Instructions for Off-campus Researcher Registration

Note: Tuesday, September 2, 2014 is the last day to add a full semester class and the deadline is 5PM. Monday, September 1, 2014 is a holiday and school will be closed. You MUST complete steps 1-6 below by Wednesday, August 27, 2014 NO LATER THAN 5PM and step 7 by Tuesday, September 2, 2014 NO LATER THAN 5PM to ensure registration for off-campus research:

1. Download the Research Documents for Off-campus Researchers on Dr. Reiken's homepage (**http://www.mc.edu/faculty/reiken**) under the Documents section.

2. Read the syllabus. Forms you will need are attached to the syllabus.

3. Sign the Syllabus. You will need a copy for yourself and a copy to sign and turn in.

4. Complete the Mississippi College Department of Biological Sciences Research Application (including required attachments) and the Research Plan (signed by your mentor). Detailed instructions are in the syllabus.

5. Return the completed Syllabus (all 4 pages with your signature and date), the Mississippi College Department of Biological Sciences Research Application (1 page plus required attachments) and the Research Plan (1 page signed by your mentor) to Dr. Reiken. You may return them in person to Dr. Reiken (Medical Sciences Building 216) or you may scan and email your application and attachments to Reiken@mc.edu. You may also turn them in to the Department of Biological Sciences office (Hederman 104) and request that the documents be placed in Dr. Reiken's mailbox, or fax to Attn: Dr. Reiken (601-925-3978). **All of these must be received by Wednesday, August 27, 2014 NO LATER THAN 5PM.**

6. Get the Course Registration Numbers (CRNs) from Dr. Reiken needed to register in Banner. Some students may require more than one CRN. You may get your CRNs in person during office hours or request them by email. If you do not get your CRNs in person, you **MUST** request them by email. **The CRNs must be requested by Wednesday, August 27, 2014 NO LATER THAN 5PM. All paperwork (listed above in step 5) must be received in order to receive your CRNs. Students returning all required paperwork and requesting CRNs by Wednesday, August 27, 2014 NO LATER THAN 5PM will receive the CRNs needed to register by Friday, August 29, 2014, between 5PM-9PM via their MC email address. Note: Students continuing research with the same mentor from the previous semester do not have to complete a new application, but must return the signed Syllabus and Research Plan.**

7. Log into Banner then go to Registration and Add or Drop Classes for Fall 2013. Your Alternate Pin is required (get it from your advisor). Type the CRNs in the boxes at the bottom of the page (only 1 CRN per box). Add the class(es) and register. Check your detailed scheduled to verify you have registered and the classes have been added. You must register for your classes by **Tuesday, September 2, 2014 NO LATER THAN 5PM.**

8. **Follow all instructions on forms and the syllabus throughout the semester. Pay attention to deadlines!** Failure to follow instructions will negatively affect your grade. All notices and correspondence will be through MC email. Check your MC email regularly for updates. It is ultimately the **responsibility of the student** to satisfactorily complete all requirements **by the deadlines**!

Mississippi College Department of Biological Sciences
Fall 2014 Off-campus Research Checklist

Student Name _____

Documents	**Deadline**	
Beginning of Term		
MC Dept. of Bio. Sciences Research Application	Wednesday, August 27, 2014, 5PM	___
Application Attachments:		
CV/Resume	Wednesday, August 27, 2014, 5PM	___
Short Essay	Wednesday, August 27, 2014, 5PM	___
References	Wednesday, August 27, 2014, 5PM	___
Research Plan	Wednesday, August 27, 2014, 5PM	___
Complete Syllabus	Wednesday, August 27, 2014, 5PM	___
Request CRNs for Banner Registration	Wednesday, August 27, 2014, 5PM	___
Register for Courses in Banner	Tuesday, September 2, 2014, 5PM	___
Midterm		
Midterm Mentor Evaluation Sheet	Friday, October 17, 2014, 5PM	___
End of Term		
Research Papers/Posters/Abstracts	Friday, December 12, 2014, 5PM	___
Final Time Logs	Friday, December 12, 2014, 5PM	___
Final Mentor Evaluation Sheet	Friday, December 12, 2014, 5PM	___

Research Syllabus Fall 2014
Off-Campus Researchers
Coordinator: Angela Whittom Reiken, Ph.D.
Office Phone: 601-925-7783
Email: Reiken@mc.edu
Faculty Homepage: http://www.mc.edu/faculty/reiken
Office: MSB216

PLEASE CHECK YOUR MC EMAIL FREQUENTLY

General Course Information:
Credit: 1-6 hours
Time: TBA
Prerequisite: Permission of mentor, coordinator, and advisor.
Purpose: These courses are intended for students performing bench work-style research at facilities or institutions that will not be granting transfer credit for the research experience.

