

Biotechnology Research Weekly Synopsis Protocol

The emphasis in these courses (Hon. Research I, Hon. Research II, and Biotechnology Independent Research) is on conducting and communicating your research. Therefore, you will not have typical assessments (i.e., quizzes, exams, etc.) throughout the year. However, you will be required to email a weekly synopsis of your progress. These synopses, along with your participation in required competitions, and submission of a research manuscript will comprise the majority of your grade for the entire course. This protocol will outline the expectations and requirements for these weekly research synopses.

- Every student is required to submit, via email, their own research synopsis. If you are in a group of two, then you should be completing twice as much research. Thus, each student in the group will be required to email their own weekly synopsis.
- The subject line of your email must include the following three components: last name, Research (the word), and the start of the research week, which will usually be the Monday of the previous week. I will organize my emails based on the subject line information, so this is important.



- Research synopses are due by 8:00 a.m. the start of the next week. After this time, your synopsis grade will incur a late penalty (see course syllabus).
- The following is a list of minimum requirements for your submission:
 - Title the synopsis with your research topic.
 - If you are in a group, provide your other group member's name.
 - Include a concise daily breakdown of what you accomplished.
 - Include links to pictures, gel files, and articles that you would like to share. I would prefer Google shared links over attachments.
 - Include contact information for any professionals you corresponded with during the week.
 - If you are in need of reagents or supplies, you will need to send me the catalog number (not the supplier number) and cost. Please obtain this information from VWR, <https://us.vwr.com/store/>
 - A brief description of what you hope to accomplish during the upcoming week.
- The synopses will be weekly formative grades to monitor your progress.
- Send your research synopsis to my PC email address.

Again, the focus of these courses is on scientific research, not on other assessments. You should spend no more than 15 minutes each week composing your email. Please do not send your synopses during class, when you should be conducting research.