CHEM 3EP3  Advanced Chemistry Placement

Course Guidelines

About this Course

The purpose of this advanced placement course is to provide students with an opportunity to engage in an experience related to careers in their chosen field of study, Chemical Biology. This is a non-traditional course in that it does not involve an ‘instructor’ or class meeting (either face-to-face or in an online space). Rather, it is an experiential education placement where the students identify their own learning goals and spend their “course” time working with a placement supervisor in order to achieve those goals. Since it is a McMaster course and will be assigned a grade there are also academic components which must be completed. The student must also have the agreement of a McMaster faculty member to be the academic supervisor of record in order for the grade to be awarded. The onus is on the student to locate a placement of interest, obtain the agreement of a placement supervisor, develop the required sections in a required learning contract (to include the learning goals and the academic components) and obtain the agreement of a faculty member to be the academic supervisor of record. More about this process is described below.

Pre-requisite(s): Credit or registration in SCIENCE 2C00; and registration in Level III or above of Honours Chemistry; and permission of the academic supervisor and the course coordinator (or approvals committee).

Approval for Placements

The placement must be approved by the Department of Chemistry and Chemical Biology; there will be a designated committee which reviews all such placements. The approval process begins with the submission of an application, which takes the form of a learning contract – to be completed by the student, and signed by the student, the placement supervisor, and the academic supervisor. Students interested in registering for CHEM BIO 3EP3 are strongly advised to begin the process by booking an appointment with a staff member at the Science Career and Co-Operative Education Office (SCCE Office), located in BSB-127; website: http://www.science.mcmaster.ca/scce/. The SCCE staff can help the student begin to define learning goals, and generate ideas about possible placements of interest as well as the type of academic components that might be appropriate. It is then recommended that the student continue to develop the learning goals in collaboration with the placement supervisor, and finalize details of the academic components (including evaluation criteria) with the academic supervisor.

The application form can be found at http://www.chemistry.mcmaster.ca/undergraduate-. The completed application form must be submitted to the Department no later than 2 months before the start of classes in a given term (please refer to sessional dates in the McMaster Undergraduate Calendar). The form is to be submitted via email to the Department of Chemistry and Chemical Biology using the following address: advisor@chemistry.mcmaster.ca.
TIME COMMITMENT

It is expected that a student will spend a minimum of 60 hours at the placement, with a maximum of 90 hours. The student will be expected to fulfill the time commitment as negotiated with the placement supervisor. This time commitment will be agreed upon in the application.

ACADEMIC REQUIREMENTS

The minimum required academic components are as follows:

<table>
<thead>
<tr>
<th>Academic Component</th>
<th>Minimum weighting (% of course grade)</th>
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<tbody>
<tr>
<td>Midterm progress meeting with placement supervisor</td>
<td>5%</td>
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<tr>
<td>Midterm written reflection</td>
<td>3%</td>
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<tr>
<td>Midterm progress meeting with academic supervisor*</td>
<td>5%</td>
</tr>
<tr>
<td>Final written reflection, minimum 500 words**</td>
<td>7%</td>
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<tr>
<td>Final written report, minimum 8 pages***</td>
<td>20%</td>
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<tr>
<td>Performance assessment</td>
<td>10%</td>
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<tr>
<td>(to be completed by the placement supervisor)</td>
<td>(Maximum 50%)</td>
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<tr>
<td>Other components</td>
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The breakdown given above contains the minimum weight assigned to each academic component; however, any or all the values can be increased upon agreement by the student, placement supervisor and academic supervisor. The required components listed above serve as the minimum requirements, however it is usually expected that other academic deliverables will be generated for assessment. These may take the form of, for example, an oral presentation, a midterm written progress report, a deliverable that is generated for the placement supervisor (e.g. website, pamphlet, poster, or some other form of useful resource), or other components. The intent is to allow flexibility given that one placement experience may look very different from the next, yet to also establish minimum requirements so that all placement students in this course are held to a common subset of requirements.

*It is a requirement that a student receive marks on a minimum of 10% of the course work before the final date to drop a course, thus the midterm progress meetings will need to be completed, and marks returned to the student, before that date.

**All experiential education opportunities are to be accompanied by a written reflection on the experience, completed by the student at or near the end of the placement. This reflection
should draw on the learning goals as articulated in the learning contract and describe the impact that the experience has had on the student. The purpose of the midterm reflection is to provide an opportunity for the student to (i) gain experience in writing a reflection and obtain feedback; (ii) have an opportunity for the reflection to guide refinement of their learning goals.

***Your report, excluding graphs, figures and tables, should be at least 8 pages in length. The format must be agreed upon by the placement supervisor and the student. One possible option would be the following: Formatting: 1.5-space; 12-pt. Times New Roman; margins: top and bottom 1 inch, left 1.25 inches, right 1 inch; reference style: ACS style, e.g. JACS.

A Reminder of the McMaster Policy on Academic Integrity

Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various kinds of academic dishonesty, please refer to the Academic Integrity Policy located at:

http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf. The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one’s own, any text or ideas from books, the internet or journals, or work for which other credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE.