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I. Introduction

The purpose of this handbook is to provide students in the Master of Chemical Sciences (MCS) Program with information vital to the successful completion of the program. In this handbook you will find information on academic requirements, recommended courses, program and University policies, and resources both inside and outside of Penn. This handbook is designed to provide general information and does not supplant official University publications, University web pages, or regular meetings with your advisor. You should plan to meet with your academic advisor at least once per term to discuss your progress and course selection. The MCS Associate Director is available for general, logistical, academic, and career advice. In addition, should you have questions that are not answered here or problems that you cannot resolve, you should consult your academic advisor or the MCS Associate Director immediately.
II. Program Overview

The Master of Chemical Sciences (MCS) at the University of Pennsylvania is a 10 Credit Unit (CU) non-thesis graduate program designed to prepare students for various professions in chemistry-related industries.

The MCS is designed to give you a well-rounded, mechanistic foundation in a blend of chemistry topics. The curriculum is structured with a combination of core concentration and elective courses, which allow you to focus on topics best suited to your interests and goals. As a culminating exercise, students must complete an individual project that demonstrates their ability to define a project, develop appropriate methods, complete research, and present results in a clear and concise manner. Many MCS students select a project that complements the profession they plan to pursue.

Students may study in the MCS program part-time or full-time and may take either day or evening courses pre-approved by the student’s advisor and/or the MCS Associate Director. Part-time students are expected to complete their degree in no more than four years.

Relationship within the University

The MCS Program is housed in the School of Arts and Sciences (SAS), overseen by the SAS faculty, administered by the MCS Associate Director, and located in the Department of Chemistry. The program is offered through the College of Liberal and Professional Studies (LPS), which is part of SAS’ division of Professional and Liberal Education.

Your enrollment status (part-time or full-time) will determine for which Penn services you are eligible. Full-time students are enrolled in 3 or 4 courses per semester or research courses, while part-time students are enrolled in 1 or 2 courses per semester. Students are permitted to change their status from full- to part-time and vice versa at any point in their career without seeking prior permission. However, international students should be aware that they must maintain their full-time status to meet visa requirements.
III. Curriculum

Students are required to complete at least 10 CUs of graduate-level coursework for the MCS program. There are two required courses for the MCS program:

- MCS 540 – Pro-seminar taught during fall semester of the 1st year, and
- MCS 699 – Capstone, which students register for following completion of their research.

MCS 540 – Pro-seminar
A required course during a student’s first year, this class will review fundamental concepts regarding research design, the scientific method, searching scientific databases, ethical conduct, and professional scientific communication. Students will be required to give oral presentations and submit written assignments. This course will also acquaint students with issues, debates and current opinions in the study of chemistry, which should help them start defining their capstone project.

MCS 699 – Capstone
The research project, expected to span two to three terms with advisor approval, will culminate in a written scientific report, which will count as 1 CU towards degree requirement.

Students also take 4-6 core courses in an area of concentration, which will allow them to acquire the skills necessary to master a sub-discipline and will help them prepare for their final capstone project. Ideally, each student builds on previous academic and professional experience when pursuing a concentration. The academic plan based on the chosen concentration should be prepared in consultation with an academic advisor and the MCS Associate Director.

Areas of concentration in chemistry include:
- Biological
- Inorganic
- Organic
- Physical
- Materials
- Environmental Chemistry

Specific courses that fulfill each concentration are listed in Appendix A. Students also register for 2-4 electives in other concentrations in chemistry, physics, biology, or engineering with prior approval of the MCS Associate Director.

Students completing the Environmental Chemistry concentration will complete a minimum of 4-6 CUs in one of five major chemistry disciplines (biological, inorganic, organic, physical, or materials) and then have two choices:
- Add a minimum of 2 CUs in environmental science (either Modeling (M) or Policy (P) as shown in appendix A) as an emphasis, or
- Add a minimum of 4 CUs in environmental science as a second concentration.

In both cases, students will design a capstone project that brings together the chemistry discipline and environmental science concentrations with emphasis in the chemistry aspect of the project. Students will be co-advised by faculty advisors from both the Chemistry and Environmental Science programs.
An optional *Independent Studies* course (MCS 599) provides opportunities to conduct laboratory research in the Department and learn specific analytical techniques appropriate for a future capstone project. The course may be repeated for credit with permission of the instructor, but only 1 CU may count toward the minimum 10 CUs required for the MCS degree.

