WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Master of Science in Biotechnology

Program Handbook

2024-2026

School of Medicine and Public Health

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and expectations for graduate students in the M.S. in Biotechnology

Last updated: August 1, 2024

Table of Contents

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:

How to Use This Handbook

The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. The M.S. in Biotechnology Program serves to administer the policies and procedures and explain how our degree requirements specifically fit within them. Students are required to follow the policies and procedures listed in the handbook. Information in the handbook, along with individual communications with program staff and faculty, is used to ensure that all degree requirements are met.

Providing direct and timely student support is a hallmark of this professional degree. While this handbook is a valuable resource, the M.S. in Biotechnology Program encourages students to contact program staff whenever they have questions or concerns or need assistance.

Who to Contact for Questions

Several key positions in this master's program and on campus are ready to answer your questions:

Program Staff Contacts:

Michele Smith, Graduate Program Manager	michele.smith@wisc.edu
Barbara Bielec, Graduate Advisor	bielec@wisc.edu
Bryan Husk, Administrative Associate Director	bthusk@wisc.edu
Natalie Betz, Academic Associate Director	nabetz@wisc.edu

Graduate Program Coordinators

Each graduate program will have at least one department staff person typically called a Graduate Program Coordinator who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Michele Smith is the M.S. in Biotechnology Program's Graduate Program Manager and Bryan Husk is the Administrative Associate Director. Both facilitate Graduate Program Coordinator functions for the M.S. in Biotechnology.

Director of Graduate Studies

Each graduate program has one faculty member designated to direct its educational vision and structure. Dr. Natalie Betz, Academic Director, serves in this role for the M.S. in Biotechnology Program.

Names and contact information of your Graduate Program Coordinator and Director of Graduate Studies can be found on the "Biotechnology MS" program's page in the *Graduate Guide*:
guide.wisc.edu/graduate/medicine-public-health-school-wide/biotechnology-ms/

Faculty Advisor
In a departmentally based research master's degree, the name and contact information of your faculty advisor would be found on your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

By contrast, the M.S. in Biotechnology is a standalone professional degree designed for adults working full-time and living off-campus. The program staff and faculty serve as academic and career advisors for all students in the program.

Opportunities to directly engage faculty and staff are available during scheduled course meetings. Additionally, students are encouraged to reach out to program staff and faculty if an individual meeting is preferred.

Your Advisor Team Contacts:

Natalie Betz, Academic Associate Director	nabetz@wisc.edu
Bryan Husk, Administrative Associate Director	bthusk@wisc.edu
Michele Smith, Graduate Program Manager	michele.smith@wisc.edu
Barbara Bielec, Graduate Advisor	bielec@wisc.edu

Graduate School Services
For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page:
grad.wisc.edu/contacts/

Department & Program Overview

The M.S. in Biotechnology program provides an integrated curriculum in science, policy, law, and business preparing students to LEAD the development and commercialization of new and promising technologies.

To provide a learning environment, rich in academic and industrial collaboration by drawing on the resources and expertise of global leaders in biotechnology, the Master of Science (M.S.) in Biotechnology Program is designed for biotechnology professionals who are ready to broaden their understanding and skills—and advance their careers.

See the following for program and departmental overview:

- M.S. in Biotechnology Program Guide
  guide.wisc.edu/graduate/cell-regenerative-biology/biotechnology-ms/
- Cell and Regenerative Biology Department
  crb.wisc.edu/

Diversity, Equity, and Inclusion

The M.S. in Biotechnology works to create a diverse, inclusive, and excellent learning opportunity for students to expand upon their cross-functional knowledge in their quest to direct their careers toward positions of leadership and responsibility. Students are recruited globally, but most are from local and regional locations. The Program's nearly 500 students and alumni have an almost equivalent gender split and includes students from diverse geographical, cultural, and ethnic backgrounds.

