

# **EVMS School of Health Professions Biotechnology Master's Program**

## **Student Handbook**

**2018-2019**

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## **BIOTECHNOLOGY PROGRAM WELCOME**

The Biotechnology Master's Program at Eastern Virginia Medical School (EVMS) is a uniquely integrative 16-month research program that provides students with hands-on training in state-of-the-art molecular, genomic, proteomic, cellular and imaging techniques combined with a solid basis in the theoretical knowledge of biomedical sciences and laboratory research design. After the first year core curriculum, students will do six months of practical training in the biotechnology/pharmaceutical sector or in a research laboratory.

### **Key Program Contact Information**

**Program Director, Biomedical Sciences Programs**

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**Program Coordinator**

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## **PROGRAM POLICIES**

### **THE HONOR SYSTEM**

The EVMS Honor Code is based upon the integrity of the individual. This system assumes that the student will accept his or her role in the EVMS community with self-respect and duty.

Each piece of work submitted by a student is to be his or her own work unless prepared under other conditions specified by the course director. Enforcement of the Honor Code in the classroom is a responsibility shared by faculty and students. Instructors may exercise the options of proctoring all types of examinations or arranging for others, including students, to proctor such examinations.

### **EVMS LABORATORY TRAINING REQUIREMENTS**

Students participating in research at EVMS must complete the laboratory safety training required by the Office of Research. Required training includes Autoclave Safety, Chemical Hygiene, Biosafety, and Animal Research (CITI “working with the IACUC” and mouse modules). Information on these training courses will be given during orientation for new students and may also be obtained from the Office of Research.

### **EVMS SCIENTIFIC MISCONDUCT POLICY**

Students participating in research at EVMS must be familiar with and follow the EVMS Guide on Scientific Misconduct. Copies of the Guide are available from the Office of Research.

### **EVMS PATENT POLICY**

Students participating in research at EVMS should be familiar with the EVMS Patent Policy. Copies are available from the Office of Technology Transfer, 446-7112.

### **STUDENT HEALTH INSURANCE**

All students enrolled in the program are required to have a health insurance policy with major medical and surgical coverage. Students may be covered by their own, a parent’s or spouse’s policy, or enroll in the EVMS student health insurance policy. Those with other policies must obtain a waiver from the Office of Human Resources.

### **STUDENT DISABILITY SERVICES DISCLAIMER**

EVMS is dedicated to providing reasonable accommodations to qualified students with a documented disability. The student must self-identify with the Office of Student Disability Services as having a disability to begin the accommodation process. It is in the best interest of the student to begin the accommodation process as soon as you are aware that you may need them, as accommodations are not retroactive. All students must be able to fulfill the academic and technical standards of their academic program with or without reasonable accommodations; however accommodations are made available to aid in fulfilling those standards, not to waive them. If you have, or believe you have, a disability for which you wish to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, you must contact the EVMS Disability Officer:

[StudentDisability@EVMS.EDU](mailto:StudentDisability@EVMS.EDU) . For more information about the disability accommodations process, please visit:

[http://www.evms.edu/education/additional\\_resources/disability\\_guide\\_for\\_students/](http://www.evms.edu/education/additional_resources/disability_guide_for_students/)

### **FINANCIAL AID**

Financial aid is available to Biomedical Sciences Biotechnology Program students from the

Office of Financial Aid at EVMS. Students must meet the criteria established by the Office of Financial Aid and be in good standing to receive student loans.

### **OUTSIDE EMPLOYMENT**

Biotechnology Master's students are strongly discouraged from taking outside employment if enrolled full time. In exceptional situations, short-term laboratory, research or teaching jobs may be permitted, but jobs requiring significant time away from the Internship will not be allowed. Any student considering outside employment must first obtain the approval of his/her Internship Advisor, the Program Manager, and the Program Director.

### **ATTENDANCE POLICY**

1. Unexcused absences will not be allowed. Course directors reserve the right to subtract credit points for unexcused absences to the extent specified in the syllabus for each course. Absences may be excused at the discretion of the course director if the student contacts the course director within 24 hours after the missed class. Documentation of illness or other emergencies may be requested at the discretion of the course director.

