Northeastern University Mission Statement:
To educate students for a life of fulfillment and accomplishment.
To create and translate knowledge to meet global and societal needs.

Biotechnology Programs Goal Statement:
To educate students with a core scientific and technological knowledge and to equip them with the professional skills necessary for them to rapidly integrate into and become valued members of the global biopharmaceutical workforce.

Northeastern University is an equal opportunity/affirmative action Title IX education institution and employer.

Tuition rates, all fees, rules and regulations, courses, and course content are subject to revision by the President and the Board of Trustees at any time.

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.

This Guidebook describes the requirements, policies, and procedures for the M.S. Biotechnology and Biotechnology graduate certificate programs. Policies and regulations applying to all graduate programs are established by the University Graduate Council. Additionally, each graduate degree-granting unit has further discretion for establishing discipline-specific policies within the limits defined by the University Graduate Council and the Graduate School of the College in which the program resides. The policies contained in this Guidebook are consistent with, and extend, those stipulated by the Northeastern University Graduate Student Handbook and the College of Science Graduate Programs. The student should consult these sources for general regulations, policies and procedures covering such matters as credit requirements, student responsibilities, code of conduct, academic and co-curricular life, faculty rights and responsibilities, personnel policies, benefits, and services. If any information contained in this booklet conflicts with the general University policy, then the University policy will prevail. The University reserves the right to change the information contained in this document.

(August 2017, material subject to revision.)
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Office

The offices for the Biotechnology Programs are located in 108 and 109 Hurtig Hall. The College of Science Graduate Admissions and Student Services Office is located in 205 Mugar Life Sciences Building. The co-op coordinator is located in 206W Mugar.

Staff

Jared Auclair, PhD, Academic Director
Tel: 617.373.7578 (Boston), 781.238.8402 (Burlington),
Off: 109 Hurtig

Cynthia L. Bainton, MBA, Administrative Manager
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Vanecia Harrison-Sanders, MS, Associate Co-op Coordinator
Tel: 617.373.3667, Off: 206W Mugar

Jacqueline Piret, PhD, Academic Advisor
Tel: 617.373.5266, Off: 413A Mugar
Walk-in advising hours: see tinyurl.com/bioadv

Faculty

For a current list of faculty, go to
www.northeastern.edu/cos/biotech/faculty-2/
Programs

M.S. in Biotechnology, 34 credits required

- For course requirements, see program plan for year of entry.
- Full-time students take courses on ground (one online course per semester permitted)
  or
  online with on ground lab residency (available for biopharmaceutical analytical sciences and process sciences concentrations only)

Graduate Certificate in Biotechnology, 12 credits required
Graduate Certificate in Experimental Biotechnology, 12 credits required
Graduate Certificate in Molecular Biotechnology, 12 credits required
Graduate Certificate in Process Sciences, 12 credits required
Graduate Certificate in Biopharmaceutical Analytical Sciences, 12 credits required
Graduate Certificate in Pharmaceutical Technologies, 12 credits required
Graduate Certificate in Biotechnology Enterprise, 12 credits required

PlusOne Programs (accelerated):
B.S. in Biochemistry / M.S. in Biotechnology
B.S. in Biology / M.S. in Biotechnology
B.S. in Biotechnology / M.S. in Biotechnology
B.S. in Chemistry / M.S. in Biotechnology

- applicant must already be enrolled as an undergraduate of Northeastern
- northeastern.edu/plusone/index.php

Academic Calendar and Attendance Policy

The Biotechnology Programs require students to be present at the start of every semester and to attend final exams. Failure to attend class and final exams may result in a lower or failing grade. Students are expected to consult the university’s academic calendar, located on the Registrar’s website for dates including the first and last day of the semester, final exam period, last day to register online for a course, and last day to withdraw from a course.

The academic calendar is located at www.northeastern.edu/registrar/calendars.html.
Academic Integrity Policy and Code of Student Conduct

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire university community.

Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses that a student can commit while in college. Academic dishonesty includes but is not limited to cheating, fabrication, plagiarism, unauthorized collaboration, and facilitating academic dishonesty activities.

**Academic or research dishonesty will result in disciplinary action, which may include a failing grade in the course, probation, suspension, or immediate dismissal from the program.**

*No student shall knowingly provide, or accept any unauthorized material that contains questions or answers to any examination or assignment to be given at a subsequent time.*

*No student shall complete, in part or in total, any examination or assignment for another person.*

*No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself/herself by another person.*

*No student shall plagiarize or copy the work of another person and submit it as his/her own work.*

*No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.*

*No student shall alter graded class assignments or examinations and then resubmit them for re-grading.*

*No student shall submit substantially the same material in more than one course without prior authorization.*

The purpose of the Code of Student Conduct is to set forth the University’s expectations of behavior that promote the safety and welfare of the Northeastern University community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those
instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the interests of members of the University community, individually and collectively.

See www.northeastern.edu/osccr for additional information.

Pre-co-op

The intent of the pre-co-op (paid or unpaid) is to provide exposure to “real-world” learning in industry, government, teaching hospitals and academic research labs. It is performed for 0 credits.

**Students are responsible for securing their own pre-co-op.**

It is recommended that students begin their search for the pre-co-op prior to the beginning of the academic semester, due to the fact that the search may take many weeks.

**Students must register for BIOT6400 Pre-co-op Experience prior to beginning the pre-co-op.**

Students are required to complete BIOT6500 Professional Development for Co-op in the spring semester of the first year in order to pursue any pre-co-op opportunities.

