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: ________

Updated 6-30-18  

RO Use Only: Initial _______  CRN_______  Date_______
Chemistry 481  
Introduction to Research

*This is a Departmental Course Syllabus covering all sections in the Fall 2018 or Spring Term 2019*

**Catalog Description:** An opportunity is provided to use the literature and to apply a variety of experimental techniques in the investigation of selected problems under the direction of a faculty mentor in inorganic, analytical, organic, physical, or biochemistry. A seminar, written report, poster, or other presentation is required. Arrangements for a project should be made with the faculty mentor during the semester prior to that in which it is carried out.

**Pre-requisites:** There are no formal pre-requisite courses required for enrollment. However, admission to the course requires a faculty member’s agreement and the approval of the department chair.

**Course Format:** This course is a two-credit independent research course. Students are expected to work a minimum of 6 hours per week in consultation with a faculty mentor.

**Learning Outcomes:**

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

**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. Attendance is verified through weekly updates sent to ChemResearch@cofc.edu.

**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.

**Course 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 that corresponds to a minimum of 6 hours per week.

3) Students must provide the faculty mentor a report of their work at the conclusion of the term, in the form of a paper, oral presentation powerpoint, or a poster pdf. A pdf file of the final project must be emailed to ChemResearch@cofc.edu by the last day of class. Note: If a student is fulfilling degree requirements for the Biochemistry BS degree, then the student MUST fulfill this requirement by writing a paper to meet certification guidelines.

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.
8) Students will email their research advisor and ChemResearch@cofc.edu on Friday of each week with a brief summary of their lab work that week.

Grading Policy:
- Attendance in lab (6 hrs/week) and weekly lab updates 20%
- Satisfactory completion of lab assignments 50%
- Completion of inspections and adherence to safety rules 10%
- Final paper/poster/presentation 20%

Grading Scale:
- 94-100 A
- 90-93 A-
- 87-89 B+
- 83-86 B
- 80-82 B-
- 77-79 C+
- 74-76 C
- 70-73 C-
- 65-69 D
- Below 65 F

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.

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
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:

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

______________________________  ________________________
Signature                           Date