**Program of Study**

Students should meet with their academic advisor and MCS Associate Director at least once a semester each semester prior to registering for courses. This is especially important during a student’s first semester when an [Academic Planning Sheet](#) should be completed. The MCS Associate Director is also available for general, logistical, academic, and career advice.

Below is a sample course schedule for a full-time student completing the MCS degree with an area of concentration in Physical Chemistry.

<table>
<thead>
<tr>
<th>FALL</th>
<th>COURSE</th>
<th>CUs</th>
<th>SPRING</th>
<th>COURSE</th>
<th>CUs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>CHEM 522</td>
<td>Statistical mechanics II</td>
<td>1</td>
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<tr>
<td>CHEM 523</td>
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<td>CHEM 524</td>
<td>Quantum chemistry II</td>
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</tr>
<tr>
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<td>Pro-seminar</td>
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<td>MCS 599</td>
<td>Independent studies</td>
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<th></th>
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<tbody>
<tr>
<td>MCS 698</td>
<td>Work on capstone project</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL</th>
<th>COURSE</th>
<th>CUs</th>
<th>SPRING</th>
<th>COURSE</th>
<th>CUs</th>
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</thead>
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<td>Applied regression and</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>analysis of variance</td>
<td></td>
</tr>
<tr>
<td>MCS 699</td>
<td>Capstone</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total CUs** 10

MCS 697 and MCS 698 do not count towards the minimum 10 CUs required for the MCS degree.

**Capstone Project**

The capstone project lasts two to three terms and represents the culmination of an MCS student’s graduate study. It reflects each student’s concentration and the coursework that prepared him/her to undertake the proposed capstone project. It may also build upon the student’s previous academic or professional experience. Under no circumstances will previous work experience exclude students from the capstone requirement. The capstone component may be a choice of a Penn laboratory research project, an off-campus laboratory research project, or a literature-based review project, but **ALL components will require an approved proposal prior to initiation and a completed scientific report (see guidelines in Appendix B).**

The capstone proposal will be developed by the student in collaboration with the student’s academic advisor, and either a secondary reader or an off-site project supervisor. Proposals for the capstone project are due at least 3 weeks prior to the start of the project, typically at the end of the spring
semester. Approval from the MCS Associate Director, the academic advisor, and either a secondary reader or an off-site supervisor is required before the project can begin.

Most students are expected to start their capstones at the end of the first academic year in the summer and conclude at the end of the fall semester of the second year. Depending on the capstone option selected, students may begin working on the project as early as the spring semester of their first year in the program. The course grade for capstone credit will be assigned by the academic advisor, taking into consideration feedback received from the secondary reader or an off-site project supervisor (see Section V and Appendix C for additional details).

**NOTE:** If a student is currently working in the chemical industry, it is acceptable for them to complete their capstone project with their current employer; however, they must clearly demonstrate what new skills they will acquire through the experience.
IV. Program Policies

Academic Standards

Students in the MCS are expected to maintain the highest possible academic standards. To assure that students are making satisfactory progress toward their degree, the academic advisor and MCS Associate Director regularly review student performance.

The MCS Faculty Advisory Committee has adopted the following requirements for MCS students as they progress toward their degrees:

• All students will take a placement test in their chosen concentration prior to the fall registration of their incoming year. An academic plan will be devised based on the results, type of admission, and career goals. In some cases a student may be required to take undergraduate course to prepare them for the graduate courses. Students must complete these satisfactory (B or of higher) in order to be allowed to register in graduate courses. Students do not meet these requirements will not be able to continue in the program.

• Students must maintain a grade-point average of B (not B-) or better in lecture courses (minimum 3.0 GPA). “C” grades are considered failing grades and are not accepted for course credit toward graduation. If a student receives a C, they must retake that course or an equivalent course in their second year. Receiving two C grades may lead to dismissal from the program. The graduate committee reviews the academic performance of all students at the end of each term. Students may be asked to leave the program based on academic performance.

• MCS students are limited to one incomplete (I, GR. U, or NR) at a time. Students with two or more incompletes on their transcript will have their registration automatically blocked until they complete those courses. Incompletes will automatically be turned to an “F” at the end of the semester following the term in which the Incomplete was received.

