

**BIOL 8800/8999/9999 SEMESTER
REPORT FORMAT**

All students enrolled in **BIOL 8800/8999/9999** will be required to submit a research or literature report. A copy is due to your instructor, by the **last day of MWF classes for the semester** (please check the university calendar for the exact date). The report should be 1,000-3,000 words (about 4-10 double-spaced pages). All reports should include the Cover Sheet which is available on the department website.

Report Format

- I.** Introduction (~1-2 pages)
Include a brief synopsis of the project, with appropriate references, its significance, and any relevant results obtained prior to the past quarter.
- II.** Results (3-5 pages)
Describe the major experiments attempted and the results obtained during the past quarter.
- III.** Discussion (~1-3 pages)
Discuss the implication of the results and outline your future plans.
Explain and justify any deviations from your original proposal.
- IV.** Appendices (no page limit; optional)
Additional explanatory material in the form of Figures and Tables can be included here.

Provisions:

1. Students taking the Ph.D. Qualifying Exam or writing their Thesis/Dissertation Proposal may submit their exam grade or proposal in lieu of a report for that semester.
2. Students completing their Thesis/Dissertation should follow the guidelines for submitting and defending their Thesis/Dissertation. **The normal semester report cover sheet is not the correct form for Thesis/Dissertation submission.**
3. The semester reports may be combined for Annual reports.
4. Faculty are required to complete and sign the Cover Sheet (which should be attached to all reports submitted). The instructor on record will submit the final grade to the registrar's office. ⁱ
5. After the submission, faculty are encouraged to work with the student to correct perceived deficiencies and improve subsequent presentations.

ⁱPlease note: The report and grade must be submitted by the deadline. Failure to do so will result in receipt of an I or U for the course (and will put students at risk of losing their GRA support).