

## Independent Study (Semester I)- Year 112 version

Dear all,

Please note the lab work requirements for this course. As you know, this course involves conducting a research project in the lab and presenting your findings at the end of the semester.

The semester consists of 16 weeks, and you are expected to work in the lab for **at least 128 hours** in total. This means that if you plan to report your results based on the data collected from week 1 to week 15, you must work in the lab for an average of 8.5 hours per week during that period.

Please note that working in the lab is an essential part of this course, and your final grade will depend on your attendance, participation, and performance in the lab. Therefore, I urge you to take this seriously and manage your time wisely. If you have any questions or concerns about the lab work, please feel free to contact me (Dr. Tsai and Dr. Ko) as soon as you have a problem.

Additionally, I would like to remind you of the importance of submitting your final written report and paperwork **on time**. From the previous semester, we noticed that some of your supervisors would be on leave by the end of the semester and not be able to correct your final written report or sign off on your paperwork. We urge you to submit your final work to your supervisor as early as possible (1 week before the due date), as you will be penalized if you fail to submit your written report due to this issue. Please communicate with your supervisor regularly and respect their deadlines. Do not leave everything until the last minute and risk compromising your grade.

**Please note: all the reports and presentations should be presented In English.**

### Important Dates:

- **Week 1 (9/8, before 20:00):** two forms and one link.
  - Please submit “Lab Schedule Agreement Form” and the “Supervisor Agreement Form”. Please note that you need to have your supervisor sign both forms. [https://drive.google.com/drive/folders/11CozAcwjFk2WEhS2SIDZxv2D7ljtPmiy?usp=drive\\_link](https://drive.google.com/drive/folders/11CozAcwjFk2WEhS2SIDZxv2D7ljtPmiy?usp=drive_link)
  - File names: 實習同意書\_Bxxxxxxx\_姓名.pdf; 簽到簽退表\_Bxxxxxxx\_姓名.pdf
  - Please fill in this online form: <https://forms.gle/oixebWwip8z7zpsM8>
- **Week 4 (9/29, before 20:00 pm):** certificate and study proposal.
  - Please submit 「學術研究倫理教育課程」 certificate (6-hour training)
  - Study proposal, this file should include the research topic, brief research background, materials/methods, and your research plan (1 page, A4 paper, font 12, single space)
  - File names: 學術倫理證書\_Bxxxxxxx\_姓名.pdf; Study proposal\_Bxxxxxxx\_姓名.pdf

- [https://drive.google.com/drive/folders/19xplZje4illuOrb1si2snWZxPgX4Vlaz?usp=drive\\_link](https://drive.google.com/drive/folders/19xplZje4illuOrb1si2snWZxPgX4Vlaz?usp=drive_link)
- **Week 8 (10/27, before 20:00 pm):** midterm progress report.
  - Students need to hand in their current work in progress (in .docx or .pptx format).
  - Their report should include **a summary** of their work from the past few weeks.
  - Students are requested to discuss their progress report with their supervisor before hand in their report, and their supervisor will need to sign the cover page of their report.
  - <https://drive.google.com/drive/folders/1FMnDFOO3KpLDxQuAReYYuYWfnJaRLUOh?usp=sharing>
  - **\*Important\*:** Points will be deducted for the late reports.
- **Week 15 (12/15, before 17:00):** (1) experiment lab book and (2) their lab schedule agreement form (paper-based)
  - As a group, you are required to collect your signed lab books and signed schedule agreement form and submit them to the mentor collectively.
- **Week 15 (12/17, before 20:00pm):** final report.
  - Final report: students need to hand in their final report (online, finalreport\_Bxxxxxxx\_name.pdf file).  
[https://drive.google.com/drive/folders/1T9pxlNe4V8w8ySgBxi2kQTsmUfN7I9mP?usp=drive\\_link](https://drive.google.com/drive/folders/1T9pxlNe4V8w8ySgBxi2kQTsmUfN7I9mP?usp=drive_link)

Students will be required to discuss their results with their supervisor and ask them to sign the cover page of the final report, the last page of their experiment lab book, and to sign the “lab schedule agreement form”.