2. Anticipated excused absences from an exam may require the student to take the exam before the rest of the class. Eligibility to take a make-up exam or change the date of an exam requires documentation stating the reason for the absence. At the discretion of the course director, the make-up exam may have a different format and version than from the regularly scheduled exam. If the course director deems the excuse to be inappropriate, the course director may bring the issue to the Biomedical Sciences Curriculum Committee. The Committee will determine the eligibility of the student to be granted a make-up exam.

### **GRADING POLICIES**

#### **Grading Scale**

Percentile	Grade
100 - 94	A
93 - 90	A-
89 - 87	B+
86 - 84	B
83 - 80	B-
79 - 77	C+
76 - 74	C
73 - 70	C-
69 - 67	D+
66 - 64	D
63 - 60	D-
59 or less	F

#### **Pass/Fail Courses**

A graduate student may earn pass/fail credit only in those courses so designated. At this time, there are no Biotechnology courses currently offered that are designated as-Pass/Fail.

#### **Course Syllabi**

Course Directors will provide students an official Course Syllabus (approved by the School of Health Professions Curriculum Committee, or a similar document) on the first day of class.

The syllabus should be also be posted on the course's Blackboard shell, and handed out or emailed to students. The Syllabus must include a (1) a Late Work policy for assignments and take-home exams; (2) Grading Policies (e.g., how much each exam, quiz, assignment and participation will count) and a Grading Scale (or refer to the Health Professions grading scale in the Handbook). Please ask the course director if you have any questions!

### **Incomplete Grades**

The grade "I" indicates assigned work yet to be completed in a given course or an approved absence from the final examination. When an instructor assigns a grade of "I," a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Course Director and Program Director for extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the "I" will convert to either an "F" or the grade as specified in the written agreement after the mid-point of the semester. An "I" grade may not be changed to a "W" under any circumstances.

### **Withdrawals**

A student can withdraw from a course up until the mid-point of the grading period/semester and receive a W grade. Withdrawal after the midterm is not permitted without special approval by the Program Director. However, in the event of an illness or severe hardship beyond the student's control, the student should submit a written petition for permission to withdraw from the course to the instructor and program director no later than the last day of classes. If permission is granted by the Program Director, a grade of W is recorded. If permission is not granted, then the student cannot withdraw from the class. A student who stops attending classes without withdrawing is assigned a WF grade unless the student's performance was failing, in which case a grade of F will be assigned.

1. The deadline for withdrawal from courses will be the mid-point of the semester.
2. The student will fill out a Course Withdrawal Form, which must be signed by the student's advisor and the Program Director.
3. Any change in student status (e.g., from full time to part time; leave of absence; withdrawal) requires submission of a Student Status Change Form. Students receiving financial aid must confer with the Office of Financial Aid if their student status changes.

### **MINIMUM ACADEMIC STANDARDS AND GRADUATION REQUIREMENTS**

To remain in good academic standing, the student must:

1. Have a cumulative GPA of 3.0 or greater on a four-point scale.
2. Pass all required courses and meet other requirements within the time frames specified above.
3. A student must have a GPA of 3.0 or better to be awarded the M.S. degree. A student who completes the requirements for the degree but whose GPA is below a 3.0 may be permitted by the Program Director to take up to seven additional credits of coursework in an effort to increase the GPA to 3.0. Grades in courses accepted for

transfer credit are not counted in the computation of grade point average. *Grade reports are available online.*

4. If the student believes there are extenuating circumstances why his/her performance has not met the minimum requirements of the program, he/she may submit a written petition to the Program Director explaining these circumstances. These will be presented to the Executive Committee. Considering their recommendations, the Program Director will reach a decision and inform the student of it in writing. If the student's petition is rejected, the student will be subject to probation or dismissal from the program, as appropriate.
5. Students must identify an Internship and an Internship Advisor ***by May 15<sup>th</sup> of the first year.*** The Program Manager, Program Director, and faculty will help the student identify an appropriate laboratory internship.

### **APPEALS**

Students may appeal academic and non-academic program decisions by following the appeals process outlined in School of Health Professions Handbook.

### **TRANSFER CREDITS**

Requests to transfer graduate credits from another accredited US or Canadian institution are considered on an individual basis after students are admitted to the EVMS Biomedical Sciences Graduate Programs. International credits are reviewed on a case-by-case basis.

