ECOLOGY 507 - SPECIAL PROBLEMS IN ECOLOGY

Ecology 507 is a one-term special problems course which may be taken in either term and which may be repeated (with different topics) for credit. Its structure is very flexible and may consist of lectures, seminars, reading assignments, term papers and training in theoretical, field and laboratory methods.

Independent study courses provide Ecology majors with a mechanism to carry out advanced work in areas not covered in regular courses or to pursue topics that are covered in more depth. An effort will be made, whenever possible, to provide students with research and desk space in the laboratory of their supervisor, so that they can interact with an active research group on a day-to-day basis.

Ecology 507 will be conducted within the jurisdiction of the Program of Ecology. If the Supervisor is not a member of the Biological Sciences Department, a Program faculty member must act as Co-supervisor; in this case, both signatures will be required before approval for registration will be granted. In addition, both the supervisor and co-supervisor must be kept apprised of the project during the term and must approve the proposal. Both the supervisor and co-supervisor will also be involved in evaluation of the project and determination of the final grade. Projects undertaken outside the Ecology program must have a component that aligns with the Ecology program.

It should be noted that there is no requirement that a faculty member agree to all requests for special problems courses, although faculty are expected to supervise such courses from time to time as part of their normal teaching assignment. Faculty may refuse to supervise proposed courses or may suggest alternative supervisors.

GUIDELINES PERTAINING TO REGISTRATION IN ECOLOGY 507

1. Take a printed copy of all pages of this form with you when meeting with a potential supervisor, co-supervisor, if necessary, and Course Coordinator (if applicable). You MUST also bring an unofficial, current copy of your transcripts when meeting with potential supervisor(s). The second and third pages of this form must be completed and signed by the Supervisor and Co-Supervisor. Forms that do not indicate an agreed-upon value and due date for all course components will not be approved by the department. The last page of this form must be completed and signed by the student and submitted to the Supervisor with the final report for the project.

2. Return form to BI 186 for approval and registration NO LATER than 10 working days before the last date to change registration in the term (as indicated in the University Calendar). If approval is denied, you will be notified by e-mail. After the course is entered into the system, you will be able to register for the course online. You are not registered until the online registration has been completed.

3. Failure to complete the form correctly will delay your registration in this course.

4. If this is a sixth course, you must obtain consent of the Faculty - please obtain the appropriate form (Change of Registration) from the Registrar’s website. (www.ucalgary.ca/registrar/forms_students/)

5. Students must have completed the BioSci core with a current GPA of 2.75 or higher. Students are permitted a maximum of 6 units of 507 project courses towards their major field.

GUIDELINES PERTAINING TO THE CONDUCT OF ECOLOGY 507

1. It is the responsibility of the student to decide on a general area for this course and to approach a suitable faculty member regarding supervision. A more detailed format for the course will be worked out in consultation with the supervisor(s). Students who have a project in mind but are unsure which faculty members would be potential supervisors should approach the Program Chairperson or the Biological Sciences Office for advice; this should be done well in advance of the commencement of classes. In the case of a co-supervised project, the Program Supervisor, the Co-Supervisor and the student will meet to approve the proposed project.

2. It is the responsibility of the supervisor(s) to ensure that the student receives substantive and rigorous training in the chosen subject area. Because of the flexible format of Ecology 507, the actual amount of time devoted to the course by the supervisor(s) will vary considerably. In courses without a formal lecture structure, the student and supervisor(s) will normally meet regularly to discuss the course material and the progress of the course.

3. Upon agreeing to supervise an Ecology 507 course, faculty members should clearly outline the procedures whereby the student's performance will be evaluated. This will normally involve an examination, or assessment of one or more written reports or papers. All written assignments will be read and assessed by the supervisor(s) and one other faculty member (not necessarily a member of the Program of Ecology). After assessment, the final grade will be submitted to the Department of Biological Sciences by the Program faculty member.
ECOLOGY 507 - Special Problems in Ecology

This is to confirm that I/we am/are willing to supervise

__________________________, I.D. __________________________

in ECOLOGY 507. ______ for the following term/year ____________

The title for the course will be: (Must not exceed 26 characters, including spaces)

[here the title is written]

and it will count towards a major in ECOLOGY/Biological Sciences.

Enrolment in this course carries the same credit as enrolment in a regular course with 3 lectures and a tutorial or laboratory (i.e., 4-6 hours of class time per week). With outside reading and review this course should require at least 8 hours per week on the student's part.

