Contents

Introduction ........................................................................................................................................... 2
Contacting Us ......................................................................................................................................... 2
Social Media ......................................................................................................................................... 2
Faculty and Staff Contact Information ................................................................................................. 3
Outline of Biology Curriculum ............................................................................................................. 4
Basic Timeline for Entering Students ................................................................................................ 5
Math Placement ...................................................................................................................................... 5
Required Biology Courses for Concentrations ................................................................................... 6
Getting Started ...................................................................................................................................... 7
  ▪ Declaring or Changing Your Major, Minor or Concentration
  ▪ Textbooks & I-Clickers
  ▪ Registering & Waitlist Procedures
  ▪ Pre-Health Advising
Getting Involved .................................................................................................................................... 7
  ▪ Student Groups
  ▪ Research Opportunities
Transfer Students ................................................................................................................................. 8
AP Credit from High school .................................................................................................................. 8
Allied Health Technology Curriculum ............................................................................................... 8
2015-2016 Biology Course Offerings by Quarter ............................................................................... 9
Biology Minors ....................................................................................................................................... 9
Major Field Courses and Prerequisites .............................................................................................. 10 - 13
Senior Graduation Checklist ............................................................................................................ 14
Email 101 Etiquette .............................................................................................................................. 15
Sample Resumes/Cover Letters .......................................................................................................... 16-18

Introduction

This guide is intended to aid Biology students (both majors and minors) to successfully carry out their programs. We have tried to include a lot of the information that students would find useful in scheduling their courses, deciding on electives to take, and thinking about their Biology degrees in the context of larger academic and career goals. Since there are always ongoing changes and last-minute substitutions, we apologize in advance for any errors or mistakes that are in the booklet. Please let us know of any errors that you find, as well as any additional types of information you would like us to put in it. Our goal is to make sure that every student has access to all the information they need to complete our program and to help them succeed in their academic careers.

Contacting Us

Main Office: McGowan North, rooms 118 and 125
Phone: 773-325-8223
Hours: Monday-Friday, 9-5pm
Be sure to meet with your academic advisor at least once a quarter to ensure that you are on track for completing the Biology major or minor at your desired graduation time. If you don’t know who your academic advisor is, please check your BlueStar account.

Social Media

We use social media platforms to help inform our students about potential internships and research opportunities, upcoming events in the department, and other departmental news and information.

www.twitter.com/depaubiodept
@depaubiodept

www.facebook.com/depaubio
# Faculty and Staff Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>McGowan Office</th>
<th>Extension</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
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<td><strong>Dr. Talitha Rajah (Cancer Biology)</strong></td>
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<td>(Joint-appointment with Environmental Science)</td>
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<td><strong>Dr. Timothy Sparkes (Aquatic Biology)</strong></td>
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Outline of Biology Curriculum

All Biology Majors Have the Following Requirements:

Liberal Studies Requirements:
- 2 Composition Courses (WRD 103 and 104)
- 2 Freshman Seminar Courses (1 Explore or Discover Chicago, 1 Focal Point)
- 1 Sophomore Multicultural Seminar Course (LSP 200)
- 1 Experiential Learning Course*
- 1 Senior Capstone Course (BIO 395)
- 3 Arts & Literature Courses
- 2 Philosophical Inquiry Courses
- 2 Religious Dimensions Courses
- 3 Social, Cultural and Behavior Inquiry Courses
- 2 Understanding the Past Courses

Allied Field Requirements:
- CHE 130/131; 132/133; 134/135
- CHE 230/231; 232/233; 234/235
- 3 courses (one year) of General Physics
- 3 courses (one year) of Calculus
- 1 course in Statistics - BIO 206
+ 4 Open Electives (any class you want)
+ 12 Biology Courses based on the Concentration (see pages 6 & 7 for descriptions of concentrations)
\[ \text{Total} = 48 \text{ courses (4.0 credits per class, 192 credits total)} \]

*Experiential Learning Course can be filled in several ways. We currently have two courses specifically for Biology students:
- BIO 302 - provides instruction about teaching Biology; great for students interested in being a teaching assistant in General Biology labs.
- BIO 303 - provides instruction about Biological research; great for students who are involved with lab-based research at DePaul.
- There are also numerous study abroad opportunities or service-based learning courses that can fulfill the experiential learning requirement, as well as the University Internship Program (UIP) courses offered through the Career Center. Please keep in touch with your advisor to learn about new course offerings that will apply to the experiential learning requirement.

Additional Graduation Requirements
- No grade lower than a C– is acceptable in a student’s major, minor or allied field.
- Students must have a minimum of 2.000 cumulative grade point average.
- Students must have a minimum of 2.000 cumulative grade point average in the major, minor or allied field.
- Students must abide by the university residency requirement. The student must have completed the following work at DePaul University: the final 60 quarter hours of credit; one-half of the credit earned in the major area of concentration; one-half of the credit earned in the minor if applicable; all courses in the senior year.

Class Standing
- Freshman: 0-43 credit hours
- Sophomores: 44-87 credit hours
- Juniors: 88-131 credit hours
- Seniors: 132 credit hours or above
Basic Timeline for Entering Students  
(General Concentration)

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>AUTUMN QUARTER</th>
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<th>SPRING QUARTER</th>
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<tr>
<td></td>
<td>BIO 191</td>
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<td>CHE 130/131</td>
<td>CHE 132/133</td>
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<td></td>
<td>WRD 103</td>
<td>WRD 104</td>
<td>Learning Domain</td>
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<td>LSP 110/111 - Explore/Discover Chicago</td>
<td>LSP 112 - Focal Point</td>
<td>MAT pre-req for Calculus/Physics*</td>
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| YEAR 2                  | BIO 206 - Statistics | BIO 260 - Genetics   | BIO 250 – Cell*      |
|                        | CHE 230/231          | CHE 232/233          | CHE 234/235          |
|                        | Calculus I           | Calculus II          | Calculus III         |
|                        | Learning Domain      | LSP 200 – Soph. Seminar | BIO Elective          |

| YEAR 3                  | BIO Elective         | BIO Elective         | BIO Elective         |
|                        | PHY 150              | PHY 152              | Phy 152              |
|                        | Learning Domain      | Learning Domain      | Learning Domain      |
|                        | Learning Domain      |                     | Experiential Learning |

| YEAR 4                  | BIO Elective         | BIO Elective         | BIO Elective         |
|                        | Learning Domain      | Learning Domain      | Learning Domain      |
|                        | Learning Domain      | Open Elective        | Open Elective        |
|                        | Open Elective        |                     | BIO 395 - Senior Capstone |

*BIO 250 – Cell Biology: is not required for all biology concentrations but strongly encouraged.

Math Placement

Below is a math path that is useful in determining your math placement. Some pre-requisite notes:

MATH 130 is the pre-requisite for General Biology I and General Chemistry I

*MAT 131 is the pre-requisite for Calculus I and Physics I

Take any one of the following math sequences to fulfill the math sequence for the biology degree:

Math 147/148/149 – Calculus with integrated pre-calculus. Math 131 is not needed before taking this sequence. MAT 147 only offered in Fall; MAT 148 only offered in Winter; MAT 149 only offered in Spring. Note: some graduate programs will not take this sequence as the calculus pre-requisite.

Math 150/151/152 – Standard calculus. MAT 150/151/152 are each offered every quarter

Math 160/161/162 – Calculus for math and science majors. A longer lab section with more mathematical application MAT 160 only offered in Fall; MAT 161 only offered in Winter; MAT 162 only offered in Spring.

Math 170/171/172 – Calculus with scientific application. Course content will use more science examples. Designed for students majoring in physical or life sciences. Heavier focus on differential equations. MAT 170 only offered in Fall; MAT 171 only offered in Winter; MAT 172 only offered in Spring.
### Required Biology Courses by Concentration

#### CORE:
- **Neuroscience**
  - BIO 191 - General Bio. I
  - BIO 192 - General Bio. II
  - BIO 193 - General Bio. III
  - BIO 260 - Genetics
  - BIO 206 - Biostatistics

- **Ecology & Evolution**
  - BIO 191 - General Bio. I
  - BIO 192 - General Bio. II
  - BIO 193 - General Bio. III
  - BIO 260 - Genetics
  - BIO 206 - Biostatistics

- **Biotechnology**
  - BIO 191 - General Bio. I
  - BIO 192 - General Bio. II
  - BIO 193 - General Bio. III
  - BIO 260 - Genetics
  - BIO 206 - Biostatistics

- **Cell & Molecular**
  - BIO 191 - General Bio. I
  - BIO 192 - General Bio. II
  - BIO 193 - General Bio. III
  - BIO 260 - Genetics
  - BIO 206 - Biostatistics

- **Medicine & Health**
  - BIO 191 - General Bio. I
  - BIO 192 - General Bio. II
  - BIO 193 - General Bio. III
  - BIO 260 - Genetics
  - BIO 206 - Biostatistics

#### Required Concentration Courses:
- BIO 215 - Ecology
- BIO 250 - Cell Bio.
- BIO 235 - Evolution
- BIO 250 - Cell Bio.
- BIO 360 - Molecular Bio.

#### Five Additional Major Level Courses:
- BIO 341 - Topics in Neuro.
- BIO 342 - Cognitive Neuro.
- BIO 360 - Molecular Bio.
- BIO 375 - Intro. to Pharmacology
- BIO 386 - Intro. to Endocrinology

- BIO 342 - Cognitive Neuro.
- BIO 360 - Molecular Bio.
- BIO 375 - Intro. to Pharmacology
- BIO 386 - Intro. to Endocrinology

- BIO 350 - Animal Adaptations
- BIO 351 - Optimal Adapts
- BIO 385 - Mammalian Reproduction
- BIO 381 - Topics in Cancer Biology

#### Approved List:
- BIO 370 - Immunobiology
- BIO 378 - Intro. to Pharmacology
- BIO 384 - Topics in Pharmacology

- BIO 365 - Principles of Toxicology
- BIO 375 - Intro. to Pharmacology
- BIO 384 - Topics in Pharmacology

- BIO 351 - Optimal Adapts
- BIO 385 - Mammalian Reproduction
- BIO 381 - Topics in Cancer Biology

- BIO 378 - Intro. to Pharmacology
- BIO 384 - Topics in Pharmacology

- BIO 385 - Mammalian Reproduction
- BIO 381 - Topics in Cancer Biology

- BIO 378 - Intro. to Pharmacology
- BIO 384 - Topics in Pharmacology

- BIO 385 - Mammalian Reproduction

#### Courses:
- BIO 309 - Plant Physiology
- BIO 201 - Human Anatomy

- BIO 310 - Plant Physiology
- BIO 210 - Microbiology

- BIO 310 - Plant Physiology
- BIO 210 - Microbiology

- BIO 310 - Plant Physiology
- BIO 210 - Microbiology

#### Five Additional Major Level Courses from Approved List:
- BIO 335 - Concepts in Evolution
- BIO 336 - Mammalian Reproduction
- BIO 337 - Developmental Biom.

- BIO 335 - Concepts in Evolution
- BIO 336 - Mammalian Reproduction
- BIO 337 - Developmental Biom.

- BIO 335 - Concepts in Evolution
- BIO 336 - Mammalian Reproduction
- BIO 337 - Developmental Biom.

- BIO 335 - Concepts in Evolution
- BIO 336 - Mammalian Reproduction
- BIO 337 - Developmental Biom.

#### Additional Topics Course:
- BIO 315 - Topics in Ecology
- BIO 201 - Human Anatomy

- BIO 321 - Molecular Methods
- BIO 210 - Microbiology

- BIO 321 - Molecular Methods
- BIO 210 - Microbiology

- BIO 321 - Molecular Methods
- BIO 210 - Microbiology

*Medicine & Health - *MCAT bound students are strongly encouraged to take Health Ethics as part of their Philosophical Inquiry and PSY 105, 106 & SOC 101 for their Social, Cultural and Behavior Inquiry Domain*

*Due to the similar nature of course content, students may not receive major credit for the BIO 201/BIO 310 class combination and the HLTH 301/HLTH 302 class combination. Students must choose one combination or the other. Students wishing to take both of these class combinations must know one of the combinations will count towards Open Electives*
Getting Started…

Declaring or Changing Your Major, Minor, or Concentration You can officially register or change your intended major, minor, or concentration in Campus Connect. This can be done by the following method: Campus Connect >Main Menu > Self Service > Academic Planning > Change College, Major, Minor, or Concentration

Textbooks & I-Clickers You can locate, buy and rent the textbooks you need through the DePaul Bookstore’s Website or visit in person. You can also check at the DePaul library, or the library’s Textbook I-sharing program, to see if books are available there to rent out, free of charge. I-Clickers are needed for BIO 191 – General Biology I, and BIO 193 – General Biology II. So don’t get rid of them after BIO 191!

Registering & Wait list Procedures Follow this link for video tutorials on your Degree Progress and Registering for classes. (http://offices.depaul.edu/depaul-central/academics/registration/Pages/default.aspx) Also, please understand waitlists are automatic within our system. If you are on the waitlist for a class, you will need to wait until the appropriate amount of people drop from the class to which then our system will automatically add you to the class from the waitlist. There is little to nothing your advisor or the professor can do to get you into a class you are waitlisted for, especially lab based classes. This is due to space and safety issues.

Pre-Health Advising Interested in a health related career? There are many forms of Pre-Health Advising at DePaul. There is the Pre-health Advisory Committee (PAC), which is comprised of an interdisciplinary body of faculty and staff whose primary function is the academic advising of students intending to pursue a career in one of the health professions. We also have a dedicated Pre-Health staff advisor in addition to the Biology staff advisor. To learn more about the PAC and our Pre-Health Advisor, and to obtain information about upcoming events and speakers that the PAC organizes, we encourage you to visit their website and register for their services at: http://csh.depaul.edu/student-resources/advising-student-services/pre-health-advising

Getting Involved…

Student Groups - There are many science student groups available for students wishing to get involved in leadership opportunities on campus: Please visit the Student Involvement website OrgSync to join and to learn more about all of the above student organizations: http://studentaffairs.depaul.edu/involvement.