A student may transfer up to 12 graduate credit hours, if all of the following conditions hold:

- Graduate course credits were completed at an accredited US or Canadian institution and reflected on an official transcript;
- Transfers can feasibly occur within the matriculation limit of this Program;
- The grade earned is a 'B' or better; and
- Credits for the course were completed at a regionally accredited school or program in Biomedical Sciences.

All transfer requests must be made *no later than one full term prior to graduation from the Program.*

Students wishing to request graduate credits to be transferred into the Biomedical Sciences Graduate Programs must submit a copy of the syllabus for the course and a Transfer Approval Request Form to the Program Director, who will consult with teaching faculty as appropriate.

Requests are subject to the approval of the Program Director. Approved transfer grades are included on a student's transcript; however, transfer grades are not included in semester or cumulative GPA calculations.

### **ACADEMIC WARNING**

An academic warning may be issued to a student who fails to meet program requirements, or who misses deadlines for submission of required forms, course evaluations, etc. An academic warning will become part of a student's academic record. The Program Director will send the student a letter informing them of the requirements they have failed to meet, describing how they may fulfill the requirements, and indicating further actions that may be taken (e.g., academic probation) if the requirements are not met.

## **ACADEMIC PROBATION**

1. If the cumulative GPA falls below 3.0, if a student fails to meet program deadlines as specified in this Handbook, or does not submit course evaluations in a timely manner (see [Missing Deadlines](#)), the student will be placed on probation. Probation serves as a warning that grades must improve if dismissal is to be avoided.
2. No student may remain on probation more than two consecutive semesters. Failure to attain a cumulative GPA of 3.0 after two semesters of probation will result in dismissal from the program. Students dismissed from the program are not permitted to take additional Biomedical Sciences courses at EVMS.
3. A student must make academic progress during the first semester on probation (e.g., the GPA must increase) or be subject to dismissal from the program.
4. Any student who is placed on academic probation twice will be dismissed from the program unless there are extenuating circumstances as determined by the Program Director as advised by the Executive Committee.

The Program Director will make every reasonable effort to notify students of their academic status. A letter will be mailed to each student placed on probation or dismissed from the program. Since mail may be delayed or misdirected, it is the responsibility of every student whose GPA falls below 3.0 to check with the Program Director to determine his or her academic status. Non-receipt of a letter by a student placed on probation or dismissed will not be grounds for claiming eligibility to enroll for a subsequent semester.

## **MISSING DEADLINES**

Meeting deadlines of the Program will help students develop professionalism. Students who fail to submit required documents or forms or to register for courses **more 2 weeks after the deadline** will be placed on academic warning, and **if the requirement is not completed 4 weeks after the deadline**, the student will be placed on academic probation. These actions will become part of the student's permanent academic record. **Continued failure to meet deadlines for an additional 2 semesters will result in further disciplinary action, up to and including dismissal from the program.**



## **TURNITIN PROGRAM SCANNING OF MAJOR WRITING ASSIGNMENTS**

### **Purpose:**

1. To teach students proper ways to cite and use material from others' work.
2. To teach students the difference between citation, quotation, and plagiarism.
3. To ensure that students' writing assignments do not contain plagiarized material.

### **Procedure:**

1. Students will be taught how to use the Turnitin program to ensure they have not unintentionally plagiarized.
2. Turnitin reports showing little or no similarity to published work or internet sources identified by the program must be submitted along with the following major writing assignments:
  - a. Research Techniques Essay Exams (Fall of Year 1)
  - b. Other written assignments, at the discretion of the course director.
3. Short phrases or standard descriptive wording of concepts or lists of items are acceptable even if they are identical to phrases in published works of others.
4. Passages longer than a few words that have obviously been copied, or which have had a small number of words changed, will not be allowed. Students must put ideas into their own words, even if the ideas come from published work (which should be properly cited).
5. Quotation should be discouraged, except in rare instances when a quotation is unique, historical, or expresses a new and important idea.
6. All results or ideas of others should be properly cited. The correct article(s) and/or book chapter(s) in which the results or ideas were published should be cited for each of these.



