**UNIVERSITY FACULTY SENATE FORMS**

**Academic Program Approval**

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. Detailed instructions for the proposal should be followed. A [checklist](http://www.facsen.udel.edu/sites/forms/checklist2015.doc) is available to assist in the preparation of a proposal. For more information, call the Faculty Senate Office at 831-2921.

**Submitted by:** \_\_\_\_Cathy Wu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone number\_\_\_\_\_\_8869\_\_\_\_\_\_

**Department:** \_\_\_Computer & Information Sciences\_\_\_\_\_\_email address\_\_wuc@udel.edu\_

**Date: \_\_\_\_\_\_\_\_3/28/2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Revise graduate program policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

**Effective term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_16F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(use format 04F, 05W)

**Current degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed change leads to the degree of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Proposed new name for revised or new major / minor / concentration / academic unit

(if applicable)

**Revising or Deleting:**

**Undergraduate major / Concentration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Example: Applied Music – Instrumental degree BMAS)

**Undergraduate minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Example: African Studies, Business Administration, English, Leadership, etc.)

**Graduate Program Policy statement change:\_\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(**Must attach** your Graduate Program Policy Statement)

**Graduate Program of Study:\_\_\_\_\_\_\_\_\_\_\_\_PSM in Bioinformatics\_\_\_\_\_\_\_\_**

(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

**Graduate minor / concentration:\_\_\_\_\_\_\_\_\_\_\_\_Life Sciences\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, either describing the new program or highlighting the changes made to the original policy document.**

**List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?**

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the [**Course Challenge**](https://primus.nss.udel.edu/courseinventory/browse.action?type=U) list. If there are no new courses enter “None”)

None

**Supply support letter from the Library, Dean, and/or Department Chair if needed**

(all new majors/minors will need a support letter from the appropriate administrator.)

Not Applicable

**Supply a resolution for all new majors/programs; name changes of colleges, departments, degrees; transfer of departments from one college to another; creation of new departments; requests for permanent status.** [**See example of resolutions.**](http://www.facsen.udel.edu/sites/forms/SAMPLE%20RESOLUTION%20FOR%20NEW%20MAJORS.htm)

Not Applicable

**Explain, when appropriate, how this new/revised curriculum supports the 5 goals of undergraduate education:** [**http://www2.udel.edu/gened/**](http://www2.udel.edu/gened/)

Not Applicable

**Identify other units affected by the proposed changes:**

(This would include other departments/units whose courses are a required part of the proposed curriculum. Attach permission from the affected units. If no other unit is affected, enter “None”)

Not Applicable

**Describe the rationale for the proposed program change(s):**

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

Mostly editorial changes intended to clarify existing policies. Further, since the approval of this degree, there have been new courses appropriate for the degree, others discontinued and still others whose course numbers have changed. None of the changes are substantive. This update is needed to ensure the graduate program policy reflects the changes in the graduate course offerings since the last curricular update (2010).

We also propose to reduce the total number of required credits from 42 to 37. This was achieved through eliminating six credits of electives and adding one credit of the bioinformatics seminar. The bioinformatics core is more than sufficient to provide students with the necessary scientific knowledge. The one credit of seminar was added because the seminar is a valuable experience for all students, as the invited seminar speakers come from various backgrounds. Additionally, it will put our total number of credits more in line with other PSM in bioinformatics programs:

University of North Carolina – Charlotte: 40

Georgia Institute of Technology: 37

Virginia Common Wealth University: 34

Northeastern University: 32

Temple: 30

University of Maine: 30

**Program Requirements:**

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.) [**See example of side by side.**](http://www.facsen.udel.edu/sites/Colleges/HNS/MedTech/JAn2011revisedMedTechSidebyside.htm)

See attached. We also provided an updated Program Policy – updated sections are highlighted in yellow.

**ROUTING AND AUTHORIZATION:** (Please do not remove supporting documentation.)

Department Chairperson  Date 04/05/2016

Dean of College Date

(By signing above, the Dean confirms that their college policies and bylaws have been followed correctly during

consideration of the request described in this form.

The approval actions that were taken at the college level were (check all that apply) :

\_\_\_\_\_\_\_\_\_\_\_\_college faculty vote; \_\_\_\_\_\_\_\_\_\_\_college curriculum approval \_\_\_\_\_\_\_\_\_\_college senate approval

Chairperson, College Curriculum Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Senate Com. on UG or GR Studies Date

Chairperson, Senate Coordinating Com. Date

Secretary, Faculty Senate Date

Date of Senate Resolution Date to be Effective

Registrar Program Code Date

Vice Provost for Academic Affairs & International Programs Date

Board of Trustee Notification Date

Revised 9/22/2015/khs

GRADUATE CATALOG LISTING

Side-By-Side Comparison

# BIOINFORMATICS & COMPUTATIONAL BIOLOGY

Telephone: (302) 831-0161

http://bioinformatics.udel.edu/Education

Faculty Listing: <http://bioinformatics.udel.edu/Education/faculty>

# A. PROGRAM OVERVIEW

Bioinformatics & Computational Biology is an emerging field where biological and computational disciplines converge. The field encompasses the development and application of computational tools and techniques for the collection, analysis, management, and visualization of biological data, as well as modeling and simulation methods for the study of biological systems. Essential to the 21st century life sciences research and key to our understanding of complex biological systems, Bioinformatics & Computational Biology is impacting the science and technology of fields ranging from agricultural, energy and environmental sciences to pharmaceutical and medical sciences.