• Students must follow the Penn Code of Student Conduct; any student who violates the Code of Student Conduct will not be considered in good standing. Students must follow all guidelines for ethical conduct, research, and publication – please review these resources:
  o Penn’s Code of Academic Integrity
  o Penn Handbook for Students: Ethics and Original Research
  o Responsible Conduct of Research (National Science Foundation)
  o “On Being a Scientist” (National Academy of Sciences)

• The Pennbook is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain expectations for membership in the university community. Students can refer to Policy on Common Midterm Examinations and Rules Governing Final Examinations for additional information.

Students must maintain regular contact with their academic advisor and MCS Associate Director. Academic advisors help students select courses appropriate for their area of concentration and facilitate career development by helping students build connections on and off campus. The academic advisor assigns the final grade for MCS 599 Independent Studies, MCS 698 Capstone Research, MCS 699 Capstone, and MCS 990 Capstone Continuation with the input of research advisor. Selecting an academic advisor requires preparation – prior to meeting with professors students should:

• Visit the Chemistry Department’s website to learn about faculty members who could potentially serve as academic advisors

8
• Read recent publications by the professor and their colleagues
• If possible, attend seminars and/or group meetings

Students should then work with the MCS Associate Director who will facilitate the selection and assignment of an academic advisor. During your initial meeting with the professor who may serve as your academic advisor, you should confirm that your research interests fit with the goals of their laboratory. Students will meet every semester with the Associate Director and complete the Academic Planning Sheet. This will be used to monitor the progress of all students in the program.

During fall semester (mid-September through mid-November) a weekly evening seminar series will feature 15-20 minute presentations given by 2-3 current faculty members. These short seminars are excellent opportunities to learn about research being conducted in the Chemistry Department. Student attendance at these seminars is suggested, regardless of area of concentration.

Academic Advisors
Academic advisors help students select courses appropriate for their area of concentration and facilitate career development by helping students build connections on and off campus. The academic advisor assigns the final grade for MCS 599 Independent Studies, MCS 698 Capstone Research, MCS 699 Capstone, and MCS 990 Capstone Continuation with input from the research advisor. Selecting an academic advisor requires preparation – prior to meeting with professors, students should:

• Visit the Chemistry Department’s website to learn about faculty members who could potentially serve as academic advisors based on similar research interests.
• Attend seminars and/or group meetings during fall semester (mid-September through mid-November) when a weekly evening seminar series will feature 15-20 minute presentations given by 2-3 current faculty members. These short seminars are excellent opportunities to learn about research being conducted in the Chemistry Department. Student attendance at these seminars is suggested, regardless of their area of concentration.
• Read recent publications by the professor and their colleagues prior to meeting with them.

Students should then work with the MCS Associate Director who will facilitate the selection and assignment of an academic advisor. Students should meet with their academic advisor and MCS Associate Director at least once a semester.

Academic Processes

Capstone Research
Students doing capstone research must be registered in a research course. Students are considered full-time if they are enrolled in one of the following Capstone research courses:

• Capstone Research (MCS 697) (.15 CU) – May be taken for multiple course unit credit by students developing the research project for the capstone requirement but who will not be completing or presenting the final report. Advanced study and research in various branches of chemistry with the goal of advancing the capstone project. Should be taken by students who are not engaged in intensive preliminary research.

• Capstone Research (MCS 698) (1 CU) – May be taken for multiple course unit credit for students initiating the research project for the capstone requirement but who will not be completing or presenting the final report. Advanced study and research in various branches of chemistry with the
goal of advancing the capstone project. Should be taken by students engaged in intensive preliminary research.

- **Capstone (MCS 699) (1 CU)** – Required course for students completing the research project, and submitting the final report and presentations. Advanced study and research in various branches of chemistry with the goal of completing the capstone project.
- **Master’s Continuation (MCS 990) (.15 CU)** – students should enroll in this course if they fail to complete their Capstone in the term when they are enrolled in MCS 699.

In order to be evaluated and graded, student will submit a two-page preliminary report containing the progress of the research and the signature of the advisor, except for MCS 699 or MCS 990, which require that they submit a final report, oral and poster presentation.

