

## Guidelines for

### 15-point summer project (MATH395/STAT395/MATH491/STAT491)

#### Contents of the project:

This 150 hour course provides students with an opportunity to develop mathematical research skills to extend and strengthen their understanding of an area of mathematics. Summer projects do not contribute to the major requirements. It is important to keep in mind that summer projects are primarily meant to attract students and to let students enjoy the world of research in mathematics. The 300 level course codes are appropriate for students who have done 200 or 300 level study. The 400 level codes are for students currently enrolled or about to be enrolled in postgraduate study.

#### Non-enrolled students:

Some students may choose to undertake a summer project without enrolling in one of the summer courses. These students should follow the same processes as enrolled students.

#### Assessment:

At the end of the summer, the student will submit a written report covering all aspects of their project and give an oral presentation to a general academic audience. The course grade is a combination of the report grade (weighted at 80%) and the oral presentation grade (weighted at 20%). See examination details for the implementation of the grading scheme. See marking guidelines for assessment criteria.

#### Monitoring of progress and submission:

In general, the student is expected to inform the summer project coordinator by mid-November of their chosen topic and advisor. The deadline of the summer project is at the end of January, the exact date and the way of submission to be determined by the summer project coordinator.

#### Examination of written report:

The summer project coordinator will appoint an examiner, based on nomination of the supervisor of the summer project. The examiner can be internal or external to the School and University but cannot be a member of the supervisory team for this student.

The examiner and the supervisor each provide a marking report and, using the marking guidelines, suggest a letter grade for the written project to the summer project coordinator. The examiner and the supervisor must then reach mutual agreement to recommend one single grade for the student's report. The marking reports will be released to students.

The summer project coordinator will monitor this process and assist when necessary. The supervisor should give context to the students' working style and/or situation. If the suggested grades by the examiner and the supervisor differ by more than one grade (e.g. A+ and B+) and no compromise can be reached, the summer project coordinator can appoint a third examiner to determine the grade.

#### Examination of oral presentation:

The summer projects coordinator appoints one to two examiners to be present in the oral presentations. The examiners need not be the same person throughout the sessions. For any presentation, the examiner should ideally not be on the supervisory team of the presenting student(s).

The examiner will provide feedback and award a letter grade to each presentation. If multiple examiners are in presence, they should reach an agreement about the letter grade with the assistance of the summer project coordinator. If consensus fails to be reached, the coordinator will organise further discussions in consultation with any other staff members in the presentation. The feedback will be released to students.

#### Compilation of the final grade:

The summer project coordinator converts the two letter grades, one for the written report and the other for the oral presentation, to numeric marks using the highest mark in any grade band according to [UC's official grading scale](#). The final mark will be calculated by a linear combination of the report and presentation marks with 80% and 20% weights, respectively.

The summer project coordinator should take extra care in case the marks for the summer project are below what is expected from the student by their GPA.

Example 1: if a student achieves B in their written report, and A in their presentation, the raw marks will be 74.9 and 89.9, respectively. Their final mark is  $74.9 \cdot 0.8 + 89.9 \cdot 0.2 = 77.9$ , which gives a final grade of B+.

Example 2: If a student achieves A+ in their report but does not participate in the presentation without an approved reason, then their final mark is  $100 \cdot 0.8 = 80$ , resulting in the grade of A-.

#### Exceptions:

If a student has a justifiable reason for impaired performance either for the written report or the oral presentation, they must notify their supervisor and the summer project coordinator as soon as possible. If they are officially taking a course code, a Special Consideration application needs to be filed with UC according to its regulations. In particular, the application must be submitted up to five working days after the assessment due date. Supporting documents will be required. The summer project coordinator will formulate a remedy plan in consultation with the student's supervisor.

#### Expectations and responsibilities:

- Students can suggest research topics, but this is not an expectation: it is the task of a supervisors to suggest possible projects and methods.
- Students and supervisors should have regular meetings; at least 6 meetings over the course of the summer.
- Students should receive written feedback from their supervisor on at least one piece of their work before they are required to submit their project. Feedback should be provided on both content and writing.
- Students should send their slides that will be used for the presentation to their supervisor as well as the summer project coordinator at least three days before the presentation.
- Students are expected to attend the other students' presentations.

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