

Information and Instructions for completing the BISC-290x/490x Directed Research application

For most of you, engaging in laboratory research will be a very new and important learning experience in your development as an independent thinker. A major goal for enrollment in the BISC-290x/490x course is to learn how to describe and communicate your plan for a research project to a broad audience. This skill will be helpful to your education in general, and will certainly assist you in writing your Personal Statement for graduate/professional school applications. We want you to derive maximum benefit from your BISC-290x/490x research endeavors. Writing a strong proposal at the beginning and providing a clear and succinct summary report at the end is an essential part of this exercise.

BISC-290x and BISC-490x

Engagement in research is a great experience for most students. As you may know, many of our life science undergraduates are involved in research. Most, however, do not receive course credit for every semester of involvement.

BISC-290x is designed to be a for-credit introduction to research. Most students who get involved in research don't take a BISC-290x course, however. They simply begin their research involvement on a volunteer basis. Because research is a long-term, multi-semester commitment for most students, they take a BISC-490x course as the capstone or culmination of their research experience.

The advantage of doing a 4-unit BISC-490x course is that it may count as an upper division elective in your major (please check with your advisor on this), whereas BISC-290x doesn't satisfy any particular requirement. The advantage of working on your research project on an informal basis for a while before signing up for the BISC-490x is that then, the BISC-490x can be the culmination of a substantial body of work - more than could be accomplished in a single semester. Longer-term involvement will allow you to become more sophisticated in your techniques, accomplish more (all research progresses slowly), and will give your mentor more opportunity to get to know you (and thus be a better advocate in letters of recommendation, etc.).

Finding a faculty sponsor

The vast majority of research-active scientists at USC are strong supporters of undergraduate involvement in research, and are committed to providing opportunities. For most of us, our first step on the path that led to our current academic positions was engagement in research when we were undergraduates. A BISC-290x/490x sponsor must be a regular USC faculty member, but not necessarily in the BISC department. If your sponsor is not in BISC and has not previously directed a BISC-290x/490x course, we would need his/her curriculum vitae. Most of our out-of-department BISC-290x/490x sponsors are in the schools of medicine, pharmacy, or gerontology.

To find a faculty sponsor, our advice is to try several things simultaneously. Review the web pages of the faculty members in BISC, as well as relevant departments in the Keck School of Medicine, the School of Pharmacy, etc. Once you've made a (long) short list of potential sponsors, send each prospect a brief email. Tell them that you're interested in their research and in working with them. You could say that, even if they don't have space, you would appreciate meeting to get their advice. This will give them a graceful way to check you out as a prospective student-researcher. In the email and any subsequent meeting, be sure to put your best foot forward. They will want to know your overall GPA, which most faculty members view as a useful index of students' academic ability as well as ability to manage time. Be willing to commit to a period of learning before actually beginning to work in the lab. This learning could include taking some relevant class, reading of advanced textbooks and original research literature, attending lab meetings and journal clubs, etc.

At the same time, ask fellow students who may be doing research for their advice and possibly for introductions to their sponsors. Most of the more accomplished life science and pre-health students will be doing research, so they won't be hard to find. You can also check out the Provost's undergraduate research web page (<http://undergrad.usc.edu/research/>). Explore some of the links there for names of faculty members who are more deeply involved in sponsoring undergraduate researchers.

Guidelines for writing the research proposal

A question that students sometimes have is whether they must devise their own research project. The answer is almost always no. Your faculty sponsor will either assign you a project or give you a choice of a few well-defined and closely related projects. After all, your role and that of everyone else working in the laboratory will be to advance the specific aims of the grants that fund the research.

The proposed research project must be "biological," which is up to BISC's vice chair to decide. More information, and links to application forms, can be found at: <http://dornsife.usc.edu/bisc/research/>. Also, this page has a link to a video interview in which the vice chair addresses frequently asked questions about undergraduate research: <http://urcusc.wordpress.com/>.

