

Knight Campus Graduate Internship Program Student Handbook: Bioinformatics Track

Summer 2022

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Knight Campus Graduate Internship Program Overview

The Knight Campus Graduate Internship Program, herein referred to the *program*, is part of the Phil and Penny Knight Campus for Accelerating Scientific Impact, a \$1 billion initiative designed to fast-track scientific discoveries into innovations, products, or cures to improve the quality of life for people in Oregon and throughout the world.

Founded in 1998, the program trains students in the real-world knowledge and skills necessary to be successful in the industrial environment. We believe an advanced degree should not only provide rigorous academic training but also help students land a job and prepare for a successful career.

The program has five tracks, focused in life science (*Bioinformatics & Genomics*) and materials science (*Photovoltaic & Semiconductor Device Processing, Polymer Science, Optical Materials & Devices, and Molecular Sensors*).

Statement of Inclusion

The program is committed to creating an inclusive environment where all individuals can excel. Students are encouraged to explore the resources available on campus through the Division of Equity and Inclusion: <https://inclusion.uoregon.edu/>. As stated in the UO Mission statement, the program is committed to “the principles of equality of opportunity and freedom from unfair discrimination for all members of the university community and an acceptance of true diversity as an affirmation of individual identity within a welcoming community.”

Inclusion Workshop Series and Inclusion Symposium

The program hosts optional weekly workshops during the summer term. The workshops empower students with the foundational knowledge necessary to be inclusive team members and future inclusive leaders, while concurrently promoting a sense of belonging for fellow students.

An inclusive environment is one in which individuals of all walks of life (of all genders, sexual orientations, races, ethnicities, cultures, age, abilities, economic status, religions, and citizenships) are free to express who they are, feel respected, are treated fairly, can fully participate in work and social activities without fear of abuse, harassment, discrimination, or unfair criticism.

The workshop series typically culminates in the Inclusion Symposium in August, which features senior industry and alumni panels. Students may attend if they meet the weekly workshop attendance requirement.

Safety

The program strives to provide an exceptional educational experience, which includes exposure to laboratory practices, interdisciplinary methods, and safety practices. If a student feels uncomfortable or inadequately trained to handle an environmental hazard or lab task, the

student should immediately consult with an instructor and/or GE. Safety should be thought of in relation to the self, colleagues, lab mates, and equipment. A large part of the training in this program is how to be an effective scientist while preventing avoidable problems. Making technical mistakes is part of the learning process; however, students will be taught basic and advanced best practices over the course of the program to minimize mistakes.

Advising

General course requirements, academic, and professional advising are provided by program staff. Staff will initiate meetings throughout a student's time in the program. Students are highly encouraged to make appointments with staff to take full advantage of their professional and technical expertise.

Professional Development

The program offers several activities to promote the professional development and corporate visibility of its students. These activities are available to students enrolled in Professional Communication in Science. This course is P/NP. Examples of activities that are accessible to those enrolled in the Professional Communication in Science course include guest seminars, one-on-one professional development mentoring, inclusion meetings, mock interviews, networking events and virtual in-person introductions to partners.

Partner-facing events (i.e., in-person and virtual introductions) have 4 additional requirements:

- Good academic standing (≥ 3.00 GPA)
- No infractions of the UO Student Conduct Code:
<https://studentlife.uoregon.edu/conduct>
- Permission for program staff to serve as reference via UO's Student Reference Request Form: <https://registrar.uoregon.edu/files/pdf/StudentReferenceRequestForm.pdf>
- Satisfactory performance in the Professional Communication in Science course

If a student fails to meet any of these requirements but would like to be considered for future professional development activities, a plan detailing necessary remediation actions and timeline to meet professional conduct standards may be created with the program director Stacey Wagner and, when necessary, additional staff or faculty. Upon successful completion of the remediation plan, a student may be eligible to participate in extracurricular professional development activities.

Internships

In alignment with the program's goal to provide hands-on, experiential training, students complete 30 internship credits as part of their degree requirements. Historically, the program has a 98% graduation rate, which indicates the high level of success in which students have completed internships. While the program provides support in identification of an internship through the professional development coursework, it is ultimately the responsibility of the student to secure an internship that fulfills degree requirements. International students are

responsible for complying with the requirements of their F-1 status and should apply for Curricular Practical Training when they have identified their internship.

