Human Biology
UNIVERSITY OF TORONTO

Research Project in Human Biology

PROJECT GUIDELINES & COURSE EXPECTATIONS

A research project course presents an opportunity for students to learn and demonstrate competence in scientific research skills. Supervisors have a special responsibility to ensure both academic standards and fair treatment of the student, by conforming to the University of Toronto regulations such as the grading practices policy and by having realistic and appropriate expectations for student performance.

Expectations

The project should allow for the student to play an active role in project design, experimentation, collecting and analyzing data, and presenting results and conclusions both orally and in writing; and have a good chance of producing results before the course ends. The project preferably should be novel or a novel part of a bigger project, and cannot be a repetition of existing results. Students cannot be paid for course credit work.

1. ***Students*** are expected to be at the bench, or its equivalent, for ~8 hours per week in both the fall and winter session and proportionately more in the summer session. While time may vary week to week, students are expected to be actively working on their projects throughout the academic year, which includes additional time outside of the lab, working on literature research, analysis, writing assignments, meetings, talks etc. Students are expected to attend HMB workshops, comply with the course evaluation scheme, and be proactive with their time management. Students are expected to adhere to the University's Code on Academic Matters, and to all safety regulations and protocols.
2. ***Supervisors*** are expected to play an active role in the training and evaluation of the student, and to encourage the student to interact with other researchers in the lab and join activities such as lab meetings. Supervisors are expected to provide laboratory space (if necessary), materials, and direction to their own student. Supervisors are responsible for all matters of safety and training for the student and the project. Supervisors are also responsible for obtaining Research Ethics Board (REB, human) and Animal Use Protocol approval, prior to the start of the course (if required). Supervisors are expected to mark their own student's written assignments, and final presentation, and one other student's progress report (to allow students to experience a simulated peer review), in a timely manner, to comply with course grade deadlines. Supervisors are asked to be aware of the University's Code on Academic Matters, and if you suspect your student of plagiarizing and/or unethical conduct, to contact Human Biology.

Evaluation Overview (Detailed instructions for each evaluation will be posted on the course web site)

Assignment and Description	Weight	Due Date of Assignment	Evaluation Due	Evaluator of Assignment
Progress Report *Literature review and summary of progress to date*	20%	Summer: mid-June Fall/Winter: mid-November	One week after due date	Supervisor and a second assessment by a fellow student's supervisor (assigned by HMB, averaged)
Preliminary Skills Grade *An assessment of student performance on the project*	5%	Ongoing (First Half)	Reported on Progress Report evaluation	Supervisor
Preliminary Presentation *A short presentation highlighting student progress*	10%	Summer: July Fall/Winter: January	At Presentation	Human Biology
Final Presentation *A presentation of student research project and results*	15%	Summer: mid-August Fall/Winter: late-March	At presentation	Human Biology, your supervisor, and 2-3 other supervisors (averaged)
Final Report *A written report in the form of a research manuscript*	40%	Summer: mid-August Fall/Winter: late-March	One week after due date	Supervisor
Research Skills Grade *A final assessment of student performance on the project*	10%	Ongoing (Second Half)	Reported on Final Report evaluation	Supervisor

*Specific details and late penalties will be available on the course syllabus

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Research Project in Human Biology Application Form

Instructions: Students should fill in Part I –III (with supervisor's input for Part II) electronically, typing in all responses. Do **not** fill in by hand. If you cannot use the e signature function, **after** all fillable fields are typed, print this form to be signed. Please note that an electronic copy (without the signatures) must be submitted along with the signed hard copy. **Please email completed application to hmb.undergrad@utoronto.ca.**

PART I: STUDENT INFORMATION

Given name	Surname	Student Number
UTOR email address	Select your program HMB Program	Select the relevant statement Course Code

PART II: PROJECT INFORMATION

Project title (restricted to 90 characters to fit on your transcript)

Project Keywords *List four (4) keywords that describe the project*

1. _____ 2. _____

3. _____ 4. _____

Project Description

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PART III: PRE-REQUISITE CHECK (fill out the pre-requisite check for either 3rd or 4th year students)
Requirements for 3rd year students: 9 FCE complete, HMB200H1/HMB201H1/HMB202H1/ HMB203H1/HMB204H1, BCH210H1 /CHM247H1, BIO230H1/BIO255H1, HMB265H1/BIO260H1, cGPA 3.5 or higher, and permission of the Human Biology Program
Requirements for 4th year students: 14 FCE complete, a 300+ level laboratory course, HMB200H1/ HMB201H1/ HMB202H1/ HMB203H1/ HMB204H1, a HMB300-level course, cGPA 2.5 or higher, and permission of the Human Biology Program

☐ **I meet all pre-requisites for the course code I am applying to (skip to Part V).**

☐ **I am missing one or more pre-requisite for the course code I am applying to (continue with Part IV).**

PART IV: PRE-REQUISITE WAIVER
This course is intended primarily for students in their upper years of study, in good academic standing, and have gained appropriate intellectual maturity and experience. Supervisors should ensure that they are satisfied that the student has the appropriate academic background and the potential to complete the project at a reasonable level and with a reasonable (not excessive) amount of supervision. If you are missing any prerequisites, *please have the supervisor request a waiver* in the space below, justifying the qualifications of the student.

PART V: SUPERVISOR INFORMATION (NOTE: Supervisor must faculty at the University of Toronto)

Supervisor's Given name	Supervisor's Surname	UofT Unit of Faculty Appointment
Supervisor's Phone Number	Supervisor's email address	cc/admin's email address

Expectations for Supervisors:

- provide laboratory space (if necessary), materials, and direction to the student
- play an active role in the training and evaluation of the student, and to encourage student to interact with other researchers in the lab and join activities such as lab meetings
- responsible for all matters of safety and training for the student
- responsible for obtaining Research Ethics Board (REB, human) and Animal Use Protocol approval, prior to the start of the course (if required)
- grade their own student's reports and final presentation, and one other student's progress report
- be aware of the University's Code on Academic Matters, and contact Human Biology if academic misconduct is suspected

By signing below, I acknowledge that I have read the completed application form, and agree to supervise the student according to the guidelines of the course. I will ensure that the students obtains the appropriate training and approvals to conduct experiments prior to the course start date (biohazard material, radioactive material, animal training and/or ethics approval). I also agree to adhere to assessment deadlines as outlined in the evaluation overview of the application.

Supervisor's Signature	Date