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<th>Evaluation criteria</th>
<th>Due date (if applicable)</th>
<th>Agreed value in % (TOTAL =100)</th>
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LETTER GRADE CONVERSION
A+ ≥ 92, A ≥ 85, A- ≥ 80, B+ ≥ 77, B ≥ 73, B- ≥ 70, C+ ≥ 67, C ≥ 64, C- ≥ 60, D+ ≥ 55, D ≥ 50, F < 50

Student name (please print) ________________________

Phone ________________________
e-mail address ________________________

Address ________________________

Student signature ________________________ Date ____________

Program Supervisor signature ________________________ Date ____________

Out-of-Department Supervisor signature (if relevant) ________________________ Date ____________

(Please provide e-mail & phone number if out of Department)

Signing this page indicates that both supervisors approve of the proposed project and have agreed upon the value and due dates for all course components.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Universities Act. It is required to document registration in the course and will form part of the student record. If you have any questions about the collection or use of this information, please contact BI 186.

for Departmental use only

Departmental Approval (BI 186) ________________________ Date ____________

Approved ________________________ Forwarded to TT ________________________ Registered DTTS
RETENTION OF DATA AND AUTHORSHIP AGREEMENT

The following constitutes an agreement between:

Colleague or Student: ________________________________

Laboratory Supervisor: ________________________________

This statement is to attest that, during the period of your research program in my laboratory, all original materials and data will be kept in a form that can be recovered and re-evaluated in the laboratory. All data and notebooks have to remain in the lab as required for publication purposes and pending federal and university regulations; failure to do so will result in a failing grade in the course. When your project is complete, you must also sign and submit the checklist on the next page to your Supervisor; failure to do so will result in a failing grade in the course.

Any person who has substantially contributed academically to a study being reported in a publication or presentation, either in the conception, design or execution of any experimental work, interpretation of data or drafting the article, should be included as an author or given other appropriate acknowledgement. It is understood that the results that you will produce in the laboratory may lead to primary publication(s) that may be co-authored by both of us following recognized journal rules. In any such case, neither of us shall submit any of this work for primary publication without the other, except by mutual consent.

In the case of such a joint authorship, it is your responsibility to provide up-to-date contact information to me after you leave the laboratory so that you can be contacted to provide input into manuscript preparation and give permission to have your name included as a co-author on the manuscript. Failure to update me with your contact information could jeopardize your co-authorship on future publications. Thus, should you not provide me with up-to-date contact information or should you refuse to be added as a co-author, I can submit work for primary publication without you as co-author.

I reserve the right to utilize any of these data for purposes of teaching, reviews, textbooks or grant applications. If I utilize any of your work for these purposes, I will acknowledge it by joint authorship, reference to your abstract, paper or thesis, or (if yet unpublished) by an appropriate statement such as ‘your name, unpublished observations’.

If you independently provide novel contributions to the work that results in a patent, your rights of partial ownership will be governed by the current rules for Intellectual Property as outlined on the webpage of the Office of Vice President Research (http://www.ucalgary.ca/research/office-vice-president-research/compliance)

Signatures:

______________________________  _______________________
Supervisor                                                      Date

I agree with this statement:

______________________________  _______________________
Colleague or Student                                                Date

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Universities Act. It is required to document the agreement. The information will form part of the student record. If you have any questions about the collection or use of this information, please contact BI 186.
INDEPENDENT PROJECT COMPLETION CHECKLIST

☐ The student (______________________________) has cleaned up all of her/his laboratory experiments and instruments to the satisfaction of the supervisor.

☐ The supervisor has been made aware of the presence of any hazardous materials and chemicals that the student has used, and arrangements have been made for proper storage or removal.

☐ Biological materials generated during the course of the work have been disposed of, or properly preserved and stored with adequate documentation.

☐ The student certifies that s/he has made mutually acceptable arrangements with the supervisor for the storage of all data, materials and documents generated during the project.

☐ The student has provided up-to-date contact information and has submitted a final report to the Supervisor or Course Coordinator (or satisfactory arrangements have been made for the submission of this report). Please indicate these arrangements and initial (___): __________________________________________

☐ The student has returned all key(s) to the laboratory and any other work spaces to the Biological Sciences Office

Confirmation by Biological Sciences office staff (initial): __________

☐ When the student leaves the laboratory, all personal effects will have been removed and her/his laboratory space will have been left in a satisfactory condition. If the student has arranged to remain in the laboratory subsequent to the completion of this project, all of the criteria stated above must be fulfilled to the supervisor’s satisfaction before the student leaves the laboratory.

Signatures:

_________________________  ____________________________
Student  Date

_________________________  ____________________________
Supervisor  Date

_________________________  ____________________________
Co-Supervisor (if relevant)  Date

The Supervisor is responsible for submitting this completed and signed form to Heather Tompson in BI 186 when the student’s final grade is submitted. Grades for independent project courses will not be approved without submission of this form.