**\*Important\*:** Points will be deducted for the late reports.

- For example, if your original grade is 85 points for your written report,

Time	Final Grade
12/17 before 20:00	85
12/18	*0.9 of original score
12/19	*0.7 of original score
12/20	*0.5 of original score
12/21	*0.3 of original score
12/22 onwards	Always 0

- **Week 16 (12/18-12/22):** oral presentation.
  - Oral presentation (time and date to be discussed with group mentors, should be on the week of 16): Students should give an 8 minutes oral presentation on their work and 2 mins question time. The presentation format should include the research background/introduction, research questions, materials and methods, and results/discussion.

**Evaluation forms:**

1. Week 15: Student Evaluation Form
2. Week 15: Supervisor Evaluation Form

**Course grading:**

- **Midterm evaluation:** Students will be graded 0 (fail), 1 (fair), and 2 (excellent). The course organizer will contact those who failed their midterm reports and discuss it with their supervisor accordingly.
- **Final grading: Supervisor (40%)**

>90 points	Students have ability to learn independently, complete all expected experimental progress, understand the background of the experimental principles, communicate appropriately with the instructor and other lab members, and produce excellent written reports.
80-90 points	Students is able to perform the experiment in its entirety, complete at least 80% of the experimental progress, understand the background of the experimental principles, communicate with the teacher and other members of the lab appropriately, and produce a written reports.
70-80 points	Students is able to perform the experiment, complete at least 60-70% of the experimental progress, understand the background of the experimental principles, and communicate with the teacher or other members of the lab appropriately.
60-70 points	Students is able to perform the experiment, complete at least 50% of the experiment, understand the background of the principles of the experiment, and communicate with the teacher or other members of the lab appropriately.
<60 points	Students with a poor attitude may receive a score below 60 points.

- **Final grading: Mentor (60%)**

Oral presentation	40%
Final written report	40%
Experiment workbook	20%
Weekly hours	All students are required to spend at least 8 hours per week in the lab. For those student who do not meet the required attendance hours, their final score will be deducted.

**Notifications for Midterm Report:**

- Please do not use your previous semester's report directly.
- If you do not have any results yet, please explain why.
- If you failed your experiments, you should include it in your report and discuss the reasons for it.
- Please discuss your report with your supervisor before you hand it in.

Notifications for oral presentation:

- The presentation is in English, and the slides should be written in English.
- Please give a brief background introduction, and focus on your own work.
- Please mention **all parts that are not part of your own work.**
- Please discuss your presentation background with your supervisor.

Notifications for Final Report Format:

- You should include an introduction section (please cite your references accordingly), a material and methods section, a results section, a discussion section, and a reference section.
- **Please send the report to your supervisor as earlier as possible.** Over the past few semesters, many supervisors suffered a lot from correcting your final report. Major problems including poor formatting, bad written structure, and poor English writing skills. We strongly recommend that you learn and use **EndNote** to cite references.

Notifications for Experiment Workbook:

- Please be sure to include the date of each experiment, list the details of the experimental setup, and make a brief note of the results.
- For students working in a dry lab, please **\*do not\*** simply print out your code and paste it into your workbook. You can write down the logical thought process of your analysis, the main discussion points between you and your supervisor, how you change your parameters for the new test, the way you troubleshoot your coding... etc.

## Written Report Example

### Cover Page

專題研究 I  
Independent Study I

(Title)

學號 : B0000000

姓名 : xxx

日期 : 11x.x.x

指導教授簽名 :

## Content

- 中文摘要
- English Abstract
- Introduction/Background
- Materials and Methods
- Results
- Discussions
- References

## Other regulations

- 12 fonts, 1.5 times space, 2 cm on each margin
- **No less than 8 pages (exclude references)**
- Page number on the page bottom
- Please add table title **above** the table
- Please add figure legend **below** the figure

Example:

**Table 1. xxxxxxx**

	Case	Control	P-value
Sample size			
Age			

Example:



**Figure 1. The symbol of Department of Biomedical Sciences, CGU**