Chemistry 397 Summer
Departmental Course Syllabus and Grading Policy

*This is a Departmental Course Syllabus covering all sections in Maymester or Summer Terms 2018*

Catalog Description: A student works under faculty supervision to learn a research method, to explore possible research topics, or to continue an ongoing study. The faculty member helps the student to determine the course goals and objectives, and supervises the execution of the project. The student will provide a written report to the faculty at the end of the semester. Students will receive a grade of "S" (satisfactory) or "U" (unsatisfactory) for the course.

Prerequisite(s): Only majors may take a Zero Credit Research course. Permission of the instructor and approval of the department chair.

Course Description: This course is a zero credit research course for students conducting volunteer or paid work during the summer.

Attendance Policy: Students are expected to arrange and then abide by a work schedule with the faculty member. The expected hours of work will be provided in the individual addendum below and will be signed by the student.

Office Hours: Office hours will vary depending on the mentor’s schedule in a given semester. Students should establish a regular meeting time to touch base with the faculty member and indicate this in the addendum below.

Meeting Place: Typically the student will be working independently in a faculty member’s lab. The location of that lab will be identified in the addendum below.

Course Materials: Students must supply PPE (lab coat, gloves, safety glasses or goggles) and a lab notebook. The notebook becomes the property of the lab at the conclusion of the work and will not be returned to the student.

Learning Outcomes:
- To conduct appropriate experiments after consulting scientific literature
- To evaluate experimental results
- To describe the results and interpretations of experiments in a written paper, poster presentation, or oral presentation

Expectations:
1) Students who work independently in a lab must complete the Department of Chemistry and Biochemistry Research Safety Training once a year. During the academic year, training is conducted by the PI of the lab. In the summer, students will attend a day-long safety orientation. Each student will post their training record in their lab’s orange 3-ring binder.
2) Students must commit to a work schedule arranged with the faculty member. If an internal or external sponsor is paying a student stipend, students are expected to abide by the guidelines of the funding source, typically 40 hours per week for 10 weeks.
3) Student must give a report to the faculty mentor during the term in the form of a written report of their work, an oral presentation, or a poster.
4) Students are expected to participate in the proper care and maintenance of lab facilities and to abide by safety regulations of the department, including monthly lab
safety assessments, maintenance of inventory, and adhering to all department safety policies, especially with regards to **wearing PPE at all times while in the lab. Faculty in the department will report students they observe who are not dressed in the proper PPE. Three observations will result in a failing grade and dismissal from lab.**

5) Lab notebooks are the property of the faculty mentor and must remain in the laboratory.

6) Students are expected to understand and adhere to the “work alone” policy set forth by the faculty mentor. This acknowledgement should be in the group's orange binder.

7) Students are responsible for carrying out the lab’s monthly safety inspections for the months of June and July.

8) Students are expected to attend the Department’s summer group meetings at a time that will be announced. Students who present their research at the meeting can use this presentation to fulfill the 397S requirement detailed in #3.

9) Students are expected to prepare their work to present as a poster for the Convocation Day poster session and to apply to URCA for inclusion in the poster session. If students present both a poster and a research talk during the summer group meetings, they can carry over one of these activities to meet a Fall research course obligation. The pdf file of any course requirement must be sent to the faculty mentor and [ChemResearch@cofc.edu](mailto:ChemResearch@cofc.edu). Note: Biochemistry students using a Fall 481 enrollment to meet the major requirements are required to write a report in the Fall in order to meet ACS certification standards, even if they both presented a poster and a talk during the summer.

*Grading Policy:* Grading in the course is “S” or “U” for satisfactory or unsatisfactory. To receive an S, students must commit to a work schedule arranged with the faculty member. Students will present their work either in a written report, oral presentation, or a poster by the end of the summer. Unsatisfactory grade will be awarded when 1) the student routinely does not arrive to work in the lab as scheduled, 2) the student shows gross incompetence, negligence, or disregard for safety rules and regulations, or 3) the student fails to provide an end-of-summer written or oral product.

*Accommodations for Disability:* Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

*Academic Integrity:* Students are expected to abide by the College of Charleston's Honor Code and are referred to the Student Handbook to review this policy: [http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php).

Students are also expected to abide by the Department of Chemistry and Biochemistry's Scientific Integrity Policy: [http://chemistry.cofc.edu/documents/POLICY%20ON%20SCIENTIFIC%20INTEGRITY%20-%2008-17-2017.pdf](http://chemistry.cofc.edu/documents/POLICY%20ON%20SCIENTIFIC%20INTEGRITY%20-%2008-17-2017.pdf)
Addendum: To be filled out by the student and faculty member, signed by the student, and submitted to the department office.

______________________________
Student Name:

Faculty Name:

Faculty Email:

Faculty Meeting Time:

Faculty Office #/Lab #:

Title of Project:

Expected Final Project:

Expected Hours of Work:

Student Email:

Student Cell phone Number:

Emergency Contact Name and Number:

________________________
Signature

________________________
Date

Student Signature:
I understand the expectations and responsibilities of taking an independent research course in the Department of Chemistry and Biochemistry