The Professional Science Master’s program in Bioinformatics is administered through the Department of Computer & Information Sciences and coordinated by the Center for Bioinformatics & Computational Biology. The scientific curriculum is supported with the research strength, education resources and bioinformatics infrastructure from ten participating Departments across the Colleges of Arts & Sciences, Engineering, Agriculture & Natural Resources, and Earth, Ocean & Environment, as well as the Delaware Biotechnology Institute.

The Life Sciences Concentration provides knowledge and experience in applying bioinformatics methods, tools and databases as an integral approach to life science research, modern biotechnology or medicine.

Graduates of the Professional Science Master’s program will play a key role in multi- and interdisciplinary teams, bridging life sciences and computational sciences. The scientific curriculum, along with “Plus” component for professional skills and the immersive internship will prepare PSM graduates for a professional career in industry or government

# B. REQUIREMENTS FOR ADMISSION

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

The following are the admission requirements to the Master of Science program in

Bioinformatics & Computational Biology:

* A bachelor’s degree at an accredited four-year college or university with a minimum grade average of 3.0 on a 4.0 system;
* Applicants may have undergraduate degrees from biological, computational, or other disciplines. However, applicants are expected to have scholarly competence in mathematics, computer science and/or biology;
* The following GRE scores are competitive: Quantitative: 650, Verbal + Quantitative: 1200 if taken prior to August 1, 2011 or Quantitative: 151, Verbal + Quantitative: 307 if taken after August 1, 2011.. No GRE subject test is required;
* International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The University requires an official paper-based TOEFL score of at least 550 at least 213 on the computer-based TOEFL, or at least 79 on the Internet-based TOEFL. TOEFL scores more than two years old cannot be considered official;
* Three letters of recommendation are required. At least one letter must be from professors, other letters can be from employers or others who have had a supervisory relationship with the applicant and are able to assess the applicant’s potential for success in graduate studies; and
* Applications must also include a resume outlining work and academic experience, as well as an application essay consisting of the answers to the following questions:

1. What educational background and scientific research or employment experience prepare you for this bioinformatics degree program?
2. What are your long-term professional objectives?
3. What specific attributes of the bioinformatics program make you feel that this degree is appropriate to help you achieve your professional objectives?

# C. DEGREE REQUIREMENTS

The Master of Science program in Bioinformatics & Computational Biology has the following curriculum requirements:

* Science Core in Bioinformatics & Computational Biology (15)
* Ethics Core (3)
* Science Electives in Bioinformatics & Computational Biology (6)
* Internship (6)
* Professional Science Master’s Plus Courses (12)
  + Business/Industry Track (BI)
  + Government/Non-Profit Track (GN)

The **Professional Science Master’s in Bioinformatics** requires 24 credits of graduate-level coursework, 6 credits of internship and 12 credits of PSM PLUS coursework, totaling 42 credits. The 24 credits of coursework must include 15 credits in the Bioinformatics & Computational Biology Core courses and 3 credits in the Ethics Core courses.

An Internship (BINF864) is required for the PSM degree. The internship will be in most cases completed at participating companies/institutions in the BINF-PSM program and be jointly supervised by the Faculty Advisor and a Co-Mentor in the hosting institution. Unless special permission is granted, students need to complete 12 credit hours prior to the start of their internship. The participating mentors will develop with the internship student specific objectives to be met during the internship, and have the internship approved by the Director of the Master’s BINF-PSM program prior to the start of the internship. A final written report and a poster presentation are required to complete the course.

The PSM degree requires at least 12 credits of PLUS coursework in addition to their science core. Whereas students in the PSM program may have professional goals that would lead them into business and industry or to government or non-profit employment, the University of Delaware offers two tracks for the PSM PLUS component. The University recommends the student follow one of the PLUS tracks below, however students may cross over tracks to fit their interest

## Life Sciences Concentration

**Credit Requirements:**

A. Bioinformatics & Computational Biology Core–Computational Science (15)

B. Ethics Core (3)

C. Electives–Computational Sciences (6)

D. Internship (6)

E. PSM Plus Courses (12)

**Total number of required credits: 42**

**A. Bioinformatics & Computational Biology Core–Computational Science (15 credits)**

*Bioinformatics*

BINF644 Bioinformatics (3)

*Introduction to Discipline (select one)*

MAST 697 Bioinformatics Programming for Biologists (3)

*Systems Biology*

BINF694 Systems Biology (3)

*Database*

CISC637 Database Systems (3)

*Biostatistics (select one)*

STAT656 Biostatistics (3)

**B. Ethics Core (3 credits)**

*Ethics (select one)*

UAPP 648 Environmental Ethics (3)

