

Biotechnology “Employee Contract”

Welcome to the SBHBCP. The SBHBCP courses are designed to get you ready for the biotechnology industry workforce. The goals and expectations in SBHBCP courses are different than in most high school courses.

Course and Pathway Goals:

- A general knowledge of the biotech industry, its products, methods and operating procedures.
- Experience with standard processes used in the biotechnology industry including; experimental design, use of scientific equipment, data analysis and interpretation, critical thinking, and communication.
- The development of good business practices, organizational skills, and self-reliance.

Course and Pathway Requirements:

- * Biotechnology students are expected to be present and prompt to class time (work) every day.
- * Biotechnology students must maintain a legal, scientific notebook and develop a placement portfolio. As industry leaders say, “If work is not recorded in the notebook, it did not happen.”
- * Biotechnology students are required to develop lab and industry skills and complete all work with **at least 80% competency**.
- * SBHBCP Scope and Sequence of Topics/Skills (Curriculum)
 - Biotechnology (Year 1) = Standard Lab Operating Procedures (Chapters 1-5)
 - Biotechnology (Year 2) = Recombinant DNA and Protein Manufacturing (Chapters 6-9)
 - Biotechnology (Year 3) = Agricultural, Pharmaceutical, and Advanced Topics and Research in Biotech (Chapters 10-14)
 - Biotechnology Services Internship/ Independent Research Projects

Daily Laboratory and Classroom Procedures:

1. Students are expected to be present, seated, with materials, ready to work **at the scheduled start time**.
2. **Everyday**, students are expected to have access to their biotech e-books, their legal, scientific notebook, a black pen, a calculator, a metric ruler, small pair of scissors, and a glue stick.
3. Everyone is expected to follow the directions of the instructor/supervisor/adult the **first time**.
4. Everyone is expected to use all equipment safely, correctly, and as directed.
5. Everyone is expected to respect the rights of others to learn and work.
6. Everyone is expected to **participate** in all online work, conferences and meetings, discussions and lab work, including **note-taking and long-term projects**.
7. Each student is expected to have a working email address and check it daily for notices from the instructor.
8. In the lab, each student is expected to clean their work area and help maintain common work areas.
9. **The teacher** (supervisor) **dismisses you, not the bell or the clock**.
10. If you miss a work period (class), it is **your** responsibility to makeup the work/time that **you** arrange with your supervisor, in the required time period (1 week).

“Employee” Evaluation: SBHBCP Biotech courses are designed to get students ready for the workforce. Students are evaluated using techniques similar to those in industry. Course evaluation/grade and continued participation is based on:

Attendance = 10%	A missed class (workday) must be "made up" promptly. (See below.)
Promptness = 10%	All “tardies” require make-up time, by appointment, within 1 week. (See below.)
Record-keeping = 30%	All work (data, procedures, calculations, notes, and images of work) are kept in a legal notebook.
Participation = 20%	Subjective evaluation of effort, skills and work production (See attachment).
Skills = 30%	Objective evaluation of skill development, skills quizzes, and required projects.

- Notification (by email, text, or cell phone) regarding absences or “tardies” must occur **before** scheduled start times.
- All non-school absences must be cleared by a signed note from a parent/guardian to the supervisor, upon return from absence.
- Make-ups are by **appointment only**, on _____, within one week of absence.
- **Each absence affects your grade. You may “make-up” up to 4 missed “class hours”/semester without penalty, after which each absence will affect your attendance grade proportional to the number of class hours/semester. Truancies (uncleared absences) will be counted as 2 absences.**
- Tardy, truant, or disruptive students will be given alternative work assignments. Each tardy is counted against the “promptness” grade. Alternative work assignments are served by **appointment only**, on _____, within one week.
- Alternative work assignments that are not completed result in twice the number of promptness points docked from the “promptness” grade. Every 3 infractions result in a loss of an additional 5% of the total points and recommendation for removal from pathway.

Biotech students will have opportunities not available to others. SBHBCP courses require a commitment from the student and the adults in his or her life. Since it is often hard to control the timing of experiments occasionally students will be expected to be in the lab at unscheduled times. Students should expect to spend 1-2 hours of work on biotech outside the weekly class time. **I understand the expectations and commitment required in Biotech.**

Student's signature _____ Student's email _____

Parent's name (printed) and signature _____ email or phone # _____