## **CURRICULUM (SNAPSHOT OF COURSES AND SEQUENCE)**

### **Year 1 Fall & Spring**

All students will take the following courses in the Fall and Spring

#### FALL SEMESTER

BT 722: Molecules to Cells	2 credits
BT 723: Molecular and Cellular Techniques	2 credits
BT 702: Introduction to the Laboratory	2 credits
BT 725: Cell Communication and Signaling	3 credits
BT 704: Laboratory Management	1 credit
BT 705: Introduction to Animal Biomedical Research	2 credits
<b>Total</b>	<b>12.0 credits</b>

#### SPRING SEMESTER

BT 706: Advanced Molecular and Cellular Techniques	2 credits
BT 707: Microscopy & Imaging Techniques	2 credits
BT 740: RNA Sequencing	2 credits
BT 709: Proteomic Technology	2 credits
BT 730: Applied Biostatistics and Bioinformatics	3.5 credits
BT 711: Flow Cytometry	2 credits
BT 712: Research Design	1 credit
BT 720: Introduction to Drug Discovery	1 credit
BT 713: Techniques Journal Club	1 credit
<b>Total</b>	<b>16.5 credits</b>

During the Fall and Spring semesters of Year 1, the Program Manager will serve as the student's Advisor.

### **Year 1 Summer & Year 2 Fall**

#### SUMMER SEMESTER

BT 714: Internship (On or Off Campus)	3 credits
BT 715: Online Journal Club	1 credits
<b>Total</b>	<b>4 credits</b>

#### FALL SEMESTER

BT 716: Internship (Continues)	6 credits
BT 718: Online Journal Club	1 credits
<b>Total</b>	<b>7 credits</b>

**Program Total** **39.5 credits**

At the conclusion of the Fall Semester in Year 2, students will return to campus to make presentations on the techniques they have learned and the results of their Internship projects.



## CURRICULUM POLICIES

The Biotechnology Master's program is designed so that a well-qualified, highly motivated student can complete it in 16 months. **All requirements for the degree must be completed within three calendar years from the date of matriculation.** Exceptions must be approved by the Program Director. Students whose graduate study is interrupted for military service will be granted an extension for the period of their service, not to exceed five years.

### **Year 1: Basic Biomedical Sciences and Research Techniques**

The Program Manager will serve as the Student Advisor. During the first year, the student will be required to satisfactorily complete all required courses. In rare circumstances, graduate courses taken at other institutions can be transferred (up to 6 credits maximum) into the curriculum of each student at the discretion of the Program Manager and the Program Director. The student must present the syllabus from courses being considered for transfer credit, and their content must be very similar to courses required in the EVMS Program in order to qualify for approval.

In the Spring semester of Year 1, the student must file an Application for Internships. By May 15 of Year 1, each student will be matched with an Internship and an Internship Advisor. If the student is doing an Internship off-campus, the Program Manager will serve as the EVMS Co-Advisor. Please submit the **Internship Form** to document the Internship assigned and the Internship Advisor.

### **Summer Year 1 - Year 2: Biotechnology Internship and Advanced Courses**

During the Summer Semester of Year 1 and the Fall Semester of Year 2, the student will satisfactorily complete a **Biotechnology Internship** in an approved laboratory or off-campus company or organization, and **advanced courses** as detailed above.

At the conclusion of the Internship, the student will make an **oral presentation** to classmates and the faculty on the techniques learned and results achieved during the Internship. Requirements for application to the Internship, expectations, and evaluation procedures will be provided to the student in the Spring semester of Year 1.

### **Hours During The Internship**

The Biotechnology Master's Program Internship should be treated as a full time job and students should be highly motivated, without a requirement for a minimum number of hours to be worked. Students in their Internships should work a minimum of 40 hours per week. To make progress in their work, most students will find it necessary to work longer hours, which may include some evening and/or weekend hours.

## **POLICY FOR STUDENTS WISHING TO LEAVE AN INTERNSHIP**

1. A conflict or problem that cannot be resolved between an advisor and a student should be reported to the Program Manager (PM) and the Program Director (PD) by either party.
2. The PM will meet with the student and advisor to try to resolve the problem.
3. If the problem is not resolved, the student and advisor will be required to meet with the Biomedical Sciences Executive Committee and the PM or other EVMS officials, as appropriate.
4. If, after attempts to resolve the conflict or issue, either the student or the advisor wishes to terminate the mentoring relationship, a written request must be submitted to and approved by the PM. The request should give reason(s) why the mentoring relationship should end.
5. If the student wishes to leave a laboratory, the advisor and the PM must receive written notice of termination of the mentoring relationship. The student will leave the lab at a date mutually agreed on by the student and the advisor, but the maximum time after giving the PM written notice will be 30 days. The student will continue to perform research in the mentor's laboratory until the termination date.

