

BIOT 899 REGISTRATION FORM

*Students of the Biotechnology Master's Program can complete one or two credits of Independent Study. This course allows students to receive University of Pennsylvania course credit for off-campus and non-classroom work. Students **MUST** use this form to initiate this process. Students are responsible for the completion of all paperwork and signatures associated with this form. **Only BIOT 899 can be used to satisfy Independent Study for the Biotechnology Master's Program.***

INSTRUCTIONS - READ THOROUGHLY

STEP 1: Decide on a project that you feel would complete the requirement. Acceptable projects may include supervised research, lab work, or a Biotechnology related internship. All projects must be approved and will be registered by the Biotechnology department. Projects may start at any time but must be registered in the semester in which they will begin. Projects may carry over to the next semester but no grade will be issued until completion of all the required steps. Students will be issued an "I" on their transcripts until all requirements are completed. **You will be charged regular School of Engineering tuition for each course unit that is registered.**

STEP 2: Fill out the student section and note which semester the project will be conducted. Indicate how many credits are requested. The general rule is that one credit unit will be awarded for work equal to 10 hours a week for an entire semester. Students may complete two different projects for two credit units or one long or difficult project.

STEP 3: Write a one page description of your project and attach it to this form. Have this form signed by a "sponsor" of the project. The sponsor is the person responsible for monitoring your project and will be asked to provide the program with a brief evaluation and recommended grade upon completion of the project.

STEP 4: Submit the completed form with the one page project description to the Biotechnology Program Office, 111 Towne Building. Once approved, this course will be manually added to your schedule by the Biotechnology department.

STEP 5: At the completion of your work, you must submit a formal report on your work. This should be detailed enough to answer any questions a Biotech advisor may have about your work. You must also have your sponsor submit a recommended grade and brief evaluation. Both your report and the evaluation can be sent electronically to biotech@seas.upenn.edu. You may also submit a hardcopy of your form to 111 Towne Bldg. if you prefer.

YOUR FINAL GRADE WILL BE ISSUED ONLY AFTER BOTH YOUR REPORT AND THE RECOMMENDATION FROM YOUR SPONSOR HAVE BEEN SUBMITTED.

STUDENT SECTION - Fill this section out and attach your description.

Name: _____ **Today's Date:** _____

Email: _____

Semester/Year (eg Summer 2/2007) _____ **Desired CU's** 1 2

Project Title: _____

Project Location: _____

SPONSOR SECTION - Have your sponsor fill this section out after reviewing the attached description.

Name: _____

Department/Affiliation: _____

Email: _____ **Phone:** _____

Signature: _____

I agree to supervise and evaluate this student's independent study. *The Biotechnology Program at Penn 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 and can be sent directly to the Biotechnology office: biotech@seas.upenn.edu. Please contact the department if you have any questions or comments.*

Your form will not be reviewed unless all required supporting information is submitted with the form!

APPROVE

DENY

Biotech Signature: _____ **Date:** _____