1. The writing must be clear and grammatical, and devoid of typos and mis-spellings. (Research shows that a single typo in a resume can sink a job application.) In addition, you need to clearly explain the text of your proposal so that it is understandable to a broad audience. A reader outside the field of research of your project must be able to easily understand the:
 - a. background and rationale for your study (i.e., why your study is interesting and important);
 - b. specific goals of your study, the methods you will use, and the dependent measures that you will collect;
 - c. possible results you will obtain and what these results might mean;
 - d. guiding hypotheses, and how your experiments will allow you to test those hypotheses. If yours is an exploratory study without a definite hypothesis, then simply communicate that fact;
 - e. breadth of your involvement in the overall project. If you will have a limited role in a larger effort, indicate what part of the project is yours. We require that you be as broadly involved in the project and laboratory culture as possible. Proposals that are limited to routine analysis of data gathered by others are unlikely to be approved.
2. It is important to write the proposal in your own words. Excessive use of verbiage from your sponsor's papers or grant applications is easy to detect and will not be acceptable.
3. Almost certainly you will be working with a graduate student or post-doc during your research. It is fine to have a graduate student or post-doc in the lab work with you on a first draft of your proposal before submitting it to your faculty sponsor who will oversee your BISC-290x/490x research project. Your faculty sponsor will usually be the Principal Investigator, or P.I., that is, the faculty member responsible for the overall research in the laboratory. It is OK to be persistent in order to get the help you need writing your proposal to ensure that you have a detailed enough understanding of your project to clearly communicate your research plan in writing.
4. Before submitting the final text of your proposal in your application, it is your responsibility to make sure that your faculty sponsor reads the proposal and provides feedback before s/he signs the form. You need to let your faculty sponsor know well in advance (at least one month) that you have a deadline for submitting your form. Making a plan with your faculty sponsor will save you a lot of stress in the long run.
5. It is a virtual certainty that you will have to go through at least 1-2 drafts of your proposal with your faculty sponsor, and it is not uncommon to go through 3 or more drafts. Therefore, you should plan to

email the first draft of your proposal to your advisor(s) at least one week prior to the deadline for submission of your BISC-290x/490x application.

6. The deadline to submit your application to the BISC office is 12:00 pm on the Friday of the first week of classes in the semester in which you wish to enroll. Late applications will not be accepted. Please allow up to 2 weeks for a decision from the department.

Engaging in Research

Performing research in a faculty member's lab involves serious commitments, on the student's part to work diligently, honestly and with responsibility, and on the professor's part to provide appropriate guidance, help, and mentorship. So, it's important that the student and faculty member meet and establish their professional relationship before they mutually agree to begin. Some degree of persistence and legwork on the part of the student is viewed by many faculty members as an important first step in demonstrating a potential for commitment.

A major requirement for approval to enroll in BISC-290x/490x is at least a science and cumulative GPA of 3.0 or higher. Please do not apply if your GPA is below 3.0. Instead, focus on improving your grades before applying. The main rationale is that students' highest priority should be to learn and attain the highest possible grades in regular classes in order to proceed promptly toward successful completion of degree requirements and graduation. Given that research is very time-consuming, there are potential negative effects on grades in regular classes when conducting research at the same time.

There is no set schedule for the research - that will be a matter of mutual agreement between you and your sponsor. An important guideline is that you should spend 3-4 hours per week on the research (in and out of lab), per unit of credit. In other words, a 4-unit BISC-290x/490x class will require a 12-16 hour commitment per week, on average. Of course, you should keep a record of your research, typically some sort of lab notebook and associated computer files. The exact nature of these records depends on the research. Your sponsor will inform you about the standards for record keeping in the field. Also, you need to write a final report, usually in the format of a scientific paper, and submit that to the department office.

Final Report for BISC-290x/490x Directed Research Projects

The main reason for this request for documentation of the BISC-290x/490x research projects is to set up the expectation that you are not to merely act as a technician in performing a research protocol, but are expected to gain a deeper understanding of the research and how your contribution fits into the broader picture.

Students are expected to file an electronic copy of their final research report on their BISC-290x/490x research projects. These reports will be archived with the Department of Biological Sciences. Your faculty sponsor is expected to review the report prior to submission to the department. You should submit an electronic copy of the paper to Helga Schwarz (along with a cc: to your faculty sponsor) by the last day of classes in the semester in which you enroll for BISC-290x/490x.

If you are listed as a coauthor to a paper submitted to a journal or a poster or presentation at a scientific meeting then such a citation is sufficient for documenting satisfactory progress. You may submit a pdf of the manuscript, along with your faculty sponsor's approval.

Your final research report is due to your faculty sponsor and the department by the **last day of classes** in the semester in which you enroll for BISC-290x/490x. Final grades will be assigned pending receipt of the documentation and confirmation from your faculty sponsor that your research and report meet the standards required for satisfactory completion of a BISC-290x/490x research project.