Employment Classification

For simplicity, the program uses the term “internship” to describe the employment classification of students fulfilling the 30-credit, hands-on, experiential learning portion of the program. However, students may fulfill their degree requirements through a variety of employment classifications (intern, co-op, contractor, temporary employee, full-time employee, etc.). The classification describes how an organization views the terms of employment (e.g., duration, benefits) with the employee. Most students who fulfill their degree requirements through program-facilitated introductions are hired as interns or contractors.

Students may be converted to a full-time employee before completion of their degree. This does not impact the student’s standing in the program.

Program-facilitated Internship Identification

Most students identify an internship through program-facilitated introductions which occur through a variety of means including guest seminars, workshops, networking events, and conferences. When an on-campus, large-scale event is not possible, alternative methods for providing partner introductions will be arranged. The Bioinformatics & Genomics Track students participate in the program’s *Genomics in Action Conference and Interview Event* in late January/early February. Requirements and expectations for participation in this event, as well as other partner-facing events, are detailed in the Scientific Communication (BI 610) syllabus.

Once a student accepts an internship offer, they must not back out of the offer (except in extreme circumstances and only in consultation with the track director). If a student chooses to decline all program-facilitated internship offers, for any reason (e.g., location, remote vs in-person work), the student is responsible for identifying their own internship opportunity.

Student-identified Internships

Students may independently identify and accept an employment opportunity that fulfills the internship credit requirements. To ensure the internship meets the program’s requirements, students must consult with their program director before accepting a position. The program may confer with the potential host site before the student accepts the offer.

Credit Load (or Duration)

While interning, students typically enroll in 10 internship credits per term. If an internship starts midway through a term, or the student is employed less than 35 hours per week, the student should consult with a program staff member for guidance on the proper number of internship credits to enroll in. Internship credits cannot be taken in advance of core coursework.

Term Papers

To document successful progression of technical knowledge, either a research paper summarizing internship projects or a technical literature review relevant to the internship is submitted each term a student is registered for internship credit. Term paper requirements are provided by the instructor of record (typically the track lead) for internship credits. Internship credits are taken P/NP. Failure to meet term paper requirements may lead to a “No Pass” for the term. Papers that describe work conducted during an internship may have to be approved by the company’s legal department prior to submission. Students should be proactive in understanding the timeline for employer approval and proactively work with the instructor if an issue arises.

Evaluation

Students will have an opportunity to provide formal internship feedback to the program about halfway through their internship. The program will also formally evaluate the student intern with their supervisor(s) during a separate meeting. Evaluations serve to facilitate a successful internship experience and troubleshoot potential issues. These evaluations may occur in person, or by video/phone call. Status changes that affect student interns (e.g., supervisor changes) should be communicated to the program. Students are encouraged to maintain communication with the program during their internship.

Level of work/responsibility

Student interns should be expected to work at the MS level and comparable to that of a regular employee with similar technical skills and experience.

Tuition & Fees

Tuition

For students enrolling in Summer 2022, tuition for core courses and internship credits will be offered at a rate of \$592/credit for the 2022/23 academic year. *Additional elective courses are offered at a flat rate of \$592 per credit, regardless of how many credits a student is registered for.* Tuition and fees are subject to change each academic year. Credits offered through the Graduate Internship Program are the same rate for Oregon resident and non-resident students. <https://registrar.uoregon.edu/tuition-fees/graduate> – **you will need to select “Knight Campus Internship Program” from the drop-down menu to see accurate tuition assessment.**

Tuition must be paid in full before a student can register for the following term, see <https://ba.uoregon.edu/content/payments> for payment due dates. *Students must be registered by the “Last Day to add a class/process initial registration” to be in good standing with the program.* For a full list of registration and drop/add dates, refer to the academic calendars found at: <https://registrar.uoregon.edu/calendars/academic/five-year>.

Students who have financial aid awards will not receive their awards until their registration forms are processed.

