CMMB 507 will be conducted within the jurisdiction of the Program of Cellular, Molecular and Microbial Biology. If projects are done in the laboratories of members of other departments in the Faculties of Science and Medicine, a Co-Supervisor from the Program is required; in this case, 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. Signatures of both supervisors will be required before approval for registration will be granted. Projects undertaken outside the CMMB cluster must have a component that aligns with the CMMB program.

GUIDELINE PERTAINING TO REGISTRATION AND CONDUCT IN CMMB 507

1. Bring a printed copy of all pages of this form with you when meeting with a potential supervisor, co-supervisor, if necessary and the Course Coordinator (if appropriate). As well, you MUST take an unofficial, current copy of their transcripts with them when meeting with a potential supervisor. The second and third pages of this form must be completed and signed by the Supervisor, Co-Supervisor if necessary, and the Course Coordinator. 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. Please return the completed form to BI 186 for approval to register NO LATER than 10 working days before the last date to change registration for 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, the student will be able to register for the course online. You are not registered until the online registration has been completed. Failure to complete the form correctly will delay your registration in this course.

3. 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)

4. 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.

5. Students must agree with supervisor(s) on course content and weighting of components. If this is a laboratory-based course, the expectation is that the student will spend 8-10 hours per week in the lab, with additional time for preparation and reading.
CMMB 507 - Special Problems in Cellular, Molecular and Microbial Biology

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

______________________________, I.D. _______________________

in CMMB 507. ______ for the following term/year __________________

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

<table>
<thead>
<tr>
<th>Course component (minimum 3, max 6)</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 __________________________ (please print name as well) Date __________________________

Out-of-Department Supervisor signature (if relevant) __________________________ (please print name as well) 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.**

Course Coordinator __________________________ 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 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 submitted this completed and signed form to David Bininda 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.