Instructions for submitting the BISC-290x/490x application

Please read the instructions below carefully. **You are responsible for the contents of this instruction sheet.**

1. BISC-290x/490x applications are due in the BISC office by 12:00 pm on the Friday of the first week of classes in the semester in which you wish to enroll. Late applications will not be accepted. Please allow up to 2 weeks for a decision from the department.
2. Your research proposal should be approximately 2 double-spaced pages (no more than 3 pages) written in your own words. **Note:** We expect that your description of the background, rationale, and significance of your study will not require more than about 20% of the total length of your proposal. You may include one extra page with one figure (with a figure legend; not included in page limit).
3. You do not need to include references (or a reference list).
4. Please include a copy of the title page from a single journal article that is highly relevant to your proposal.
5. Please submit a paper copy of your application to Linda Bazilian in AHF-107F; emailed applications will not be accepted. If your faculty sponsor is not in the Department of Biological Sciences, you may email your sponsor's CV to Linda Bazilian bazilian@usc.edu or Helga Schwarz helgasch@dornsife.usc.edu as either a Word or pdf document.
6. Your application should be typed or legibly filled out in pen. Applications filled out in pencil will not be accepted.
7. Please make sure that your application is complete with all supporting materials, signed and dated by your faculty sponsor. Please enter on the form your official USC email address, whether or not this is your preferred email address.
8. **DO NOT** include grades earned in transfer course work when calculating your science GPA.
9. **DO** indicate transfer courses by entering "TR" in the space where the letter grade would be entered.
10. All grades reported on the application will be checked against your STARS report. Applications with grades that are misreported or contain other incorrect information may be denied.
11. You will receive an email from Linda Bazilian when processing of your application has been completed. If approved, the email will inform you that you have been given d-clearance and can register for BISC-290x/490x.
12. Each student is expected to prepare a written final research report based on his/her own work in the laboratory. This report is to be submitted to your faculty sponsor and the department in order to earn a grade.
13. Submit your written research report to your faculty sponsor and the department by the **last day of classes** in the semester in which you enroll for BISC-290x/490x. You will not receive a grade for BISC-290x/490x until the department has received a copy of your final research report as well as an email from your faculty sponsor indicating that your research and report meet the standards required for satisfactory completion of a BISC-290x/490x research project.

BISC-290 Directed Research Application

OFFICE USE

| Semester | Year | Units* |
|----------|------|--------|
| Fall | | |
| Spring | | |
| Summer | | |

* 2 or 4 units per semester

X

Director of BISC Research

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Contact Information

Academic Progress

Name: _____ (in pencil)

USC ID#: _____

Phone: _____

Email: _____

Major: _____

Faculty Sponsor

Name: _____

Department: _____

Phone: _____

Email: _____

Class Standing:

- Freshman
- Sophomore

GPA:

Science

Cumulative

BISC Core Grade

| | |
|---------------|--|
| BISC-120/121L | |
| BISC-220/221L | |
| BISC-320L | |
| BISC-325 | |
| BISC-330L | |

Collateral Sciences Grade

| | |
|-----------------|--|
| CHEM-105a/115aL | |
| CHEM-105b/115bL | |
| CHEM-322a/325aL | |
| CHEM-322b/325bL | |
| MATH-125 | |
| PHYS-135a/151L | |
| PHYS-135b/152L | |

Other Sciences Grade

| | |
|--|--|
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Please attach the following to this application:

- **Brief summary of the research project** (minimum one full page, double-spaced and typed) you plan to complete during the semester. With the guidance of your Faculty Sponsor, describe the purpose of the study, the working theory or hypothesis, the relationship of the project to earlier work in the field and the laboratory techniques.
- **Photocopy of the cover page and abstract of at least one research journal article** that you have read to help in the design and execution of the proposed experiments.
- **Curriculum vitae required if your sponsor is out-of-department and BISC does not have a current CV on file.** Contact Linda Bazilian to determine whether your out-of-department sponsor's CV is already on file with BISC.

Research Agreement

I have read the requirements for BISC-290x and have discussed them with my Faculty Sponsor. I am aware that this course is graded CR/NC. I am aware that I must conduct the research project appropriately and that I must submit a written research report to my Faculty Sponsor and to Linda Bazilian by the last day of classes. The information entered on this form is accurate to the best of my knowledge.

X

Student

Date

I agree to sponsor this student's BISC-290x course, to supervise the research with care, and to provide a beneficial learning experience. I will ensure that the student files a research report with Biology by the last day of classes and I will provide a grade to the Department by the last day of exams. I am confident that this student is capable of working independently in my laboratory.

X

Faculty Sponsor

Date

BISC research applications must be **submitted to Linda Bazilian in AHF 107-F by the end of the first week of classes in the semester in which you wish to enroll.** Please make arrangements to meet with your sponsor well in advance, and allow two weeks for a decision from the department chair.