

## Participating in the SPMO Workshop

### Step #1 (Application)

Deadline: ~~23 January 2004~~ extended until filled

All students must submit an Application Form. Fill out and submit the following:

1. The Application Form. Please also indicate times you typically can be reached at specific numbers.
2. An official college/university transcript of all college work completed to date.
3. A one-page (single-spaced) typewritten statement by the applicant of his/her career goals and preparation, interest and motivation for the workshop.
4. Confidential letters of recommendation from two faculty members (sent separately; please provide a phone number and email address) with firsthand knowledge of the student's performance, addressing all of the above criteria.

Students will be selected based upon the criteria stated in this packet. **Those selected will be notified before ~~6 February 2004~~ extended** and will be sent a registration packet.

### Step #2 (Registration, after acceptance)

Deadline: ~~27 February 2004~~ extended

Fill out Registration Form. You will need to identify either the BOT 4400 or the MICR 4990 section of the course. Send Registration Form, **\$25 Registration Fee and \$150 non-refundable deposit** to the following address:

Attn: Marc McClure  
Arts & Sciences Extension  
213 Life Sciences East  
Oklahoma State University  
Stillwater, OK 74078-3017

Upon receiving the Registration Form, OSU will reserve a spot within either the BOT 4400 or the MICR 4990 section of this course for the registrant.

There are two ways to receive credit through OSU for this program:

- 1) As a degree-seeking student at OSU or
- 2) As a non degree-seeking student (meaning not seeking a degree from OSU). Although a student can take unlimited classes, no more than 9 total credit hours can be earned at OSU under this classification.

NOTE: **Registration packets MUST be received by 27 February 2004.** After February 27th, OSU will offer any open spots within the class to other applicants.

### Frequently Asked Questions

Q: Do I send money with the application?

A: No, if accepted, you will need to send \$25 and the \$150 non-refundable deposit with the registration form.

Q: Can I be billed for my non-refundable deposit rather than paying immediately?

A: Yes, if you request this in writing. OSU will set up an account in your name and bill you the \$150 deposit. This deposit ensures your placement in BOT 4400/MICR 4990.

Q: Is there a difference between the BOT 4400 and MICR 4990 sections of this course?

A: No, the curriculum is the same. Students choose which course prefix will appear on their transcript.

## Student Selection Criteria

Following is the course description as presented to and approved by the National Science Foundation (NSF):

*“Students must have completed the junior year and taken one year of biology and chemistry as a minimum. Students will be selected by the PIs each year, based on diversity, academic record and motivation. Students will receive three hours of credit from OSU for successfully completing the course. Room, board, and tuition will be provided by the Observatory. Special effort will be made to recruit from regional schools rich in traditionally underrepresented groups”* (NSF MCB- 0132097/0132083/0131659).

Based on this description, we will admit to the course anyone who meets ALL of the following academic criteria on a first-come, first-served basis. These criteria are necessary due to the intensive nature of this summer workshop and substantial NSF funds allocated to this purpose; we will expect a reasonable amount of self-motivation and prior experience in science.

1. Completion of 3 years of undergraduate coursework (by June 2004) with a major in the life sciences (e.g. Biology, Biochemistry, Botany, Environmental Science, Forestry, Microbiology, Zoology, etc.), and a minimum cumulative GPA of 2.5 through fall 2002.     AND
2. Completion with an earned grade of C or better in at least three laboratory science classes (biology and/or chemistry). No previous experience in Microbiology is assumed.     AND
3. Obvious self-motivation in science based on a personal statement, letters of recommendation, and possibly interviews by phone, email or in-person by one or more of the instructors.     AND
4. As a large portion of the grade in the workshop will be based on a written report, the applicant’s general writing ability also may be assessed by the personal statement and letters of recommendation.

## Contact Information

For questions regarding course curriculum and the selection criteria, please contact:

Dr. William Henley  
405-744-5956  
henley@okstate.edu

For questions regarding application and registration, please contact:

Marc McClure  
405-744-8462  
osummac@okstate.edu

For more information about the Salt Plains Microbial Observatory, please visit our web site:  
[www.okstate.edu/artsci/SPMO](http://www.okstate.edu/artsci/SPMO)

*NSF Salt Plains Microbial  
Observatory Summer Workshop  
7 June – 2 July 2004  
Application Form*

Please submit all materials  
by 23 January 2004 to:

Marc McClure  
Arts & Sciences Extension  
213 Life Sciences East  
Oklahoma State University  
Stillwater, OK 74078-3017  
Tel. 405-744-8462  
Fax: 405-744-6992

Please type or print and send this form with all other application materials. (Save a copy for your own records.)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Times typically available by phone \_\_\_\_\_

**Instructions**

Please see attached pages.

**Payment**

There is no charge for the application, however if you are accepted, there will be a \$25 registration fee and a \$150 **non-refundable** deposit. The NSF grant will directly pay for your tuition, textbook, course travel, and on-campus room and board for the four-week course.

**Drop policy**

Once you have been accepted and have submitted a registration form, you will be officially enrolled in BOT 4400 or MICR 4990 (your choice). If you wish to drop this course, notification must be received in writing prior to the deadline dates listed below. However, please note that the \$25 registration fee and \$150 deposit are **non-refundable**. Please mail or Fax notification to the Arts & Sciences Extension office (see box above).

Last day to drop course with no grade ..... Tues. 8 June 2004  
Last day to drop course with an automatic grade of "W" ..... Fri. 11 June 2004  
Last day to drop course with an assigned grade of "W" or "F" ..... Wed. 16 June 2004

I have read and understood the information listing fees, dates and procedures for this course as described on this page and the following two pages.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name printed \_\_\_\_\_