

Guidelines for MCDB 585

Interested students should contact the instructor prior to their second semester junior year.

For 585 (Juniors-Spring Semester):

- 1) **Research:** Students choose a research mentor (faculty only). It is expected that the same research mentor will be used for 585 and 595/596. Assistance in selection of a research mentor can be arranged through the student's regular academic advisor. Students are expected to devote >20 hrs/week to their research.
- 2) **Committee:** Students need to form an advisory committee comprised of three faculty members. One is the research mentor and **at least two primary faculty members from the Department of MCDB**. The members of the committee should be arranged in consultation with the student's research mentor. **The committee should meet once within the first two weeks of the semester to discuss and approve of the research project.** (585 Committee Meeting #1) Students should set up individual meetings with each member of the committee (or full committee) and present your work mid-semester. Complete the 585 Committee Meeting #2 and upload to Canvas. Committee meetings should be scheduled by the student through [25LivePro website](#).
- 3) **Proposal:** Students should prepare a 1-page proposal (double spaced) stating the hypothesis and aims of your project and a short paragraph describing the approach. This proposal should be distributed to your committee and upload to Canvas **one week before this first committee meeting**.

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/Formatted%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_MCDBCOURSE_Proposal/Prospectus_Term&Year.pdf. ***Please send a copy to your PI****

- 4) **Written Prospectus:** At the end of the course, students will prepare a written prospectus that will review their field, discuss their research accomplished and their research plan for 595. The paper should be approximately 8-10 pages double spaced, not including references, send to all committee members at least 1-2 weeks before prospectus presentation and upload to Canvas by April 26, 2024 @ 5:00 pm.
- 5) **Prospectus Presentation:** Students will present their prospectus to their advisory committee before the end of the Spring semester. (585 Committee Meeting #3) Students must notify the office of the DUS of the date of the scheduled presentation. The committee will question the student about their knowledge of both their field and research project. The committee will decide on a grade for the student. Prospectus Presentation may be scheduled by the student through [25LivePro website](#). Send email with date of Prospectus Presentation to [Andrea Chamba](#) the Undergraduate Registrar.
- 6) **Oral Presentations:** 585 Students are also **invited to attend any of the MCDB Oral Presentation sessions**: Spring 585 students are not expected to give an oral presentation during these sessions.
- 7) **Poster:** Students are invited to attend the MCDB Poster Session at the end of the Spring term and may (*but are not required to*) present a poster during Junior year.

****All Committee Meeting Forms are in the Canvas course site.**

MCDB 585 Intensive Research in MCDB for BS/MS Candidates
Student Contract

As a student conducting year-long independent research for Yale College course credit and the BS/MS Senior requirement, I agree to the following:

- I am expected to devote an average of 20 hr/week to this research. I am aware that failure to do so will result in withdrawal from the Masters program.
- I will make every effort to attend my research mentor's laboratory meetings.
- I will schedule and attend all three Committee Meetings required for this term.
- Optional: I may attend 2 of the student MCDB Oral Presentation sessions.

Name: _____

Signature: _____

Phone: _____ Class _____

Email: _____

Research Mentor: _____

Dept.: _____

Committee Member 1: _____ Dept: _____

Committee Member 2: _____ Dept: _____

Committee Member 3: _____ Dept: _____

Title for Research: _____

Student: It is the student's responsibility to fill out this form, upload to Canvas, and send a copy to office of MCDB DUS through the Undergraduate Registrar at andrea.chamba@yale.edu.

DUE DATES:

Student Contract: Fall: TUESDAY, SEPTEMBER 5, 2023 @ 5:00 PM
Spring: FRIDAY, JANUARY 29, 2024 @ 5:00 PM

Committee Meetings: #1, #2, #3 – submit form and proposal to committee at meeting. Students are to schedule the meeting, book a room, and complete the top portion of the Committee Meeting form and bring to Thesis Advisor at meeting.

Written Prospectus Due: To Committee & uploaded to Canvas approximately 1 week before presentation.
Final Deadline: Fall: FRIDAY, DECEMBER 8, 2023 @ 5:00 PM
Spring: FRIDAY, APRIL 26, 2024 @ 5:00 PM

Presentation of Prospectus to committee (schedule before end of term)

Oral Presentations: [Optional attendance] TBA.

Poster Symposium: [optional participation/attendance] end of Spring term only

MCDB 585 Initial Committee Meeting Form
SPRING #1
PROPOSAL PRESENTATION

Student: _____ Date of Committee Meeting: _____
Deadline: 6th term

Thesis Advisor: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Research Title: _____

Proposal/Plan:

Student: It is the Student's responsibility to schedule the Proposal Presentation date, book a room, and fill out the top portion of this form and provide to Thesis Advisor at Proposal Presentation.

Thesis Advisor: Please complete the "Proposal/Plan" portion of this form; and return to office of MCDB DUS at andrea.chamba@yale.edu

MCDB 585 COMMITTEE MEETING FORM
(INDIVIDUAL OR FULL)
SPRING #2

Student: _____ Date of Committee Meeting: _____
Deadline: mid-semester Spring Junior Year

Thesis Advisor: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Research Title : _____

Proposal/Plan:

Student: It is the Student's responsibility to schedule the Committee Meeting #2 date, book a room, and fill out the top portion of this form and provide to Thesis Advisor at Committee Meeting #2.

Thesis Advisor: Please complete the "Proposal/Plan" portion of this form; and return to office of MCDB DUS via andrea.chamba@yale.edu

MCDB 585 PROSPECTUS PRESENTATION COMMITTEE MEETING FORM
SPRING #3

Student: _____

Date of Committee Meeting: _____

Written Prospectus due April of Junior Year (at least one week before presentation date)

Deadline: 6th Term

Thesis Advisor: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Committee Member: _____ Dept: _____

Research Title : _____

Proposal/Plan:

Student: *It is the student's responsibility to schedule the Committee Meeting #3 date, book a room, and fill out the top portion of this form and provide to Thesis Advisor at Committee Meeting #3.*

Thesis Advisor: *Please complete the "Proposal/Plan" portion of this form; provide a Letter Grade below - and return to office via andrea.chamba@yale.edu*

Proposed MCDB 585 Letter Grade (Spring): _____ *(letter grade) should reflect Committee Presentation, Lab Performance, and Written Proposal