The program follows the Office of Diversity and Equity Transformation policies and procedures set forth by the University and School of Medicine and Public Health. (https://intranet.med.wisc.edu/office-of-diversity-and-equity-transformation/)

The program works closely with students to provide and support effective student accommodations as a partner with the McBurney Disability Resource Center (mcburney.wisc.edu/). Students may apply for accommodations through McBurney Connect (mcburney.wisc.edu/mcburneyconnect/)

The program is committed to serving as the conduit between students and various resources on campus. Contact Michele Smith, Graduate Program Manager, with any questions that you might have regarding diversity, equity, and inclusion and how to navigate within the University. Michele's direct email is michele.smith@wisc.edu.

How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

In Our Discipline

Most students in the M.S. in Biotechnology Program are working full time, as well attending classes full time. The program provides several ways for networking within the

biotechnology industry and staying involved as part of the “Biotech Badger” alumni group. You can find students and alumni on this url with direct LinkedIn profiles: https://ms-biotech.wisc.edu/current-students-and-alumni/

Additionally, students and alumni are encouraged to attend the annual BioForward’s Biohealth Summit conference. Visit the BioForward website: www.bioforward.org/

In Our Program

Students and alumni network events, including sponsored speaker series, are scheduled throughout the year. The alumni group benefits through expanding their networks, finding out where others are working, and discussing how to make the next move up the career ladder.

On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people’s lives beyond the university classroom. For over 100 years, this idea has guided the University’s work. wisc.edu/wisconsin-idea/

You will find a list of ways to engage in campus and local community life at:

The Graduate School’s Current Student Page
grad.wisc.edu/current-students

Getting Started as a Graduate Student

Each new student cohort must attend our August orientation session. This allows incoming students to meet each other and faculty in a several ways before the start of class.

The Fall 2024 orientation schedule includes:

- Thursday evening 8/22 from 6:00pm—9:00pm at **University Research Park**, **MG&E Innovation Center**, 510 Charmany Drive, Room 50, Madison, WI 53719
- Friday 8/23 from 8:30am—5:00pm at **BTC Institute**, 5445 East Cheryl Parkway, Madison, WI 53711. The program staff will invite all students to this event.

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found here: policy.wisc.edu/library/UW-1232. Your advising team has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to serve as the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). The advising team may include tracking your progress in completing your degree (note: this may include use of the Graduate Student Tracking System (grad.wisc.edu/current-students/graduatestudent-tracking-system/) assisting with challenges you might be having, and working with you and your Capstone mentors as you complete your final Capstone project.

The M.S. in Biotechnology Program advising team is different than traditional graduate advising because of its locked curriculum. The advising team serves in a greater capacity to assist students who are struggling with class expectations, work/life balance, career opportunities, and navigating various university entities including the registrar, bursar, and library.

The locked curriculum means that M.S. in Biotechnology **students are not eligible to enroll in other courses available on campus**.

In addition, **students are not eligible to accept tuition-remitting graduate assistantships** (research or teaching). Students may work on campus, but they must be considered and paid as hourly employees. The program advisors work with students and other departments to maintain these guidelines.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advising team.

Finding & Selecting an Advisor

The program advising team includes both faculty and staff members in the program. To learn more about the faculty and staff in our program, consider consulting the following sources:

- Our program website (ms-biotech.wisc.edu/)
- Faculty publications and/or LinkedIn Profiles

- Students will be paired with two faculty mentors (one scientific and one business) for their final Capstone project.
- Throughout the program staff serve as advisors to all students in terms of coursework, individual and group projects, and career decisions.

Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be changed by either party. The MS in Biotechnology Program staff are here to serve as advisors for both students and faculty. If you decide that you would prefer working with a different advisor, discuss this with your program staff to seek the change.

We all know that some people work better with others. Students are encouraged to work with program staff when challenges arise. We will work together to find the best advisor(s) and mentor(s) for each student throughout the program.

Mentoring Networks

In addition to your formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Your mentoring network while a student includes program staff, course faculty and guest speakers, and your cohort. This network remains throughout your career. As you rely on them, they will rely on you for input, mentoring, career growth, and advice.