Fees

Students pay the standard student fees for terms in which they are enrolled in any on-campus classes. Students pay reduced fees for terms in which they are exclusively enrolled in off-campus courses (i.e., internship credits). If a student enrolls in an on-campus class during their internship, they will be assessed on-campus fees. *Accurate fee assessment requires students to inform in graduate internship program staff of their official internship start date.* Fees are subject to change annually (reset each academic year at the start of fall term). <https://registrar.uoregon.edu/tuition-fees/graduate>

Matriculation Fee: All new students must pay a one-time matriculation fee the term they enter the UO (currently \$469.57 - this is subject to change).

For specific fee amounts, visit the registrar at <https://registrar.uoregon.edu/costs/tuition-fees/> For information about financial aid, please contact the aid office at <http://financialaid.uoregon.edu> or 1-800-760-6953 / 541-346-3221.

Coursework

GPA Requirements

Students must have a cumulative GPA of 3.00 or above and complete 60 credits (see table 1). Transfer credits do not affect overall GPA at the UO.

Table 1: Summary of different credit scenarios. For Scenario 2, “Research” denotes on-campus research with a UO faculty member. This option is possible but uncommon. Number of credits in parenthesis.

Term	Bioinformatics Track	
	Scenario 1	Scenario 2
Summer	Core Courses (12)	
Fall	Core Courses (9) Optional Elective (4)	
Winter	Core Courses (9) Optional Elective (4)	
Spring	Internship (10)	Research (10)
Summer 2	Internship (10)	
Fall 2	Internship (10)	

Number of Required Credits: 60

Grades below a C- do not count for graduate credit but are used to calculate overall GPA. If a student’s GPA drops below a 3.0 at any time during graduate study, or if a student accumulates more than 5 credits of NP or F grades (regardless of GPA), it is considered unsatisfactory and the student may be disqualified from the program and the graduate school, terminating the student’s degree program. **Note that some internship opportunities require students to have a higher GPA.**

Removal of Incompletes

Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete (“I”) into a passing grade within one calendar year of the term the course was taken. After one year, the student must petition the Graduate School for removal. A course instructor may elect to create a shorter timeline to convert an “I” to a grade.

Consult the grad school website for a full overview of graduate grade requirements:

<https://gradschool.uoregon.edu/academics/policies/general/grades-incompletes>

Bioinformatics Coursework

Required Courses

There are 60 total credits: 30 coursework credits and 30 internship credits (see Table 4). The curriculum is sequential and interconnected. Students are required to demonstrate satisfactory academic progress in all course work (see *GPA requirements*).

Table 4. Core Bioinformatics Coursework

Term	Number	Name	Credits
Summer	Bi 621	Computational Methods in Genomic Analysis	4 graded
	Bi 622	Genomics Techniques	4 graded
	Bi 623	Topics in Genomic Analysis	4 graded
Fall	Bi 624	Genomics Research Lab	4 graded
	Bi 610	Advanced Biological Statistics for Omics Data	4 graded
	Bi 610	Professional Communication in Science I	1 P/NP
Winter	Bi 625	Advanced Genomic Analysis	4 graded
	Bi 610	Machine Learning for Omics Data	4 graded
	Bi 610	Professional Communication in Science II	1 P/NP
Internship (3 terms)	Bi 601	Research Internship	10 P/NP
	Bi 601	Research Internship	10 P/NP
	Bi 601	Research Internship	10 P/NP
Total required credits			60

Elective Courses

In addition to the core courses, students may choose to complete elective course credits, outside of summer term. Electives do not need to be within the major or at the graduate level. Courses within CS, Biology, Chemistry, Math, or Physics may be of interest. Program staff may advise students on which courses to take based on academic and career interests and goals.

Communication during internships

Students are expected to maintain contact with Bioinformatics staff during their internship using UO email, Canvas, and Slack. If a student is not regularly checking UO email, they need to forward it to an email that is checked regularly (instructions here: <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=30799>).

Students may continue forwarding UO email after graduation (<https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=52976>). To avoid missing assignment deadlines, students should turn on their Canvas Notification Preferences for Course Content (see Figure 1).