Catalog Course Descriptions:
BIO 442 - Special Topics: Credits, 1 sem. hr. *Prerequisite(s): three semesters of biology and instructor's consent.* Lecture/Lab/Field/Meeting: One hour per week of integrated lecture, laboratory, and field experience. Selected topics in field biology or natural history.
BIO 443 - Special Topics: Credits, 1 sem. hr. *Prerequisite(s): three semesters of biology and instructor's consent.* Lecture/Lab/Field/Meeting: One hour per week of integrated lecture, laboratory, and field experience. Selected topics in field biology or natural history.
BIO 451 - Independent Studies and Research: Credits, 3 sem. hrs. *Prerequisite(s): junior or senior standing and departmental permission.* Individual reading and research involving experimental or theoretical investigations; for students not enrolled in Honors Program.
BIO 452 - Independent Studies and Research: Credits, 3 sem. hrs. *Prerequisite(s): junior or senior standing and departmental permission.* Individual reading and research involving experimental or theoretical investigations; for students not enrolled in Honors Program.
BIO 6460 - Independent Studies and Research: Credits, 1 sem. hr.
BIO 6461 - Independent Studies and Research: Credits, 2 sem. hrs.
BIO 6462 - Independent Studies and Research: Credits, 3 sem. hrs.

Rationale for Course:
The mission of the College stipulates that courses should be provided to help live balanced, satisfying and meaningful lives. A requisite to the preceding is an understanding of basic biological functions and this includes biology at the molecular and cellular levels. This course explores structure and function of the cell at the molecular level, including techniques commonly utilized in biology laboratories and those unique to individualized projects. It is hoped that students who complete this course and a degree in the biological sciences will ultimately utilize their skills, talents and abilities in service to God and humanity as teachers, professors, physicians, dentists, researchers, and other biological-related professions. This course clearly meets the core curriculum requirement that students study and learn about the natural world.

Topics covered:
The course combines hands-on scientific research experimentation integrated with scientific readings and a variety of laboratory experiments with emphasis on experimental design and analysis including the acquisition of a variety of technical skills in a research setting.

Learning Objectives:
Laboratory techniques will be utilized to facilitate the students' understanding of biological structure and function. At the completion of the course, the student will be able to perform common biology laboratory techniques and understand the basis of laboratory procedures relative to the design and nature of individualized projects.

Methods of Instruction:
Methods of instruction will include, but are not limited to experimental design, outside readings, solving research-based problems, and laboratory methods.

Research Paper, Poster, or Abstract:
Each semester you perform research, you should submit a paper/report, abstract, or poster (in electronic format whenever possible). You can make your poster on a PowerPoint slide and email it to reiken@mc.edu (you may also bring it to Dr. Reiken. You can bring a printed poster for display in the department.

Notice to all student researchers… Be sure your work (including all paperwork) is emailed by the deadline at the end of the semester. With no proof of your work, no grade can be entered. This will affect your grade reported in Banner!

Academic Integrity Statement:
Mississippi College students should display academic integrity in all situations. Honesty is expected from all students at all times. Dishonesty, such as cheating, plagiarism, and falsifying information, is a serious offense and is subject to severe penalty. Adherence to the Mississippi College "Honesty Policy" (Mississippi College Undergraduate Bulletin) will be followed.

Attendance and Grading Policies:
Semester hour credit for research experiences are based on the number of clock hours spent doing research during the semester in which credit is awarded. Therefore, attendance directly affects the number of clock hours and your grade. Required hours:

Clock Hours	Semester Hours
53	1
107	2
160	3
213	4
267	5
320	6

- Research positions are not guaranteed. It is the student's responsibility to secure a position with a mentor prior to registering for research credit.
- Students cannot receive credit for research done during a previous semester or for research that will be completed in a future semester.
- Credit will not be given for research completed until verification of satisfactory completion is received from the student's mentor (or a representative of the mentor) along with all forms.
- Completion of a satisfactory research paper, poster, or abstract is a requirement.
- Research credit is not given for "observation only" experiences. The research experience must include the student's active engagement in bench work-style research activities.
- A completed application and research plan is due **before** registering and Mentor Midterm Evaluation Sheets are due **before** midterm for grading purposes in Banner. See **INSTRUCTIONS** for **DEADLINES!**
- Research papers/posters/abstracts, time logs, and evaluation sheets are before the last day of classes (can be emailed). See **INSTRUCTIONS** for **DEADLINES!**
- Correspondence with the coordinator will be through MC email. **The coordinator may provide updates, clarifications, or schedule changes to the syllabus if needed through MC email. Students are responsible for following instructions received in this manner, so check your MC email regularly**.