**Academic Probation and Dismissal**

Students in the MCS program are expected to maintain the highest possible academic standards. To ensure that students are making satisfactory progress toward their degree, the academic advisor and MCS Associate Director regularly review student performance.

The MCS Faculty Advisory Committee has adopted the following requirements for MCS students as they progress toward their degree:

- All students will take a placement test in their chosen concentration prior to registering for fall semester courses during their first year in the program. An academic plan will be devised based on test results, admission status, and career goals using the Academic Planning Sheet. In some cases, a student may be required to take one or more undergraduate courses to better prepare them for graduate-level coursework. Students must complete these undergraduate courses earning a satisfactory grade of B or higher in order to register for graduate courses. Students who do not meet these requirements will not be able to continue in the program.
- Students must take all courses that will count towards the degree requirements for a letter grade. Pass/Fail courses will not be counted toward the degree. The letter grade of “S” also does not count toward the degree.
- Students must maintain a cumulative 3.0 average in order to be in good standing and to graduate.
- Students must earn grades of B (not B-) or better in all graduate courses.
- Students must make satisfactory progress with their Capstone project as determined by MCS director and advisor.

The following conditions will place a student on academic probation:

- “C” grades are considered failing grades and are not accepted for course credit toward graduation. If a student receives a C, they will be placed on academic probation, and must retake that course or an equivalent course during their second year.
- Receiving two C grades may lead to dismissal from the program.
- Failure of completing, the Capstone project, submitting the final report, and required presentations.

Students will meet every semester with the Associate Director and complete the Academic Planning Sheet. This will be used to monitor the progress of all MCS students. The Faculty Advisory Committee reviews the academic performance of all students at the end of each term.
**Academic Probation**

Students who fail to meet one or more of the conditions listed above for good academic standing will be placed on academic probation. In addition, the following conditions will also place a student on academic probation:

- Students who receive a B- or lower in a CHEM course will be reviewed by the MCS Faculty Committee and placed on academic probation.
- Students with two or more incompletes on their transcript will be placed on academic probation. They will have their registration automatically blocked until they complete those courses. Incompletes will automatically be turned to an “F” at the end of the semester following the term in which the Incomplete was received. (For more information, see the Incompletes policy in this handbook.)
- Students on Academic Probation will be placed on registration hold and required to meet with their MCS advisor. In this meeting, they will develop a plan to remedy the conditions that placed them on academic probation. Students remedying low GPAs will have an opportunity to register for courses after this meeting. Students with 2 or more incompletes will not be permitted to enroll in additional courses until their incompletes have been resolved and grades posted. With the permission of the MCS Faculty Committee, students may take additional courses in order to increase their GPA or to fulfill requirements in courses where the student received a grade below a “B”.

**Conditions to be restored to good academic standing**

Students who are on academic probation must remedy the condition(s) that placed them on academic probation within the next three courses they take.

**Program dismissal**

The MCS Faculty Committee will review the progress made by students placed on academic probation. This review will take place by the end of the first semester after the student has been placed on academic probation. Based on this review, the committee may decide to lift academic probation; continue academic probation for another semester; or drop the student from the program.

**Incompletes**

MCS students are limited to one incomplete (I, GR, U, or NR) at a time. Students with two or more incompletes on their transcript will have their registration automatically blocked until they complete those courses. Students with two or more outstanding grades of incomplete who have already registered will be dropped from courses. Incompletes will automatically be turned to an “F” at the end of the semester following the term in which the Incomplete was received.

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor’s permission. If the work for a course is incomplete as a result of the student’s unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course. An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including the summer term). In either case, if the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office and recorded by the Registrar’s office on the student’s official transcript. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required
work. Students with two or more incomplete grades are subject to registration hold and are required to meet with the LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them.

**Academic Grievances**
Evaluation of a student’s performance in a course is the responsibility of the course instructor. Should a final grade in a course be disputed, the student must submit a written appeal to the instructor within the first two weeks of the academic semester immediately following the semester in which the grade was received. The instructor must respond in writing to the student within two weeks of receiving the written appeal. If, after receiving the written response from the instructor, the student still believes that the grade has been unfairly assigned, the student must submit a written appeal to the MCS Faculty Advisory Committee. If the Committee believes the appeal demonstrates evidence of negligence or discriminatory behavior, a sub-committee will be formed to review the student's appeal and make a recommendation to the full Academic Committee. The School of Arts & Sciences and the Provost’s Office have policies governing academic grievances. Students should consult the Penn Provost’s information on Academic Grievances and SAS policy for graduate students’ grievances for additional information about the grievance procedure.