- Life Sciences and PreMed Club: depaulpremed@gmail.com
- Biotechnology Club: biotechclubdepaul@gmail.com
- Pre-Dental Club: predentaldepaul@gmail.com
- Pre-Health Career Community (PCC formerly known as PASCO): pacsodepaul@gmail.com
- Pre-Vet Club: prevet.depaul@gmail.com
- Pre-Pharmacy Club: depaulprepharmacy@gmail.com
- Pre-Optometry Club: depaulpreoptometry@gmail.com
- DePaul Neuroscience Club: depaulneuroclub@gmail.com
- Underrepresented Groups in Medicine: underrepresentedgroupsinmed@gmail.com
- DeSACNAS: desacnas@gmail.com
- Sports Legacy Institute Community Educators (SLICE): DePaul.SLICE@gmail.com

Research Opportunities - Faculty within the Biology department often have positions available for undergraduates seeking research experience. We encourage students to contact faculty and explore the opportunity for research here at DePaul:

- Visit our website and read through faculty profiles to see the current research projects of our faculty members: http://go.depaul.edu/cshstudentresearch
- Reach out to our Assistant Director for Undergraduate Research Michelle Johnson (mjohns91@depaul.edu) for help getting connected to research opportunities!
- Handshake is our online hub for all things college to career - jobs, internships, career fairs, events, mentors and more. Goal in mind: to help connect students to their dream career. https://depaul.joinhandshake.com/
Transfer Students

We are aware that many of our Biology students have transferred in credits from other Colleges and Universities. Many have transferred from majors other than Biology. Because the number and types of courses transferred varies considerably we strongly urge transfer students to see your staff academic advisor as soon as possible after you transfer so we can make sure you are on track to take the proper courses, and to establish an appropriate timeline for graduating from the program.

Students transferring from another major, or from backgrounds with little or no science coursework, should realize that it might take longer to complete the degree than expected, due to the required sequencing of courses. In talking with your advisor, make sure that you both understand and are comfortable with any outlined timeline for completion of the Biology program.

AP Credit from High School

Currently, students get academic credit for AP test scores as follows:

- Score of 3 = BIO 191 (an AP score of 3 is a weak score. Students should take BIO 191)
- Score of 4 = BIO 191 and 192
- Score of 5 = BIO 191, 192, and 193

Many professional school programs do not accept AP credit for science courses. Students who are considering applying to professional programs (e.g. medical, dental, pharmacy, optometry, etc.) should take BIO 191, 192, and 193 at DePaul.

Allied Health Technology Program (AHT)

- Acceptance into the AHT program is not guaranteed. There is an admissions process to all AHT programs
- Please schedule an advising appointment with AHT program director Dr. Talitha Rajah (trajah@depaul.edu) for further questions, to obtain copies of the application, and to learn about what you can do to be competitive for admission
- The AHT program is only available to US Citizens or Legal Permanent Residents. International students are not eligible to apply to the AHT program
- DePaul will grant and award the AHT degree. If you are not accepted into the AHT program, your degree will revert to a Bachelor’s of Science in Biological Sciences. You will be required to complete any additional coursework you may need to complete the Biological Sciences degree
- Be sure to verify licensing/certification policies/procedures for the state in which you are intending to work in. Most of this information can be found on the individual state’s licensing board websites (e.g. https://www.idfpr.com/DPR/licenselookup/default.asp)

Clinical Lab Science

- 2.8 GPA (strongly recommend 3.0 or above)
- 4 years + 1 year at Northwestern
- Apply December 1st before 4th year is complete
- CLS students will learn and go into areas of work which require knowledge and skills in: blood work, Histology, DNA, microbiology
- Students will complete the clinical portion of this program at Evanston Hospital

Nuclear Medicine/Radiation Therapy

- Minimum 2.5 GPA (strongly recommend 3.2-3.5)
- 3 years + 1 year at Northwestern
- Apply at 2 ½ year mark (March 1st of 3rd year)
- Prefer internships, shadowing, patient care experience
- Students will be trained to read MRI’s, cat scans, prep, and read/understand medical equipment
- Students are encouraged to take Biotechnology (BIO 220) at some point while at DePaul
- Nuclear Medicine: students will learn about radiation compounding and radiation treatments
- DePaul students get preference for NMT & RT
**Bio 302 requires additional teaching assistant obligations in the following Winter or Fall Quarter after BIO 302 has been completed.**

**Bio 303 requires participation as a laboratory research assistant in a CSH department. Permission required.**

**Bio 206 fulfills the statistics requirement, but is not applicable as a Biology elective for the Biology major or minor.**

**Students cannot receive credit for Bio 115 & 155**

**Students cannot receive credit for Bio 126 & 162**

**Students cannot receive credit for Bio 134 & 202**

### Biology Minors

To earn a minor in Biology, students must take:

- BIO 191, 192, and 193
- Three courses designed for Biology majors (see page 11).
- Courses that will **not** apply to the Biology Minor:
  - SI courses that are designed for non-science majors (e.g. BIO 115, BIO 155, etc.)
  - BIO 206 – Biostatistics, will not apply to the Biology minor.