Tentative Class Schedule and Textbooks Required:
Class schedule varies according to needs of mentor. The mentor will provide laboratory handbooks and handouts and other materials. All required forms may be found as attachments to this syllabus. Required forms are found at the end of this syllabus.

Grading:

Each item is worth 100 points. Late midterm items will have a grade reduction of 50% plus an additional 10% per week until turned in. Late final items will result in a grade of 0. The % shown below will be calculated from the points for each item. Mentors may recommend a grade for the paper/poster/abstract.

Beginning to Midterm Grading Calculation:

Application Personal Information:	10%	
Application Curriculum Vitae:	10%	
Application References:	5%	
Application Short Essay:	5%	
Research Plan:	20%	
Midterm Mentor Evaluation:	50%	(Accumulated hours do not apply at midterm)

Final Grading Calculation:

Midterm Grade:	25%	
Completed Time Log:	25%	(Accumulated hours DO apply at final)
Paper/Poster/Abstract:	25%	
Final Mentor Evaluation:	25%	

Undergraduate Grading Scale:
90-100% = A
80-89% = B
70-79% = C
60-69% = D
<60% = F

Graduate Grading Scale:
90-100% = A
85-89% = B+
80-84% = B
75-79% = C+
70-74% = C
60-69% = D
<60% = F

Special accommodations at Student Counseling Services:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services immediately upon recognition of their disability (if their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (within 3 years). The student must meet with SCS face-to face and attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in each semester to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan). Student Counseling Services is located in Alumni Hall Room #4 or they may be contacted via email at: mbryant@mc.edu or rward@mc.edu or by phone at 601-925-7791.

Important college dates:

August 27, Wednesday: DAY CLASSES BEGIN
September 1, Monday – LABOR DAY Holiday: No Day or Night Classes; Offices Closed
September 2, Tuesday, 5:00 pm: LAST DAY TO ADD A FULL SEMESTER CLASS and FULL SEMESTER ONLINE
September 4, Thursday: LAST DAY TO DROP A FULL SEMESTER CLASS WITH 100% TUITION ONLY REFUND
September 5, Friday: Priority Deadline for ALL Degree Applications for December 2014 Graduation
October 1, Wednesday, 3:00 p.m. or 6:00 p.m., Anderson Hall: Writing Proficiency Exam
October 6-7, Monday – Tuesday: Fall Break; No Day or Night Classes
October 31, Friday: LAST DAY TO DROP A FULL SEMESTER CLASS (No Tuition Refund)
November 3, Monday: Registration begins for Spring 2015 Semester-Currently enrolled students
November 7, Friday: Participation Deadline for ALL Degree Applications for December 2014 Graduation
November 25- 30- Tuesday Night (begins 5:00 p.m.) through Sunday: Thanksgiving Holiday
(Day classes meet on Tuesday; night classes do not meet; residence halls close at 9:00 a.m. on Wednesday, & reopen at 2 p.m. on Sunday)
December 8-10, Monday – Wednesday: Dead Days
December 10, Wednesday: Last day of Day classes; Night exams begin
December 11, Thursday: Study Day
December 12-17, Friday, Saturday, Monday, Tuesday, Wednesday: Final Exams
December 19, Friday: Graduation

Important Facts:

- YOU MUST TURN IN PAPERWORK AND REGISTER IN BANNER TO RECEIVE CREDIT!
- Semester hour credit for research experiences are based on the number of clock hours spent doing research during the semester in which credit is awarded. A form is provided to help you keep up with your hours at the end of this syllabus (you may turn it in at the end of the semester, but it is not required).
- Research positions are not guaranteed. It is the student's responsibility to secure a position with a mentor prior to registering for research credit.
- Students cannot receive credit for research done during a previous semester or for research that will be completed in a future semester.
- Credit will not be given for research completed until verification of satisfactory completion is received from the student's mentor (or a representative of the mentor) along with evaluation forms.
- Completion of a satisfactory research paper, abstract, or poster is a requirement for credit to be granted.
- Research credit is not given for "observation only" experiences. The research experience must include the student's active engagement in bench work-style research activities.
- A completed application and research plan is required by the end of the first week of registration for a research course.
- Required documentation of your research experience is due at the completion of the semester by 5 PM on the last day of class.

