

Environmental Science 4999E Honors Research Thesis Syllabus 2017-2018

Course Coordinator: Dr. Christie Stewart, Environmental Science Program
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Eligibility:

training course(s) prior to working with animals or these materials. Please consult with your supervisor as to type of additional training you may require. Once you have completed the necessary training, you must provide your supervisor with proof of completion (e.g. certificate) for her/his records.

Supervisor & Joint Supervisor Roles and Responsibilities:

Potential Supervisors or Joint Supervisors will submit project outlines to Course Coordinator for posting in the winter term prior to the next academic year. Typically projects will be of sufficient nature to net reasonable results in a 4 to 5 month period.

Supervisors of student projects are expected to:

1. Arrange for the appropriate infrastructure and provide direction/guidance for the proposed work.
2. Ensure that projects provide sufficient challenge to students, and comply with expectations established within the Faculty of Science.
3. Provide feedback on written work (especially the Research Proposal and Thesis).
4. Evaluate the performance of students for whom they are supervisor.
5. Be available to meet with students on a regular basis.
6. Integrate students into the existing laboratory and ensuring they are treated respectfully.
7. Ensure students receive the necessary health and safety training as well as any other relevant training (e.g. animal care, human ethics) prior to the start of the project.
8. Ensure that members of the Advisory Committee are aware of course procedures and timelines.

Joint Supervisors have the same responsibilities as sole Supervisors.

Co-supervisor Roles and Responsibilities:

Co-supervisors attend all meetings and will take on all supervisory responsibilities if necessary. They are not responsible for supervising the research or grading, but will usually adopt an advisory role.

Reader Roles & Responsibilities:

Readers are expected to:

1. Be familiar with the course procedures and timetables.
2. Attend the Progress Meeting
3. Grade the Research Proposal, Progress Report & Oral Presentation, and thesis.
4. Provide written feedback the Research Proposal and Progress Report, and provide these directly to the student and Supervisor.

Advisors:

Advisors are expected to:

1. Be familiar with the course procedures and timetables.
2. Attend advisory meetings
3. Provide guidance to students.

Assessment	Value/Weight	Evaluator
Proposal & Presentation	15%	Readers
Progress Report & Presentation	20%	Readers & Supervisor
Thesis	25%	Readers
Experimental Work	25%	Supervisor
Public Presentation and Questions	15%	Examiners

Use of OWL:

Course announcements, links and resources will be posted on OWL
 Regularly (at least once/week) log on to the course website for class announcements or
 postings.

Classroom Environment Rules of Conduct

Accommodation for Medical Illness or Other Serious Circumstances

If you are unable to meet ANY course requirement due to illness or other serious circumstance, you must provide valid medical documentation or other supporting documentation to the Dean's office as soon as possible and contact the instructor imme

Schedule for Environmental Science 4999E, 2017-18

Date	Task
Sep 5-15	Meet with Supervisor to organize project, select Readers, start working on research proposal, complete Project Registration Form and return to Course Coordinator (due Sep 15). Submit names of Readers on OWL by Sep 15.
Before data collection begins (i.e. ASAP)	You must complete ALL safety training BEFORE data collection begins. All students must complete: Worker Health and Safety Training Awareness, WHMIS-Workplace Hazardous Materials Information Systems, Safe Campus Community. If you are working in a laboratory setting, you will require Laboratory Safety and Hazardous Waste Management. See page 4 for details. Please consult with your supervisor regarding which additional required lab safety is needed.
Sep 12	Tues night classes commence. 6:30-8:30 pm, SH 2355. Schedule and topics to be posted on OWL
Oct 16 4:30 pm	Proposals due. Follow guidelines on OWL. Return the signed Proposal Approval Form to the Course Coordinator. Upload a copy of your Research Proposal and your signed Proposal Approval Form to OWL.
No later than Dec. 21	Book your Progress meeting! Don't wait until after the holidays.
Jan 8 4:30 pm	Progress Reports due. Follow guidelines on OWL.
No later than Jan 26	Progress Meeting complete. Return Progress Evaluation Form and a copy of your Progress Report to Course Coordinator.
by Feb 28	Experimental work complete (ideally)
Mar or Apr	Presentation DUE Envirocon (date TBA)
Apr 11 4:00 pm	Thesis due. Follow guidelines on OWL. Complete Thesis Approval Form and return to Course Coordinator.