

**BIOLOGY**  
**HONORS PROGRAM**

The Department of Biological Sciences offers the B.S. degree with Honors to undergraduates when they graduate with a 3.5 GPA overall and a 3.5 accum in Biology courses taken at BGSU. In addition to the grade point requirements, the Honors degree involves a total of 9 semester hours of Departmental Honors credits for graduation including a minimum of:

*Biology 470H* (1) Readings -- Honors Section (maximum of 1 CR/semester)

*Biology 401H* (1-4) Research -- Honors Section (maximum of 4 CR/semester)

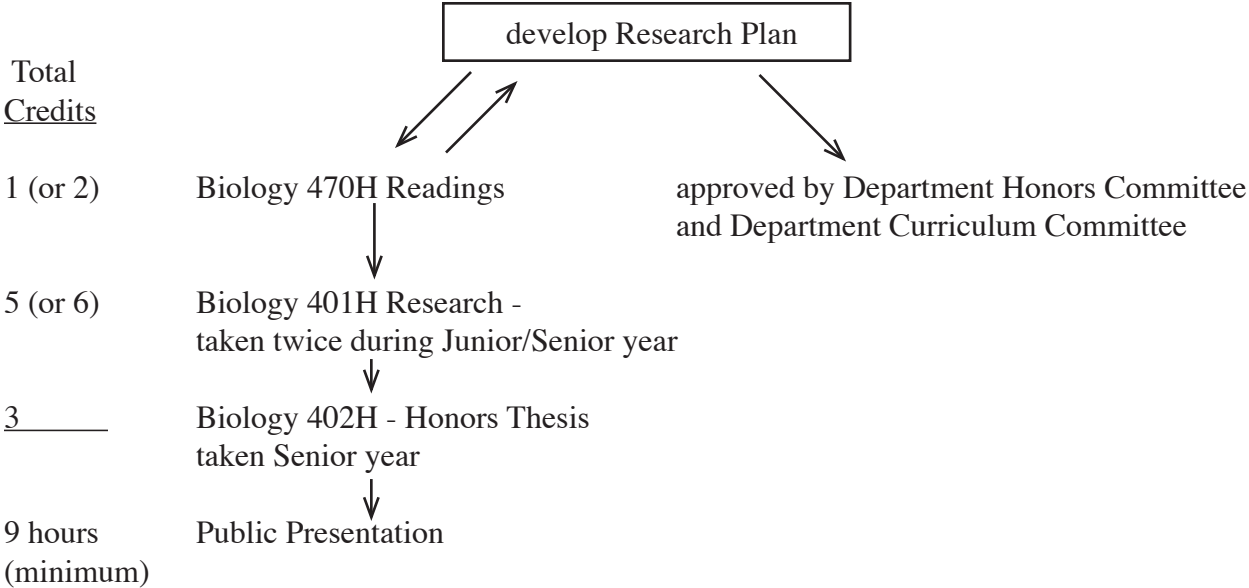
*Biology 402H* (3) Honors Thesis -- supervised by the student's Honors committee and public presentation at a scientific meeting (i.e., Tri-Beta Convention, etc.)

**NOTE:** Sign up for these courses by visiting the Department of Biological Sciences Office, Room 217 Life Sciences Building to start the registration process of an honors course. However, first talk with potential faculty mentors.

Guideline details are available from any member of the Departmental Honors Committee (see the Department of Biological Sciences Office for committee members).

The study plan involves:

At the end of the Sophomore year or the Junior year, the student selects his/her Honors Committee with the help of a faculty mentor:



If you are interested, please decide on the area of your research interest and contact the faculty member in that area to get started. The research project and thesis will be significant in scope and will necessitate good planning and sufficient time for completion prior to graduation.

GOOD LUCK TO YOU !!!