**Enrollment Status**

**Inactive Status**
Students who do not enroll in courses for four consecutive terms during the fourth term, including summer, will be inactive and will be automatically withdrawn from the program. Students who are withdrawn from the program will be required to apply for readmission to the program. Standard application fees will apply.

**Leave of Absence**
Students take time away from their studies for a wide variety of reasons including:
- Manage a medical concern
- Fulfill a family obligation
- Pursue career-related opportunities
- Complete military service
- Work on a political campaign

While interrupting your studies to take time away may seem intimidating, a leave is a means to the successful completion of a degree, not a barrier to graduating. More than three quarters of students who take a leave return to complete their degree within two years.

If you are considering a leave, take time to think carefully about your goals for your time away and for when you return. Speaking with an LPS program director is an important first step. Depending on your circumstances you should get advice from other sources as well. Students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider. Your LPS program director will help you connect with other campus resources as you prepare to take a leave of absence, such as Student Financial Services, Housing, and International Student and Scholar Services.

Students typically take a leave for a full academic year. Individual circumstances may require more or less time; the length of the leave is determined by the school. Students on leave should remain in
contact with their LPS program director and update them about changes in plans. The return from leave process supports students in a successful re-entry to academic life at Penn. When preparing to return, students must consult their LPS program director to develop a plan that includes connection with appropriate resources.

Requesting a Leave of Absence:
• Students must meet with a program director to discuss a leave request.
• The student must submit a written request for leave of absence, detailing the reasons for the desired leave.
• The leave request will be evaluated by the Program. If the request is approved, the Program will stipulate conditions that must be met by the student before returning from leave.
• The student will be notified with the result of the leave request. The Program may deny any request for leave. In granting leaves, the decision of the Program is final.
• A student on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the Program is given. Students on leave may not live in University-owned housing during the term of their leave. In addition, a student may not participate in and/or hold a leadership position in a registered University organization.
• Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term’s grades qualify them for this action.

Checklist: Leave of Absence, Drop or Withdrawal
Once a leave of absence or withdrawal has been approved, or you have been dropped, that action will be posted to your transcript. Your PennCard will be deactivated as soon as the leave, drop, or withdrawal has been processed.

Notifications
Be sure to notify all relevant offices of your leave or drop. These offices may include the following, if applicable:
• Student Registration and Financial Services
• Housing and Conference Services
• International Student and Scholar Services (ISSS)
• Student Telephone Services
• Student Health Service
• Office of Student Conduct

While Out
During the term of your leave or drop, you may call your program office if you have any questions. Please be aware of the conditions for return outlined in your leave or drop letter, since you will be required to fulfill them before you may re-enroll.

Applying to Return
You must apply to return from leave or drop by the relevant deadline (for the fall semester, July 15; for the spring semester, November 15; for the summer, April 15). At that time you must fill out a request to return from leave or drop form and show that you have fulfilled all of the conditions for return as outlined in your original letter from your program. To begin this process, contact your program advisor.
Return from Leave of Absence
When a student wishes to return from a leave of absence, he or she must submit a request to return by the deadline (July 15 for the fall semester, November 15 for the spring semester and April 15 for the summer), or before the beginning of the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting a program advisor and asking for the request to return from leave form. Any return request submitted to the program advisor later than the above-indicated deadlines may be denied. Timely submission of requests and documentation is a condition of all leaves. The standard length of an LPS leave of absence is one year. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.

Provisional Admission
Some students seeking admission to the MCS are returning to school after a long absence or have undergraduate records that do not accurately reflect their academic ability. Those applicants may be accepted into the MCS provisionally. Applicants accepted as provisional admits must adhere to the following procedure:

• Students must complete two graduate level courses at Penn in the MCS program. One of the courses must be MCS 540 Pro-seminar.
• The student must receive a grade of "B" or better in both courses and must receive a favorable recommendation from the instructors of both courses.