The selection of the three elective courses is up to the student and their academic advisor, based on their interests and career goals. Students are free to contact the Biology academic advisor, Felicia Gowanlock fgowanlo@depaul.edu on any questions or suggestions for courses they should take to fulfill the Biology minor requirements.
Major Field Courses and Prerequisites (Lab courses marked with an ‘L’)

L  Bio 191 - General Biology I for Science Majors (General Biology courses can also count as SI)
   Pre-Reqs: Mat 130  Co-Reqs: Che 130/131

L  Bio 192 - General Biology II for Science Majors (General Biology courses can also count as SI)
   Pre-Reqs: Bio 191 w/ C- or better  Co-Reqs: Che 132/133

L  Bio 193 - General Biology III for Science Majors (General Biology courses can also count as SI)
   Pre-Reqs: Bio 192 w/ C- or better  Co-Reqs: Che 134/135

L  Bio 201 - Human Anatomy
   Pre-Reqs: Sophomore standing
   Bio 206 - Biostatistics (counts as Statistics credit, will not apply as a Biology major or minor elective)
   Pre-Reqs: Bio 193 or instructor consent

L  Bio 209 - Plant Biology
   Pre-Reqs: Bio 193

L  Bio 210 - Microbiology
   Pre-Reqs: Bio 191 w/ C- or better

L  Bio 215 - Ecology
   Pre-Reqs: Bio 193

L  Bio 220 - Principles of Biotechnology
   Pre-Reqs: Bio 210 and Bio 250 or instructor consent
   Bio 230 - Epidemiology
   Pre-Reqs: Bio 206

L  Bio 235 - Evolution
   Pre-Reqs: Bio 193

L  Bio 250 - Cell Biology
   Pre-Reqs: Bio 193 and Che 134 or Che 138

L  Bio 260 - Genetics
   Pre-Reqs: Bio 191 and Bio 193

L  Bio 270 - Comparative Vertebrate Anatomy
   Pre-Reqs: Bio 192 and Bio 193

L  Bio 301 - Animal Behavior

L  Bio 302 - Student Laboratory Instruction (Counts as Experiential Learning Credit)
   Pre-Reqs: Department consent required
   Bio 303 - Introduction to Scientific Research (Counts as Experiential Learning Credit)
   Pre-Reqs: Course requires that student has had (or currently having) experience in scientific research.

L  Hlth 301 - Integrative Human Anatomy and Physiology A
   Pre-Reqs: Bio 193 and CHE 134 or CHE 138
L Hlth 302 - Integrative Human Anatomy and Physiology B
    *Pre-Reqs:* Bio 193 and CHE 134 or CHE 138

L Bio 304 - Field Methods for Biologists
    *Pre-Reqs:* Junior standing or above

L Bio 309 - Plant Physiology (cross-listed w/ 409)
    *Pre-Reqs:* Bio 250 or instructor consent

L Bio 310 - Vertebrate Physiology
    *Pre-Reqs:* Bio 250 or instructor consent

L Bio 311 - Histology
    *Pre-Reqs:* Bio 250

    Bio 312 - Topics in Exercise Physiology (cross-listed with Bio 412)
    *Pre-Reqs:* Bio 250 or instructor consent

    Bio 315 - Topics in Ecology (cross-listed w/Bio 415)
    *Pre-Reqs:* Bio 191, Bio 192, Bio 193 and Bio 215

L Bio 316 - Phycology (cross-listed w/ Bio 416)
    *Pre-Reqs:* Bio 193

L Bio 317 - Aquatic Biology (cross-listed w/ 417)
    *Pre-Reqs:* Bio 191, Bio 192, Bio 193 and Bio 215

L Bio 318 - Field Studies in Marine and Estuarine Biology
    *Pre-Reqs:* Bio 191, Bio 192, Bio 193 and Bio 215 or Bio 235

L Bio 320 - Microbial Ecology (cross-listed w/ 420)
    *Pre-Reqs:* Bio 210 and Junior standing or above

    Hlth 320 - Molecular Virology
    *Pre-Reqs:* Bio 210 or BIO 250

L Bio 321 - Molecular Methods in Ecology and Evolution (cross-listed w/ 421)
    *Pre-Reqs:* Bio 215 and Bio 235

L Bio 325 – Paleobiology
    *Pre-Reqs:* Bio 192, Bio 193, and Bio 215 or Bio 335

L Bio 330 - Developmental Biology (cross-listed w/ 430)
    *Pre-Reqs:* Bio 250 and Bio 260

L Bio 333 - Mycology (cross-listed w/ 433)
    *Pre-Reqs:* Bio 215, Bio 250 and Bio 260

    Bio 335 - Concepts in Evolution (cross-listed w/ 435)
    *Pre-Reqs:* Bio 235 or Bio 215 and Bio 260

    Bio 339 - Cellular Neurobiology (cross-listed w/ 439)
    *Pre-Reqs:* Bio 250 or Psy 377
Bio 340 - Systems Neurobiology (cross-listed w/ 440)
  Pre-Reqs: Bio 339 or Bio 310 or Psy 377

Bio 341 - Topics in Neurobiology (cross-listed w/ 441)
  Pre-Reqs: Bio 340 or Bio 339 or Psy 377

Bio 342 - Cognitive Neuroscience
  Pre-Reqs: Bio 339 or Bio 340 or Bio 341 or Psy 377

