**BioE 299/596/etc. Syllabus DRAFT**

**Instructor Information:**

**Instructor Contact:**

**Office:**

**Course Description:**

UCSB graduate students register for academic units each quarter that are associated with educational, student-centric training to complete their degree requirements. This course is for directed research conducted under the advisement of Professor [Insert Name] at UCSB.

**Course Requirements:**

**Meetings with Advisor**

Regular meetings between the student and advisor for up to 1 hour and additionally as needed. The specific time will be mutually arranged between the student and the instructor, which may change each quarter depending on availability. Meetings will be used to provide updates and feedback on research directions, discuss fellowship applications, degree requirements, review data and manuscripts, etc. A written update should be prepared and send to the instructor in advance of each meeting, with an agenda set by the student. Other than pre-arranged absences (holidays, conference travel, PTO), missed meetings should be rescheduled as soon as is reasonable. Meetings should be in person if at all possible.

**Lab Meetings**

Students are expected to attend all regular lab meetings in person. Each student will present a research-related talk at least once per quarter during lab meeting, and provide feedback to other students and professionals when others are presenting.

**Research**

Students are expected to make steady progress towards degree requirements for on-time degree completion. At the beginning of the quarter, the student and instructor should agree on a set of expectations for research progress that should be achieved by the end of the quarter. This will vary for each student, but will likely include reading and understanding publishing literature, hypothesis formulation, experimental design, data collection/analysis, and manuscript writing/presentation development. Fellowship applications, IDP preparation, candidacy exam preparation, and dissertation preparation are all included as part of these research activities.

**Assessment and Grading:**

**S/U**

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| **S** | Student’s progress falls within the satisfactory range, equivalent to a B or better on a letter-grade scale. Sufficient progress is being made in research expertise (defined as professional development, and the ability to plan and execute research progress towards dissertation completion). No delays towards dissertation completion are expected. |
| **U** | Student’s progress is unsatisfactory, equivalent to a B- or below on a letter-grade scale. Insufficient progress towards degree completion is being made, and the student and advisor should consult with the BioE Graduate Advisor to plan a path forward. The grade will likely result in Graduate Division placing the student on “monitoring status” if their GPA dops below 3.0. |
| **I** | Incomplete. The student has made sufficient progress for a period of time, but has not completed educational objectives for the quarter due to absence or other extenuating circumstances. Coursework must be completed by the end of the next term in order to receive a passing grade. |

**Letter Grade**

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| **A+** | Student’s progress and initiative, creativity, or approach have led to a major breakthrough towards their dissertation this term. This grade is given rarely (at most once/advisor/term). |
| **A** | Good progress is being made in research expertise (specific skills and/or ability to plan a research strategy). Student’s trajectory is good for on-time dissertation preparation. |
| **A-** | Student’s development of expertise and/or independence are impeded, but student/advisor have a plan for how to navigate and course correction is anticipated. No delays towards the dissertation are expected. |
| **B+** | Student’s achievement of intellectual expertise and independence are not at expected levels at this point in training. Dissertation progress is delayed, but the advisor and student are working together and expect significant improvement in the coming quarter. |
| **B** | There have been major delays in dissertation progress related to the student’s abilities, approach, or effort towards their dissertation. This grade signifies a significant concern on the part of the advisor. Discussion with Department Vice Chair is strongly advised. |
| **B-** | Appropriate progress towards the degree is not being made. Discussion with the Department Vice Chair is necessary regarding plans and alternatives. This grade will likely result in Graduate Division placing student on “monitoring status” if their GPA drops below 3.0. |
| **I** | Incomplete. The student has made sufficient progress for a period of time, but has not completed educational objectives for the quarter due to absence or other extenuating circumstances. Coursework must be completed by the end of the next term in order to receive a passing grade. |

**Prerequisites:** Must be enrolled in the Ph.D. program in Biological Engineering and be a current rotation student or member of the instructor’s laboratory.