End of Semester Instructions for Off-campus Researchers

- Student researchers are responsible for turning in the required documentation for their research experience by the deadline.
- For finalization of your research project for the semester, everyone has an option of doing a research report, abstract, or a poster. If you choose to do a poster, it should be done on ONE PowerPoint slide. To get full credit for your research experience, you need to do the following by the deadline:

  1. Have your mentor (or a representative of your mentor) send an email to me stating that you have completed the required number of contact hours. Your mentor (or a representative of your mentor) may also suggest a grade.
  2. Email your completed timesheets and research paper, abstract, or poster to me.

- Failure to do these things by the deadline may affect the grade you earn for your research experience, including a grade of F if no documentation is turned in and your research work cannot be verified!

I have read and understand all expectations outlined in the fall 2014 Off-campus Researcher Syllabus.

Name (print):_____Name (signature):_____Date:_____

Mississippi College Department of Biological Sciences
Off-campus Research Application

(*Please type or print NEATLY AND CLEARLY)*

STEP 1: Complete the personal information below.

FULL NAME:	
MC E-MAIL ADDRESS:	
DATE OF BIRTH:	
CONTACT TELEPHONE :	
ADVISOR:	
DECLARED MAJOR/DEGREE	
EXPECTED GRADUATION DATE:	
PERMANANT ADDRESS:	
CUMULATIVE GPA/ CREDITS EARNED:	
RESEARCH MENTOR AND PROJECT:	
PREVIOUS DEGREE(S) EARNED PRIOR TO APPLICATION:	
KIST MOST RELEVANT COURSES COMPLETED:	
I certify that this application information provided is true to the best of my knowledge. (Please sign and date)	

STEP 2: Attach the following to your application:

1) **Your CV that summarizes your previous work and academic experience (be sure to include all colleges attended along with enrollment dates major and GPA, your scholarly accomplishments – especially science-related, prior research experience, and relevant extracurricular activities).**
2) **A short essay, from 100 to 250 words, describing your career interests & goals, research interests, and why/how you believe the Mississippi College Department of Biological Sciences Research Volunteer and Observation Opportunity will contribute to these.**
3) **A list of at least two professional or academic references (name, title, institution, phone, e-mail, and description of professional or academic relationship).**

STEP 3: Complete Research Plan with Mentor

STEP 4: Return this application with all attachments and other forms to:

Dr. Angela Reiken, Assistant Professor
Mississippi College Department of Biological Sciences
Medical Sciences Building 216, Reiken@mc.edu, 601-925-7783
You may email your application and attachments to Reiken@mc.edu, or turn into the Department of Biological Sciences office (Hederman 104), or fax to Attn: Dr. Reiken 601-925-3978.

Student Research Plan – MC Department of Biology

Student_____ Graduate _____ Undergraduate _____

Term _____ (e.g. Fall, 2013) Term Dates _____

Semester hours credit _____ (See chart at bottom of form)

Research/Observation Site _____

Mentor(s) _____

Primary Mentor _____

Address _____

Phone _____

E-mail _____

Brief description of research experience:

_____

_____

_____

_____

_____

Mentor Signature _____ Date _____

Student Signature _____ Date _____

Research/Observation Credit/Semester

Clock Hours	Semester Hours
53	1
107	2
160	3
214	4
267	5
320	6

There is a maximum of 6 semester hours of research and/or observation credit per semester. Clock hours used to calculate semester hour credits must be completed within the specified term. Exceptions require prior approval!

At the end of the term, mentors may suggest the appropriate grade based on the student's work to:

Dr. Angela Reiken, Assistant Professor
Mississippi College Department of Biological Sciences
Medical Sciences Building 216, Reiken@mc.edu, 601-925-7783

Research Hours Time Log (print out as many as needed)

Name ______________________________**Mentor** __________________ **Semester** _______________

Course(s) ____ **Project** ______________________

Date	Start	Finish	Total Hrs	Date	Start	Finish	Total Hrs
	Subtotal Hours				Subtotal Hours		
				Total Hours (this page)			

Fall 2014 Midterm Mentor Evaluation
for MC Department of Biology Off-Campus Researchers
Due Date: Friday, October 17, 2014, 5PM

Student Name _____

Please recommend an evaluation <u>number</u> grade for the student researcher. The grade you recommend is 50% of the student's midterm grade. You may use the rubric below or your own method to suggest a grade. Corresponding number and letter grades for undergraduate and graduate students can be found at the bottom of this form for your reference. This form may be sent by mail, email (preferred) or fax.

Midterm Evaluation Grade Rubric: Score each of the follow on a scale of 1-10. For the given scale, 10 is the highest score and 0 is the lowest score.