Degree Requirements

Master's Degree

All students in the Master of Science in Biotechnology are responsible for knowing the following requirements to complete the degree.

Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's "Requirements" page in the *Graduate Guide*.
https://guide.wisc.edu/graduate/medicine-public-health-school-wide/biotechnology-ms/#requirementstext

Similarly, see “Policies” from the navigation bar of your program’s page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.).
https://guide.wisc.edu/graduate/medicine-public-health-school-wide/biotechnology-ms/#policiestext

Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year’s version. To find past versions of program requirements, see the Guide Archive and search for your program and the year you would like to reference.

Capstone Information

Capstone Mentors & Topic

Your Capstone mentor team will be chosen from the program faculty and will comprise of one scientific or technical mentor, as well as one business mentor. The mentoring team, along with advisory team, provides guidance on refining your Capstone topic. The actual topic selection is the responsibility of each student.

Capstone Form and Content

The final research report must be completed using **Microsoft Word**. All **margins** (top, bottom, right and left) should be set to **one inch**, **line spacing** should be set to **1.15**, and the **font** should be **Arial 11 pt** (Arial 10 or 9 pt may be used for Tables and Figures).
A required Table of Contents for the final paper is presented below. A successful paper will integrate the science, technology, and business topics so that the information flows together and tells a single story with limited redundancy.

The headings and subheadings indicated in **red** must be included in the body of the paper for organization and to navigate the reader. The topics in black should be covered in the paper, but do not require separate subheadings in the text unless you prefer them to. The point values for each section and associated course are also indicated in red. The total paper is worth 1000 points and is the sole project for the Capstone course grade.

Cover Page (Title, date, author’s name, and author's affiliation)
Table of Contents Page (using provided TOC at a minimum)

1. Executive Summary (1-2 page overview of your recommendation – what are you recommending to the company and why? This typically alerts the reader to key information to follow (e.g. market size, value of the opportunity and what the buyer will gain). Include a brief summary of key findings, recommendations, and conclusions (50 points each technical and business)
2. The Problem (8-10 pages) (180 points technical, 50 points business)

- Detailed description of the problem (challenge/issue) and why it presents an opportunity? What is the unmet customer need? What is the state of the art and what other solutions exist?
- Who is the target customer(s)? What is the compelling reason for them to buy this solution? How is it better than what is currently used to solve the problem? Provide supporting statistics and information to highlight the significance of the problem. What is the economic impact of the problem (healthcare costs, lost wages, etc.)?
- What is the total global market? The market size must be stated in number of customers and dollars so that you can do an economic analysis and determine the estimated value of this solution to a partner/acquiring firm. You should begin with prevalence, but then must assume a price of your solution to arrive at a market size. Are there regional differences in customer needs? Ideally the problem is global or has global components (though some problems may exist in specific global regions and that is just fine).

3. The Solution (10-12 pages) (180 points technical)
   - Detailed review of the basic underlying science of the technology - statement of the technology and its significance as a potential solution. What makes it a good solution technically? What is the benefit to society?
   - What is the economic analysis for this solution? From Section 4 below "Analysis of the Market Opportunity" summarize the findings and explain why this solution makes economic sense for at least one stakeholder (e.g. buying customer and for the partner firm).
   - Current applications of the technology (how the technology is being used today)
   - Potential other future applications of the technology (besides your proposed use).
   - Global Intellectual Property summary
     - Patentability – is the solution patentable – what is the strength of the patent(s)?
     - Do you have Freedom to Operate? Are there other patents you would need to license?
     - What are the options and what is your recommended overall IP strategy?

Procedures

The Capstone project follows a series of checkpoints where the student submits parts of the project to mentors who provide feedback. Checkpoint communication may occur in the following manner: face to face interactions, email correspondence, and written submissions with written feedback.

Course Schedule

The M.S. in Biotechnology Program is a locked curriculum. All students within the cohort take the same courses in the same order. Courses are concentrated in **seven "sessions" that occur every other week throughout the semester**.

Program courses are locked in the following fashion. Full course calendars for each student cohort are available on the program website.

