

Learning Agreement Form – Winter 2026 – External Supervisors

BIOC 3620.03

Experiential Learning in Biochemistry & Molecular Biology

Course Coordinator: Dr. Kathryn Vanya Ewart (vewart@dal.ca) Room 9S, 9th floor, Tupper Building

Student Name: _____ Student Number: _____

Student Email: _____ Supervisor Name: _____

Message to supervisors external to Biochemistry & Molecular Biology in the Faculty of Medicine Basic Medical Sciences:

BIOC 3620 is a newly updated experiential learning course in the Department of Biochemistry & Molecular Biology. We are grateful to professors outside of our department who welcome students into their labs for this course. Please be aware of the following supervisor and student responsibilities:

- Supervisors must be faculty members or cross-appointees in the Faculty of Medicine or the Faculty of Science at Dalhousie University and be engaged in research that falls within the broad scope of biochemistry & molecular biology.
- Supervisors and students must complete and sign this learning agreement for the student to be permitted to register for the course.
- Students must complete WHMIS and Lab Safety training online prior to starting in the lab.
- Students have lectures in the first week of the semester and therefore begin working in the lab in week 2.
- Supervisors must confirm work time records for each student by regularly adding their initials in an online form.
- Supervisors are required to complete half-term feedback forms at the end of February or beginning of March, with constructive feedback on research performance (8%), time sheets (2%), and the research notebook (5%), resulting in a research progress mark. (total: 15%)
- Supervisors are required to evaluate the Introduction section of the report in mid-March. (total: 15%)
- Supervisors are required to complete final evaluations of lab research performance (15%) and of the lab notebook (5%) by the students at the end of term, including attention to any problems identified in the half-term evaluation. (total: 20%)

Part A should be completed by the Biochemistry & Molecular Biology Department **faculty member** who has agreed to supervise the student's BIOC 3620 work experience.

Part B must be signed by both the **supervising faculty member** and the **student**.

Part A Learning Activities and Outcomes (The lists can be extended as required.)

Learning Activities

Over the course of the semester, the student will undertake the following research-relevant activities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Learning Outcomes

By the end of this work experience, the student will understand and know how to do the following biochemistry and molecular biology-relevant methods and procedures.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Part B Agreement to the Terms of the Work Experience

Work Experience Schedule

Start Date: _____ End Date: _____ Total number of weeks: _____

Average hours/week the student is expected to commit for the learning activities: _____

Notes:

1. The minimum research time for the class is 70 hours and the maximum is 90 hours.
2. The students will begin research in week 2 of the semester, as the course now includes introductory online lectures, safety training and a quiz prior to beginning research.
3. This course has undergone substantial changes. Information on new evaluations required from supervisors (and dates) will be provided in the first week of classes.

Signatures

Supervisor:

I agree to provide activities that will enable the student to have the opportunity to fulfill the learning outcomes as outlined in Part A with appropriate attention to safety and skill development. I also agree to

contribute to the evaluation of student performance following directions provided to me in the first week of the semester.

Supervisor Signature: _____ Date: _____

Student:

I agree to undertake the learning activities outlined in Part A and to the terms outlined above.

Student Signature: _____ Date: _____

Coordinator:

The student indicated above **has permission** to register for BIOC 3620.

Coordinator signature: _____ Date: _____