

Instructions for submitting the BISC-290/490x application

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

1. **Please do not apply if your science and/or cumulative GPA is below 3.0.**
2. BISC-290/490x applications are due in the online site (see #6 below) 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.** A decision from the department will be made by the add/drop deadline.
3. Your research proposal should be approximately 2-3 double-spaced pages written in your own words. Explain your role in the project in the first-person voice. Be specific about the experiments that you will be doing. You may include one page with figures (with a figure legend.)
4. Include references (or a reference list) and you also include a copy of the title page from a single journal article that is highly relevant to your proposal.
5. 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.
6. Submit your application online as **ONE** .pdf file at the following website:
<https://dornsife.usc.edu/bisc/undergraduate/forms-applications/>
Name your file using the following name format: LAST, First (FacultySponsorlast).pdf
Emailed applications will not be accepted. If your faculty sponsor is not in the Department of Biological Sciences, you may attach a copy of your sponsor's CV to your application.
7. **DO NOT** include grades earned in transfer course work when calculating your science GPA.
8. **DO** indicate transfer courses by entering "TR" in the space where the letter grade would be entered.
9. **INCLUDE** a copy of your STARs report with your application. 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.
10. You will receive an email when processing of your application is complete. If approved, the email will inform you that you have been given d-clearance and can register.
11. Each student is expected to prepare a written final research report based on his/her own work in the laboratory. You must submit your report to your faculty sponsor and the department in order to earn a grade.
12. 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-290/490x. Submit final reports to the department on the BISC website: <https://dornsife.usc.edu/bisc/undergraduate/forms-applications/> You will not receive a grade for BISC-290/490x 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-290/490x research project.

BISC-290 Directed Research Application			OFFICE USE	
	Semester	Year	Units*	CV on File ☐ Approved ☐ Denied ☐ X Director of Research Date
	Fall			
	Spring			
	Summer			

* 2 or 4 units per semester; one semester per form

Contact Information

Student Please use pen or type	Faculty Sponsor
Name: USC ID#: Phone: USC Email: Major:	Name: Department: Phone: Email:

Academic Progress

Class Standing:	BISC Core	Grade	Collateral Sciences	Grade	Other Sciences	Grade
Freshman ☐	BISC-120/121L		CHEM-105a/107/115aL			
Sophomore ☐	BISC-220/221L		CHEM-105b/108/115bL			
	BISC-320L		CHEM-322a/325aL			
	BISC-325		CHEM-322b/325bL			
	BISC-330L		MATH-125			
			PHYS-135a/151L			
			PHYS-135b/152L			

GPA:
Science
Cumulative

Please attach the following to this application:

- Brief summary of the research project** you plan to complete during the semester. Minimum one full page, double-spaced and typed. 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 the department 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-290 and have discussed them with my Faculty Sponsor. 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 the department by the last day of classes. The information entered on this form is accurate to the best of my knowledge.	I agree to sponsor this student's BISC-290 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 Biological Sciences 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 X Student Date	X X Faculty Sponsor Date

BISC 490x applications must be submitted to the Google form on the BISC website <https://dornsife.usc.edu/bisc/undergraduate/forms-applications/> **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. Final decisions will be announced by the add/drop deadline.