Year 1: Fall Semester

COURSE #	COURSE TITLE	CLASS TIME
CRB-800 (2 credits)	Intellectual Property, Patents, & Licensing	Thursdays, 6:00pm-9:00pm
CRB-802 (2 credits)	Business of Biotechnology: Fundamentals of Product Development	Fridays, 8:00am-12:00pm
CRB-803 (2 credits)	Molecular Technologies I	Fridays, 1:00pm-5:00pm
CRB-804 (2 credits)	Biotechnology Regulations and Ethics	Saturdays, 8:00am-12:00pm

Year 1: Spring Semester

COURSE #	COURSE TITLE	CLASS TIME
CRB-820 (4 credits)	Biotechnology Operations	Thursdays, 6:00pm-9:00pm Fridays, 8:00am-12:00pm
CRB-843 (2 credits)	Project Management and Leadership	Fridays, 1:00pm-5:00pm
CRB-824 (2 credits)	Molecular Technologies II	Saturdays, 8:00am-12:00pm

Year 2: Fall Semester

COURSE #	COURSE TITLE	CLASS TIME
CRB-830 (4 credits)	Early Drug Discovery	Thursdays, 6:00pm-9:00pm Fridays, 8:00am-12:00pm
CRB-841 (2 credits)	Business of Biotechnology: Commercialization Pathways	Fridays, 1:00pm-5:00pm
CRB-834 (2 credits)	Molecular Technologies III	Saturdays, 8:00am-12:00pm

Year 2: Spring Semester

COURSE #	COURSE TITLE	CLASS TIME
CRB-845 (1 credit)	Professional Development and Effective Management	Thursdays, 6:00pm-9:00pm
CRB-844 (3 credits)	Advanced Biotechnology: Global Perspectives	Fridays, 8:00am-12:00pm
CRB-842 (3 credits)	Business of Biotechnology: Sustaining Growth	Fridays, 1:00pm-5:00pm
CRB-846 (1 credit)	Biotechnology Capstone	Independent work

Master's Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/masters-guide.

Program staff work directly with the graduate school regarding warrants and other materials required for graduation. The checklist to graduation includes:

1. Completing all required coursework
2. Meeting minimum cumulative GPA of 3.00
3. Completing the Capstone project
4. Student declaring intent to graduate (from the Student Center in MyUW)
5. Program staff submitting warrant request to the Graduate School

Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Adding / Dropping Courses: grad.wisc.edu/documents/add-drop

Canceling Enrollment: grad.wisc.edu/documents/canceling-enrollment

Enrollment Accountability: grad.wisc.edu/documents/enrollment-accountability

Enrollment Requirements: policy.wisc.edu/library/UW-1208

The M.S. in Biotechnology Program is a locked curriculum; students must take the courses in the required sequence. Students are expected to successfully complete each semester coursework before moving onto the next semester. Incompletes are rarely allowed and must be resolved for a final grade before continuing to the next semester's courses.

Students are expected to reach out to the program advising team at any time they perceive problems in completing assignments or attending class.

Students who withdraw from the program may request reinstatement and be approved by the M.S. in Biotechnology Program. Students may have to wait a full year to fit into the next sequence of coursework. For example, a student withdraws and drops all courses for the fall 2024 semester. This student will have to wait until the following fall 2024 semester to take these courses. The student is not permitted to start back up in the program for spring 2025 semester. Continue reading for noted exceptions.

Academic Exception Petitions

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or relevant committee chair (example Curriculum Chair).

The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate faculty and the program's Academic Director.

More generally, the Academic Director, in consultation with the student's advisors, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations. This includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Capstone Project

A student who fails the final may not graduate from the program. A student who has not satisfied the Capstone within 36 months of entering the program will be dropped from the program.

