

Administrative Procedures for CHEM 419 (CHEMISTRY SPECIALIZATION)

Revised May 2023

Eligibility

Students must have completed the 45-credit core BSc Specialization in Chemistry programme (or equivalent) with a minimum G.P.A of 2.00 in these core courses.

Checklist

- Core programme complete
- G.P.A. \geq 2.00

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 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 419 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 419 will be approved. Please note: you are not automatically registered for the course at this point.

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 419 (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 419			

Start Date:	End Date:	<input type="checkbox"/> One-Term	<input type="checkbox"/> Two-Term
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CHEM 419 Core programme complete G.P.A. \geq 2.00 *in core*

Have you contacted your potential supervisor?

If so, please indicate their name below:

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
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SECTION 2

Core courses completed	_____	GPA	_____
Student has met the CHEM 419 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	_____	(Signature)	_____	Date	_____
	(Print)				
External Supervisor (If applicable)	_____	(Signature)	_____	Date	_____
	(Print)				
E-mail (external only)	_____			Tel	_____

Start Date:	End Date:	<input type="checkbox"/> One-Term	<input type="checkbox"/> Two-Term
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SECTION 4

Student request is	<i>approved</i>	<i>denied</i>	<input type="checkbox"/> Logged Reason: _____
Approval:	_____		<input type="checkbox"/> Coded **If denied, send to academic advisor
Date:	_____		<input type="checkbox"/> E-mailed and supervisor

Registration Session	<input type="checkbox"/> /1 (summer)	<input type="checkbox"/> /2 (fall)	<input type="checkbox"/> /3(fall-winter)	<input type="checkbox"/> /4 (winter)
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Section 5**CHEM 419 (CHEMISTRY SPECIALIZATION)**

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				
SPECIALIZATION				
CHEM 495				
CHEM 400**				
CHEM 400**				

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

**Additional 400-level Chemistry Courses