UAPP 650 Values Ethics and Leadership (3)

BUAD 840 Ethical Issues in Global Business Environments (3)

BINF 815 Ethics, Business and Communication (3)

**C. Electives–Life Sciences (6 credits)**

*Electives (select two; all courses worth 3 credits)*

BINF 650 Protein Modifications

BINF 689 Topics

BINF 816 Systems Biology of Cells in Engineered Environments

BISC 600 Biotechnology and Molecular Medicine

BISC 602 Molecular Biology of Animal Cells

BISC 605 Advanced mammalian physiology

BISC 612 Advanced Cell Biology

BISC 615 Vertebrate Developmental Biology

BICS 625 Cancer Biology

BISC 641 Microbial Ecology

BISC 645 Bacterial Evolution

BISC 654 Biochemical Genetics

BISC 656 Evolutionary Genetics

BISC 665 Advanced Molecular Biology & Genetics

BISC 671 Cellular and Molecular Immunology

BISC 675 Cardiovascular Physiology

BISC 679 Virology

BISC 682 Bacterial Pathogens Molecular Mechanisms

BISC 693 Human Genetics

STAT 670 Introduction to Statistical Analysis I

STAT 671 Introduction to Statistical Analysis II

CHEM 624 Principles of Mass Spectrometry

CHEM 641 Biochemistry

CHEM 645 Protein Structure and Function

CHEM 646 DNA-Protein Interactions

CHEM 649 Molecular Biophysics

ANFS 670 Principles of Molecular Genetics

MAST 616 Methods in Molecular Biology

MAST 618 Marine Microbial Ecology

MAST 623 Physiology of Marine Organisms

MAST 625 Microbial Physiology and Diversity

MAST 634 Marine Molecular Sciences

PLSC 636 Plant Genes and Genomes

PLSC 644 Physiology of Plant Stress

HESC 602 Data Analysis and Interpretation in Health Sciences

HESC 654 Medical Physiology

PHYT 606 Research

PHYT 623 Clinical Neuroscience

PHYT 633 Applied Physiology II

**D. Internship (6 credits)**

BINF864 Internship (1-6)

**E. PSM Plus Courses (12 credits)**

**Business/Industry Track**

*Survey of Business*

BUAD 500 Survey of Business (3)

*Leadership and Organization*

BUAD 870 Understanding People in Organizations (3) 3

*Project Management, Operations or Entrepreneurship (select one)*

BUAD 831 Operations Management and Management Science (3) 3

BUAD 835 Managing New Product Development Projects (3) 3

BUAD 871 Managing for Creativity and Innovation (3) 3

ENTR 860 High Technology Entrepreneurship (3) 3

MISY 840 Project Management and Costing (3) 3

*Intellectual Property*

CHEG 595 Intellectual Property for Engineers and Scientists (3) 3

**Or Government/Non-Profit Track**

*Survey of Public Administration*

UAPP 803 Seminar in Public Administration (3)

*Leadership and Organization (select one)*

UAPP 835 Organization and Management in Public and Nonprofit Sectors (3) 3

UAPP 604 Leadership in Organizations (3) 3

*Managerial Decision Making or Financial Management (select one)*

UAPP 819 Management Decision Making in Public & Nonprofit Sectors (3) 3

UAPP 833 Financial Management in Public & Nonprofit Sectors (3) 3

UAPP 827 Program and Project Analysis (3) 3

UAPP 829 Taxation and Fiscal Policies (3) 3

*Legal and Regulatory Affairs*

UAPP 646 Administrative Law and Policy (3)

# BIOINFORMATICS & COMPUTATIONAL BIOLOGY

http://bioinformatics.udel.edu/Education

Faculty Listing: <http://bioinformatics.udel.edu/Education/faculty>

# A. PROGRAM OVERVIEW

Bioinformatics & Computational Biology is an emerging field where biological and computational disciplines converge. The field encompasses the development and application of computational tools and techniques for the collection, analysis, management, and visualization of biological data, as well as modeling and simulation methods for the study of biological systems. Essential to the 21st century life sciences research and key to our understanding of complex biological systems, Bioinformatics & Computational Biology is impacting the science and technology of fields ranging from agricultural, energy and environmental sciences to pharmaceutical and medical sciences.

The Professional Science Master’s program in Bioinformatics is administered through the Department of Computer & Information Sciences and coordinated by the Center for Bioinformatics & Computational Biology. The scientific curriculum is supported with the research strength, education resources and bioinformatics infrastructure from ten participating Departments across the Colleges of Arts & Sciences, Engineering, Agriculture & Natural Resources, and Earth, Ocean & Environment, as well as the Delaware Biotechnology Institute.

The Life Sciences Concentration provides knowledge and experience in applying bioinformatics methods, tools and databases as an integral approach to life science research, modern biotechnology or medicine.

Graduates of the Professional Science Master’s program will play a key role in multi- and interdisciplinary teams, bridging life sciences and computational sciences. The scientific curriculum, along with “Plus” component for professional skills and the immersive internship will prepare PSM graduates for a professional career in industry or government.

