

# Biotechnology 1 "Employee Contract"

Welcome to **Introduction to Biotechnology 1** for the \_\_\_\_\_ school year.

This course is designed to get you ready for the workforce in Biotechnology. It is the first semester of a 6-semester career pathway. Its goals and expectations are different than in most high school courses.

\*\*\*\*\*

## PATHWAY GOALS:

- \* A general knowledge of the goals and functions of the Biotechnology Industry -->"The Big Picture."
- \* Experience with the 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 REQUIREMENTS:

- \* Biotechnology students are expected to be present and prompt to class every day.
- \* Biotechnology students are required to maintain a legal, scientific notebook and develop a placement portfolio.
- \* Biotechnology students are required to develop lab and industry skills with **at least 80% competency**.

\*\*\*\*\*

## CLASS PROCEDURES:

1. **You** are expected to be in class (at work), seated, **with materials**, ready to work **when** the bell rings.
2. **Everyday**, you are expected to have:  
A. your legal, scientific notebook      B. a black pen  
C. a metric ruler      D. a calculator      E. a gluestick
3. Everyone is expected to follow the directions of the instructor/supervisor/adult the **first time**.
4. Everyone is expected to use all equipment correctly, safely, 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 labs and discussions, plus take notes during lectures.
7. You are expected to clean your work area. **The teacher** (supervisor), **not the bell, dismisses you**.
8. If you miss a class, it is your responsibility to make up the work/time in the required time period.

\*\*\*\*\*

**EVALUATION:** Since Introduction to Biotechnology is designed to get you ready for the work force, you will be evaluated in a fashion similar to the evaluation techniques used in industry. Your evaluation \*(grade) and continued participation is based on:

**Attendance/ Promptness** If you miss a class (workday), it must be "made up" promptly. (\* See below.)  
= 20% All tardies require make-up time, during lunch, within 1 week. \*\*\*

**Record-keeping** = 20% All data and information will be kept in a legal, scientific notebook.

**Participation** = 20% Subjective evaluation of effort, skills and work production.

**Process/Content** = 40% Objective evaluation of skill development, skills/content tests, and required projects.

- \* **Makeups are by appointment only, on \_\_\_\_\_ at \_\_\_\_\_, 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 will be counted as 2 absences.**

\*\*\* \_\_\_\_\_ at lunch may be used for tutoring and assistance, by appointment.

\*\*\* Tardy, truant, or disruptive students will be given detention. Each tardy is counted against the "promptness" grade. Detentions will be served at lunch only on either a \_\_\_\_\_ or \_\_\_\_\_. Unserved detentions will result in twice the number of promptness points docked from the "promptness" grade. Every 3 tardies results in additional lost points (5% of the total points) and recommendation of removal from pathway.

\*\*\*\*\*

Biotechnology students will have opportunities not available to others, including sophisticated laboratory research, guest speakers, "meaningful" readings/activities/discussions/ lectures/ presentations, field trips, and workplace experiences. It requires a commitment from the students and the adults in his or her life. Because it is often hard to control the timing of experiments, occasionally students will be expected to be in the lab at unscheduled times.

**I understand the commitment required in Introduction to Biotechnology 1.**

Student's signature \_\_\_\_\_ email \_\_\_\_\_

Parent's name (printed), signature/phone # (if under 18) \_\_\_\_\_

Teacher Name/email \_\_\_\_\_