



## MCB 290 STUDENT PROFILE DATABASE

### ARE YOU LOOKING FOR MCB 290 UNDERGRAD RESEARCH POSITION IN AN MCB LAB?

The MCB 290 STUDENT PROFILE DATABASE can help you get the word out to our MCB research professors!

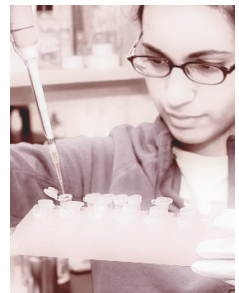
### WHO USES IT?

- **Students who are currently Biological Sciences, MCB, MCB Honors or Biochemistry use it:** The MCB 290 Profile Database is an on line resume system that allows you to simplify the way in which you provide information about yourself to MCB professors AND streamlines the process for enrolling in MCB 290 when you find a lab:
- **MCB Professors use it:** It provides easy access to screened information about student applicants they're interested in. Once they set up an MCB 290 project with a student, the "paperwork" can be submitted electronically. (Note that professors outside of MCB do not have access to the profile database at this time.)
- **The MCB Instructional Program uses it:** It quantifies the level of interest among our MCB students for research – information that is essential for program enhancements.

### KEY FEATURES OF THE MCB 290 STUDENT PROFILE DATABASE

#### THE MCB 290 PROFILE ALLOWS YOU TO:

- **submit your profile at any time during any semester** – There are no submission deadlines. Once approved by the MCB Instructional Program your profile will remain accessible to MCB Professors for **6 months**.
- **provide professors with the link directly to YOUR profile** in your email letters to them.
- **complete your MCB 290 "paperwork" electronically when you are ready to register for MCB 290 credit hours** – If you find an MCB professor to mentor your research, s/he will complete and submit the faculty portion of your profile on line.
- **automatically receive an email containing instructions and the MCB 290 CRN** that allows you register for MCB 290 for the semester agreed upon.
- **use the profile system to RENEW your MCB 290 project** with your mentor for each semester thereafter that your studies continue.



## FINDING THE MCB 290 STUDENT PROFILE:

You'll find the MCB 290 Profile link and much more information about undergraduate research on the MCB "Undergraduate Studies" webpage: (<http://www.mcb.uiuc.edu/undergrad/research.html>).

If you have questions, direct them to [mcb290help@life.uiuc.edu](mailto:mcb290help@life.uiuc.edu).

## STEPS FOR SUBMITTING YOUR MCB 290 PROFILE:

**Note:** You will have one hour to complete and submit the profile. In order to ensure that you don't lose information before you have a chance to submit, the following steps are recommended:

**Step #1: Access the MCB 290 Student Profile** (<http://www.mcb.uiuc.edu/undergrad/research.html>) and read through it .

### Step #2: Assemble your information:

- List your science and math courses along with the following suggestions for information to enter into the "grade" column: The letter grade you received for courses you've completed at UI, "IP" for "in progress" for courses you are currently enrolled in, "TR" for classes you've transferred to Illinois (include institution) and "AP" or "PS" for courses you have proficiencies.
- Include your major GPA

### Step #3: Enter your information and check it:

When you submit your profile, the MCB Instructional Program will verify your current major, semester in school, courses, grades and major GPA. (You can calculate your major GPA yourself or find it on your DARS.)

Filling out your MCB 290 Profile :

The screenshot shows the 'Campus Experience' section of the form. Annotations include: 'Current major' pointing to the 'Current Major' dropdown menu; 'Major GPA' pointing to the 'Major GPA' input field; and a list of course types: 'List ALL MCB, PHYS, CHEM and MATH courses including: • In progress • AP • Transferred courses'. A note at the bottom says 'Check this information for accuracy'.

Campus Experience

Semester in school: 4

Current Major: ...

Major GPA: (ex. 3.51; The major GPA is based on all MCB, IB, CHEM, PHYS and MATH courses taken on this campus. If you have declared you major, you can obtain your major GPA via a DARS audit at <http://www.oar.uiuc.edu/dars/generate.html>)

MCB and Supporting Courses & Grades (List all MCB, IB, CHEM, PHYS and MATH courses taken on this campus; include current classes):

Course: Grade: Add Course

No courses added.

To add a course, fill in the information above and

List ALL MCB, PHYS, CHEM and MATH courses including:

- In progress
- AP
- Transferred courses

Check this information for accuracy

TIP: Think carefully about the sections of your profile that communicate your motivation for seeking research experience. They should convey your commitment to the research and awareness of what the experience can offer you. Ensure that you have sufficient time: Compose these portions separately and copy/paste them into their fields.

Filling out your MCB 290 Profile :

The screenshot shows the 'Briefly describe your post-graduation plans:' and 'Briefly describe your reasons for wanting to participate in a research experience (approx. 500 words)' sections. Annotations include: 'Draft these first in a program like Word (to copy/paste later)' pointing to the text area; 'Ask someone to read it through the eyes of a professor' and 'Remember -- there IS a point of "diminishing returns" on length' pointing to the text area; and 'Give some careful thought to your personal statement:' pointing to the 'Submit Application' button. A list of questions follows: 'Why is research important to your goals?', 'What are the benefits that you hope to gain?', and 'How do you plan to make the most of a research experience?'.

Briefly describe your post-graduation plans:

Briefly describe your reasons for wanting to participate in a research experience (approx. 500 words)

By checking this box I affirm that I am the equivalent of my signature, and that the info is accurate to the best of my knowledge.

Submit Application

Give some careful thought to your personal statement:

- Why is research important to your goals?
- What are the benefits that you hope to gain?
- How do you plan to make the most of a research experience?

**Step #4: Submit your profile.** The fact-check process is on a weekly schedule and you should receive word of its status in about 7 days. If your profile is:

- a. **“approved”** you’ll receive an automatic email confirming its inclusion in the database. This email will also contain the link directly to YOUR profile. Copy and paste this in your emails to MCB professors with whom you’d like to work.
- b. **“denied”** you’ll receive via email an explanation and instructions for correcting and resubmitting your profile.

**Step #5: Speak with the professors whose work interests you.** See the handout: ***Search for MCB Undergraduate Research*** for tips in this process. **Remember that YOU need to contact the professors!** Provide the link to your profile in each email that you send. Remember: **ONLY MCB professors have access to the profile database.** If you’re contacting professors in other colleges, departments and schools on the UIUC campus, you can use your MCB 290 profile as a *template* for the kind of information that professors appreciate receiving about you!

**Step #6: Enroll for MCB 290.** As you reach an agreement with an MCB professor for an MCB 290 project, remind him/her to use the profile to complete and submit the MCB 290 “paperwork” electronically. Use the CRN provided via email to you to register for the MCB 290 credit hours you’ve agreed to with your mentor. See the handout, ***MCB 290 Independent Study*** for additional information about the process of registering for MCB 290 credits.

**Want to know more about what research is like?** Check out **WebGURU: The Web Guide to Research for Undergraduates:** <http://www.webguru.neu.edu>

#### **QUESTIONS?**

- Email them to: [mcb290help@life.uiuc.edu](mailto:mcb290help@life.uiuc.edu)
- Ask an MCB advisor: MCB Advising Office, 173 Burrill Hall; 217.333.0043