Students who meet these requirements will be fully admitted into the program. If after two courses, students do not meet the requirements outlined above, they will not be able to continue in the MCS program.

Conditional Admission
Some students seeking admission to the MCS program may not have met all of the admission requirements that would have prepared them for successful completion of the graduate program. Such students may be admitted conditionally, and will have to satisfy the criteria for full admission into the program as described in their letter of admission. Students who satisfactorily complete the requirements will be fully admitted into the program. Students who do not meet the requirements and deadlines as described will not be able to continue in the program.

Deferred Enrollment
Students who are admitted to the MCS program may defer their matriculation for one year. Students who wish to defer should notify the [Name] Program in writing of their intentions as early as possible. It is not necessary for deferred students to reapply. However, students must inform the MCS Program if they enroll at any other institution prior to their matriculation at the University of Pennsylvania, and they must submit final official transcripts of any coursework completed prior to their enrollment at the University of Pennsylvania.

Transfer Credit
Students who enter the MCS program from the Non-Traditional Graduate program at the University of Pennsylvania may count up to 2 graduate-level courses towards their MCS degree. These courses must be submitted to the MCS Faculty Advisory Committee for approval during the first semester of matriculation in the MCS program. Only courses appropriate to the student’s degree program will be considered for approval.
Students who enter the MCS program from a graduate program at another university may not count any graduate-level courses towards their MCS degree. Similarly, courses taken outside the University of Pennsylvania during a student’s matriculation in the MCS program are not eligible for transfer credit.

Financial Aid

MCS students have limited eligibility for University-based fellowships, teaching and research assistantships, or scholarships; however, students can seek outside scholarship support (e.g., National Science Foundation, National Oceanic and Atmospheric Administration). U.S. citizens or permanent residents are eligible to apply for loans through Penn’s Office of Student Financial Services. Full-time students (taking 3 or more courses in a semester) may be eligible for full loan support, and part-time students (taking 1-2 courses in a semester) may be eligible for partial loan support. International students are not eligible for loans through the University.

Research Support

The MCS program does not have funding to support costs incurred during the conduct of student research. Funding for completion of research for the capstone project must be provided by the on-campus academic advisor and/or the off-campus organization sponsoring the student.

Additional Policies

Sexual Harassment, Sexual Violence, Relationship Violence, and Stalking Policies

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. The University has established policies on behaviors that interfere with freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, including:

- Sexual Harassment Policy, Sexual Violence, Relationship Violence, and Stalking Policy, and
- Student Disciplinary Procedures for resolving complaints of sexual assault, sexual violence, relationship violence and stalking. General inquiries regarding these policies and procedures can be directed to the Office of the Provost, 1 College Hall, Room 122 Philadelphia PA 19104-6381; or (215) 898-7227 (Voice) or provost@upenn.edu (e-mail).

Policies on Mid-Terms and Final Examinations

The Pennbook is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain expectations for membership in the university community. Students can refer to the Policy on Common Midterm Examinations and Rules Governing Final Examinations for additional information.

Holidays

The University observes seven secular holidays. The University recognizes that there are several religious holidays that affect large numbers of University community members. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on
these days. The University also recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Please refer to the Policy on secular and religious holidays for more details. Questions or complaints regarding this policy should be directed to the Office of the Provost, 1 College Hall, Room 122 Philadelphia PA 19104-6381; or (215) 898-7227 (Voice) or provost@upenn.edu (e-mail).

Confidentiality of Student Records
The University of Pennsylvania complies with Family Educational Rights and Privacy Act (FERPA). The Confidentiality of Student Records Policy describes the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records. This policy pertains to personally identifiable information contained in education records. Questions or complaints regarding this policy should be directed to the Office of the Provost, 1 College Hall, Room 122 Philadelphia PA 19104-6381; or (215) 898-7227 (Voice) or provost@upenn.edu (e-mail).