Thus far, has the student…

- satisfactorily completed the work they were assigned to do? 0 1 2 3 4 5 6 7 8 9 10
- had reliable attendance? 0 1 2 3 4 5 6 7 8 9 10
- prepared by doing adequate preliminary research? 0 1 2 3 4 5 6 7 8 9 10
- understood the purpose/hypothesis of the research? 0 1 2 3 4 5 6 7 8 9 10
- used sources made available? 0 1 2 3 4 5 6 7 8 9 10
- asked for assistance when needed? 0 1 2 3 4 5 6 7 8 9 10
- used a reliable system to record data? 0 1 2 3 4 5 6 7 8 9 10
- built on understanding of the research topic? 0 1 2 3 4 5 6 7 8 9 10
- developed skills to perform required experiments? 0 1 2 3 4 5 6 7 8 9 10
- worked successfully as an individual or as part of a team? 0 1 2 3 4 5 6 7 8 9 10

Total Points _____

Evaluation Number Grade _____ **Letter Grade** _____

Mentor Comments:

_____ _____ _____
Mentor Name (print) **Mentor Signature** **Date**

Please send to: **Dr. Angela Reiken, Assistant Professor**
Mail: Mississippi College, 104 Hederman Science, Department of Biological Sciences Box 4045, Clinton, MS 39058
Scan and Email: Reiken@mc.edu
Fax: 601-925-3978

Grading Scale for Undergraduates:
A: 85.0 - 100%
B: 75.5 - 84.9%
C: 65.0 - 74.9%
D: 60.0 - 64.9%
F: 59.9 % and Below

Grading Scale for Graduates:
A: 85.0 - 100%
B+: 80.0 - 84.9%
B: 75.0 - 79.9%
C+: 70.0 - 74.9%
C: 65.0 - 69.9%
D: 60.0 - 64.9%
F: 59.9 % and Below

<u>Beginning to Midterm Grading Calculation:</u>

Application Personal Information:	10%
Application Curriculum Vitae:	10%
Application References:	5%
Application Short Essay:	5%
Research Plan:	20%
Midterm Mentor Evaluation:	50%

Fall 2014 Final Mentor Evaluation
for MC Department of Biology Off-Campus Researchers
Due Date: Friday, December 12, 2014, 5PM

Student Name _____

Please recommend a final evaluation <u>number</u> grade for the student researcher. The grade you recommend is 25% of the student's final grade. You may use the rubric below or your own method to suggest a grade. Corresponding number and letter grades for undergraduate and graduate students can be found at the bottom of this form for your reference. This form may be sent by mail, email (preferred) or fax.

Final Evaluation Grade Rubric: Score each of the follow on a scale of 1-10. For the given scale, 10 is the highest score and 0 is the lowest score.

Has the student…

• satisfactorily completed the work they were assigned to do?	0 1 2 3 4 5 6 7 8 9 10
• had reliable attendance?	0 1 2 3 4 5 6 7 8 9 10
• prepared by doing adequate preliminary research?	0 1 2 3 4 5 6 7 8 9 10
• understood the purpose/hypothesis of the research?	0 1 2 3 4 5 6 7 8 9 10
• used sources made available?	0 1 2 3 4 5 6 7 8 9 10
• asked for assistance when needed?	0 1 2 3 4 5 6 7 8 9 10
• used a reliable system to record data?	0 1 2 3 4 5 6 7 8 9 10
• built on understanding of the research topic?	0 1 2 3 4 5 6 7 8 9 10
• developed skills to perform required experiments?	0 1 2 3 4 5 6 7 8 9 10
• worked successfully as an individual or as part of a team?	0 1 2 3 4 5 6 7 8 9 10
Total Points	_____

Final Evaluation Number Grade _____ **Letter Grade** _____

Mentor Comments:

_____ _____ _____
Mentor Name (print) **Mentor Signature** **Date**

Please send to: **Dr. Angela Reiken, Assistant Professor**
Mail: Mississippi College, 104 Hederman Science, Department of Biological Sciences Box 4045, Clinton, MS 39058
Scan and Email: Reiken@mc.edu
Fax: 601-925-3978

Grading Scale for Undergraduates:
A: 85.0 - 100%
B: 75.5 - 84.9%
C: 65.0 - 74.9%
D: 60.0 - 64.9%
F: 59.9 % and Below

Grading Scale for Graduates:
A: 85.0 - 100%
B+: 80.0 - 84.9%
B: 75.0 - 79.9%
C+: 70.0 - 74.9%
C: 65.0 - 69.9%
D: 60.0 - 64.9%
F: 59.9 % and Below

<u>Final Grading Calculation:</u>

Midterm Grade:	25%
Completed Time Log:	25%
Paper/Poster/Abstract:	25%
Final Mentor Evaluation:	25%