## **REQUIRED ACTIVITIES FOR BIOTECHNOLOGY MASTER'S STUDENTS**

### **Individual Development Plan (IDP)**

Each student must complete an Individual Development Plan in the Spring semester of Year 1. The form will be submitted by the student to the Program Manager. The student and Program Manager will then meet to review the student's career goals and the progress they are making towards them. The **Application for Internships** will also be reviewed during this time. The final plan will be approved by the Program Manager and the Program Director, and copies will be provided to the student and the Biomedical Sciences Program Office. The IDP will be finalized in the Fall semester of Year 2 by the student and the Internship Advisor and submitted to the Program Manager and the Biomedical Sciences Program Office.

### **Documented Seminar Attendance**

Students are required to attend and document attendance at four (4) research seminars at EVMS in Year 1. The seminars should be focused on basic science rather than clinical medicine, and given by faculty-level scientists at EVMS, ODU, and LifeNet Health. Students are required to file a form and answer questions about the seminar. The form must be signed by a member of the Biomedical Sciences faculty, who will certify that the seminar qualified and that the student attended the seminar.

### **Attendance at Research Day, Graduate Student Research Conference**

Attendance at Research Day (mid-October) and Graduate Student Conference (Spring) is required for students who are on campus, and will be documented with a sign-in sheet.

### **Course Evaluations**

Students are REQUIRED to submit course evaluations for all courses taken. Students who do not submit course evaluations within 2 weeks of the end of a semester will be placed on [academic warning](#), and if the evaluations are not submitted 4 weeks after the end of a semester, they will be placed on [academic probation](#). These actions will become part of the student's permanent academic record. Continued failure to submit course evaluations by the deadline for an additional 2 semesters may result in further disciplinary action, up to and including dismissal from the program.



## APPENDIX A: BIOTECHNOLOGY MASTER'S PROGRAM: STUDENT CHECKLIST

### FALL SEMESTER – YEAR 1

- Download the EVMS Biotechnology Master's Program Handbook.
- If necessary, meet with the Program Manager to determine if any required courses can be waived because of prior equivalent graduate coursework.
- Register for Spring semester classes ***by ~November 10.***
- Submit Course Evaluations ***by ~December 25***

### SPRING SEMESTER – YEAR 1

- Meet with Program Manager to discuss Individual Development Plan and selection of an Internship.
- Apply for Internships as prescribed by the Program Manager.
- Register for Summer semester classes ***by ~April 10.***
- Be matched with an Internship and select an Internship Advisor (and EVMS Co-Advisor if working off-campus) by **May 15.**
- Submit Course Evaluations ***by ~June 1***

### SUMMER SEMESTER – YEAR 1

- Start Internship Full Time.
- Take Online Journal Club course.
- Register for Fall semester classes ***by ~July 10.***
- Submit Course Evaluations ***by ~September 1***

### FALL SEMESTER – YEAR 2

- Continue Internship.
- Continue Online Journal Club course.
- Refine Individual Development Plan with Internship Advisor.
- Apply for Employment early!
- Oral Presentation of Internship Expertise and Results at EVMS (***December***)
- Submit Course Evaluations ***by ~December 25***
- Exit Interview with Program Director and Program Manager (**Required**)



## **APPENDIX B: RESPONSIBILITIES OF THE STUDENT'S ADVISOR DURING THE INTERNSHIP**

### **A. Insure that the student continues to make progress on the internship project.**

A student whose work progress is found to be unsatisfactory by the Internship Advisor (and EVMS Co-Advisor, if Internship is off-campus) shall be placed on academic probation. The student will then be given a minimum of one month and a maximum of two months to address the concerns specified by the Internship Advisor (and Co-Advisor). At the end of the probationary period, the Internship Advisor (and Co-Advisor) will meet again with the student to determine if the student's progress is satisfactory. If it remains unsatisfactory, the Internship Advisor will report this to the Program Manager. The student will be dismissed from the program unless the student successfully appeals the decision to the Program Director.

### **B. Counsel and aid the student during the Internship.**

The Internship Advisor will guide the student during the internship phase to complete their project and to train the student in the use of equipment and techniques. However, the work is to be the student's own and the internship is designed to give the student maximum opportunity for hands-on training.