Non-Discrimination Statement
The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). For additional information about Penn’s Equal Opportunity and Affirmative Action Policy.
V. Designing Your Program and Course Registration

Student Advising

The MCS Associate Director will facilitate the selection and assignment of an academic advisor. Each student entering the MCS program will be assigned an academic advisor based on the concentration they have chosen. Academic advisors help students select courses appropriate for their area of concentration and facilitate career development by helping students build connections on and off campus. The academic advisor assigns the final grade for MCS 599 Independent Studies, MCS 698 Capstone Research, MCS 699 Capstone, and MCS 990 Capstone Continuation with input from the research advisor. Selecting an academic advisor requires preparation – prior to meeting with professors, students should:

- Visit the Chemistry Department’s website to learn about faculty members who could potentially serve as academic advisors based on similar research interests.
- Attend seminars and/or group meetings during fall semester (mid-September through mid-November) when a weekly evening seminar series will feature 15-20 minute presentations given by 2-3 current faculty members. These short seminars are excellent opportunities to learn about research being conducted in the Chemistry Department. Student attendance at these seminars is suggested, regardless of their area of concentration.
- Read recent publications by the professor and their colleagues prior to meeting with them.

Students should then work with the MCS Associate Director who will facilitate the selection and assignment of an academic advisor. Students should submit the name of three faculty members to the MCS Associate Director no later than the 5th week of classes (see appendix B). Based on these names and availability of faculty members, an academic advisor will be assigned. The MCS Associate Director will guide the student through the initial course registration, program introduction, and define a Program of Study plan for their MCS career.

Students should meet with their academic advisor and/or MCS Associate Director at least once a semester to discuss their academic progress and choose courses for the following semester. The worksheet available on Penn In Touch can help define a student’s Program of Study and coursework. Students will complete an Academic Planning Sheet every term prior to registering in courses. Students should work with MCS Associate Director and their academic advisor to ensure that all degree requirements are fulfilled and the worksheet is completed for graduation.

Full-time 1st year students will typically:

- Take 6 CUs of coursework, including MCS 540 Pro-seminar fall semester
- In collaboration with the academic advisor and capstone supervisor, define a research project, draft and get approval of a proposal spring semester.

Full-time 2nd year students are expected to:

- Be registered in Capstone Research courses (MCS 697 or MCS 698) while completing the capstone requirement
- Complete their research project, write their paper, and receive a grade for MCS 699 Capstone
- Make sure all requirements for graduation are met (see Section V below)
Course Registration Procedures

Course Selection
Appendix A provides a list of approved courses for the MCS program. Additional chemistry and other types of courses offered at Penn are available online at the University’s Course Register. The Course Timetable is available online and lists when courses are offered each semester. If a student selects a course that does not appear on the approved MCS program list, they must seek approval from their MCS Associate Director, as it may not be acceptable for the program. This will be discussed during the academic advising sessions every term and included in the Academic Planning Sheet prior to registering in courses.

Advance Registration
The course registration process involves two registration periods. Advance registration allows students to enter their requests for courses they wish to take. Students are encouraged to register during this period so that they have the best chance of getting into the courses they prefer. At the end of advance registration, all registration requests are processed and students can then view in which courses they have actually been enrolled. Check the LPS Academic Calendar for the exact dates for advance registration.

Registration
The regular registration and add/drop period opens approximately three weeks after the advance registration request period has closed and students have been notified of their schedules. During the regular registration period, students will know immediately whether or not they will be able to enroll in the course they are requesting. The Associate Director will register students in courses after completing the academic advising sessions and Academic Planning Sheet.

Some important information to remember when registering for courses:

- Check with your academic advisor and the MCS Associate Director to be sure the course for which you are registering fulfills a requirement for your degree.
- Courses must be taken for a normal letter grade in order to count toward the MCS degree; “pass/fail” or “audit” are not acceptable options.
- Only courses numbered 400 and above may count toward the degree (the first set of three digits after the course subject is the course number (e.g., MCS 540 001).
- As a master’s student, permission may be needed from the instructor to register for some graduate courses in other departments or schools.
- Full-time students should enroll in 3 or 4 courses or research courses; students are not permitted to enroll in more than 4 courses per semester.
- Part-time students should enroll in 1 or 2 courses per semester.