# B. REQUIREMENTS FOR ADMISSION

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

The following are the admission requirements to the Master of Science program in

Bioinformatics & Computational Biology:

* A bachelor’s degree at an accredited four-year college or university with a minimum grade average of 3.0 on a 4.0 system;
* Applicants may have undergraduate degrees from biological, computational, or other disciplines. However, applicants are expected to have scholarly competence in mathematics, computer science and/or biology;
* The following GRE scores are competitive: Quantitative: 650, Verbal + Quantitative: 1200 if taken prior to August 1, 2011 or Quantitative: 151, Verbal + Quantitative: 307 if taken after August 1, 2011. No GRE subject test is required;
* International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The University requires an official paper-based TOEFL score of at least 550, or at least 79 on the Internet-based TOEFL. TOEFL scores more than two years old cannot be considered official;
* Three letters of recommendation are required. At least one letter must be from professors, other letters can be from employers or others who have had a supervisory relationship with the applicant and are able to assess the applicant’s potential for success in graduate studies; and
* Applications must also include a resume outlining work and academic experience, as well as an application essay consisting of the answers to the following questions:

1. What educational background and scientific research or employment experience prepare you for this bioinformatics degree program?
2. What are your long-term professional objectives?
3. What specific attributes of the bioinformatics program make you feel that this degree is appropriate to help you achieve your professional objectives?

# C. DEGREE REQUIREMENTS

The Master of Science program in Bioinformatics & Computational Biology has the following curriculum requirements:

* Science Core in Bioinformatics & Computational Biology (15)
* Ethics Core (3)
* Seminar (1)
* Internship (6)
* Professional Science Master’s Plus Courses (12)

The **Professional Science Master’s in Bioinformatics** requires 19 credits of graduate-level coursework, 6 credits of internship and 12 credits of PSM PLUS coursework, totaling 37 credits. The 24 credits of coursework must include 15 credits in the Bioinformatics & Computational Biology Core courses, 3 credits in the Ethics Core courses, and 1 credit Seminar .

An Internship (BINF864) is required for the PSM degree. The internship will be in most cases completed at participating companies/institutions in the BINF-PSM program and be jointly supervised by the Faculty Advisor and a Co-Mentor in the hosting institution. Unless special permission is granted, students need to complete 12 credit hours prior to the start of their internship. The participating mentors will develop with the internship student specific objectives to be met during the internship, and have the internship approved by the Director of the Master’s BINF-PSM program prior to the start of the internship. Students pursuing the PSM degree who have significant prior bench experience will be encouraged to focus their capstone on improving a company’s business/management plan or moving a newly developed product to market.  Such projects could include; an analysis of how to bring a product to market, how to improve team interactions between company groups or how to scale up a research project to commercial scale.

Students pursuing the PSM degree without prior experience working at the bench will be encouraged to focus their capstone on a specific scientific research question.  Such projects could include: testing methods to increase production of recombinant proteins, testing the specificity of antibodies being developed or direct research product development.

The capstone is assessed by the quality of the work performed at the internship and two written reports.

The first is due within one month of the start of the internship and includes a comprehensive description of the work environment including corporate history, corporate organizational structure including a description of the corporate focus, and a detailed description of the organization of the internship environment emphasizing its value to the company as a whole. This document should also include a plan of work outlining the background of the project, the learning objectives for the internship and goals to be accomplished developed in consultation with and approved by both the faculty and internship mentors.

The second, a paper is due at the completion of the internship and should outline the objectives of internship, the value of these objectives to the company, what was accomplished on each objective, and recommendations for future work.  This document should also discuss what skills the student learned/refined during the internship, what aspects of the PSM curricula were helpful for success in the internship and what additional knowledge would have been useful.

Internships may be full-time or part-time depending on the schedule/needs of the student and employer.  Internships may be paid or unpaid. Students who are currently employed in a related field are encouraged to develop their capstone projects at their place of employment as part of a professional development plan, however the expectation is that the “capstone” will be different than the student’s normal job responsibilities.

The program will make every effort to assist students with identifying internship opportunities and negotiating internship plans.  However, students bear significant responsibility in this process as well and failure to either identify an internship and/or formulate an acceptable internship plan by the end of the student’s third semester of full time study (or completion of 30 credits of course work) is considered failure to make satisfactory progress towards degree.