Extension Requests

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the program's Academic Director. The Academic Director is authorized to approve these requests upon written justification from the student. The student must describe the reasons for the request and provide a proposed timetable for completing all program requirements. The major professor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The Academic Director may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the program's Academic Director.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor(s). Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: policy.wisc.edu/library/UW-1218), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218. In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as the following:

The M.S. in Biotechnology Program follows the graduate school policy on academic progress. Students enrolled in the M.S. in Biotechnology Program must maintain an average GPA of 3.0 or better. Students with a lower than 3.0 cumulative GPA will be notified via email and placed on academic probation. Students are placed on an academic hold while on probation and are not able to enroll in courses until after final grades for the semester have been posted.

Grades lower than a C are considered unsatisfactory and may lead to dismissal from the program. Students are allowed to appeal the final grade following the exception rules stated in this handbook.

Not Meeting Academic Expectations

Student progress will be reviewed through coursework during each semester. If the advisors and Academic Director find at any other time that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks).

Program leadership and faculty advisor(s) will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed

by the program advising team following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the Academic Director.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found on the following page: conduct.students.wisc.edu.

In addition, the MS in Biotechnology Program has a code of conduct for all students to sign. Click to download the Code of Conduct (pdf), also shown below.

M.S. in Biotechnology Code of Conduct

The purpose of this code of conduct is to ensure that students in the M.S. in Biotechnology Program are aware of their rights and responsibilities. Because education is not a simple one-way exchange from instructors to students, we believe it is to the benefit of all for students and faculty to engage in respectful and open communication based on clear and reasonable parameters.

All UW School of Medicine and Public Health faculty, staff and students are responsible for upholding the highest standards for professional conduct and ethical behavior in pursuing the School's missions of patient care, education, research, and service.

Professionalism includes:

- Demonstrating honesty, integrity, inclusivity, accountability, and fairness;
- Treating everyone, including patients and visitors, colleagues, staff, and learners, with kindness, compassion, and respect; and
- Making a commitment to altruism in all interactions.

Faculty, staff and students are responsible for personally modeling professional conduct as described in the School's Shared Guidelines for Professional Conduct (go.wisc.edu/sharedguidelines) and inspiring and expecting professional behavior by others. The School of Medicine and Public Health expects all faculty, staff, and students to abide by these principles of professionalism, and associated laws and university policies.

As a learner enrolled in the M.S. in Biotechnology Program, I pledge to:

1. Engage in courteous and respectful dialogue with my instructors and fellow classmates, following the guidelines as outlined in this code of conduct document. “Good netiquette” should be followed for all electronic communications. I agree to follow the suggestions below for following proper netiquette rules:

- 1.1. I will respect the person with whom I am communicating.
  - 1.1.1. I will remember the person on the other end of the conversation is a human being with feelings and concerns just like me. I will read what I have written before hitting “send” and consider whether it would hurt me to read it if coming from someone else. I will verify the intent of the message and that the language used is respectful and professional, as well as grammatically correct.
  - 1.1.2. Electronic communication relies heavily on the written word, so non-verbal cues and tone of voice can be difficult to replicate, leading to misunderstandings and conflict. As you know, typing in all CAPS is often interpreted as SHOUTING. Some people try and use emoji to help connote tone. Be aware that emoji language is not universal and may not cross cultures. Be very cautious when using emojis or humor in email communication.
- 1.2. I will follow the same set of good behavior guidelines whether I am participating in class, in an online discussion, or when using email.
  - 1.2.1. I will attend scheduled classes and participate during class to contribute to my learning and the learning of others. I will focus on my coursework and be an engaged student.
- 1.3. I will be kind, forgiving and respectful.
  - 1.3.1. I realize that everyone makes mistakes. I understand that it is best for me to focus on my education and not focus on others’ errors. Everyone will benefit if I focus on the tasks at hand in a positive and constructive manner.

2. Contribute to a positive, respectful, and engaging academic environment by participating regularly in all discussions and completing all assignments in a timely manner as instructed by the course syllabus, calendar, and team expectations. This includes checking my @wisc.edu email for messages from my instructor, the Program, and classmates.

3. Comply with the standards of Academic Integrity outlined in the M.S. in Biotechnology Student Handbook for Graduate Students.