Figure 1 – Notification preferences in Canvas

The screenshot shows the 'Notification Preferences' page in Canvas. The 'Course Activities' section is expanded, showing a table of notification settings. A red arrow points to the 'Course Content' row, where the 'Email Address' checkbox is checked and highlighted with a blue box.

Course Activities	Email Address	Push Notification
Due Date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Files	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Important Information

Registration

To register for core coursework on DuckWeb, students will need course registration numbers (CRNs). CRNs for summer courses and internship credits will be provided by the program via students' UO email addresses each term. They are *not* listed in the general course list for the university and thus **cannot be found by searching the class list online**. Once a student has the CRNs, they can input them into the class list on DuckWeb. Students should register by the end of the first week of classes each term to remain in good program standing.

To register for variable credit courses (internships) a student must register for 1 credit and then *change* to 10 (see instructions below), or the desired number of credits as discussed with program staff.

To increase the number of credits you're enrolled in follow these steps:

1. Click on the registration menu
2. Click on "change variable credit/grading option"
3. Find the internship course and use the drop-down menu to adjust the number of credits
4. Save

Students who register or change their number of credits after the deadline *will be assessed a fee and require an approval from the department and program to register*. For a full list of registration and drop/add dates, refer to the academic calendars found at: <https://registrar.uoregon.edu/calendars/academic>. It is the student's responsibility to check and adhere to these deadlines.

Recording Restrictions

To protect privacy and freedom of expression, students may not record classes, meetings, or events without advance written consent of the instructor, staff, or classmate leading the class, meeting, or event. If permissible, recordings may only be used by the student for study purposes and may not be distributed. If a student has received permission, other students in the session will be notified in advance. Failure to comply with this policy is considered a violation of the student conduct code and may result in disciplinary action.

Instructors may choose to record course content. Students will be notified if a course is being recorded. Students may not share course content outside of class (including Zoom Recordings of lectures and discussions, Panopto Sessions, etc.).

Books

Books are loaned to students. Program staff will coordinate the expected return date before the student departs for their internship. If a book is lost or damaged, it should be immediately reported to the course instructor. Students are responsible for replacing damaged or lost books.

Other Information

Health Insurance

Students are eligible to buy UO student health insurance as long as they are admitted, enrolled in one or more classes, and actively seeking a degree. Typically, students can enroll in UO health insurance during their first term at the UO or in fall term only. For more information see <https://health.uoregon.edu/uo-student-insurance>.

Note for international students: International students are required to have health insurance and are automatically enrolled for the UO plan. If you already have insurance, you can request a waiver from the requirement – <https://health.uoregon.edu/international-student-plan>.

ID Cards

Once a student arrives on campus, a Student ID card must be requested through the UO Card Office (typically during a scavenger hunt during Professional Development Week). A photo may be provided in advance if preferred: <http://uocard.uoregon.edu/>

UO Student Conduct Code

The UO student conduct code applies to all students in the program. Students will be asked to confirm they have read and understood the student conduct code before the first week of coursework. The full conduct code may be found at: <https://studentlife.uoregon.edu/conduct>.

During Professional Development (PD) week, the program will provide supplemental training on paraphrasing and attributing work, which is intended to help students avoid plagiarism. Specifically, students should be familiar with correct citations and attribution of published work, including how to provide appropriate information for websites, figures, and images. Students will be able to identify patchwork plagiarism, when and how to use quotes in scientific writing, and how to cite sources. Students may refer to the slides provided from PD week for examples and are encouraged to ask if they have questions.

While students are encouraged to work together on assignments and coding projects, submitted code must be their own work. Instructors may check for code similarities between students and may check against common code sources.

Accessibility

The UO is working to create inclusive learning environments. Please notify the program if there are aspects of the program design that result in disability related barriers to participation. For more information, please contact the Accessible Education Center in 360 Oregon Hall, (541)346-1155 or uoaec@uoregon.edu.

Program Probationary Warnings and Dismissal

Students who fail to meet department, program, or university requirements, or students who are not making satisfactory progress towards their MS degree, are subject to probationary warnings and/or dismissal.