## Life Sciences Concentration

**Credit Requirements:**

A. Bioinformatics & Computational Biology Core–Computational Sciences (15)

B. Ethics Core (3)

(6)C. Seminar (1)

D. Internship (6)

E. PSM Plus courses (12)

**Total number of required credits: 37**

**A. Bioinformatics & Computational Biology Core–Computational Science (15 credits)**

*Bioinformatics*

BINF644 Bioinformatics …… 3

*Introduction to Discipline (select one)*

MAST 697 Bioinformatics Programming for Biologists (3)

*Systems Biology (select one)*

BINF694 Systems Biology I (3)

BINF695 Computational Systems Biology (3)

*Database (select one)*

CISC637 Database Systems (3)

BINF640 Databases for Bioinformatics (3)

*Biostatistics (select one)*

STAT656 Biostatistics (3)

HLPR632 Health Science Data Analysis (3)

**B. Ethics Core (3 credits)**

*Ethics (select one)*

PHIL 648 Environmental Ethics (3)

UAPP 650 Values Ethics and Leadership (3)

BUAD 840 Ethical Issues in Global Business Environments (3)

**C.** **Seminar in Bioinformatics & Computational Biology (1 credit)**

BINF865 Seminar (1)

**D. Internship (6 credits)**

BINF864 Internship (1-6)

**E. PSM Plus Courses (12 credits)**

*Accounting*

ACCT 800 Financial Reporting and Analysis (3)

*Leadership and Organization (select one)*

BUAD 870 Understanding People in Organizations (3) 3

BUAD 872 Organizational Development and Change (3)

UAPP 761 Conflict Resolution Collab Prob Solving (3)

*Project Management, Operations or Entrepreneurship (select one)*

BUAD 811 Globalization and Business (3)

BUAD 831 Operations Management and Management Science (3) 3

BUAD 835 Managing New Product Development Projects (3) 3

BUAD 871 Managing for Creativity and Innovation (3) 3

ENTR 860 High Technology Entrepreneurship (3) 3

MISY 840 Project Management and Costing (3) 3

UAPP827 Program and Project Analysis (3)

UAPP698 Management Decision Making in Public & NP Sectors (3)

UAPP697 Leading Organizations in Public & NP Sectors (3)

*Intellectual Property*

CHEG 595 Intellectual Property for Engineers and Scientists (3) 3

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PROGRAM POLICY STATEMENT

## I. Program History

## A. Rationale

The completion of the human genome sequence marked the beginning of a new era of biological research. Scientists have begun to systematically tackle gene functions and other complex regulatory processes by studying organisms at the global scales. Advances in high-throughput biotechnologies and large-scale bioscience have further enabled modeling and simulation over a multitude of length, time and biological scales from biomolecules, cells, tissues and organs to organisms and population. With the enormous volume of data being produced, biology is becoming an increasingly quantitative science. Computational approaches, in combination with experimental methods, have become essential for generating novel hypotheses, deriving new scientific knowledge, and driving discovery and innovation.

*Bioinformatics & Computational Biology* is an emerging field where biological and computational disciplines converge. According to the National Institutes of Health, the working definitions of Bioinformatics and Computational Biology are as follows:

* *Bioinformatics*: Research, development, or application of computational tools and approaches for expanding the use of biological, medical, behavioral or health data, including those to acquire, store, organize, archive, analyze, or visualize such data.
* *Computational Biology*: The development and application of data-analytical and theoretical methods, mathematical modeling and computational simulation techniques to the study of biological, behavioral, and social systems.

Fundamental to the modern day biological studies and key to the basic understanding of complex biological systems, Bioinformatics & Computational Biology is impacting the science and technology of fields ranging from agricultural and environmental sciences to pharmaceutical and medical sciences. The research requires close collaboration among multi-disciplinary teams of researchers in quantitative sciences, life sciences, and their interfaces.

According to many accredited scientific and industry reviews, bioinformatics and computational biology may well be the single fastest-growing specialty in the life sciences. The University of Delaware currently does not offer a specialized graduate degree in Bioinformatics & Computational Biology, although related courses have been taught in several departments for a number of years. The Professional Science Master’s program in Bioinformatics & Computational Biology will offer graduate education in a discipline essential for UD as a major research university. According to the International Society for Computational Biology, there are presently 180 bioinformatics-related degree programs worldwide, almost 100 in the United States alone.

The Professional Science Master’s program in Bioinformatics will train the next-generation of researchers and professionals who will play a key role in multi- and interdisciplinary teams, bridging life sciences and computational sciences. The program is administered through its academic home, the Department of Computer & Information Sciences, and is coordinated by the Center for Bioinformatics & Computational Biology. The scientific curriculum will build upon the research and educational strength from departments across the Colleges of Arts & Sciences, Engineering, Health Sciences, Agriculture & Natural Resources, and Earth, Ocean & Environment.

## B. Date of Permanent Status

Provisional status, May 2010; Pending review for permanent status in 2016

## C. Degrees Offered

The Bioinformatics Master’s program will offer the degrees *Professional Science Master’s in Bioinformatics (BINF-PSM)* with a *Life Sciences Concentration (LS)*.