Bio 345 - Topics in Paleobiology (cross-listed w/ 445)
  Pre-Reqs: Bio 192, Bio 193 and Bio 215 or Bio 235

Bio 346 - Survey of Biochemistry
  Pre-Reqs: Che 232 or CHE 238

Bio 347 - Topics in Medical Bacteriology (cross-listed w/ 447)
  Pre-Reqs: Bio 210 and Bio 250 and Junior or Senior biology standing

Bio 348 - Biology of Infection (cross-listed with w/ 448)
  Pre-Reqs: Bio 210 and Bio 370

Bio 350 - Animal Adaptations
  Pre-Reqs: Biology Major w/ Junior or Senior Standing or instructor consent

Bio 352 - Advanced Comparative Physiology (cross-listed w/ 452)
  Pre-Reqs: Bio 310 or instructor consent

Bio 354 - Cell Motility (cross-listed w/ 450)
  Pre-Reqs: Bio 250, and Phy 152 or 172 or 156, Mat 149 or 152 or 162 or 172

Bio 355 - Genetic Toxicology (cross-listed w/ 455)
  Pre-Reqs: Bio 260

Bio 360 - Molecular Biology (cross-listed w/ 460)
  Pre-Reqs: Bio 250, Bio 260 and Che 234 or Che 238

Bio 361 - Topics in Molecular Biology (cross-listed w/ 461)
  Pre-Reqs: Bio 360

Bio 362 - Bioinformatics for Bench Scientists (cross-listed w/ 462)
  Pre-Reqs: Bio 191, Bio 192, Bio 193 and Bio 260

Bio 365 - Principles of Toxicology (cross-listed w/ 465)
  Pre-Reqs: Bio 193 and Che 234 or Che 238

Bio 370 - Immunobiology (cross-listed w/ 471)
  Pre-Reqs: Bio 250 and Bio 260

Bio 375 - Introduction to Pharmacology (cross-listed w/ 475)
  Pre-Reqs: Bio 250 and Bio 310 or instructor consent
Bio 380 - Cancer Biology (cross-listed w/480)  
**Pre-Reqs:** Bio 250 and Bio 260

Bio 381 - Topics in Cancer Biology (cross-listed w/480)  
**Pre-Reqs:** Bio 250 and Bio 260

Bio 385 - Mammalian Reproduction (cross-listed w/ 485)  
**Pre-Reqs:** Bio 250 and Bio 310 or instructor consent

Bio 386 - Introduction to Endocrinology (cross-listed w/ 486)  
**Pre-Reqs:** Bio 250, Bio 260 and Bio 310

Bio 290 - Topics in Biology (offered occasionally)  
**Pre-Reqs:** Sophomore Standing

Bio 390 - Special Topics (offered occasionally)  
**Pre-Reqs:** Junior or Senior standing

Bio 399 - Independent Study (worked out through individual faculty)
Email Etiquette 101

From: fgowanlo@depaul.edu
Sent: Tuesday, July 07, 2015 3:11 PM
To: Smith, Gene
Cc:  
Bcc:  
Subject: Advising Meeting

Dear Dr. Smith,

Hope this message finds you well. My name is Felicia. I am a sophomore biology major at DePaul, I was wondering if you would have time this week to meet with me to discuss courses for next winter quarter. I am available after 2:00pm Monday through Friday this week, whenever is most convenient for you would work for me.

Let me know what time would be best, or if I can provide any further information.

Thank you in advance, looking forward to hearing from you!

Felicia Gowanlock
DePaul University ID#1369615
| 773-325-8223 | fgowanlo@depaul.edu

Final Checks
- Is this concise and to the point?
- Did I spell everything correctly?
- Did I use appropriate grammar?
- Is all relevant information included?
  - How is my tone?

Avoid: Bold, underline, ALL CAPITALS. ‘please’ and ‘thank you’ goes a long way.

Include a sincere goodbye. “I” are appropriate as long as they aren’t excessive.

Always check Cc and Bcc lines to make sure you are sending it to who it’s supposed to go to.

Don’t expect a response right away 24-48 hours at least.

A nice greeting sets for a nice tone

Identify who you are

Identify why you are writing to them

If requesting a meeting, include availability

Make sure your email address is appropriate and identifiable

Have a clear concise applicable subject line

Always make sure you are addressing people properly

Make sure signatures are concise and include contact info.
Congratulations on making it this far!! If you want to graduate in a timely manner, follow these steps:

1. **Meet with your Staff Academic Advisor, for your mandatory degree conferral appointment** to make sure you are on track to graduate. You can find your advisor assignment in BlueStar, and can schedule an appointment with them through their listed contact information.