## Biology Honors Program Sequence

1. Talk with a faculty mentor and establish an idea for a research area.
2. Sign up for BIOL 470H (honors readings; only 1 credit per semester) and BIOL 401H (honors independent research). This will get you into the literature and into the lab (visit the Department of Biological Sciences Office after you have found a faculty member to approve these courses to begin the registration process).
3. Select an Honors Committee (mentor and one other faculty member in Biological Sciences).
4. Submit a research plan/proposal (organized and edited with the help of your mentor) to the Department Honors Committee and Curriculum Committee for approval. **See Checksheet for Departmental Honors for Biology document (on next page).**
5. Research proposal must be at least 1,000 to 1,500 words clearly stating hypothesis and experimental design.
6. Continue to take BIOL 470H and BIOL 401H while completing the research project.
7. At the beginning of your final semester, notify the Biology Honors Committee Chair of your plan to graduate that semester and progress towards completion of requirements. **NOTE: It is your responsibility to do this or your name will NOT be printed in the commencement program.**
8. Prepare a written thesis of the research project (sign up for BIOL 402H – 3 credits to do this). Generally, this is done in your final semester. Thesis must be written in the form of a manuscript for submission to a refereed journal.
9. Present the results of the research in a public form (e.g. Sigma Xi, Ohio Academy of Sciences, Departmental presentation). This presentation can be in the form of an oral or poster platform--such as Undergraduate Research Retreat or at the Spring Honors Reception.
10. **The Checksheet for Departmental Honors in Biology document must be submitted for signatures and turned in to the Department of Biological Sciences, Room 217 Life Sciences Bldg.**

## Typical Timeline

1. Talk with mentor – Sophomore year and early Junior year.
2. Sign up for BIOL 470H and BIOL 401H – Junior year.
3. Submit research proposal/plan – Junior year.
4. Continue research – Junior & Senior years.
5. Write thesis (BIOL 402H) – last semester.
6. Present project (BIOL 402H) – last semester.

## RESUMES

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A resume is one method of delivering relevant information to a potential employer. It is a brief outline of your educational and employment experience, your interests, and your goals. In short, your resume should include:

- \*Who you are
- \*What you know
- \*What you have done
- \*What you would like to do

As the resume is an almost indispensable tool for obtaining employment, it is wise to have a full understanding of what it entails.

To begin with, there is no single resume format. This is an advantage, because otherwise they would all look alike, and a distinctive resume is certain to attract attention.

In regard to general appearance--the resume should be easily readable. Use margins and logically arranged titles. Have distinct separate sections so that the reader, who will be skimming through the resume, can get to the highlights quickly. The resume should be neatly typed and spaced. It can be reproduced by lithography fairly inexpensively, rather than retyped or photocopied. It should be about one page in length, unless you have had extensive work experience. It should be brief and to the point, containing all relevant information.

If you are interested in more than one type of position, prepare more than one resume; cramming all your interests into one tends to give the unfavorable impression that you do not know what you want.

### TYPES OF RESUMES

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There are two types of resumes outlined here. The first, the chronological, is most applicable for new graduates. It is, obviously, a chronological summation in descending order. It should include:

1. *Job Objective.* Describe briefly the type of job you want. If your field of interest is broad, be as clear and concise as possible. Suggest strong alternative or related interests if you have them.
2. *Education.* Emphasize the positive aspects of your academic career and extra-curricular activities. List any honors or financial awards as well as any leadership positions.
3. *Work Experience.* Describe in reverse chronological order. Stress tasks related to the position you are seeking. Eliminate minor details and emphasize major responsibilities. Indicate any increases in responsibility. Include civic projects, volunteer work, etc. Be specific. Include any periods of self employment, summer jobs, etc.
4. *Early Background.* Describe significant high school achievements, family background, non-school activities. This section will present you as a whole person, rather than a pure academic.
5. *Skills and Interests.* This section, like background, is basically personal, intended to strike a note of interest.
6. *References.* List faculty or previous employers who have relevant knowledge of you. Warning: some prefer just to say "References furnished on request." In either case, first obtain permission from your references to be so used.

The functional resume is advantageous for people with considerable work experience, who wish to switch work areas or move to a field that may not be directly related to their educational background.

The functional resume should include:

1. *Work Objectives.*
2. *Work Experiences,* with a succinct and comprehensive breakdown of positions held, functions, and major accomplishments. Emphasis on experiences that relate to the job being sought.
3. *Education--*institutions attended, degrees received, years of graduation.
4. *Personal data.*

### PLACEMENT SERVICES

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The Placement Office, located in the Student Services Building, can provide valuable assistance in setting up interview, selecting the best type of resume, etc. Seminars and lectures on interview behavior, what to wear to an interview, and so on are also arranged. Notices of such lectures can be found in the Student Services Building and at various points around campus. The Placement Office is there to serve you. Learn to use it.

**SAMPLE**

**CHRONOLOGICAL RESUME**

**JOHN SMITH**

*ADDRESS UNTIL* (May, 1996)  
75 Seaway Drive  
Bowling Green, OH 43402  
*Phone:* (419) 352-1000

*PERMANENT ADDRESS*  
1010 Holly Avenue  
Cleveland, OH 44114  
*Phone:* (415) 569-9000

*PROFESSIONAL OBJECTIVE* Describe the type of work you desire. The words "career" or "job" may be substituted for "professional."

