Course Credit Requirements for
Research in the Tree Group

The following are the requirements for getting course credit in Ch En 498R for doing research in the Tree group. It is your responsibility to make sure you complete the requirements. A failure to complete them will result in a failing grade. I would hate to have to do that! My expectation is that everything will go fine and you will get an A.

There are four requirements for getting credit:
1. Work the required number of hours and track them
2. Perform your assigned research tasks
3. Attend your meetings and make a presentation at a group meeting
4. Write a final report

Details about these requirements are given below. I also provide details about what is required for an "A", "B", "C", and an "E". I will not give you a "D". My hope and expectation is that you get an "A". The description for "B", "C" and "E" are given so that I have a concrete justification for a different grade if for some reason you stop doing the work. If you have a problem and need to stop doing research, I would prefer that you drop the class, rather than give you a poor grade. So, please let me know right away if this happens to you.

1. Work the required number of hours and track them

The following table gives the required hours depending on how many credits you decide to take.

Credits	Total Hours per Semester	Hours per week F/W[1]	Hours per week Sp/Su[2]
1	42	3	6
2	84	6	12
3	126	9	18

You must document your total hours on a daily/weekly basis. Do not wait until the end of the semester to record your total hours. I have provided a time sheet to make this easy. Please use this time sheet (or an equivalent one of your own making) to document your hours. To help you keep on top of this, I require that you send me your time sheet before your team meeting every two weeks.

FAQ

- *What counts as hours?* All time that you spend in meetings, assigned reading, preparing for meetings or performing research tasks

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1   Nominal load per credit hour in Fall and Winter is 2 hours outside of class + 1 hour in class = 3 total hours. There are approximately 14 weeks in the Fall and Winter semesters.
2   Nominal load per credit hour in Spring and Summer is 4 hours outside of class + 2 hours in class = 6 total hours. There are approximately 7 weeks in the Spring and Summer terms.

2. Perform your assigned research tasks

The next table describes the number of research tasks you will be required to complete, based on how many credits you register for.

Credits	Number of research tasks
1	1 or training
2	2 or 1 + training
3	3 or 2 + training

If you have not yet completed the training module (i.e. the research primer), that will count as your first research task. The remaining research tasks will be determined on a case-by-case basis during team meetings and individual discussions with me.

FAQ

- *How long does it take to complete a research task?* The designation of "research task" is a bit arbitrary. However, based on the required hours, I expect that a research task will take you about 40 hours to complete. So, for example, if you are doing 2 credits of research, you will expect to spend about half of the semester on task 1 (or the training) and the other half on task 2.
- *What if I don't know what my research tasks are?* It is normal to not know what research tasks you will be doing at the start of the semester. By contrast, you should definitely know what tasks you did by the end of the semester. If at any point during the semester, you don't know what task you are currently working on please make sure you come talk to me.
- *What happens if my task results in failure?* Many (most?) research tasks result in a negative outcome. This is okay! You are not required to have a "great result" to get credit for doing the task. You simply need to do the task. Because of this, research can move quickly and tasks can change, so don't worry if this happens to you.

3. Attend your meetings and make a group meeting presentation

This one is pretty self-explanatory. Attend most or all of the group and team meetings. If you cannot attend group meeting and/or team meetings for scheduling reasons, let me know at the *beginning* of the semester so we can make special arrangements.

You will also be asked to make a presentation at group meeting. This can be either a training or a research presentation. Please do a good job on this presentation.

4. Final Report

Your final report will be the basis for your grade. Your report should contain the following:

- Your name, date of the report and the semester you did the research.

- An introductory paragraph, providing an overview of the requirements: (1) how many hours you worked, (2) what your research tasks were and (3) a brief description of your group presentation.
- One paragraph describing each of the research tasks that you did (e.g. 2 tasks = 2 paragraphs).
- One paragraph describing your presentation at group meeting.
- One paragraph describing your experience and any positive or negative feedback you would like to provide.
- An appendix (.xlsx, .xls or .ods format) containing your time sheet
- An appendix (.ppt, .pptx or .pdf format) containing your group meeting presentation

Email me an electronic copy (.doc, .docx, .odt or .pdf) of your final report before the last day of finals. A failure to turn in a report by this time will result in an E.

How your grade will be determined

Grades will be determined using the following table. All grades (except an E) are contingent upon turning in the final report.

Grade	1. Hours	2. Tasks	3. Meetings/Presentation
A	Meets or exceeds required hours	Completed all tasks	Attended most or all meetings and made a presentation
B	More than 66% of required hours	Completed 2/3rd of tasks	Attended some meetings, but did not make a presentation
C	More than 33% of required hours	Completed 1/3rd of tasks	Sparse attendance at meetings and no presentation
E	Less than 33% of required hours	Little or no progress	Little or no attendance