Registering for Research Units

The first step to obtaining credit for a research experience is **Securing a Research Mentor** (see MCB website).

Once students have secured a research mentor, they should meet with him or her to **discuss any specific criteria** that will be required of them, such as carrying out certain lab techniques, attending lab meetings, maintaining a lab notebook, presenting, writing a summary of the research, etc.

Such criteria should be listed on the Registration form below so there is an understanding of the grading process for the student. Students are expected to work a total of 45 hours for every 1 unit of credit (approximately 3 hours per week per credit during a regular 15-week semester). Any questions regarding the requirements for the research experience can be directed to Marisa Lester at marisal1@email.arizona.edu.

### Which Course Number Should Students Register For?

The project advisor and the student should work together to decide the course number most appropriate for the research experience. The chart below can be used to determine which course number should be selected for students interested in obtaining academic credit. Due to students’ need for upper division units for graduation, freshmen and sophomore students generally register for 300-level courses, while juniors and seniors typically register for 400-level courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Grading System</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCB 199, 299, 399, 499</td>
<td>Independent Study</td>
<td>S, P, F</td>
<td>Academic credit for working in the lab, variable from 1-5 units each semester. Students may register for Independent Study an unlimited number of times.</td>
</tr>
<tr>
<td>MCB 392, 492</td>
<td>Directed Research</td>
<td>A, B, C, D, E</td>
<td>Academic credit for working in the lab, variable from 1-6 units each semester. Students may register for a maximum of 12 directed research units (392 and 492).</td>
</tr>
<tr>
<td>MCB 199H, 299H, 399H, 499H</td>
<td>Honors Independent Study</td>
<td>A, B, C, D, E</td>
<td>Honors academic credit for working in the lab, variable from 1-5 units each semester. Students may register for Honors Independent Study an unlimited number of times.</td>
</tr>
</tbody>
</table>

**For Students Interested in Doing a Non-Lab-Based Independent Study Experience**

Some students may want to receive credit for MCB-related experiences which are not lab-based, such as writing a literature review, assisting a professor in designing curriculum for a course, or other projects. For these situations, please contact Marisa Lester at marisal1@email.arizona.edu for more information.

**How Does the Instructor Report the Student’s Grade?**

At the end of the semester, instructors must use the Instructor Center on UAccess to report their students’ grades ([www.uaccess.arizona.edu](http://www.uaccess.arizona.edu)). Questions regarding grading may be directed to Whitney DeGroot in the MCB Main Office at wslav@email.arizona.edu.

*Updated 12/1/2015*
Please complete and return this form to the MCB Advising Office in Life Sciences South, Room 248. This form is for departmental records, and is necessary to assign a grade at the end of the semester.

Students who submit this form by the posted deadline will have the research credits added to their schedule by the MCB department. The deadline for submission to have units added for the Spring 2016 semester is Wednesday, January 20th, 2016.

Students submitting this form after the posted deadline may be required to pay late fees, additionally completing a Change of Schedule form, and/or other consequences. Please contact an MCB advisor directly if you are submitting this form after the deadline for further instruction.

Any incomplete forms will not be processed. Be sure to fill out each section and provide details.

**REGISTRATION INFORMATION**

Student Name: ____________________________________  Student ID #:____________________________

Student Phone #: ______________________  Student E-mail: ________________________________________

Student Major(s): ____________________________________________________________________________

Class (check):  ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior

MCB Course Number (circle):  199  199H  299  299H  392  399  399H  492  499  499H

Number of Units:_________  [Note: The U of A and the Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded; approximately 3 hours per week should be worked for each unit of credit in a 16-week semester]

Semester (check):  ☐ Fall  ☐ Spring  ☐ Summer I  ☐ Summer II  Year: ______________________

**PROJECT INFORMATION & REQUIREMENTS**

Faculty Member’s Name: __________________________________  Faculty Member’s Phone #:______________

Home Department of Faculty Member: ____________________________________________________________

Title of Project: _____________________________________________________________________________

Brief description/summary of project (attach additional page if necessary):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Hours per week student will spend on project: ____  Project Advisor/Student contact hours per week: ___

Date(s) for mid-semester evaluation of student performance: __________________________[Note: At least one mid-semester evaluation should be done before the drop deadline]

If appropriate, name of another person who will help supervise the student: _______________________

Updated 12/1/2015
Will the student be required to attend lab meetings? □ Yes □ No
Will the student be required to maintain a laboratory notebook? □ Yes □ No

Techniques the student will learn/utilize as part of this research project (list):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Tangible products the student will be submit as part of this research project, such as papers, posters, data, Power Point presentations, stocks, strains, etc. (list):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Additional requirements for this research project (list):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

The University of Arizona would like to ensure that research experiences for undergraduates continue to be of high quality, reflecting the true nature of the directed or independent research agreed upon. In order to define the research experience for both the student and the project advisor, detailed information regarding the research project is necessary. This Approval Form should be as specific as possible so that both the project advisor and student are aware of the expectations for the project, as well as what criteria will be used to award a grade. The full listing of University of Arizona Policies for Independent Study is available at http://catalog.arizona.edu/2015-16/policies/individual.htm.

**REQUIRED SIGNATURES:**

FACULTY MEMBER ___________________________________ DATE ____________
STUDENT __________________________________________ DATE ____________
ACADEMIC ADVISOR __________________________________ DATE ____________

The student’s grade for this course is based upon the student’s completion and performance of the criteria listed in the Project Information & Requirements section above.

*Updated 12/1/2015*