# Instructions to supervisors for the course Project work

Course codes 1BG366 (10 hp), 1BG367 (15 hp) and 1BG368 (30 hp)
**Instructions September 2015**

## Purpose of the course

General information about the course can be found on the IBG website – www.ibg.uu.se/education/courses-programmes/all-courses/1BG366-7-8/

The course is meant to give insight into and knowledge about how project work is organized and implemented, both with regard to planning, how the already available theoretical framework within a field is integrated and gradually built as well as on how experiments are carried out. Project work can be performed at academic institutions/departments, public agencies/authorities or within business companies. It can be done in the form of general investigation, research or development work. Project work comprise 10, 15 or 30 higher education credits (hp) which corresponds to some 7, 10 or 20 weeks of full time studies respectively. Note! The times stated include the time needed by the student to write the compulsory written report. Eligibility for the course requires a Bachelor's degree including 1) 60 credits biology and 30 credits chemistry or 30 credits earth sciences or 2) 90 credits biology.

## Course contents

The supervisor for the Project work should give background information to the student about the aims and methods of different projects at the department/authority/company. Students should then be given opportunities to, under supervision, 1) delimit and plan for the intended project, 2) search for, evaluate and critically compile already available information and literature in the field, 3) choose appropriate methods for the survey, 4) carry out the investigation as well as interpret and evaluate the obtained results, 5) in a relevant way, orally and in writing, present the obtained results.

## Application and registration

The student and supervisor jointly fill out the application form. The supervisor must have become acquainted with the specific information for supervisors but preferably also with the additional general information about the course that is available. Note! Along with the application should be attached a matriculate/transcript of records as well as a plan for the proposed project. The plan is preferably written by the student in consultation with the supervisor. The more responsibility the student takes already at this stage, the better. The plan should contain a short theory background for the field, specifics about what the student intends to do during the present project as well as a time plan for the project; preferably in the form of a Gantt-scheme or similar.

## Course elements

1. Theory and planning: There is no separate examination of the theory in this course, but an appropriate piece of theory (in the form of original articles, reviews, web material, etc.) should be included and related to in the written report and the oral presentation. The student should take part in the planning of the project and a first plan should be attached already when handing in the filled out application. Continual follow-ups should be offered and possible revisions of the initial plan should be made according to needs.

2. Oral presentation: The practical work should be presented orally by the student at the workplace. The forms for this are decided by the supervisor and student jointly.

3. Written report: The student should also present the work in a written report. The report should be approved by the supervisor but should also be handed in to the course coordinator for assessment. If the report is required to be kept confidential, this should be clear from the front page of the report. In that case the report should of course also not be sent via Urkund for analysis. The maximum allowed confidentiality is 10 years. The report should follow a generally accepted format for a scientific presentation within the field. A short popular scientific summary should also be submitted and finally also a short appendix containing an analysis and evaluation of the project as such – how it worked out from the student's perspective, how it could be continued, improved, etc. (more information can be found in the students instructions for Project work).

As final marks for the course are used either of the two judgements *not passed* or *passed*.

### Good and clear communication

It is very important that the student and supervisor try to be as clear as possible in their communication while discussing a possible project work – in order to avoid misunderstandings. Even if you should not necessarily admit any student, be open and clear to alternative students about your commitment, so nobody believes you have decided if you in fact have not. Expect and ask for the same clarity and transparency from the student!

### Certificate and opinions

After the course has been finished the supervisor fills out and signs a certificate of approval for the Project work as well as detailed opinions about the student's performance during the course. These are then sent to the course coordinator in order to form the basis, along with the written report, for the final assessment.

## *Thank You!*

Project work is an appreciated, instructive and valuable course for our students. It is an excellent chance for them to meet contemporary research and to work individually and develop skills on how to work in project format within different fields. We thank you for supervising one of our students and for the valuable time and effort you put into this!

### Further projects?

It is appreciated and valuable, both to students and coordinators at IBG, if students have a plethora of projects to choose from. If you have proposals for additional projects to add to our project database (see www.ibg.uu.se/student-en/project-offers/) please do not hesitate to contact us and we will add your project(s) to the database.