APPLICATION FOR
INDIVIDUAL ENROLLMENT

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- Deadlines for Individual Enrollment Forms are noted on the Academic Calendar. This is the only individual enrollment form that will be accepted by the Office of the Registrar.
- This form may not be submitted by the student or faxed to the Office of the Registrar.

Checklist for Student

- Check with academic department for specific rules regarding Individual Enrollment (e.g. eligibility, repeatability).
- Identify a faculty supervisor and meet to set expectations and learning goals, preferably one semester in advance.
- Faculty Supervisor Name: ___________________________________________________________ 

Project Title: ___________________________________________________________________________ 

Student’s Name: ___________________ Student’s ID Number: ________________________________

Course ID Number: _______ _______ _______ Credit Hours: _______ Year: _______ 
(CHEM) (399) (01)

Term (circle one): Fall or Spring

Student Signature: _______________________________________________________________ Date: ____________

Checklist for Faculty Supervisor

- In consultation with student, establish learning goals and outcomes for the course and produce a detailed description and/or syllabus. Include the course schedule, a detailed description of course assignments and due dates, the grading policy, and the basis for determining a final course grade. (Additional syllabus guidelines may be found in Policy 7.6.10)

- Provide the student with a copy of the course description/syllabus, attach a copy to this form, and sign below.

- Submit to the Department Chair for review and signature. Department Chair must submit form to the Office of the Registrar by the published deadline.

Faculty Supervisor Signature: ______________________________________________________ Date: ____________

Checklist for Academic Department

I approve this individual enrollment and confirm that the following items are on file within my department.

- Course description and/or syllabus with grading rubric/policy.
- Course schedule including detailed description of course assignments and due dates.
- Learning outcomes and goals for the course.

Chair or Dean Signature: ___________________________________________________________ Date: ____________
Chemistry 397 Syllabus
Research Experience Chemistry and Biochemistry

*This is a Departmental Course Syllabus covering all sections.*

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.

Purpose of this course: This course is a zero credit research course. It is designed for students who 1) have already completed Chem 481 and Chem 482 but still want it denoted on their transcript that they were participating in research, or 2) want to participate in research but cannot dedicate sufficient time to warrant enrollment in 481 or 482.

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

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.
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. A pdf file of the final project must be emailed to ChemResearch@cofc.edu by the last day of class.
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 in January, February, March and April for Spring term enrollment and the September, October, November inspections in the Fall term. If multiple students in a lab are enrolled in a given semester, the work may be divided among the enrolled students.

*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 term. 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-semester 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:

Email:

Cell phone Number:

Emergency Contact Name and Number:

__________________________________________________________________________

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

___________________________________________  _____________________________
Signature                                                                 Date