*EDUCATION* Type of degree; institution granting degree; date of graduation; major, minor. Highest degree first.

*EXPERIENCE* Identify your title, the employer, and the dates of your employment. Provide a brief description of the duties performed, major accomplishments, special skills acquired.

Include volunteer work if the work is related to your professional objective. Also summer jobs of significant duration and importance.

*CAMPUS ACTIVITIES* Include clubs, organizations and Greek affiliations. If you were an officer, specify.

*HONORS AND AWARDS* Include scholarships, honor societies and scholastic awards.

*INTERESTS* List special skills, hobbies, travel, etc.

*PERSONAL* Optional data to include: date of birth, height, weight, marital status, geographic preference, date of availability.

*CREDENTIALS* Available upon request from:

*UNIVERSITY PLACEMENT SERVICES* Bowling Green State University  
360 Student Services Building  
Bowling Green, OH 43403  
Phone: (419) 372-2356

## SAMPLE

### FUNCTIONAL RESUME

<i>PERSONAL DATA</i>	Present Address City, State, Zip Area Code and Telephone Number Office Telephone Number  Permanent Address Telephone
<i>PROFESSIONAL OBJECTIVE</i>	Briefly state your career objectives, indicating immediate goals as they relate to your education, experience, and interests.
<i>PROFESSIONAL SKILLS</i>	List your professional skills or those job-related talents you have acquired or enhanced. These may be categorized functionally to make them more readable.
<i>EDUCATION</i>	List your latest (highest) degree first. Include the name of the institution, type of degree, tentative date or date of graduation, majors, minors, or other areas of specialization.
<i>EXPERIENCE</i>	List career related experiences first, indicate the type of work performed, major accomplishments, and special projects. Volunteer or paid experiences are both appropriate here. Concentrate on the most relevant functions of each experience.
<i>PUBLICATIONS AND LECTURES</i>	List any published works, seminars, lectures, consulting jobs or special projects in which you have been involved.
<i>CREDENTIALS</i>	Available upon request from:
<i>UNIVERSITY PLACEMENT SERVICES</i>	Bowling Green State University Bowling Green, OH 43403 Phone: (419) 372-2356

## SELECTING A GRADUATE SCHOOL

One of the most difficult decisions involves selecting the appropriate graduate school. There are a number of factors to consider. If you have a definite research interest in mind, your selection of a school will be much easier than if you have no idea as to what area of biology you want to pursue. With a research area defined, you seek out information as to which University's Graduate Program can meet your needs. That can be accomplished in a number of ways.

1. Talk to faculty in the BGSU Biology Department who have similar interests. They should be able to help you identify schools with good reputations and good faculty with ongoing programs in the area of research you wish to conduct.
2. Use Peterson's Guide to Graduate Programs in the Biological Sciences. This guide supplies detailed information on graduate programs in biology and agriculture. The 2004 edition, which is kept in the Department's main office, the Library, and on-line at [www.petersons.com](http://www.petersons.com) has information on more than 4,000 graduate programs. Among the fields of study are:

<i>Biology and Biomedical Sciences</i>	<i>Genetics, Developmental Biology and</i>
<i>Anatomy</i>	<i>Reproductive Biology</i>
<i>Biochemistry</i>	<i>Marine Biology</i>
<i>Biophysics</i>	<i>Microbiological Sciences</i>
<i>Botany and Plant Sciences</i>	<i>Neuroscience and Neurobiology</i>
<i>Cell, Molecular and Structural</i>	<i>Nutrition</i>
<i>Biology</i>	<i>Parasitology</i>
<i>Ecology, Environmental Biology,</i>	<i>Pathology and Pathobiology</i>
<i>and Evolutionary Biology</i>	<i>Pharmacology and Toxicology</i>
<i>Entomology</i>	<i>Physiology</i>
	<i>Zoology</i>

Included in the description of the various programs is a list of faculty research specialties. This guide is available for you to use in your selection process.

3. Do not hesitate to write to as many schools as possible in your search for information. Request information about the Department you are interested in and the area of research you have selected. Also, request information concerning financial support in the form of teaching and research assistantships.
4. Most graduate schools will charge a fee for processing your application. Thus, you may wish to be selective in regard to the schools to which you choose to return an application.
5. Information concerning the Graduate Program at BGSU can be obtained from the Graduate Secretary in the Biological Sciences Office (217 Life Sciences Building) or from the Chair of the Graduate Committee.

