School of Molecular and Cellular Biology Instructional Program

MCB 290 Credit Request Form

Undergraduate Research in NON-MCB Laboratory
Fall and Spring Form (Use alternate form for Summer)

The purpose of this document is to inform the School of MCB about the proposed project and to affirm that both the enrolled student and the research advisor (non-MCB faculty member) understand and agree to abide by the standards for student enrollment in MCB 290. Any questions should be directed to the MCB Instructional Program Office in 127 Burrill Hall; 217.244.6239. Please return completed form to 127 Burrill Hall in order to obtain the CRN. Approval of the project must be granted prior to enrollment. Registration for MCB 290 should be completed by the university deadline for undergraduates to add a full semester course, which is generally the 10th day of class during the fall and spring semesters and the 7th day of class during summer session II.

1. TO BE COMPLETED BY THE STUDENT. PLEASE PRINT LEGIBLY. MUST BE FILLED OUT IN INK.

Student Name: __________________________________ Illinois Email: ______________________________

Student UIN (9-Digit UIUC ID#): ____________________ NetID: _________________________________

College: ______________________________________ Current Major: ______________________________

Class Standing (Fr, So, Jr, Sr): _____________________ Phone: _________________________________

I understand that I cannot receive monetary payment, or any other type of compensation, for the portion of work for which I am earning course credit. I further certify that I have read and understand all of the information and policies stated on the MCB Undergraduate Research Web site at http://mcb.illinois.edu/undergrad/research.html.

Student’s Signature: _______________________________ Date: ________________________________

2. Submit with this form a detailed description of the proposed research project including the overall aims, the specific methods to be employed, and the role that the student will play in the research undertaking. This description should not exceed 1 page with double spaced type. The description document must be signed and dated by the student and the research advisor. Please attach this document to this completed form.

3. For which term and year are you seeking course credit (i.e. FA18 or SP19)? ________________________________

Indicate the number of CREDIT HOURS (min. 1, max. 5) you intend to sign up for below. During fall and spring semesters students are expected to work 5 hrs/week over 16 weeks for 1 credit hour.

Credit Hours Requested _____________

TURN OVER for the 2nd page of the form.
Faculty Research Advisor Consent and Agreement

I have read the information contained in this request to enroll in MCB 290 and agree to:

• serve as mentor to the student named above in the research project described in the attached description
• certify that the credit hours for which the student requests enrollment is met by their time commitment to the project
• provide MCB with a letter grade for this student at the end of the semester.

The student and I agree on the requirements of this course and the mechanism by which their work will be assessed for a letter grade.

Faculty Research Advisor’s Name (please print): _____________________________________________________

Faculty Advisor’s Signature: ______________________________________ Date: ______________________

Faculty Advisor’s College: __________________________ Faculty Advisor’s Department: __________________________

Faculty Advisor’s Email: ______________________________________ Office Phone: __________________________

5. FOR MCB OFFICE USE ONLY

Term (e.g. FA 18, SP 19): ________________________________________________

Section: __________________________ CRN: __________________________

Student will need to enter the CRN at the bottom of the Add/Drop Page (Classic Registration) in the Enterprise Self-Service Registration System by the university deadline. It will default to one credit hour. Click on hyperlink to change as needed.

MCB Signature: __________________________ Processing Date: __________________________