### **C. Counsel the student in preparation for the Final Oral Presentation.**

The Internship Advisor will guide the student in the preparation of an oral presentation describing his or her Internship work. The Master's degree will be awarded after completion of all requirements and approval by the Program Manager and Program Director.

### **D. Approval of the Final Oral Presentation.**

The student's oral presentation must be approved by his or her Internship Advisor (and EVMS Co-Advisor, if the work was done off-campus), and the Program Manager. The Oral Presentation Form must be completed and signed by them.

### **E. Reports and Student Progress.**

The Internship Advisor should report the student's progress during the Internship to the Program Manager by email on a quarterly basis (August 15 and November 1) by completing the INTERNSHIP EVALUATION FORM. A letter grade will be submitted by the Internship Advisor that reflects the student's progress and performance throughout the Internship period.



## **APPENDIX C: ADMINISTRATION AND PROGRAM FACULTY**

### **ACADEMIC ADMINISTRATION**

#### **Program Director, Biomedical Sciences Programs**

Margaret A. Morris, Ph.D.

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#### **Program Manager, Biotechnology Program**

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#### **Chair, Admissions Committee**

Julius O. Nyalwidhe, Ph.D.

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#### **Chair, Biomedical Sciences Curriculum Committee**

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Dept. of Microbiology and Molecular Cell Biology

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#### **Program Coordinator**

Grace M. Bryant

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### **EXECUTIVE COMMITTEE**

To assist the Program Manager and Program Director and insure adequate input by participating faculty members at EVMS, the Biotechnology Program's Executive Committee sets program policy. The Committee consists of the Program Director, Program Manager, Chair of the Biomedical Sciences Curriculum Committee, and Chair of the Admissions Committee. The Program Director calls meetings as needed and records and distribute minutes and an agenda for each meeting and will serve as Chair. The Committee will approve and be responsible for Program faculty issues and policies.

### **FACULTY OF THE BIOTECHNOLOGY MASTER'S PROGRAM**

#### **EVMS Office of Research**

William Wasilenko, PhD

Andrews Hall

#### **EVMS Department of Internal Medicine (Name, Office Room Number, Lab Room Number)**

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Lewis Hall 2119

Jerry Nadler, MD

Hofheimer Hall Suite 410

Lewis Hall 2130

#### **EVMS Department of Microbiology and Molecular Cell Biology**

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Lewis Hall 3161

Dianne Daniel, PhD

Lewis Hall 3152

Lewis Hall 3162

Elena Galkina, PhD

Lewis Hall 3180

Lewis Hall 3143

Julie Kerry, PhD

Lewis Hall 3174

Aurora Esquela Kerscher, PhD

Lester Hall 421

Lester Hall 460-461

Woong-Ki Kim, PhD

Lewis Hall 3047

Lewis Hall 3053

Neel Krishna, PhD

Lewis Hall 3184

Lewis Hall 3054

Patric Lundberg, PhD

Lewis Hall 3186

Lewis Hall 3057

David Mu, PhD

Lester Hall 420

Lester Hall 442-445

Julius Nyalwidhe, PhD

Lester Hall 424

Lester Hall 458-459

O. John Semmes, PhD

Lester Hall 426

Lester Hall 462-465

Julia Sharp, PhD	Lewis Hall 3114	Lewis Hall 3115
Amy Tang, PhD	Lester Hall 423	Lester Hall 454-457
David Taylor-Fishwick, PhD	Lewis Hall 2128	Lewis Hall 2151
<b>EVMS Department of Pathology and Anatomy</b>		
Paul Aravich, PhD	Lewis Hall 3075	
Earl Godfrey, PhD	Lewis Hall 3077A	Lewis Hall 2139
Jorge Jacot, PhD	Lewis Hall 3049	
Gyorgy Lonart, PhD	Lewis Hall 3077	Lewis Hall 3076
Larry Sanford, PhD	Lewis Hall 2051	Lewis Hall 2067
<b>EVMS Department of Pediatrics</b>		
Kenji Cunnion, M.D.	Lewis Hall 3041	Lewis Hall 3059
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## **APPENDIX D: BIOTECHNOLOGY MASTER'S PROGRAM FORM LIST**

1. INDIVIDUAL DEVELOPMENT PLAN
2. APPLICATION FOR INTERNSHIPS
3. INTERNSHIP EVALUATION FORM
4. ORAL PRESENTATION FORM