## REQUIREMENTS FOR GRADUATE SCHOOL

There are a number of things that almost all graduate schools will require, among them are:

1. *Graduate Record Exam (GRE)*

Nearly all graduate schools will require you to complete the Graduate Record Exam. Plan on taking the general and possibly the subject sections of the exam. The general tests are given by computer only. Call 1-800-473-2255 for appointment or the test is offered at University of Toledo by calling 419-530-3266 and at the Sylvan Learning Center in Lima, Ohio (419-331-7323).

The subject exams are given on the BGSU campus on five occasions. The following dates are approximate, but they are usually given at the same time each year:

<u>Test Date</u>	<u>Last Date to Register</u>
First Week in November	Last Week in September
First Week in December	First Week in November
Last Week in April	Last Week in March

Actual confirmed dates may be obtained from the Counseling and Career Development Center, 320 Student Services Building (372-7533). This is the office that will administer the GRE on campus.

Note the June test date is for the general section of the test only. You can not take the biology subject test during this test period.

The best time to take the exam is December in the year before you would like to begin graduate school. It takes about six weeks to get the tests graded and scores reported. Most administrators of graduate programs offer teaching and research assistantships contracts in March or April. To be on the list of applicants, you will need to have all required information submitted by then.

The above information is based on the assumption that you will begin your graduate studies during the fall semester or quarter. If you wish to begin at a different time, then the test taking time can be adjusted. You must be aware of the fact that most assistantship contracts are issued for the academic year beginning fall term. There are usually far fewer opportunities to receive support midway through an academic year.

2. *Grade Point Average*

Being accepted and awarded financial support is very competitive at most universities. Your undergraduate GPA will certainly be a factor in the decision-making process. The higher your GPA, the more impressive your credentials (provided you do not bomb the GRE). At Bowling Green, for instance, a minimum GPA of 3.0 is required to be eligible for a Graduate Assistantship in a Masters Program.

Not everyone will be accepted at Stanford or Yale or Wisconsin. Some programs have the stature to be able to accept only the very best students. Remember, however, there are many excellent graduate programs in lesser known schools. Do not be discouraged if your application is denied or you are not offered financial support at the school of first choice. It is no disgrace to attend school number two or three or four on your list!

3. *Letters of Recommendation*  
You will be expected to have letters of recommendation submitted. Obviously, you ought to seek such letters from the faculty members at BGSU who know you the best and who can supply a recommendation that is personal and not a mechanical form letter type.
4. *Interviews*  
Many graduate schools will invite top candidates in for an interview at their cost. You certainly should take advantage of such an offer. It may be in your best interest to visit the schools of your choice and talk to faculty in your area of interest at your own expense.

## **FINANCIAL SUPPORT**

Almost all graduate programs provide financial support in the form of Graduate Assistantships. GAs generally teach introductory level labs. Some schools provide Research Assistantships; these carry no teaching responsibilities. Whichever kind of support is available, you should expect to receive a stipend (salary), instructional fee waivers, and possibly waivers for other fees as well (like out-of-state and general fees). If you have a good undergraduate record, you should expect to be able to put yourself through graduate school on a GA award. If your record is excellent, graduate schools might even compete for your admission!

## **TIME SCHEDULE**

Since administrators and/or graduate committees have deadlines that need to be met, it will be to your advantage to make certain that all required information is sent at the appropriate time.

In order to do this, you must give yourself plenty of time to complete what is expected of you. If you intend to start graduate school the fall after spring graduation, you should begin the process the preceding fall (first semester senior). By Thanksgiving, you should have sent away for information from the various schools you have identified with research programs in your area of interest. You should select your final list and make application by the middle of December. If you have narrowed your field of schools by GRE taking time, you may have your scores sent directly to the schools (you are limited to three choices for this service) you have selected.

Make certain that letters of recommendation are sent. Give the faculty members you have chosen ample time to complete that task.

You are being judged for a position in a research program based on the quality of information you provide. Do not submit shoddy materials. Be certain to dot your i's and cross your t's in all communication. If you are required to provide a written explanation of why you want to attend graduate school, take time to compose a decent piece of work. Do not be pretentious and try to overwhelm the selection committee. Be honest and present a clear and literate explanation. Identify as narrowly as possible the field, subdiscipline, and even the lab you want to work in.