**Pre-co-op Requirements**

1. Students must be in good academic standing (a GPA of 3.0 or better).
2. The pre-co-op may only be performed prior to the co-op. It cannot replace the co-op or be performed simultaneously with the co-op.
3. Each student is permitted to perform one pre-co-op during the program.
4. The pre-co-op will be no more than four months in length and will not exceed 40 hours per week.
5. Students must inform the Co-op Coordinator when they receive a pre-co-op offer, and/or accept a position.
6. Pre-co-op start and end dates must coincide with the University’s semester start and end dates. An exception may be made on the start date with the approval of the Academic Director.
7. **International students must be enrolled in BIOT6400 Pre-co-op Experience and complete appropriate paperwork for the Office of Global Services (OGS) prior to beginning the pre-co-op.**

8. The pre-co-op is a pass/fail course and will appear on the academic transcript.

9. Upon completion of the pre-co-op, students will write a one-page paper on what they learned during the experience.

10. For students who wish to perform a pre-co-op and a co-op at the same location, there will be a distinction between the two experiences, see co-op requirements.

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**Graduate Co-op**

The graduate co-op is the major real-world component of the Professional Master of Science in Biotechnology (PSM) Program. We are fortunate to have a rich practice environment in the immediate Boston area and anticipate a continued variety of internship opportunities in all life science disciplines as well as non-science opportunities such as project management.

**Students are not eligible for co-op until they have been enrolled in the program for two semesters. Students are responsible for obtaining their own graduate co-op.** They will receive the support and guidance of the Biotechnology PSM Program Graduate Co-op Coordinator throughout the search process and throughout the co-op. Each student, including international students, will complete a co-op that provides him/her with an invaluable opportunity to gain professional training and real-world experience in the commercial sector. In most instances, the co-op will be paid, however, a paid position is not guaranteed. Students who intend to pursue additional graduate study after obtaining the Biotechnology PSM degree may wish to consider a co-op in a laboratory at Northeastern or at another educational institution in the area. In some instances, the co-op will serve as a mutually beneficial preliminary period of employment leading to a permanent position.

The graduate co-op will be three to six months in length, depending on the requirements of the employment site. Each student will perform **one** graduate co-op. Students with permanent jobs will work with the Graduate Co-op Coordinator, their work supervisor, and their academic track advisor to design a special project that meets the co-op requirement. In the event that a student is not able to secure a co-op, he/she will perform an experiential unpaid position in a Northeastern laboratory.
Students will perform reflection activities at the same time they are performing their co-op. The activities are designed to complement learning during the co-op. They will integrate academic learning and experiential learning and will not include company confidential information.

**Graduate Co-op Requirements**

1. Students must be approved for a graduate co-op by the Co-op Coordinator prior to searching for a co-op. Students must be in good academic standing (a GPA of 3.0 or better.) **Students in the PlusOne accelerated program should meet with the Co-op Coordinator within two weeks following orientation to discuss the co-op and determine when it will be performed.** Students will keep in regular communication with the Co-op Coordinator during the search and interview process.

2. Co-op Preparation: To prepare for co-op, students are required to successfully complete the semester long BIOT6500 Professional Development for Co-op course. This course is to be taken during the first year of the Biotechnology PSM Program. Topics covered include:
   - Co-op job search
   - Resume writing
   - Interviewing preparation
   - Workplace professionalism and ethics
   - Job search strategy and techniques

Students perform co-op on a full-time basis. During this time students are required to document a self-evaluation, and obtain a performance evaluation from their employer. A co-op advisor may also conduct a site visit during students’ co-op.

Reflection: Reflection helps students assess what was learned on co-op and analyze their experience from different points of view. Students are required to present their experience at the end of co-op.

3. Students who have worked in industry/and or completed co-op as a Northeastern University undergraduate student with permission of the co-op coordinator, may be eligible to waive the Professional Development for Co-op course requirement.

4. Students must inform the Graduate Co-op Coordinator when they receive a job offer, and/or accept a position. Following acceptance of a position, students must provide job contact information to
the Co-op Coordinator. Once a student accepts an offer from an employer, the student must perform that co-op at the employment site during the time period specified by the employer. The student may not contact other employers, go on any other interviews, or accept any other offers. Violation of this policy may result in a failure to graduate from the Biotechnology PSM Program. International students must complete the above process in advance of paperwork. Paperwork must be completed prior to beginning a co-op. It is illegal to begin the co-op if the paperwork is incomplete. The Co-op Coordinator is the program representative responsible for filling out CPT forms and signing off on OGS paperwork. All paperwork must be completed three weeks prior to the beginning of the co-op. International students who engage in illegal employment may face immediate dismissal from the University.

5. Co-op start and end dates must coincide with Northeastern University semester start and end dates. An exception may be made if the employer requests that the student begin earlier because of an established orientation program or other extenuating circumstances. All exceptions are subject to the approval of the Co-op Coordinator.

6. The co-op must take place at a bona fide institution and consist of bona fide work with measurable outcomes. The student’s work supervisor must be deemed a work supervisor by the institution where the co-op is performed. Fabrication or falsification of a co-op and/or a work supervisor qualifies as academic dishonesty and may result in immediate dismissal from the university.

7. Students must register for BIOT6964 Co-op Work Experience prior to beginning the co-op.

8. Students who are employed and wish to perform their co-op at the company where they work must meet the following additional requirement:
   • Identify a co-op supervisor within the company who is not the current work supervisor.
   • Work with the Graduate Co-op Coordinator, their work supervisor, and their academic track advisor to design a special project that meets the co-op requirement.

9. E-mail communications will be sent to students’ neu.edu address. Students are responsible for checking e-mail regularly, a forwarding option is available.
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