

Administrative Procedures for CHEM 450 (HONOURS CHEMISTRY)

Revised May 2023

Eligibility

Students must have completed 60 credits including the 45-credit core BSc Honours in Chemistry programme (or equivalent) with a minimum G.P.A of 3.30 in these core courses. Students must be enrolled in an honours programme or have written permission of the Department (obtained from the CHEM 419/450 coordinator).

Checklist

- 60 credits completed
- Core programme complete
- G.P.A. \geq 3.30 (*in programme courses*)
- Registered in Honours (or Departmental permission)

NOTE: THIS APPLICATION DOES NOT CONSTITUTE AN APPLICATION FOR HONOURS WHICH INVOLVES A SEPARATE FORM

Procedure for Registration

In the academic session before the one in which you intend to undertake the project you must complete sections 1 and 5 of the **Request for Authorization to Register for a Senior Project** form (attached) and return this to Lisa Montesano (elizabeth.montesano@concordia.ca, SP-201-01) with a current transcript for pre-approval. This decision will be made by the coordinator based on your eligibility according to the criteria above.

CHEM 450 is a six credit course which can be taken in either one or two semesters (two semesters is recommended). If a student opts for a two semester project, the registration session and dates between which the project is to be carried out are not necessarily the same. For example, for a project carried out over the winter and summer, a student would register for all six credits in the summer semester. **You must register all 6 credits in the term in which you will be completing your project (exception: Fall-Winter /3).**

Once you have obtained pre-approval **you must find a supervisor in the Department of Chemistry and Biochemistry for your project**. It is recommended that you consult the Departmental website for information about the research areas of the faculty. You should then approach faculty whose research interests you and enquire as to availability of positions. Once you have been accepted to work in a research lab, your faculty supervisor must complete section 3 of the form.

The form is then returned to Lisa Montesano, after which registration for CHEM 450 will be approved and you will be notified of your registration.

Checklist (in order)

- Obtain the *Request for Authorization to Register for a Senior Project* form
- Complete sections 1 and 5 of the form
- Attach a current transcript
- Submit form for pre-approval
- Supervisor completes section 3 of the form
- Return form for final approval and registration

Please note: applications will not be processed unless all required sections are completed and a transcript attached.

Contacts

Lisa Montesano, Undergraduate Program Assistant, Room: SP 201.01
elizabeth.montesano@concordia.ca, Tel: 848 2424 ext. 3366

Dr. Marek Majewski, Senior Projects Coordinator,
marek.majewski@concordia.ca, Tel: 848 2424 ext. 3343

REQUEST FOR AUTHORIZATION TO REGISTER FOR CHEM 450 (CHEMISTRY)**SECTION 1**

| | | | | |
|-----------------|---|--------|---------------------------------------|-------|
| Name of Student | _____ | | I.D. | _____ |
| Program | <input type="checkbox"/> Honours | | <input type="checkbox"/> Chemistry | |
| | <input type="checkbox"/> Specialization | | <input type="checkbox"/> Biochemistry | |
| | <input type="checkbox"/> Major | | | |
| Telephone | _____ | E-mail | _____ | |
| Course | <input type="checkbox"/> CHEM 450 | | | |

| | | | |
|-------------|-----------|-----------------------------------|-----------------------------------|
| Start Date: | End Date: | <input type="checkbox"/> One-Term | <input type="checkbox"/> Two-Term |
|-------------|-----------|-----------------------------------|-----------------------------------|

Have you contacted your potential supervisor?
If so, please indicate their name below:

CHEM 450

60 credits completed

Core programme complete

Registered in honours **or**

Requesting departmental permission
(G.P.A. \geq 3.30 in programme courses)

I HAVE READ AND UNDERSTOOD THE ATTACHED ADMINISTRATIVE PROCEDURES
(electronic submission of this form by e-mail or via website will be recognized as signing the form)

Signature of Student _____ Date _____

SECTION 2

Core courses completed _____ GPA _____

Student has met the CHEM 450 eligibility requirements and is pre-approved.

Conditions: _____

Checked by: _____ Date _____

SECTION 3

I agree to supervise the above student during the semester indicated. The necessary equipment/reagents for the proposed work are now or will be in place prior to the start of the project.

| | | | | |
|--|------------------------|-------------|------|-------|
| Internal Supervisor | _____ | _____ | Date | _____ |
| | (Print) | (Signature) | | |
| External Supervisor (If applicable) | _____ | _____ | Date | _____ |
| | (Print) | (Signature) | | |
| | E-mail (external only) | _____ | Tel | _____ |

| | | | |
|-------------|-----------|-----------------------------------|-----------------------------------|
| Start Date: | End Date: | <input type="checkbox"/> One-Term | <input type="checkbox"/> Two-Term |
|-------------|-----------|-----------------------------------|-----------------------------------|

SECTION 4

Student request is *approved* *denied* Logged Reason: _____

Approval: _____ Coded **If denied, send to academic advisor

Date: _____ E-mailed and supervisor

Registration Session /1 (summer) /2 (fall) /3 (fall/winter) /4 (winter)

Section 5

CHEM 450 (HONOURS CHEMISTRY)

| Core Component | Credits | Letter Grade Obtained | Semester to be taken (if not yet completed) | Grade Points (out of 4.3) |
|----------------|---------|-----------------------|--|------------------------------|
| CHEM 217 | | | | |
| CHEM 218 | | | | |
| CHEM 221* | | | | |
| CHEM 222* | | | | |
| CHEM 234 | | | | |
| CHEM 235 | | | | |
| CHEM 241 | | | | |
| CHEM 242 | | | | |
| CHEM 271 | | | | |
| CHEM 293 | | | | |
| CHEM 312 | | | | |
| CHEM 324 | | | | |
| CHEM 325 | | | | |
| CHEM 333 | | | | |
| CHEM 341 | | | | |
| HONOURS | | | | |
| CHEM 495 | | | | |
| CHEM 400** | | | | |
| CHEM 400** | | | | |

* CHEM 221, CHEM 222 or replacements if exempted from these courses

**Additional 400-level Chemistry Courses