Prior to dismissal, a program staff member, and the Faculty Advisory Committee (FAC) will establish whether a probationary warning will be provided or if immediate dismissal is warranted. While the former is recommended, serious infractions may lead to immediate dismissal. The FAC is a group composed of UO faculty who ensure program alignment with broader departmental and university goals and initiatives.

If a warning is issued, the student will be placed on probation and the FAC will establish the necessary actions required for the student to be reinstated to good standing. Failure to meet the necessary actions provided by the FAC within the established time frame will result in dismissal from the program.

Drug Use Warning

While marijuana is legal in the state of Oregon, it is not legal federally. Many of our partners conduct mandatory drug screening for all their employees. Students who plan on participating in partner-facing activities that could lead to employment should be able to pass drug

screening. Drug screening/tests are standard across industry and national labs, occurring *at the time of offer* and sometimes repeated upon start of employment.

Graduation Requirements

To graduate, students must *APPLY to the Graduate School in the first two weeks of the term in which all required credits will be completed*. The application and deadlines can be found on the graduate school website: <http://gradschool.uoregon.edu/>.

Notify Jodi Myers (myers2@uoregon.edu) that you have applied to graduate.

To ensure eligibility to graduate, please review the following graduate school requirements:

1. Continuous Enrollment Requirement

Graduate students are required to be continuously enrolled for a minimum of 3 graduate credits until all requirements have been completed (excluding summer term).

Any term in which a student is not enrolled for **UO credit**, a leave of absence request is required by the grad school and will need to be approved by the department: <https://gradschool.uoregon.edu/policies-procedures/leave>. For example, if a student enrolls at another university while not enrolled for internship credit the student must fill out the leave of absence request form and submit it to the grad school.

Leave of absence requests should be sent to Leslie Coonrod, coonrod@uoregon.edu.

2. Waiver of Enrollment in Term of Completion

The UO requires registration in the term a degree is awarded. There is an exception for students in the program who are completing elective courses at another institution in the term they will graduate.

If a student is not enrolled at the UO in the term of completion for any *other* reason than that stated above, students should submit a *General Petition* with the grad school requesting a “waiver of enrollment in the term of completion,” and explain why they are not enrolled at the UO. There is a \$15 fee for the general petition (subject to change).

<https://gradschool.uoregon.edu/academics/forms>

3. 7-Year Time-to-Completion Limit

The graduate school requires graduate students to complete their degree within seven years, beginning with the term of admission. This date is adjusted back in time if a student transfers graduate credits that were earned before the date of admission.

4. Degree Requirements

Students must complete all required coursework with a C- or higher (for graded coursework) or P (for P/NP coursework), have ≥ 3.0 GPA, complete 30 credits of Bi601 Research Internship, and have no infractions of the UO Student Conduct Code.

Graduation Ceremonies

Most students graduate in December of their 2nd year. Newly graduated students will be emailed an invitation to the yearly Knight Campus graduation reception (spring term).

To participate in the UO and/or biology *graduation ceremonies*, notify:

Biology: Ingrid Karson, 541-346-6052, ingridk@uoregon.edu

Emergency Resources

UO Emergency Numbers

Student Crisis Line (eve./wknd.)	541-346-3227
University Health Center	541-346-2770
Emergency	911
University Police (non-emergency)	541-346-0947
SAFE Hotline (https://safe.uoregon.edu/)	541-346-7233

UO Student Safety Numbers

Safe Ride	541-346-7433
UOPD Safety Escorts	541-346-2919
UO Police Non-Emergency	541-346-2919

Community Emergency Numbers

Eugene Police Department	911
White Bird Clinic (24 Hour crisis)	541-687-4000
CAHOOTS	541-682-5111
Sexual Assault Support Crisis Line	541-484-9791
Womenspace Help Line	541-485-6513

Sign Up for the UO Alert System:

<https://safety.uoregon.edu/uo-alerts>

If you have information that a student is at risk for suicide, has attempted suicide, or has been hospitalized for an attempt, please file a Suicide Report Immediately.

The UO Suicide Assessment Team reviews and acts upon all Suicide Report forms that are filed:

https://cm.maxient.com/reportingform.php?UnivofOregon&layout_id=1