## II. Admission

## A. Admission Requirements

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

The following are the admission requirements to the Professional Science Master’s program in Bioinformatics:

* A bachelor’s degree at an accredited four-year college or university with a minimum grade average of 3.0 on a 4.0 system;
* Applicants may have undergraduate degrees from biological, computational, or other disciplines. However, applicants are expected to have scholarly competence in mathematics, computer science and/or biology;
* The following GRE scores are competitive: Quantitative: 650, Verbal + Quantitative: 1200 if taken prior to August 1, 2011 or Quantitative: 151, Verbal + Quantitative: 307 if taken after August 1, 201. No GRE subject test is required;
* International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The University requires an official paper-based TOEFL score of at least 550 or at least 79 on the Internet-based TOEFL. TOEFL scores more than two years old cannot be considered official
* Three letters of recommendation are required. At least one letter must be from professors, other letters can be from employers or others who have had a supervisory relationship with the applicant and are able to assess the applicant’s potential for success in graduate studies; and
* Applications must also include a resume outlining work and academic experience, as well as an application essay consisting of the answers to the following questions:

1. What educational background and scientific research or employment experience prepare you for this bioinformatics degree program?
2. What are your long-term professional objectives?
3. What specific attributes of the bioinformatics program make you feel that this degree is appropriate to help you achieve your professional objectives?

## B. Application

Application to the Professional Science Master’s program in Bioinformatics will be submitted using the on-line graduate admission application that includes transcripts from all previous college or university study, letters of recommendation, resume, application essay, and official GRE and TOEFL scores (if applicable). If any part of an application is missing, evaluation of the application cannot begin. The applicant will apply to the Department of Computer & Information Sciences.

## B.1. Application Deadlines

Admission decisions are made on a rolling basis as and when applications are complete. Decisions on financial aid awards are usually made in March-May for the Fall Semester, and in November-December for the Spring Semester. The central graduate admissions office continues to process applications and transcripts throughout the year and follows the stated two (2) week processing timeline for all materials received in the office.

The application deadlines are:

* Fall Semester: July 1st (regular application); March 1st (financial aid)
* Spring Semester: December 1st (regular application); October 1st (financial aid)

## B.2. Change of Classification

Students currently matriculated in other graduate degree programs should complete a “Change of Classification” Form to seek approval to enter the Professional Science Master’s program in Bioinformatics. The Bioinformatics Graduate Committee will evaluate each Change of Classification request on a case-by-case basis and determine whether the student is required to submit a completed admission application form to the Office of Graduate and Professional Education and follow the same procedures for admission as other applicants.

## C. Admission Status

Students may be admitted into the Professional Science Master’s program in Bioinformatics with regular status or provisional status.

Regular. Regular status is offered to students who meet all of the established entrance requirements, who have a record of high scholarship in their fields of specialization, and who have the ability, interest, and maturity necessary for successful study at the graduate level in a degree program.

Provisional. Provisional status is offered to students who are seeking admission to the degree program but lack one or more of the specified prerequisites. All provisional requirements must be met within the deadline given before regular status can be granted. Students admitted with provisional status are generally not eligible for assistantships or fellowships. Students who file an application during the final year of undergraduate or current graduate work and are unable to supply complete official transcripts showing the conferral of the degree will be admitted pending conferral of the degree if their records are otherwise satisfactory and complete. For students lacking appropriate preparatory course work, additional courses applicable to certain areas of study may be required prior to admission or students may be admitted with the provision that completion of certain area content courses be completed concurrent with the courses in the degree program.

## III. Academic

## A. Degree Requirements

|  |  |
| --- | --- |
| BINF-PSM Life Sciences Concentration – Degree Requirement | |
| 37 Credit Hours Total | |
| Bioinformatics & Computational Biology Core – Life Sciences | 15 Credits |
| Ethics Core | 3 Credits |
| Seminar | 1 Credit |
| Internship | 6 Credits |
| Professional Science Master’s Plus Courses | 12 Credits |

## B. Course Curriculum

**Bioinformatics Science Core – Life Sciences**

|  |  |
| --- | --- |
| Bioinformatics & Computational Biology Core – Computational Sciences (15) | |
| Bioinformatics (3) | BINF 644 Bioinformatics |
| Introduction to Discipline (3) | MAST 697 Bioinformatics Programming for Biologists (3) |
| Systems Biology (3)  [select one] | BINF 694 Systems Biology I |
| BINF 695 Computational Systems Biology (3) |
| Database (3)  [select one] | CISC 637 Database Systems (3) |
| BINF 640 Databases for Bioinformatics (3) |
| Biostatistics (3) [select one] | HLPR 632 Health Science Data Analysis |
| STAT 656 Biostatistics (3) |

**Ethics Core**

|  |  |
| --- | --- |
| Ethics Core (3) | |
| Ethics (3)  [select one] | PHIL 648 Environmental Ethics (3) |
| UAPP 650 Values Ethics and Leadership (3) |
| BUAD 840 Ethical Issues in Global Business Environments (3) |

**Bioinformatics & Computational Biology Internship**

|  |  |
| --- | --- |
| Internship (6) | |
| Internship (6) | BINF 864 Internship (1-6) \* |

**Seminar**

|  |  |
| --- | --- |
| Bioinformatics and Computational Biology Seminar (1) | |
| Seminar (1) | BINF 865 Seminar |

