

University of Pennsylvania, Biotechnology Master's Program
BIOT 5990 Registration Form

Students of the Biotechnology Master's Program can complete one or two credit units of an Independent Study in a semester. Students are allowed three credit units over their degree. The BIOT 5990 course allows students to receive University of Pennsylvania course credit for on or off-campus and non-classroom work. Only BIOT 5990 can be used to satisfy the Independent Study for the Biotechnology Master's Program. Students are responsible for the completion of all paperwork and signatures associated with this form, and international students are responsible for working with their ISSS advisors to make sure their work placements are acceptable for their visa. In some cases, CPT may be required. This form is due by the first day of classes in the semester the student is trying to register for BIOT 5990.

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 any semester they take place. You will be charged regular [SEAS tuition](#) per registered credit.

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.

Step 4: Submit the completed form and description to the BIOT 5990 Proposal Google Form. Students are responsible for registering themselves in the course once they receive approval. Course registration is subject to regular course add/drop deadlines.

Step 5: At the completion of the work, you must submit a formal report to the BIOT 5990 Report Google Form. The report should be 8-15 pages, double spaced, can embed figures/table within text; like a journal article: 1) summary, 2) background, 3) methods, 4) results, 5) discussion, and 6) references. 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.

Name: _____ Today's Date: _____

Penn Email: _____ Penn ID: _____

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

Project Title: _____

Project Location: _____

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.

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

Approve

Deny

Director's Signature: _____ Date: _____

Return form with all supporting documents to the Biotechnology Program Office via the BIOT 5990 Proposal Google Form in the MBIOT Student Resources folder.