

GUIDELINES FOR MCDB 596

Committee Meetings: Students are to schedule committee meetings in each of the two academic terms to discuss their thesis and research. The format of the meeting can be arranged by the research mentor. Students should notify the office of the DUS as to the date of the committee meetings at andrea.chamba@yale.edu. The student should complete the top portion of the **Committee Meeting Spring #1** (available on Canvas) and provide the form to the Research Mentor for completion. The Research Mentor is expected to provide the completed form to the office of the DUS via andrea.chamba@yale.edu after the committee meeting. Committee meetings may be scheduled by the student through [25LivePro website](#).

Poster Symposium (Spring only):

Posters due via electronic upload to CANVAS: December 8, 2023 by 5 PM

Poster Presentations: All students will be required to be available to present on their posters at the Poster Symposium held at the end of the Spring term.

The purpose of the MCDB Poster Symposium is to share information and more specifically to highlight undergraduate research at Yale. This symposium will be held in YSB. The symposium will be open to anyone wishing to attend, so please encourage friends, colleagues and other students to attend. Your research mentor is strongly urged to attend. Each student must prepare a poster. Posters can be as large as 4' X 6', but may be smaller. We will have poster boards and easels available for you to mount your poster. Posters may be printed professionally (please note that there is no funding available for this expense from MCDB), or the student may print them on a color printer and assemble individual sheets onto the poster board at the poster session. Please do not wait until the 11th hour to print your poster since local printers may not be able to meet your deadline. Posters should have a title, and the authors (including you and your research mentor) should be listed as well, usually in large letters at the top, and your research course. The poster should include three sections: Introduction, Results, and Conclusions. The Introduction explains the purpose of your project; the Results section contains figures and/or tables showing your data, with legends or commentary; the Conclusion summarizes what you learned. Feel free also to include what you would do next if you were to continue working on the project.

If you continue in research, the first presentation you are likely to give at a scientific meeting is a poster, so this will be good practice. The fewer the words and the LARGER THEY ARE WRITTEN make it easier for people to notice and examine your poster. If a poster contains a great deal of text in small font, the audience may not read it. The same applies to data. Tables with large numbers of entries may be ignored. Simple figures with a concise conclusion for each are optimal. You should begin to organize your poster well in advance and if you are outsourcing the print job, plan on several days for the project to be completed. Bring it to the session ready to assemble. Please keep in mind that content should take precedence over form. It is most important that your poster be clear, informative, and include meaningful data. Aesthetic appeal is of course nice, but the science is paramount. Finally, discuss your presentation with your colleagues and research mentor well before the session and if you have any further questions/concerns bring the preliminary poster to show the instructor in charge.

Submission and Formatting Instructions for All Written Work: All papers should be uploaded to the Assignment section in Canvas by the deadlines stated. ***Additionally, please follow these formatting instructions:*** Students should follow the American Psychological Association Guidelines for formatting instructions. You can use the following URLs for more information:

- www.apastyle.org
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html (which is referenced by the Center for Teaching and Learning at this URL: <https://ctl.yale.edu/FacultyResources/English>)
- <https://ctl.yale.edu/sites/default/files/files/Formated%20Writing%20an%20APA%20Style%20Empirical%20Paper%20KVCulin.pdf>

Be sure to include a title page with the following information: (a) Title of Research, (b) Student Name, (c) PI Name and names of other laboratory mentors (other than PI), (e) Course & Term. Make sure to include a header on pages 2 through the end of the document with (a) Student Name, (b) Course & Term and (c) Page Number. Save papers as a pdf using the following nomenclature:

StudentLastName_FirstName_MCDB596Thesis_Term&Year.pdf.

Please send a copy to all your committee members

Written Thesis: Due **one week prior to** Committee Meeting/Thesis Presentation – send to all committee members; **Final Deadline: December 8, 2023 @ 5:00pm** for uploading Thesis to Canvas.

- One chapter should be Introduction/Review of the field. Subsequent chapter(s) will discuss the student's research and a thorough discussion of it.
- The length of the thesis should be 40-100 pages double spaced (not including Bibliography in the page count).
- Each committee member should receive a copy of the thesis at least one week prior to meeting with the committee.
- Additional guidelines for thesis should to be arranged in consultation with the student's research mentor.
- There will be letter grades for each semester. The grade will be determined by the student's faculty committee.

Thesis Defense: The student is expected to give an oral thesis defense to the committee, followed by a comprehensive examination of the thesis conducted by the thesis committee. Students should notify the office of the DUS via andrea.chamba@yale.edu as to the date of the thesis defense – and provide the **Thesis Defense Scheduled Form**. Student should also provide the **Thesis Defense Committee Meeting Spring #2 Form** to the research mentor before the defense. The Research Mentor is expected to provide the completed form to the office of the DUS via andrea.chamba@yale.edu following the defense.