**Professional Science Master’s Plus Courses**

|  |  |
| --- | --- |
| Professional Science Master’sPlus Courses | |
| Accounting (3) | ACCT 800 Financial Reporting and Analysis (3) |
| Leadership and Organization (3)  [select one] | BUAD 870 Leadership and Organizational Behavior (3) |
| BUAD 872 Organizational Development and Change (3) |
| UAPP 761 Conflict Resolution Collab Prob Solving (3) |
| Project Management, Operations or Entrepreneurship (3)  [select one] | BUAD 811 Globalization and Business (3) |
| BUAD 831 Operations Management and Management Science (3) |
| BUAD 835 Managing for New Product Development Projects (3) |
| BUAD 871 Managing for Creativity and Innovation (3) |
| ENTR 860 High Technology Entrepreneurship (3) |
| MISY 840 Project Management and Costing (3) |
| UAPP 827 Program and Project Analysis |
| UAPP 697 Leading Organizations in Public & NP Sectors (3) |
| UAPP 698 Management Decision Making in Public & NP Sectors (3) |
| Intellectual Property (3) | CHEG 595 Intellectual Property for Engineers and Scientists (3) |

## C. Committees and Director

The development, administration and progress assessment of the Professional Science Master’s program in Bioinformatics will be guided by the Director and three committees—the Bioinformatics Steering Committee, the Bioinformatics Industry Advisory Board and the Bioinformatics Graduate Committee, as outlined below.

## C.1. Bioinformatics Steering Committee

The Steering Committee will advise the development and progress assessment of the Professional Science Master’s program in Bioinformatics. The committee consists of faculty members from all ten Departments across four Colleges participating in this degree program.

## C.2. Bioinformatics Industry Advisory Board

The Industry Advisory Board will advise the development and progress assessment of the Professional Science Master’s program in Bioinformatics from industry perspectives. The Board consists of representatives from major regional companies and institutions who will participate in this degree program and have committed to host internships.

## C.3. Bioinformatics Graduate Committee

The Graduate Committee will be responsible for admission, advising, and progress assessment of the students in the Professional Science Master’s program in Bioinformatics, working closely with the students’ Faculty Advisors. The committee consists of at least two representative faculty members from each participating College in this degree program.

## C.4. Director

The Director of the Professional Science Master’s program in Bioinformatics will be responsible for the overall implementation, quality and progress of the degree program, advised by the Steering Committee and the Industry Advisory Board. The Director will also be the Chair of the Bioinformatics Graduate Committee. We propose that the Director of the Professional Science Master’s program in Bioinformatics be a rotating position. Because of a significant amount of time and effort spent in starting up the program, we propose that the Director be located in Computer & Information Sciences for the first two years to get things started. Then, the position will rotate for a three-year term. The Director may appoint a Coordinator to provide day-to-day program management and assist with student recruitment, admission, advising, progress assessment, and career planning.

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## D. Satisfactory Progress

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## D.1. Faculty Advisor

Students are required to choose an appropriate Faculty Advisor from a list of faculty members participating in the degree program or have an appropriate Faculty Advisor appointed by the Director of the Professional Science Master’s program in Bioinformatics. The participating faculty members are faculty approved by the Bioinformatics Steering Committee to advise students and/or serve as research mentors or co-mentors. The list of participating faculty, along with their departments and research interests, are available from the Bioinformatics program web site (<http://bioinformatics.udel.edu/Education>).

The Faculty Advisor will be the primary contact of the student for questions and advice. The student will develop a plan of study for the program with the Faculty Advisor before the beginning of the second semester. The Director of the Professional Science Master’s program in Bioinformatics will verify that the student has completed the requirements for the program and will approve the application for the degree upon successful completion of the requirements.

## D.2. Academic Load

Full-time student is expected to complete BINF-PSM program (37 credits) in two years. The program may be completed over a longer time frame for part-time students.

Students enrolled in at least 9 credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than 9 credit hours are considered part-time students, although students holding assistantships are considered full-time with six credits. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate and Professional Education. A maximum course load in either summer or winter session is 7 credit hours. Permission must be obtained from the Office of Graduate and Professional Education to carry an overload in any session

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## D.3. Transferability

Prior to admission to the Professional Science Master’s program in Bioinformatics, a prospective student from another institution can be approved by the Bioinformatics Graduate Committee to take up to 9 graduate credits that, if/when admitted to the degree program, would be applied to that degree. Once the student has successfully completed 9 approved graduate UD credits and been admitted to the degree program, then a maximum of 9 graduate credits, but not the grades or quality points, can be transferred into the Master’s program from another institution with the approval of the Graduate Committee.

Students who complete graduate credits with the classification of CEND (Continuing Education Non-degree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree.

All requests for transfer credit should be directed to the academic home department, Department of Computer & Information Sciences, using a “Request for Transfer of Graduate Credit” Form. Transfer credits will be accepted provided that such credits: (i) were earned with a grade of no less than B-, (ii) are approved by the Bioinformatics Graduate Committee, (iii) are in accord with the Program Policy Statement of the Professional Science Master’s program in Bioinformatics, (iv) are not older than five years, (v) are graduate level courses, and (vi) were completed at an accredited college or university. Graduate courses counted toward a degree received elsewhere may not be transferred into a degree at UD. Credits from institutions outside of the United States are generally not transferable to UD.

