

6. A student is normally expected to devote 10 – 20 hours/week to the project. This time should include reading, research time, meetings with research mentors, and paper preparation. **While the department does not monitor the time you spend in the lab, this recommendation is based off the average amount of work that is required to gather enough data and produce a good research report.**
7. The department will be offering five workshops each semester to assist you in the course and in writing your final paper. **As of Fall 2023, students who enroll in an independent study course with the intent to apply for departmental honors will need to attend at least three of these workshops to be eligible.**
8. **A project period generally ends on the last reading day of the semester. Students should aim to submit the research paper by this deadline. However, the specific due date can be determined in consultation with the sponsor and co-sponsor and can extend past the last reading day, if necessary. Sponsors and co-sponsors should refrain from extending independent study beyond the end of the exam period.**
9. **The research paper must be submitted to both the sponsor and co-sponsor.** Grades for BIOL 3999/4999 will be decided in consultation with the Biology department faculty co-sponsor. A grade of “A” signifies truly outstanding work during the semester and an outstanding research paper.
10. Sponsors may not waive any of the above requirements.

We acknowledge and agree to follow the policies outlined above.

Student Signature

Sponsors: Please send an e-mail to the academic office (bio-undergraduate@sas.upenn.edu) and to the project co-sponsor describing the nature of the student’s research, any reading that the student will be doing, and the frequency and nature of contact between you, other project overseers, and the student. Your email should also state whether or not you employ the student, and if so, explain how you will differentiate the work for which the student will be compensated from the student’s unpaid Biol 3999 or 4999 research. **Please note that credit will not be awarded if there are restrictions on the circulation of the final paper (or honors thesis) among the faculty of the Biology department.**

Sponsor's Name and Position/Department
(must be Penn faculty)

Signature

Sponsor’s e-mail address

Co-Sponsor's Name (if applicable)

Signature

This completed form, along with the project proposal, is due by the end of the day on Tuesday, September 3rd, and should be submitted to the following [link](#).