

Applications for Special Studies will be reviewed in relation to the course description stating that “projects are expected to involve primary, experimental/analytical approaches that augment training in basic biology and that echo the curricular focus of the School of Biological Sciences.” Thus, projects should involve analysis of biological processes or systems at a molecular, biochemical, cellular, organismal, or ecosystem scale. For example, projects focusing on patient interviews or assessment of patient symptoms (or analysis of data obtained from prior such interviews/assessments), human behavior, health management, or evaluation of medical devices or procedures generally fall outside the scope for Biology Special Studies.

Similarly, applications for BISP 193 will be reviewed in relation to the course description stating that “projects are expected to involve novel research that examines issues in biology education, such as the science of learning, evidence of effective teaching, and equity and inclusion in the classroom.”

All applications will also be reviewed for adequate depth in the articulation of research goals and planning of the work to be carried out. Answers to questions 1-3 below should be written in complete sentences (not bullet points or lists), and generally 70-150 words each.

Questions to be answered by applicant (in consultation with proposed instructor):

1. What research question(s) will you address in your independent project? Begin this section with at least one sentence of background information (existing knowledge) that your question(s) build on.
2. How will you address these questions experimentally? Describe the methodologies, procedures, and tools/techniques you plan to use.
3. How will the experimental data be analyzed? Include any software or other tools to be used for data analysis not described above, if applicable.
4. How many hours per week will you participate in this project? Four units of academic credit requires approximately 12 hours/week during the academic year. During a 5 week Summer Session, 24 hours/week are required for four units of academic credit.
5. A report on the work conducted is expected for completion of the special studies course with a passing grade. What kind of report will you give (e.g. paper, presentation in lab meeting, etc.)?

EASy requests for Special Studies courses must be submitted by the stated deadlines on the Biology Research for Academic Credit website.

Special Studies EASy requests that receive approval from the School of Biological Sciences will be routed to the Registrar’s Office for course enrollment.

For any given quarter, the enrollment/wait list limit is 19.5 units before instruction begins. Once instruction starts, the enrollment/waitlist limit increases to 22 units. The summer session enrollment/waitlist limit is 12 units. If enrollment in an approved Special Studies course will result in exceeding these unit limitations, the request will be placed on hold until the first day of instruction and then routed accordingly.

Enrollment that exceeds 22 units in a quarter, or 12 units in a summer session, requires college review and permission. These requests will be reviewed at the start of the term and are usually processed within the first week of instruction, but no later than the end of Week 2 during a given quarter.

Students can check the status of their Special Studies request within EASy. Once enrolled by the Registrar's Office, a notification will be sent to the @ucsd.edu email account.

Questions to be answered by proposed instructor

1. How will you participate in training/mentoring of this student?
2. While we expect you to play an active role in mentoring of independent study students, the School allows PIs to delegate the role of day-to-day training and supervision of these students to postdocs or PhD students in your group. If someone other than you will serve as the primary supervisor of the student:
 - a. Who is that person and what is their role (PhD student or postdoc?)
 - b. How many other undergraduates does this person supervise?
 - c. Describe this person's role in training, supervision and guidance of the student, including the frequency of contact.
3. By sponsoring this application, you are agreeing to submit a grade (P/NP) for this student at the end of the quarter using the online eGrades system. How will you evaluate the student's effort, accomplishments and knowledge to determine whether they have earned a passing grade? This should include evaluation of some type of report on the project created by the student (e.g. a paper or lab meeting presentation).
4. Please review the information regarding safety requirements that need to be met by all undergraduates conducting laboratory research, prior to project initiation:
<https://biology.ucsd.edu/education/undergrad/research/research-acad-cred/bisp-safety.html>. Please confirm that you will ensure the requirements are met and indicate what research-dependent training will be completed by the student. If there are no safety training requirements (i.e. if the project has no wet lab component and involves only computational or other "dry lab" work), please indicate that here.
5. Please indicate the number of individuals in each category currently in the lab. Each category must have a numeric value of 0-99.
 - PhDs
 - Post Docs
 - Masters students

- Undergraduates enrolled in BILD 98/99 and/or BISP 193/196/198/199
- Volunteers
- Research Scientists/Visiting Scholars
- Technicians
- Others

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