## D.4. PSM Internship

An Internship (BINF864) is required for the PSM degree. The internship will be in most cases completed at participating companies/institutions in the BINF-PSM program and be jointly supervised by the Faculty Advisor and a Co-Mentor in the hosting institution. Unless special permission is granted, students need to complete 12 credit hours prior to the start of their internship. The participating mentors will develop with the internship student specific objectives to be met during the internship, and have the internship approved by the Director of the Master’s BINF-PSM program prior to the start of the internship.

Students pursuing the PSM degree who have significant prior bench experience will be encouraged to focus their capstone on improving a company’s business/management plan or moving a newly developed product to market.  Such projects could include; an analysis of how to bring a product to market, how to improve team interactions between company groups or how to scale up a research project to commercial scale.

Students pursuing the PSM degree without prior experience working at the bench will be encouraged to focus their capstone on a specific scientific research question.  Such projects could include: testing methods to increase production of recombinant proteins, testing the specificity of antibodies being developed or direct research product development.

The capstone is assessed by the quality of the work performed at the internship and two written reports.

The first is due within one month of the start of the internship and includes a comprehensive description of the work environment including corporate history, corporate organizational structure including a description of the corporate focus, and a detailed description of the organization of the internship environment emphasizing its value to the company as a whole. This document should also include a plan of work outlining the background of the project, the learning objectives for the internship and goals to be accomplished developed in consultation with and approved by both the faculty and internship mentors.

The second, a paper is due at the completion of the internship and should outline the objectives of internship, the value of these objectives to the company, what was accomplished on each objective, and recommendations for future work.  This document should also discuss what skills the student learned/refined during the internship, what aspects of the PSM curricula were helpful for success in the internship and what additional knowledge would have been useful.

Internships may be full-time or part-time depending on the schedule/needs of the student and employer.  Internships may be paid or unpaid. Students who are currently employed in a related field are encouraged to develop their capstone projects at their place of employment as part of a professional development plan, however the expectation is that the “capstone” will be different than the student’s normal job responsibilities.

The program will make every effort to assist students with identifying internship opportunities and negotiating internship plans.  However, students bear significant responsibility in this process as well and failure to either identify an internship and/or formulate an acceptable internship plan by the end of the student’s third semester of full time study (or completion of 30 credits of course work) is considered failure to make satisfactory progress towards degree.

## D.5. Grade Requirements

Only graduate courses completed with a grade of B or higher count towards the requirements of Bioinformatics Master’s program. Students receiving a B- or lower in a required core course are subject to dismissal from the program. However, they may file an appeal to the Bioinformatics Graduate Committee for approval to retake the course and remain in the program if the appeal is approved. Students must obtain at least a 3.0 cumulative grade point average in the courses in the curriculum to receive the degree.

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## D.6. Consequences of Unsatisfactory Academic Progress

The Bioinformatics Graduate Committee will meet at least once each semester to evaluate each student's progress. If a student is failing to make satisfactory progress towards a degree, the committee will recommend suitable action to the Director of the Master’s program in Bioinformatics & Computational Biology. Possible actions include (but are not limited to): (i) requirement for additional courses, (ii) suspension of financial support, and (iii) recommendation for dismissal.

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## D.7. Standards of Student Conduct

All graduate students are subject to University of Delaware regulations regarding academic honesty. Violations of the UD regulations regarding academic honesty or other forms of gross misconduct may result in immediate dismissal from the Program.

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## D.8. Dismissal

The procedures for dismissal as detailed in the University Catalog will be followed. Briefly, the Graduate Committee will report its recommendation and reason for dismissal to the Director of the Professional Science Master’s program in Bioinformatics. The Director will make a recommendation to the Office of Graduate Studies, who will decide whether to dismiss the student. The student may appeal this decision to the Office of Graduate Studies, following the procedure given in the University Catalog.

## D.9. Graduate Student Grievance Procedures

Students who feel that they have been graded inappropriately or receive what they perceive as an unfair evaluation by a faculty member may file grievances in accordance with University of Delaware policies. Students are encouraged to contact the Director of the Professional Science Master’s program in Bioinformatics prior to filing a formal grievance in an effort to resolve the situation informally.

## D.11. Attendance at Conferences and Professional Meetings

The Professional Science Master’s program in Bioinformatics encourages students to attend conferences and professional meetings. They provide opportunities to meet future employers and colleagues, and can offer specialized training beyond course work.

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## IV. Financial Aid

## A. Financial Awards

Admission to the Professional Science Master’s program in Bioinformatics does not automatically entitle an applicant to financial aid. Students may seek financial aid opportunities, such as fellowships or scholarships from sources within the University and from private and federal agencies. Interested students should check the Office of Graduate Studies for the most current opportunities.

Financial aid is awarded on a competitive basis from the pool of admitted applicants. The University of Delaware's policies apply to all forms of financial aid. Please refer to the University Policies for Graduate Student Assistantships and Fellowships.

Students in the BINF-PSM program may apply for Industry Internships. Paid internships may be available from industry, government agencies or other participating institutions in the Professional Science Master’s program in Bioinformatics.