

# BI 401 "RESEARCH" APPROVAL FORM

This form is for Biology majors. Other majors should contact their departments.

## Student:

Name	OSU ID #	Major / Option
Local Address		Phone
Student Signature	Date	E-mail

## Research Supervisor:

Name and Title of Research Supervisor	Phone	
Department or Organization Name		
Department of Organization Address		
Supervisor's Signature	Date	E-mail

## Research:

Position Title

## Brief research description:

Project Period (start and end dates)

Which term(s) will you enroll in BI 401?

Work hours per week

Total hours or weeks of work

Salary or volunteer?

Pay rate, if salaried

Type of report to be handed in (See back page for details)

Number of credit you wish to take (by term if more than one) \*

\* Each credit must represent 30 hours of work (i.e. 3 hours a week for a 10 week term)

## Biology Program Chair Approval Required (Leave this form in Cordley 2042):

Dr. Robert T. Mason, Chair, Biology Program  
2042 Cordley Hall, Phone (541) 737-2993  
email: [robert.mason@oregonstate.edu](mailto:robert.mason@oregonstate.edu)

Date

# BI 401 “RESEARCH” INSTRUCTIONS

This form is for Biology majors. Other majors should contact their departments.

A biology research project provides a way for a student to earn academic credit for academically relevant research. Credit for research varies from 1 to 12 credit hours. The maximum number of research credits allowed towards the Biology degree program is 12. Research can be graded on an A-F basis. The amount of approved research work needed to earn a credit is the same as for normal academic work. For example, one hour of credit represents about 30 hours of focused academic work (three hours each week for 10 weeks). A full-time research experience lasting one term or one summer (forty hours each week for ten weeks), where all the work is genuinely academic in nature, could earn up to 12 credits.

**It is the student’s responsibility to find a research position. Some information on research possibilities is available on the Biology Advising Website <http://biology.science.oregonstate.edu/undergraduate-research>.**

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## **To register and receive credit for research, students must complete steps 1-5:**

- 1. Identify a research project and sponsor:** The student must identify an opportunity that is appropriate for his/her interests, knowledge, skills, educational objectives, and schedule. In addition a supervisor for the research must be identified. This will most often be an OSU faculty member, but supervisors from government and other organizations are also appropriate in many cases.
- 2. Obtain Approval:** Prior to registering for research credit, the student must fill out and submit this form to the Biology Program to ensure that the chosen research meets the requirements of the Biology Program. **If a research project is approved, Trudy Powell in the Biology Office will submit computer authorization which will allow the student to register and inform the student by E-mail.**
- 3. Register:** After receiving notification from Trudy Powell, register for the class and the number of credits approved.
- 4. Written Report:** A written report in THREE parts is required from all students. First, each student must write one paragraph explaining their research to an English major including research question, hypothesis and the outcome. Second each student must write one paragraph explaining how the research drew on their abilities and skills learned in college and how it increased their understanding of biology. Third, depending on the type of research done, the last section of the report can take one of three forms:
  - (1) A laboratory notebook including hours worked and a detailed log of all tasks performed.
  - (2) A paper (at least five to ten double-spaced, typed page) describing the research project and accomplishments.
  - (3) A scientific report produced as a result of the research.

**Due: Friday of dead week (10<sup>th</sup> week) the term you are registered for BI 401. If you are graduating at the end of the term, the report must be submitted to the Biology Program Office by the Friday of the 8<sup>th</sup> week.**

- 5. Evaluation:** The research supervisor must submit a final evaluation of the student’s work to Dr. Robert T. Mason, Chair of the Biology Program. Submit by email: [robert.mason@oregonstate.edu](mailto:robert.mason@oregonstate.edu), fax: (541) 737-1735, or mail: 2042 Cordley Hall, OSU, Corvallis, OR 97331-2911. The evaluation should briefly summarize the tasks performed and the performance level of the student. This report will determine the course grade.

**Due: Friday of dead week (10<sup>th</sup> week) the term you are registered for BI 401. If you are graduating at the end of the term, the report must be submitted to the Biology Program Office by the Friday of the 7<sup>th</sup> week.**

**Submit form and reports to:  
Biology Program Office (2042 Cordley Hall)**