

MSC/ATM/GSC 411/412 Enrollment and Requirements

Please see below for instructions on how to obtain MSC, ATM, or GSC 411 research credits. **If you have enrolled in any research credit(s), please make sure you complete the following *three tasks* no later than two days prior to the last day to add courses.**

1. Please read the text below on MSC/GSC/ATM requirements very carefully. Please review the students as well as the faculty's responsibilities. You must first meet with the faculty member with whom they will be doing research to discuss the proposed project. This can be done over email or in person.
2. If you are conducting research for the first time, please write a brief description (half page) of the project that you will be doing. Please state the number of credits you are taking this term and the number of hours you will be spending in the lab. (**Please refer to the hours/week per credit guidelines established below**)

If you are a continuing research student that will be working on the same project as you did in previous term(s) AND you submitted a project summary at the end of last term, you are only required to submit the number of credits/hours in an email as described below. You are not required to re-submit your project description if you have completed research credits for this project in a previous semester.

3. Please send an email to imerly@rsmas.miami.edu that states "*I understand the requirements for MSC/ATM/GSC 411/412*", states the number of credits/hours being done, and attach your project description if required (#2 above). Please make sure that you CC the supervising faculty member on the email so that we know that they approve of your research credits and project description. Please use 'Last Name_411 Project' in the subject line. **Deadline for email submission is two days before that last day to add.** Please see academic calendar for dates [here](#).

Failure to complete any of these tasks will result in your being dropped from enrollment in MSC/ATM/GSC 411 for the term. It is the responsibility of the student to complete these tasks in coordination with the faculty. If you are not sure whether you will remain in the research credit enrollment, you must plan accordingly so that you take the appropriate number of credits (there is a minimum requirement of 12 credits to remain a full-time student for financial aid, housing, etc.).

MSC/GSC/ATM Research Requirements

MSC/GSC/ATM 411: Individual, independent research with faculty supervision. Requires the submission of a written research summary report at the end of the term to be graded by faculty supervisor and approved by undergraduate research committee. (1-3 credit offering)

1. Student and faculty member will meet and discuss the nature of the project.
2. **A brief description (half-page) of the project must be submitted no later than two days prior to the last day to add a course.** Faculty must be cc'd on the email indicating their approval of the project as described.
3. Students should enroll in 411 credits (graded as Satisfactory/Unsatisfactory). Students may enroll in 411 up to 6 times with their academic advisor's permission. **A maximum of 3 credits of MSC/GSC/ATM 411 can count toward degree requirements** (they can count as one MSC elective).
4. Students should meet at least once during the semester with their faculty supervisor to discuss their activity/progress.
5. **Each credit of 411 corresponds to a minimum of 3 hours/week spent engaged in research activity** throughout the semester. Please make sure you are enrolled in the appropriate number of credits for the hours you plan to spend on the project this semester.
6. Email submission is to be reviewed by faculty member. The office will assume that the student's project description and number of credits are approved unless the faculty member indicates otherwise.
7. Students are required to submit a written 1-2 page research summary of the work they conducted to their faculty supervisor during the last week of classes for EACH semester they are enrolled in 411 credit(s). The report is to be graded by the faculty supervisor, signed as approved, and submitted to the undergraduate research committee via email (lmerly@rsmas.miami.edu). At the end of the semester, the supervising faculty member is responsible for submitting a grade of **Satisfactory/Unsatisfactory**.
8. Registration for additional credits in MSC/GSC/ATM 411 or 412 will be contingent on completing these requirements each semester. Faculty supervisors **MUST** comply with requirements to be eligible to continue offering undergraduate research credits.
9. For Departmental Honors, three (3) credits in 411 (or, if you are a Marine Biology and Ecology major, your equivalent research experience may be approved by the MBE program director) and one (1) credit of 412 are required, students must maintain a gpa of 3.5 or higher, students must write a senior thesis approved by a research committee of at least three

faculty members, students must do an oral or poster presentation of their work, and a separate honors registration form is required. Please see your advisor for details if you are enrolled in MSC/GSC/ATM 412 or hope to pursue a senior thesis or graduation with honors in the future. You may also visit our website at <https://www.undergraduate.rsmas.miami.edu/academics/departmental-honors/index.html>.

10. While writing the thesis, typically during the last semester, students should enroll in MSC/GSC/ATM 412. MSC/GSC/ATM 412 will receive a letter grade submitted by the faculty supervisor. Completion of a senior thesis is required to receive a grade in 412.