BIOL 398: OFF-CAMPUS RESEARCH EXPERIENCE
INSTRUCTIONS FOR ENROLLMENT

Course Coordinator: Dr. Omland, Professor
Location: Biological Sciences Bldg., Rm. 425
Email: omland@umbc.edu (preferred method)
Office: 410-455-2243

Students may be considered for enrollment in BIOL 398 (2 credits) provided you meet the following criteria:

- You are currently enrolled in the Career Center’s Intern/Research/Co-op Practicum (PRAC) course. For information about enrolling in PRAC, contact the UMBC Career Center at (410) 455-2216.
- Your internship/research position is primarily biology-related research.
- You will be working a MINIMUM of 10 hrs./week.
  (Include your hours/schedule and which semester (spring, summer, fall) you will be working.)

ENROLLMENT INSTRUCTIONS
For consideration to enroll in BIOL 398, email the following information in the body of an email: (No attachments!). IMPORTANT: Mark the subject line” "BIOL 398" for all correspondence

- Summary of your planned internship activities (~10 sentences). Summer students summarize past work.
- Name and contact information of your research mentor with whom you are directly working:
  - Principal Investigator (PI)
  - or
  - Post-doc and/or graduate student

NOTE: Dr. Omland may contact your mentor/PI/post-doc during the semester to check on your progress. Please include the URL for at least one webpage of the PI, and ideally a second URL highlighting the research or the specific project you are involved with.

APPROVAL PROCESS
- Dr. Omland will review your summary and will notify you via email if you are approved
- If approved, Dr. Omland will provide you with a permission number.
- Logon to the myUMBC system and register for the course.

ENROLLMENT PERIOD
Submission of summary via email and registration for PRAC should be completed during the first two weeks of the semester, before the "last day to register or add a course". Target dates:

- Fall - Sept. 5th
- Spring - Feb. 5th

LIMITATIONS OF ENROLLMENT
- Maximum credits allowed per semester: 2
- Maximum of semesters allowed: 2 semesters (4 credits total)

FINAL ASSIGNMENT
Deadline: Midnight the last day of classes
- During the last week of class, email Dr. Omland a summary of your activities (~10 sentences). Summer students need to resend the summary of the summer activities to be graded.
  NOTE: Put text directly in the BODY OF THE EMAIL MESSAGE; no attachments!
- During the week of final exams, email Dr. Omland to confirm he has received all required assignments. Please allow a 24-48 hr. response time.

[modified: KO 6/2020]