Orientation for Biotechnology Programs

MS in Biotechnology (Professional Science Master’s)

PlusOne (BS in Biochemistry/Biology/Biotechnology/Chemistry // MS in Biotechnology)

Graduate Certificates in Biotechnology, Experimental Biotechnology, Molecular, Process Sciences, Biopharmaceutical Analytical Sciences, Pharmaceutical Technologies, Biotechnology Enterprise
Advising

Academic advisor (will appear in MYNEU soon)

Consult your advisor regarding curriculum, courses and electives, track declaration, career goals

Making an appointment with advisors, staff, or professors

E-mail your request first, follow up with another e-mail or phone call if necessary

For program staff: See Program Directory
http://www.northeastern.edu/cos/biotech/contact/
https://prod-web.neu.edu/wasapp/employeelookup/public/main.action
Program Plan and Degree Requirements

Follow your program plan, located in your packet and also on the Current Students page of the Biotech Programs website
(Full-time students must take courses in order)

Required:
- MS in Biotechnology – 34 credits
- Graduate Certificate – 12 credits
- Permission of advisor for an elective not on the pre-approved list
- Final cumulative GPA of 3.0 or above for degree/certificate
Pre-Co-op

• Optional
• One semester
• On campus within the labs; On Campus Labs
• Off campus in industry (co-op prep course)
• Self developed

Refer to the Handbook
Co-op

- Co-op Prep Course
- Industry Co-op
- Industry Project (currently employed in industry)

Refer to the Handbook
Resources

• **Career Development**

• *LinkedIn Biotechnology Group Page*

• **Mass Biotechnology Council**
What Can I Do to Prepare for Co-op?

- Apply for internships for next summer
- Look into volunteering at an on campus lab
- Co-op Prep Course
- If English is your second language; PRACTICE, PRACTICE, PRACTICE!!!
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To make an appointment:
▪ Log in to your myneu.neu.edu portal
▪ Go to the “Experiential Ed/Coop” Tab
  ▪ In “Tools,” Select “Appointment Schedules”
  ▪ Follow the instructions to make an appointment

If you are a part time student who works full time and the times are not convenient, call/email me so we can coordinate a convenient time for you.
Policies and Procedures

1) **Communication:**
   - Check your Husky e-mail regularly or forward to an address you do check regularly. All communications from program staff and Northeastern will be sent to husky e-mail.
   - Keep your contact information in MYNEU updated at all times.
   - Initiate your voicemail and keep box from getting full.
   - Bookmark the Current Students page of the Biotechnology Programs website ([www.northeastern.edu/cos/biotech/current-students/](http://www.northeastern.edu/cos/biotech/current-students/)).

2) **Registration:** You should be fully registered for the upcoming semester courses. If you believe you have the experience to waive Basic Biotech Lab Skills, take the Blackboard quiz by September 6.
Policies and Procedures

3) You are responsible for knowing the contents of the Biotechnology Guidebook (see Current Students webpage), the Graduate Catalog 2017-2018 (see Registrar’s webpage), and the Academic Calendar for semester start, finals week, holidays, last day to add a course, drop, and drop without a “W” (see Registrar’s webpage).

-Attendance Policy: the university and the staff of the Biotechnology Programs expect all students to be in attendance at the start of each academic semester (for dates, see the university calendar.) The spring semester begins on Monday, January 8. If you have made travel arrangements that will not return you to Boston to attend your first on ground course the week of January 8, please change those plans now.

-Students who anticipate missing classes at any time during the semester must obtain permission of their instructors; should a student fail to obtain permission, instructors may, at their discretion, lower the final grade or fail the student.
Policies and Procedures

4) Academic Integrity and Student Code of Conduct

Office of Student Conduct and Conflict Resolution (OSCCR)
www.northeastern.edu/osccr/

Student Code of Conduct
www.northeastern.edu/osccr/code-of-student-conduct/

University Library: Citations (referencing), Bibliographies, and Style Guides
library.northeastern.edu/get-help/citations-bibliographies
5) Academic Probation

Academic probation will result if a student fails to maintain a minimum cumulative GPA of 3.0 or receives a grade of “F” in a course.

If you find yourself on academic probation,
- meet with your academic advisor to devise a plan to remove yourself from probation
- raise your cumulative GPA to 3.0 by the following semester, repeat the course in which an “F” has been received.
6) Most forms you will need are on the Registrar’s website. Keep a copy of every form you submit and important e-mails.

7) Petitioning to transfer credit (9 credits maximum)
   - Credit can not have been used to obtain another degree or certificate
   - Must be graduate level course
   - Must have earned the equivalent of “B” or above
   - Must submit a course description and syllabus

8) Petitioning to waive subject matter
   - Must be graduate level course
   - Must have earned a passing grade
   - Must submit a course description and syllabus
Policies and Procedures

9) **Important for international students**

- Don’t leave the U.S. without consulting Office of Global Services (OGS)

- You must maintain full-time status (8 credits or on co-op) except for your last semester

- It is illegal to work *off campus* for pay or volunteer in your field (biotech or pharma) except while enrolled in co-op or pre-co-op

- You *are* eligible to work on campus (up to 20 hours per week while enrolled in courses) or volunteer in an *on-campus* laboratory
Financial Aid (Scholarships), Tuition, Payment Plans

- For all inquiries regarding financial aid, tuition, or payment plans contact Student Financial Services
  www.northeastern.edu/financialaid/
  www.northeastern.edu/financialaid/aid/graduate/

- Contact Student Financial Services prior to dropping a course or withdrawing from the university

- Biotechnology has no stipended graduate assistantships (SGAs) to award candidates in its programs and no scholarships other than the Husky scholarship for Northeastern alumni.
Ways to Get Involved

We encourage you to get involved with the many activities and clubs that Northeastern has to offer.

- See Ways to Get Involved at
  www.northeastern.edu/cos/biotech/ways-get-involved/

- See Biotech and Analytical Community at
  www.northeastern.edu/cos/biotech/biotech-analytical-community/
Ways to Get Involved
Volunteer on Campus in a Research Lab or Center

Performing research on campus is a very rewarding experience and excellent preparation for pre-co-op and co-op but it is competitive! Prepare for the search!

1) Determine what research is of interest to you, identify faculty to approach:
http://www.northeastern.edu/cos/biotech/research-centers/
https://news.northeastern.edu/faculty-experts/

2) Contact the faculty researcher or center director via email. Introduce yourself (name and program), apply for a position, request an interview. Be brief!

3) Wait for a response (be patient). Labs may be fully staffed at this time. Apply again later if invited to do so. If not, move down your list, don’t be discouraged.

4) If you are offered a position, be honest about your availability.

5) If you accept a position, commit. Represent the Biotechnology Programs well.
Taking Responsibility for Your Learning and Career

- Learn to problem solve
- Learn who to ask – faculty/staff vs. classmates

Resources:
- Peer Tutoring Center (free) www.northeastern.edu/csastutoring/
- Northeastern University Writing Center (free) www.northeastern.edu/writingcenter/
- NU Global, College of Professional Studies: International Tutoring Center, Speaking and Listening Classes, Language Workshops (free) www.cps.neu.edu/student-resources/GSS%20flyer_08.06.15.pdf
- Disability Resource Center (free) http://www.northeastern.edu/drc/
- Accent Modification Training (fee-based) at Speech-Language and Hearing Center, 617.373.2492