- 3.1. I will not seek credit for work that I did not do or plagiarize or cheat in any way.
- 3.2. I will properly cite sources for all assignments (papers, presentations, and others).
- 3.3. I understand that my instructors may make use of available dedicated resources and software applications to assure the originality of my work.
- 3.4. I will follow up with my instructor when I am confused regarding academic misconduct and/or see it occurring.

3.5. I will follow the UW-Madison and MS in Biotechnology Program guidelines for the appropriate use of generative AI (Artificial Intelligence) applications when completing written assignments in this master's program. I will take responsibility for potential errors and the possible abuse of academic integrity when using generative AI to assist my writing.

4. I will be working in groups for many projects during this program. I understand that conflicts may develop among teammates. I will in a respectful manner make a conscious effort to work out any differences I may have with instructor(s) or with classmate(s).

4.1. I understand that instructors and staff are here to help students learn and succeed. I know that faculty and program staff are available to help resolve potential conflicts with classmates. I also know there are supportive campus resources available to me that I can find by either contacting the M.S. in Biotechnology staff or referring to the M.S. in Biotechnology Student Handbook.

4.2. I understand that instructors, program staff, and potentially other university officials will need to research the cited problem before resolving any differences and conflicts.

5. I will complete the course evaluation for each course. I understand the program's course evaluations are the BEST way for the M.S. in Biotechnology Program to receive my constructive and thoughtful suggestions for improving the courses and the Program.

6. Recognize that the M.S. in Biotechnology Program includes a global student and faculty base. I understand that cultural and regional differences may arise. I will be respectful and patient in the event of conflict, as negativity, aggression, and hostility have no place in the learning environment or in a professional setting.

In return, as an active and engaged learner, I have the right to expect:

1. Courteous and respectful communication from my other classmates, who have also signed this code of conduct, and from my instructors.

2. Clear course objectives and grading policies, including rubrics. (See the M.S. in Biotechnology Student Handbook, as well as highlights found in the Canvas Orientation module.)

3. Prompt grades or responses to assignments that have been completed and handed in on time.

4. An accurate course calendar that reflects clear due dates for assignments.

5. Instructors, while not available 24/7, will make their best effort to respond to my questions andgrade my assignments within a reasonable amount of time as specified in the course syllabus.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Policy for Using Generative AI in the MS in Biotechnology Program 2024-2025

Note: This policy applies to all courses in the program unless otherwise indicated in a particular course. Generative AI was used to generate ideas for this policy.

1. Purpose:
   a. Generative AI is an Artificial Intelligence (AI) model designed to generate information and ideas around the topic(s) queried. These text generators use a particular kind of AI called “large language models” (LLMs), which are mathematical models of the statistical distribution of words, phrases, and individual characters (like punctuation marks). LLMs use the massive amount of written language freely available on the internet to compile their linguistic dataset. It can provide support, answer questions, provide examples, and/or facilitate discussions related to course materials and content. It is intended to supplement or augment classroom instruction and enhance student learning if utilized but does not replace student effort and learning. Its use is not required for any course assignments or projects.
   b. This policy outlines guidelines for students on how to utilize Generative AI in assignments and projects in a responsible and ethical manner. Failure to follow these guidelines will have consequences such as reduced or zero points on an assignment, or could even result in academic misconduct .
2. Acceptable Use:
   a. Students may use Generative AI as a tool for gathering information, exploring concepts, generating ideas, or providing examples for assignments and projects.
   b. Generative AI can be utilized to seek clarification on complex topics, identify additional resources, and brainstorm different perspectives.
   c. Students are expected to apply critical thinking skills to evaluate and verify the information obtained from Generative AI before incorporating it into your work. Students are ultimately responsible for the accuracy of any information used – be careful, as Generative AI has been shown to generate “resources” that are not real or identifiable.
3. Academic Integrity and Conduct:
   a. Students must maintain academic integrity when using Generative AI. It is prohibited to use this platform to generate complete or substantial portions of assignments or projects.
   b. Any direct quotes or paraphrased information from Generative AI must be properly cited using the Numbered Citation style that the program requires.
4. Prohibited Uses:
   a. Students must not utilize Generative AI to cheat, obtain answers for graded assignments, engage in plagiarism, or violate any academic conduct policies at UW–Madison.

b. Copying or submitting content generated by Generative AI as ones' own work is strictly prohibited, as with any other resource that is utilized.

