

## **BIOL 398: OFF-CAMPUS RESEARCH EXPERIENCE INSTRUCTIONS FOR ENROLLMENT**

**Course Coordinator:** Dr. Omland, Professor  
**Location:** Biological Sciences Bldg., Rm. 425  
**Email:** [omland@umbc.edu](mailto: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. 5<sup>th</sup>

**Spring** - Feb. 5<sup>th</sup>

### **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.*