BIOL 398: OFF CAMPUS RESEARCH EXPERIENCE
INSTRUCTIONS – DR OMLAND – COURSE COORDINATOR.

We are glad to hear of your interest in off campus research credit. If working during the semester, you should volunteer at least 8-10 hours per week during the semester for two credits (min. 120 hours total). If taking 398 for credit for research done over the summer, you should volunteer at least 20-30 hours a week for three credits (minimum 200 hours total). In order to obtain Bio 398 credit, please do the following:

BEGINNING OF THE SEMESTER: DURING THE FIRST TWO WEEKS OF CLASSES please send me the following in the text of an email (no attachments please):

1) ~10 sentence "summary plan" of your planned internship activities (what research will you do; a general plan is ok if the specifics have yet to be worked out).

2) Full contact info for your research mentor[s] (likely both the PI in the lab, and if there is a post-doc or a graduate student that you are working directly with). I may contact those people once or twice during the semester to check on your progress.

I will then send you an email stating that I have given you permission to enroll.

Sign up for 2 credits (3 credits for the summer) of BIOL 398 once you obtain my approval. IT IS YOUR RESPONSIBILITY TO MAKE SURE I HAVE GIVEN APPROVAL AND THEN YOU HAVE FORMALLY SIGNED UP FOR THE COURSE VIA myUMBC.

Also, you must sign up for the Shriver Center practicum -- PRAC 098 -- 0 credits (Contact Ms. Kerry Kidwell-Slak at the Shriver Center - kerryk@umbc.edu; she can also give you suggestions for possible off campus mentors if you have not already found a lab.)

[Do all this during the first two weeks of the semester -- **deadline Sept. 15 & Feb. 15.**]

END OF THE SEMESTER DURING THE LAST WEEK OF CLASSES

[**Deadline 5PM on the last day of classes**]:

Email me a ~10 sentence "summary results" of what you actually did and learned. Again, please put this in the text of the message (no attachments). Then email me shortly after finals end to confirm that I have all the paperwork necessary to give you a P grade for the semester.

Let me know if you have any questions about any of these requirements.
Work hard, learn a lot, and enjoy your internship. Sincerely, Dr. Omland
(Associate Professor Biological Sciences UMBC, Biol 398 Coordinator, Rm. 425).
omland@umbc.edu < email is best way to contact Office: 410-455-2243

[modified KO 1/3/12]