**Undergraduate Research in Biology Guidelines and Expectations**

for Both Students and Research Mentors within or outside of the Biology Dept.  
(BI 191/192, 291/292, 391/392, 491/492, and 401/402)

**Responsibilities of the Student:**

*Application:* The online application for Undergraduate Research should be filled out with the help of your research mentor (and Biology Department faculty sponsor if applicable). Your research mentor (and sponsor, if applicable) must electronically approve your submitted application. After final review and approval by the Director of Undergraduate Studies (DUS), you will be registered for the research course indicated in your application and you will receive an email notification. *Applications for Honors in Biology (BI 401 & 402) require a separate form available for download on the Biology website (www.bu.edu/biology/forms).*

*Research:* Research projects must involve laboratory or field-based research that is biologically based. During the fall or spring semester, you are expected to devote a minimum of three (3) hours/week per credit to the project. During the Summer-1 or Summer-2 terms, you are expected to devote a minimum of eight (8) hours/week per credit. Please note: you are not permitted to be paid (e.g., through UROP) and receive academic credit at the same time.

*Biology Faculty Mentor/Sponsor:* To find a Biology faculty research mentor, you can review and contact faculty listed on the Biology website, ask your assigned academic advisor for suggestions, or talk with TFs in your courses. If you find a research mentor outside of the Biology Department, you and your mentor must identify a Biology faculty member with related research interests who will serve as your sponsor and liaison between the Department of Biology and your outside mentor. *You are expected to meet with your Biology faculty mentor/sponsor on a regular basis during the semester (at least 2-3 times) to discuss expectations, your research progress, and any issues or questions that you may have regarding your research experience.*

*Grading:* Your research mentor (and sponsor, if applicable) should outline the grading requirements and expectations with you before the semester starts. At the end of the semester, your Biology faculty mentor will assign your grade (if working in an outside lab, your Biology sponsor will consult your outside research mentor before assigning the grade).

**Responsibilities of All Research Mentors:**

1. After agreeing to provide time and space in your laboratory, you should meet with the student prior to submitting an application to discuss your expectations for doing Undergraduate Research in your laboratory. This includes making it clear that the student must be an intellectually engaged contributor to the research project and not simply perform the tasks of a work-study student or a technician. In addition, be sure the student understands all of his/her responsibilities for completing the application, devoting sufficient time each week to the research (fall/spring semester weekly commitment is a minimum of 3 hours per credit; summer session weekly commitment is a minimum of 8 hours per credit). You should also establish any grading
requirements before each semester. As a research mentor, you and the student should have frequent individual discussions regarding the research project(s) (at least once a week).

2. Explain to the student that he/she cannot receive financial funds (e.g., through grants, internships, UROP, etc.) and also earn Biology-degree credit at the same time while performing this Undergraduate Research.

3. Work with the student to complete the online application for Undergraduate Research. The application should be a well-cited scholarly proposal that includes a brief background, the hypothesis(es) being tested, a brief description of the experimental plan, any other relevant features of the project, and a list of cited sources (see online application for examples). The application should be written in the student’s own hand (not a copy of your recent grant proposal), and should end with an annotated list of references for the entire research proposal (i.e., not just a bibliography).

4. Once the student has submitted the proposal online, you will get an email containing the submitted proposal and a link to an approval/resubmission page. Review the student’s application, and on the website, either suggest edits or electronically approve the student’s application. This all needs to be done in time for the student to be registered for the course. Applications for Honors in Biology (BI 401 & 402) require your signature on a form available for download on the Biology website (www.bu.edu/biology/forms).

5. After the student begins working in your lab, you should make yourself aware of and respect the student’s other academic commitments by requiring no more than a weekly fall/spring average of 6-8 hours for two credits or 12-16 hours for four credits (in a summer session, the weekly average would be 16-18 hours for two credits or 32-36 hours for four credits). Research mentors are in a position of authority and students may feel hesitant to speak up if they are feeling overloaded with the number of research hours they are asked to put in.

Additional Responsibilities for Outside Research Mentors (not in the Biology Department):

1. Communicate with the Biology Department faculty sponsor on the BU Charles River Campus to review expectations of the research mentor.

2. Communication with the Biology Department faculty sponsor in the event of any problems or conflicts.

3. Contact the Biology Department faculty sponsor prior to the end of the semester to discuss the student’s grade, which will be submitted to BU by the Biology Department faculty sponsor.

Responsibilities of the Biology Department Faculty Sponsor (applicable when student’s research is conducted outside the Biology Department):

1. After agreeing to sponsor a student to perform research outside of the Biology Department, you should meet with the student prior to submitting the application to
discuss your expectations for doing Undergraduate Research, including these guidelines. This includes making it clear that the student must be an intellectually engaged contributor to the research project and not simply perform the tasks of a work-study student or a technician. In addition, be sure the student understands all of his/her responsibilities for completing the application, devoting sufficient time each week to the research (fall/spring semester weekly commitment is a minimum of 3 hours per credit; summer session weekly commitment is a minimum of 8 hours per credit) and satisfying grading requirements. As a research sponsor, you should periodically have discussions with the student’s outside mentor during the semester.

2. Explain to the student that he/she cannot receive financial funds (e.g., through UROP) and also earn degree credit at the same time while performing Undergraduate Research.

3. Electronically approve the student’s application in time for the student to register for the course. Applications for Honors in Biology (BI 401 & 402) require your signature on a form available for download on the Biology website (www.bu.edu/biology/forms).

4. Communicate with the outside mentor to verify that he/she understands the expectations for the student and the requirements for receiving BU credit, particularly with respect to the student’s time commitment. Research mentors should not be requiring more than a weekly fall/spring average of 6-8 hours for two credits or 12-16 hours for four credits (in a summer session, the weekly average would be 16-18 hours for two credits or 32-36 hours for four credits). Research mentors are in a position of authority and students may feel hesitant to speak up if they are feeling overloaded with the number of research hours they are asked to put in. It is important to emphasize that our undergraduates should not be expected to contribute time and effort equivalent to a graduate student, nor should they be left to simply perform technical tasks without active mentorship. This responsibility is particularly important in situations in which the research mentor may not be familiar with the needs of students on an undergraduate campus or has not had previous experience mentoring undergraduates in research.

5. Develop a plan with the outside mentor for determining the student’s final grade. The grading mechanism is flexible but should be agreed upon by both the outside mentor and the faculty sponsor prior to or shortly after the start of the semester. The faculty sponsor then informs the student of the grading requirements in an email that is copied to the outside mentor, so that there is no ambiguity regarding the expectations of the student. The faculty sponsor must also contact the outside mentor at the end of the semester to determine the student’s grade. The outside mentor generally suggests a grade, but may consult with the faculty sponsor if so desired. An unusual grade (B- or lower) should be discussed with the outside mentor to confirm that the grading standards being used are compatible with standards for undergraduates doing research on campus and the predetermined grading requirements set out at the beginning of the semester.

6. Meet periodically with the student to discuss progress and any problems that might be encountered. Specifically ask if the student feels comfortable with the number of hours the research mentor is requiring on a weekly basis. Discuss any issues that arise with the outside mentor and (if necessary) the Director of Undergraduate Studies.