5. Guidance:
    a. Students may seek further clarification from instructors or program staff on any uncertainties or restrictions related to the use of Generative AI.

2. Data and Privacy:
    a. Students should be aware that their interactions with Generative AI may be logged and stored for educational purposes. However, personal information will be treated with confidentiality and in compliance with applicable data protection laws and institutional policies.
    b. University students must not enter institutional data into any generative AI tool or service unless that data is classified as public. Providing any data to generative AI tools or services such as Generative AI as part of a query is equivalent to posting the data to a public-facing website and is prohibited as this data can then be uses as output provided to others.

3. Ethical Considerations:
    a. Students should be mindful of the limitations of AI systems and the potential biases or inaccuracies that may arise. Any information should be independently verified using reliable sources to critically evaluate validity and relevance.
    b. Using Generative AI can undermine development of critical thinking skills, and competency in reading and writing. A large element of learning is struggling with new concepts – if you minimize the challenge, you reduce the opportunity to learn.

4. Evaluation and Grading:
    a. Instructors will assess assignments and projects based on originality, creativity, critical thinking, and depth of analysis. Merely using information from Generative AI will not be sufficient to accomplish these goals.

5. Acknowledgement:
    a. If using Generative AI, students acknowledge that they have the final responsibility for their work and they are wholly accountable for adhering to academic integrity standards and policies set forth by the MS in Biotechnology Program and the University of Wisconsin–Madison.

Additional campus policy guidance for students using Generative AI at UW–Madison is provided by the Office of Student Conduct and Community Standards: https://conduct.students.wisc.edu/artificial-intelligence/

Remember that there are resources on campus through the UW-Madison Writing Center and the UW-Madison Library System for assistance in writing and research. In addition, professors and guest speakers are available for questions and advice on their areas of expertise.

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic:
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website: conduct.students.wisc.edu/academic-misconduct

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non- academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website
conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures
docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands
docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at the links listed below.

The Graduate School

Academic Policies & Procedures: Responsible Conduct of Research
grad.wisc.edu/documents/responsible-conduct-of-research

Office of the Vice Chancellor for Research and Graduate Education Research Policies
research.wisc.edu/compliance-policy

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the "Addressing HIB" tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program's grievance process can be found detailed at: guide.wisc.edu/graduate/cell- regenerative-biology/biotechnology-ms/#policiestext

Process and Sanctions for Violations of Conduct Standards

The program advising team administers the regulations established by the faculty. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Faculty and faculty committees determine whether the quality of a student's work and conduct are satisfactory, while the program advising team determines whether the student is satisfying the academic requirements in a timely fashion and meeting program conduct expectations. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the program advising team is authorized to

take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

Possible disciplinary actions might include but are not limited to:

- Verbal and written reprimand
- Imposition of specific terms and conditions on continued student status
- Probation • Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on leave of absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space-available basis. See the Graduate School policy on readmission: policy.wisc.edu/library/UW-1230.
- Suspension from the program, ranging from one semester to four years
- Dismissal from the program
- Denial of a degree

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Dean of Students Incident Reporting: doso.students.wisc.edu/report-an-issue

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website: hr.wisc.edu/hib

Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

Students enrolled in the M.S. in Biotechnology Program are **NOT eligible** for funding that is linked with tuition remission. This includes graduate, research, and program assistantships that are tied to 101 funding or tuition remission and/or stipends.

Students may find work on campus but must be paid an hourly wage as an employee of the university. Most students enrolled in this program are working professionals who may receive tuition reimbursement from their employers. Students may be eligible for financial aid following university policies. It is up to you to investigate these possibilities but contact Michele if you would like assistance.

