

# University of Pennsylvania, Biotechnology Master's Program

## BIOT599 Registration Form

Students of the Biotechnology Master's Program can complete one or two credit units of an Independent Study. This course allows students to receive University of Pennsylvania course credit for on or off-campus and non-classroom work. Students are responsible for the completion of all paperwork and signatures associated with this form. Only BIOT599 can be used to satisfy the Independent Study for the Biotechnology Master's Program.

### INSTRUCTIONS - READ THOROUGHLY

**Step 1:** Decide on a project. Acceptable projects may include supervised research, lab work, or a biotechnology related internship. Projects must be registered in the semester in which they will begin. Projects may span over two semesters, but no grade will be issued until the project is completed and students will receive an 'Incomplete' or "I" on their transcript. You will be charged regular [SEAS tuition](#) for each credit unit for which you are registered.

**Step 2:** Write a one page description of the project attached with this form, completing the first section below. When indicating how many credit units are requested, the general rule is 1 credit unit will be awarded for work equal to 10 hours a week for an entire semester and 2 credit units for 20 hours a week. Studies over the Summer run both the Summer 1 and Summer 2 sessions.

**Step 3:** Have the sponsor section completed and signed by the sponsor of the project. The sponsor is the person responsible for monitoring and supervising the project and will be asked to provide the program with a brief evaluation and recommended grade for the student upon completion of the project to [biotech@seas.upenn.edu](mailto:biotech@seas.upenn.edu)

**Step 4:** Submit the completed form and description to the Biotechnology Office by email. Once approved, the registration will be completed by the Biotechnology Office and notification will be sent to the student regarding this. Note: BIOT599 Registration (including submission and approval of this form) is subject to the registration add/drop deadlines.

**Step 5:** At the completion of the work, you must submit a formal report. The report should be 8-15 pages, double spaced, can imbed figures/table within text; like a journal article: 1) Summary, 2) background, 3) methods, 4) results, 5) discussion, and 6) references to [biotech@seas.upenn.edu](mailto:biotech@seas.upenn.edu). A final grade will not be given until the report and sponsor/supervisor's evaluation have been reviewed by the Biotechnology Office and the Program Director.

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Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Penn Email: \_\_\_\_\_ Penn ID: \_\_\_\_\_

Desired Credit Units:    1CU            2CU            Semester/Year (ie: Spring 2013): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

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### SPONSOR SECTION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Affiliation or Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ *(a valid signature, not a typed name is required)*

**By signing the above line, you are agreeing to supervise and evaluate this student's independent study.**

The Biotechnology Program at the University of Pennsylvania appreciates your willingness to sponsor one of our students. Please provide our program with a confidential evaluation and recommended grade for this student upon completion of their work. This evaluation only needs to be a paragraph in length. Please send directly to the Biotechnology office: [biotech@seas.upenn.edu](mailto:biotech@seas.upenn.edu).

**WARNING: Your form will not be reviewed without a one page description and proper sponsor signature.**

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Approve

Deny

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return form with all supporting documents to the Biotechnology Program Office via email [biotech@seas.upenn.edu](mailto:biotech@seas.upenn.edu)