

Department of Chemistry and Biochemistry Undergraduate Research Requirement Guidelines

Undergraduate research is a fundamental part of the chemistry and biochemistry curriculum at the University of San Diego. Each student who completes the major in chemistry or biochemistry shall have a one-semester (or the equivalent) research experience according to these conditions and guidelines.

1. Timeline

- A. A student must fulfill the research requirement by successfully completing Chemistry 396W: Research Methods in one of three semesters: fall semester of junior year, spring semester of junior year, or fall semester of senior year.
- B. Approval of research experiences and application for enrollment in Chemistry 396W must be submitted electronically (available online at www.sandiego.edu/cas/chemistry/research/forms/) in the preceding semester by the following dates:

To enroll in Chem 396W in:	Submit Chem 396W application by:
Fall semester of junior year	April 1, second semester of sophomore year
Spring semester of junior year	November 1, first semester of junior year
Fall semester of senior year	April 1, second semester of junior year

- C. Student will be notified of approval and/or research laboratory placement within two weeks of the application deadline.

2. Guidelines and Conditions

- A. For full credit in the laboratory research component of Chem 396W, students must complete at least 50 hours of research during the semester they are enrolled in 396W. An additional 50 hours of research must be completed during the same semester, during the summer prior to enrolling in Chem 396W (in Fall) or during intersession prior to enrolling in Chem 296W (in Spring).

Students may work in a laboratory that fits one of the descriptions below:

- i. a faculty member in the Department of Chemistry and Biochemistry.
 - ii. a faculty member in another science department at USD (with a faculty co-advisor in the Department of Chemistry and Biochemistry). The research must be of chemical or biochemical significance.
 - iii. a research mentor in a laboratory outside of USD (with a faculty co-advisor in the Department of Chemistry and Biochemistry). The research must be of chemical or biochemical significance.
- B. All research experiences **must be approved before beginning work** by the Department of Chemistry and Biochemistry according to the procedures outlined in Section 1B (above) and Section 3 (below). A student will not be permitted to enroll in Chemistry 396W for research completed without prior approval by the department.

- C. Research completed in any semester while enrolled in Chemistry 496 may not be used to fulfill the research requirement and/or Chemistry 396W and a student may not enroll in Chemistry 396W and Chemistry 496 concurrently.
- D. A committee of four faculty members in the Department of Chemistry and Biochemistry (those faculty assigned to teach Chemistry 396W in a given academic year) will review and approve *all* research experiences used to fulfill the undergraduate research requirement and applications for Chemistry 396W.
- E. Students fulfilling the undergraduate research requirement on-campus will be placed in research groups by the Chemistry 396W faculty committee and *not* by individual faculty.

3. The Application Process

- A. Prior to submitting an application for Chemistry 396W:
 - i) Visit the website for the Department of Chemistry and Biochemistry (www.sandiego.edu/cas/chemistry) and websites for individual faculty members contained therein to learn about and familiarize yourself with on-going research programs that are available.
 - ii) Identify several potential research programs that interest you and prioritize them accordingly. In order to inform your decision, please attend Sci-Mix sessions (dates and times to be widely announced).
- B. Access the appropriate application form for the research experience that pertains to you (on-campus with a faculty member in Chemistry and Biochemistry; on-campus with a faculty member in another science department at USD; or off-campus research experience) at www.sandiego.edu/cas/chemistry/Research/Forms.
- C. Your submitted Chemistry 396W application will be forwarded to the review committee along with a copy of your DARS record (you do not need to submit your DARS record, it will be accessed internally).
- D. Within approximately two weeks from the submission deadline, you will receive notification from the Department as to the status of your application. If approved, you will be notified and registered in Chemistry 396W.
- E. The committee will make every effort to accommodate research group placement according to top priorities. In some cases, however, it may not be possible to be placed in one of your top three choices for research groups.