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies at:

Graduate School: Funding and Financial Aid: grad.wisc.edu/funding

UW-Madison Libraries Grants Information Collection:
library.wisc.edu/memorial/collections/grants-information-collection

Additional Policies & Resources

Employee Disability Resources: employeedisabilities.wisc.edu

Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

Professional Development from the Graduate School
grad.wisc.edu/professional-development

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

In Our Program

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals.

Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to keep to date with contemporary, holistic, and innovative approaches to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

Professional Development and Effective Management Course

The M.S. in Biotechnology provides an interactive professional development course in the final semester designed to develop, enhance, and practice the critical tools of developing and managing their careers in biotechnology.

Students discuss and practice:

- Who they are as an employee—What are their strengths and how to play to those strengths?
- What they truly offer a team/organization—In what culture they will thrive?
- How to utilize and be useful in a professional network
- How to find the best organization and opportunity to succeed in their careers
- Develop an effective resume and interview skills
- Expanding leadership skills

M.S. in Biotechnology Alumni Association

Beginning with the first graduating Class of 2004, the M.S. in Biotechnology Program today boasts an alumni base of nearly 500 graduates. As a group, the program's alumni have consistently found value and support in the relationships within their graduating cohort, and across all the alumni sharing this degree.

Current students are strongly encouraged to participate in any planned alumni events. The M.S. in Biotechnology Alumni Board actively plans annual social networking events, milestone celebrations and scientific presentation events.

LinkedIn and Other Social Media

The M.S. in Biotechnology Program uses LinkedIn as the primary method for developing professional relationships, maintaining alumni contacts, and relaying job opportunities and career events.

All current students and alumni are strongly encouraged to create a professional LinkedIn profile.

Also, though used less than LinkedIn, the program has a Facebook page worth visiting.

If interested, please "Like" and/or "Follow" the program's social media accounts.

M.S. in Biotechnology Social Media Addresses:

- LinkedIn: www.linkedin.com/company/ms-in-biotechnology-uw-madison/
- YouTube: www.youtube.com/channel/UClOgZ_YCGJkmAWO8MEANgyg
- Facebook: www.facebook.com/msbiotechprogram

Campus-wide Resources for Professional Development

The Writing Center (writing.wisc.edu)

Many of the assignments given in the program require strong writing skills. All students are encouraged to access the services provided by the UW-Madison Writing Center, especially students who speak English as a second language.

The Writing Center's programs are staffed by career writing instructors, doctoral teaching assistants from composition and rhetoric and literary studies, and undergraduate Writing Fellows. All tutors in the Writing Center programs are highly trained, expert readers and are qualified to offer help with writing in all disciplines and at all levels.

Book online to make or cancel an appointment with the Writing Center, (writing.wisc.edu). You can also call (608) 263-1992 or visit 6171 Helen C. White (600 North Park Street) to make an appointment.

UW Libraries Services (library.wisc.edu)

You regularly will need to locate research articles and scholarly materials to complete projects and papers assigned to you. Fortunately, the UW Libraries services are convenient, extensive and easy to use.

The M.S. in Biotechnology Program has a UW Libraries liaison assigned to work with the program. Please contact Paije Wilson, the Health Sciences Librarian at the Ebling Health Sciences Library with any questions on how to obtain information through the UW Libraries services. Paije's email is paije.wilson@wisc.edu and her work phone number is (608) 262-2372.

Graduate School Office of Professional Development
In addition to opportunities at the local level, the Graduate School Office of Professional Development provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, **GradConnections Weekly**, and to visit the webpage: grad.wisc.edu/uw-events/ for an up-to-date list of events.

Typical topics covered throughout the year are:
- Professional Development Plans (IDPs)
- Planning for academic success
- Communication skills
- Grant writing
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support

Be sure to keep a pulse on programs offered by the following campus services as well.
- The Writing Center
- Grants Information Collection

- Student Technology Training (STS)
- Delta Program
- UW Teaching Academy
- UW Center for the Humanities
- Wisconsin Entrepreneurial Bootcamp