2. **All students must graduate with a minimum of 192 credit hours, at least a 2.0 cumulative GPA and have finished all the requirements for their degree.**
   

3. **Apply for Degree Conferral on Campus Connect.** Submitting this application lets the university know that you plan to finish your degree in a specific term. You cannot obtain a degree from DePaul without applying for degree conferral (it is a really quick process). In Campus Connect: “Main Menu” → “Self Service” → “Degree Process/Graduation” → “Apply for Graduation.” Deadlines for applying for Degree Conferral:
   
   *Fall Quarter (October 1st), Winter Quarter (January 15th), Spring Quarter (February 1st), Summer Session (July 15th)*

4. **Update your Mailing Address in Campus Connect.** Diplomas are mailed to graduates about 4-6 weeks after the degree conferral date. If you want to receive your diploma, make sure your mailing address is up-to-date in Campus Connect.

5. **RSVP to the Commencement Ceremony by May 1.** Please tell DePaul whether you plan to walk across the stage in June. We have only one ceremony per year and you are eligible to participate if you plan to finish all degree requirements within the Academic year. To RSVP in Campus Connect: “Main Menu” → “Self Service” → “Degree Process/Graduation” → “RSVP for Graduation Ceremony.” Be sure to order your Cap and Gown through the Herff Jones vendor. Your Cap and Gown order will serve as your official RSVP for the commencement ceremony.

6. **Order your Cap and Gown by May 1.** You will need this to walk across the stage during the commencement ceremony. After you apply for degree conferral, Campus Connect automatically directs you to a link to order your cap and gown through Herff Jones: [http://colleges.herffjones.com/college/depaul/](http://colleges.herffjones.com/college/depaul/)

7. **Pick up your Cap and Gown in the Lincoln Park Student Center room 120 A/B. Date/time TBA.** If you do not pick up your cap and gown on the designated pick-up days, then you will have to pick up your cap and gown on the morning of the commencement ceremony (you’ll be very busy that morning, so be sure to pick it up beforehand!).

8. **Attend the Almost Alumni Fair.** This is where you can take photos in your cap & gown (you will return your gown at the end of the ceremony, so you won’t be able to take pictures in your gown after the ceremony), order your class ring, and learn about joining the Alumni Association (a great way to do some professional networking!).

9. **The Commencement Ceremony.** For more details on the event, check the event page: [http://oaa.depaul.edu/what/commencement.jsp](http://oaa.depaul.edu/what/commencement.jsp).

10. **Take out loans to finance school?** Schedule an appointment with an Advisor in our Financial Fitness Office to learn about loan consolidation and repayment plan options: [http://financialfitness.depaul.edu](http://financialfitness.depaul.edu).
Example First/Second Year Resume

MARIA MARTINEZ
2325 North Clifton Ave., Chicago, IL 60614
Phone: 773-325-8223 Email: mariamartinez@depauly.edu

EDUCATION

DePaul University, Chicago, IL
Bachelor of Science in Biological Sciences
Concentration in Pre-Health
GPA: 3.3/4.0
Dean’s List Fall 2011; Spring 2012

Cristo Rey High School, Chicago, IL
GPA: 3.4/4.0
August 2007 – May 2011

EXPERIENCE

CIRRUS Program, DePaul University, Chicago, IL
Summer 2013
Student Researcher
- Designed experiments to test copper sulfate concentrations on plant types for the purpose of phytoremediation
- Monitored petri dishes daily for seed germination progress when in the presence of copper sulfate
- Compiled observation data daily in lab books for analysis and interpretation
- Presented results at DePaul’s summer research symposium with poster presentation

Ann and Robert H. Lurie Children’s Memorial Hospital, Chicago, IL
January 2012 – Present
Volunteer
- Visit children in post-surgery rooms, make sure they are comfortable, build rapport, and develop bedside services
- Engage children in games, drawing, & crafts in the outpatient waiting rooms on the cardiology & surgery floors.
- Perform opening/closing procedures, such as disinfecting all toys that were used, organizing the craft cabinet, and wiping down all the tables and chairs.

Ray Meyer Fitness Center, Chicago, IL
Sept. 2012 – Present
Lifeguard/ Swim Instructor
- Ensure the safety of swimmers during pool hours; perform opening/closing procedures
- Teach swim lessons 6 hours/week for children from ages 4 - 13; create lesson plans & set weekly goals

Chicago Park District, Chicago, IL
March 2011 – Present
Lifeguard
- Facilitate a Child Care Program that engages children in play, crafts, and games while parents work out.
- Teach swimming lessons in a Summer Day Camp with children from 3 months to 13 years of age.
- Perform opening/closing procedures, such as wiping down tables, putting away toys, vacuuming, and cleaning changing tables.

