

## Guidelines for Biol 445S Biology Department Seminar Series

1. **This course is worth one credit and it is not repeatable for additional credit.** In other words, a maximum of 1 credit for Biol 445S can be counted in the total credit tally required for graduation; the only reason to re-register for this course would be if you received a K or U grade in your previous attempt to receive credit for Biol 445S. The grading system is based on an S/U scoring system (i.e. no letter grades).

2. To complete this class successfully (S grade):

\*\*You must attend all Biology Department seminars that are scheduled for the quarter in which you are registered for the course, with one allowed exception (that is, you are allowed to miss one out of all the seminars scheduled).

\*\*The seminars are held on Wednesdays at 4pm each week. You are not required to attend any additional Biology Department seminars that might be scheduled (outside of the regular Wednesday 4pm timeslot), but you are certainly encouraged to attend them.

\*\*To register your presence at the seminar, you must sign the attendance sheet you'll find on the desk in the front of the room. Arriving a few minutes before the seminar will facilitate the sign-in.

\*\*You are expected to attend each seminar in its entirety (including the question-answer session toward the end).

\*\*Within a week (i.e. by 5 pm of the next Wednesday), you must submit a written report summarizing the content of the seminar. Most Biology Department seminars describe original research, and for these, your report should include:

- research question(s) addressed
- investigative methods used
- main conclusions.

Also include the title of the talk, the name of the presenter and his/her institutional affiliation.

The report must be at least half a page in length if the lines are single-spaced (full page, if double-spaced).

2. On the first submission for the quarter, please include: your W number and contact information (email and/or a phone number at which voice messages are accepted). It is important that the instructor have a means for communicating with you, should that become necessary.

3. Please put the printed seminar report in the instructor's mailbox. If you find yourself struggling to make the deadline, you can submit an electronic version initially (by 5pm on the relevant Wednesday), but please follow this up with a hardcopy within the next three days.

4. If the instructor finds your seminar report inadequate for some reason, he/she will contact you and you will have one opportunity to submit an acceptable re-write. The revised version will be due within a week from the date on which the notification was sent out. If a report remains unsatisfactory, it will lead to a 'U' in the course.

6. The seminar scheduled announced at the beginning of the quarter may have some gaps listed as TBA (To be announced). This means a speaker is slated for that date and time but the details are still being firmed up. Please check for updates of the schedule, which you will find at the Department website (under 'Seminars'). It is your responsibility to stay informed about seminar offerings for the quarter.

For this academic year,

Your instructor is: Anu Singh-Cundy, Associate Professor, Biology Department

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Office hours: WF 1:00 pm-2:00 pm