

## **ANSC 4700/4710 Faculty and Student Expectations**

Thank you for consider taking the ANSC4700/4710 course or supervising a student from the one of these courses. Below are some of the expectations for your information.

### **FOR SUPERVISORS**

1. Read the course outline.
2. In the initial meetings with your student, please discuss your expectations of the student and be sure to clearly identify the criteria you will use in assessing the student's performance (e.g. the supervisor's assessment component (25%) of the student's final grade).
3. Establish a regular meeting schedule with the student to discuss progress, assign tasks and milestones.
4. Try to monitor the time that your student is spending on the course. The expectation is that these 0.5 credit courses should involve at least 8 -10 hrs of student effort per week, double if the student is taking both 4700 and 4710 in the same semester.
5. Supervisors are expected to attend the student poster presentation and to help evaluate two posters (from other lab) per student supervised in the time block selected.
6. If you have to be away from campus for a significant period of time, please arrange for the supervision of your student in your absence.
7. Provide specific comments when your student asks you to review the preliminary draft of their final report.
8. Set the final report due date with your student to allow you sufficient time to evaluate the final report from your student. Submit your mark out of 100% to [jli@uoguelph.ca](mailto:jli@uoguelph.ca) and [Sudhanshu Sudan <ssudan@uoguelph.ca>](mailto:Sudhanshu Sudan <ssudan@uoguelph.ca>)
9. Submit one mark out of 100% for your student's overall performance to [jli@uoguelph.ca](mailto:jli@uoguelph.ca) and [Sudhanshu Sudan <ssudan@uoguelph.ca>](mailto:Sudhanshu Sudan <ssudan@uoguelph.ca>), based on the criteria that you discussed at the beginning of the course with your student. This will account for 25% of the student's final mark.
10. For ANSC\*4710: ensure that your student receives and completes the specific safety training and animal training required for conducting the proposed research/study, and provide a safe environment for the student to conduct research in. At the end of the document is some information/instruction on general training, you may need to request for specific additional training for your research.

**FOR STUDENTS**

1. Read the course outline and poster outline, follow instructions posted on CourseLink.
2. When the semester begins, you are responsible for contacting your supervisor and proceeding according to his/her directions.
3. Together with your supervisor, establish a topic of research and milestones of your research project.
4. Criteria for the supervisor’s assessment (the 25% component of the final grade) should be discussed and agreed upon at the first meeting with your supervisor.
5. Arrange a time weekly or biweekly that works mutually to meet with your supervisor to discuss your progress and direction for next steps.
6. Participate in research/scientific experimentation in a specific area of focus (ANSC\*4710).
7. A preliminary draft of your report should be submitted to your supervisor for general comments and feedback before the final copy is submitted. Allow sufficient time for this to occur.
8. The final report is due to your supervisor on the specified day that is set between you and your supervisor to allow your supervisor enough time to evaluate your report and submit the mark to the course coordinator.
9. Send poster draft to your supervisor for feedback, practice if needed
10. All final poster presentations will be uploaded to your Dropbox on CourseLink. The deadline to submit your poster, for uploading, is one day before your presentation date.
11. You are expected to participate in your peer’s presentations and interact with the presenters via discussion.
12. Your time commitments to the course is expected to be at least 8 -10 hrs per week, double if taking both 4700 and 4710 at the same semester.
13. For ANSC\*4710: discuss with your supervisor regarding safety and animal handling training, and make sure that you complete the safety training before you begin your experiments.

Student Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Student’s email: \_\_\_\_\_

Faculty’s email \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Course (check the appropriate one(s) : ANSC4700  ANSC4710

Semester (check the appropriate one(s) : Fall  Winter  Summer

## ANSC\*4710 Reference for General Safety Training and Animal Training

### Online Training:

1. WHMIS 2015- Online
2. Laboratory Safety-Online
3. EHS Worker Health and Safety Awareness- Online
4. EHS Biosafety (Investigative Staff/Lab Worker)- Online

### Steps to Register for Online Training:

1. Go to the Guelph EHS Homepage (<https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety>)
2. On the far right, select the "EHS TRAINING" tab.
3. Select "COURSE REGISTRATION"
4. Click "REGISTER FOR EHS COURSES" underlined in blue on the new page it opens up to.
5. On the new page, look under the "Current" event tab.
6. Click "WHMIS 2015-Online". \*You have to click and register for each course one by one this way.
7. Follow the online directions to register for the online course so that it appears on your Courselink.
8. Once it appears on Courselink, complete the online modules and you may have quizzes to complete in order to pass the training. It is highly important that you download the completion certificates of the courses you finish.

For any work involving the use of animals, specific online and hands-on training is required. Below are a few general training courses that may be required. For other animal training courses not listed, follow the same instructions for registering, but search through the "Activities" list for your desired animal training course as specified by your advisor.

### Animal Training:

1. Core Module for Animal User Training (online)
2. CAF Orientation Training
3. Isolation Orientation Training (for students working pathogen animal challenging experiments)

### Steps for Registering for Animal Training:

1. Go to [https://ca.apm.activecommunities.com/uofgconnect/Home?online\\_site\\_id=5](https://ca.apm.activecommunities.com/uofgconnect/Home?online_site_id=5) and log-in.
2. Once you login there should be a "My Account" tab under "Register for Animal User Training". Click the "My Account" tab.
3. Under "Online Services", click "Register for Activities".
4. Under the NAME column will be the list of courses available along with dates/times they will be offered. Click "Add to Cart" button to add the ones you require.
5. Once finished adding all courses, go to My Cart and "Check Out/Register" for the courses.
6. Courses with online reading will appear on your Courselink.

In addition, for ANSC4710, the following are also needed:

- Volunteer Waiver form
- Return the form to Diana. I
- ABSC safety training form (attached) - contains the link to the training modules. In order to complete the training, they need an active UoG email account. If they do not have one, please let me know and I will request one for them. In such cases, they need to complete the Information Required for Visitors form (attached).
- Forward the ABSC form to Wendy for keys, and the training certificates to Julie Kim ( [jungmi@uoguelph.ca](mailto:jungmi@uoguelph.ca) )