LEADERSHIP ACTIVITIES

DePaul Pre-Med Club, Chicago, IL
Sept. 2011 - Present
Member
- Attend quarterly meetings, help to organize field trips, and collaborate and event organization
- Assisted with organizing a bake sale which resulted in raising funds of over $800 for future club field trips

SKILLS

Language: Fluent in Spanish
Certifications: CPR and First Aid certified; Certified Lifeguard through Starfish Aquatics
Computer: Microsoft Word, PowerPoint, Excel, Adobe, Facebook, LinkedIn
John Johnson

2325 North Clifton Ave.                    johnjohnson@depaul.edu
Chicago, IL 60614                  773-325-8223

EDUCATION:

DePaul University
Bachelor of Science in Biology, Minor in Chemistry
Cumulative G.P.A. 3.87/4.00
Honors: Graduated Magna Cum Laude
Dean’s List (2008-2009; 2009-2010)

RESEARCH EXPERIENCE:

Rosalind Franklin University of Medicine and Science, Dr. Kyoung Joon Oh Lab
Lab Technician
Chicago, IL
June 2010 – August 2010

• Performed site-directed mutagenesis of sBAK; conducted E. coli transformations, protein overexpression, homogenization, and purification, site-directed spin labeling of sBAK, reconstitution experiments, and SDSL EPR spectroscopy (CW and DEER methodologies), and other procedural tasks toward obtaining data
• Developed critical lab skills such as: attention to details, organization of lab notebook, and ability to multitask and prioritize
• Managed inventories, ordered supplies, organized lab by preparing solutions, managed storage of DNA, bacteria, and proteins

DePaul University, Dr. Stanley Cohn Lab
Research Assistant
Chicago, IL
March 2010 - June 2010

• Participated in research on the effects of photo stimulation on movement of three Diatom species
• Isolated species from pond cultures, prepared samples, and conducted fluorescence microscopy

PUBLICATIONS AND PRESENTATIONS:

• Co-author of an abstract for the Journal of Biological Chemistry (August 2010, in press)
• Presented research on the Mechanism of Membrane-Insertion and Oligomerization of BAK via poster at the DePaul University Research Symposium (November 5th, 2010)

VOLUNTEER ACTIVITIES:

Illinois Advocate Masonic Hospital
Volunteer
Chicago, IL
Feb 2010 – June 2011

• Volunteer in the hematology and oncology department to improve quality of patient care; provide Bedside patient services
• Performed family services and child life tasks including maintaining an infection-free and safe environment

DePaul Global Medical Brigades
Volunteer
Honduras
Dec 2009 and Dec 2010

• Volunteered in health clinics in Honduras & served as a dentist’s aide by extracting teeth and performing cleanings to over 50 clinic patients ranging in age from 13-60
• Worked as medical assistant in triage, packaged medicine, and assisted pharmaceutical technician in filling prescriptions
• Handled and supervised a pilot data informatics program designed to create patient records for effective long-term care

SKILLS:

• Computer: Microsoft Word, Excel, and PowerPoint and fundamental C++ concepts
• Lab / Research: Pipetting skills, Gel and PAGE electrophoresis, western blot, DNA mutagenesis, protein purification, PCR, titration; column, paper, gas and liquid chromatography; gram and acid-fast staining, replica plating, UV-vis spectroscopy, Microscopy (brightfield, phase, DIC, and fluorescence), centrifugation, calorimetry, gas evolution, distillation, recrystallization; EPR, 1H NMR, and 13C NMR spectroscopy; mass spectrometry, infrared spectrometry, among others

EXTRACURRICULARS AND INTERESTS:

• DePaul University Division I Cross Country (2008-2009)
• DePaul University Biotechnology Club (2008-2011); DePaul Irish Society and DePaul Zen Society (2010-2011)
• Avid reader of literature, piano player, and currently training for an Ironman triathlon
May 2, 2013

Dear DePaul Biological Sciences Research Assistant Selection Committee,

I was recently alerted of the opening for a Research Assistant position in a Neurobiology Laboratory in your Department. After learning more about this opportunity I am excited to present my application for review as I believe I possess the qualifications, skills and experience necessary to excel in this important role.

As a recent graduate from the Biological Sciences Department at DePaul, I have a great passion for science. During my time as an undergraduate at DePaul, I fulfilled a professional goal by completing a research internship at Rosalind Franklin University in a Neurobiology lab. During my internship, I helped to collect and maintain data on experiments involved in studying Alzheimer’s disease and other brain disorders. I also helped to maintain equipment and mouse colonies for the laboratory. I am truly fascinated as to how the nervous system works, how it is built, how it operates on cellular and systems levels, how drugs affect it, and how it is damaged in neurodegenerative diseases. I believe that my experiences in my internship at Rosalind Franklin, combined with my broad-based education in Biological Sciences at DePaul, has enabled me to adapt to the changing needs of the lab quickly, and to collaborate well with lab assistants and the principal investigator. As a result of my internship training, I have developed solid skills in assisting with developing or amending study protocols, assisting with developing data collection tools, assisting with building databases, and providing general administrative support. I feel that my talents and skills would allow me to successfully serve as a Research Assistant at DePaul, and directly contribute to your research efforts. I take a strong personal satisfaction in being able to provide laboratory staff with the support they need to conduct scientific research. I hope that we can schedule a time to meet to discuss my qualifications and the position in detail. Please feel free to contact me via phone (773-325-8223) or email (williamwang@depaul.edu) with any additional questions. I look forward to hearing from you soon.

Most sincerely,

William Wang