Independent Studies
Students interested in pursuing an individualized study project on campus or joining a faculty member’s research team to learn specific laboratory skills should register for MCS 599 Independent Studies. Students should first communicate their interests to their advisor and the Associate Director of the MCS program prior to approaching a faculty member. They will facilitate the process of identifying an appropriate faculty member for the student. Students should bear in mind that faculty members are not required to supervise an Independent Studies course. An additional laboratory fee of $250 is required for this course. This course may be considered part-time of full-time depending on the

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numbers of hours per week committed to the class (20 hrs./week or less will be considered part-time; at least 35 hrs./week will be considered full-time). MCS students may register for up to two Independent Studies courses during their academic career; however, only one CU will count toward the minimum 10 CUs required for graduation. Students must complete the MCS 599 Registration Form (see appendix B) and submit a signed copy to the MCS Associate Director for approval prior to registering for this class.

Auditing Courses
MCS students may audit courses in the School of Arts and Sciences; however, they will be charged tuition and fees at the MCS tuition level. Audited courses will appear on the student’s transcript, but no grade will be issued and the course will not count toward the 10 CUs needed to complete the program. Most courses are open to auditors on a space-available basis.

Registering for Non-MCS Courses and Permits
MCS students may register for graduate courses (numbered 400 or above) in other Penn departments and schools, if those courses are appropriate to the student’s program. Students should first consult with their MCS Associate Director to determine if the course is appropriate to their program prior to registering.

Students in the MCS program may need permission to register for courses outside the Department of Chemistry. In such cases, students should contact the MCS Associate Director. They may not be able to register until all students in the home department or school have had a chance to register. Permits will then be issued on a first-come first-served basis.

Courses that require special permission from the department or instructor are indicated in the course timetable as “Permit Required”. Permits are obtained from the department offering the course and entered electronically into the Student Record System (SRS). A permit is not a registration. Students must “claim” the permit by actually enrolling in the course through Penn InTouch. After both advance registration and regular registration are complete, the Registrar’s Office removes unused permits from students’ records.

Course Changes
MCS students are subject to LPS registration and drop/add deadlines, which may be different than deadlines for other schools and departments. Students should consult the current LPS Course Guide or the LPS Academic Calendar for deadlines to make registration changes and view financial obligations. Students are able to make changes in Penn InTouch. Adherence to LPS deadlines is strictly observed. Should students need to drop or withdraw from a course beyond the deadline, they should contact their MCS Associate Director. It may be necessary to provide documentation of the situation that necessitates the drop or withdrawal, particularly if the student is requesting a refund of tuition.

Adding a Course
Students may add a new course through the second week of the term – but this is not recommended unless the student has been attending the course. After that, it will not be possible to add a course. Students should use Penn InTouch to add courses during this time.

Dropping a Course
Students may drop a course with no financial obligation until the published deadline in the current LPS Course Guide (approximately two weeks into the term). Students may also drop a course between the second and fourth weeks of the term, but in so doing they will incur a 50 percent financial obligation for
the tuition and fees for the dropped course. **Absence from class does not constitute a drop, nor does notifying the instructor.** Students can officially drop a course through Penn InTouch through the second week of the term. After the second week of the semester, students must contact the MCS Associate Director directly to drop a course. When making registration changes via Penn InTouch, it is always advisable to double check and make sure the changes have taken effect before logging-out. Students may also want to contact the MCS Associate Director to confirm that the dropped courses are no longer on their schedules. **Students who fail to drop a course officially may receive a grade of F and will be required to pay the full tuition rate.**

### Changing Grade or Credit Status of a Course

All courses must be taken for a letter grade if they are to be counted toward the minimum CU requirement for graduation. However, students may register for courses that they do not want to count for their program on an audit or Pass/Fail basis. Before doing so, however, they should discuss this with their MCS advisor. Once they have done so, students may change their status in a course from credit to audit, from a letter grade to Pass/Fail, or from Pass/Fail to a letter grade until the deadline listed in the current LPS Academic Calendar for “Last day to change grade status in a course”. No change is permissible after the published deadline. Auditors pay full tuition and fees.

### Withdrawing from a Course

Students may withdraw from a course after the deadline to drop a course has passed (approximately four weeks into the term). To withdraw, students must see the MCS Associate Director, submit a [Withdrawal Form](#) outlining the reasons for the request, and obtain written approval from the instructor. Normally, permission is granted and a W (withdrawal) is recorded on the transcript.

After the published withdrawal deadline, students are permitted to withdraw only under extraordinary circumstances, which must be documented. Students who withdraw from a course have full financial obligation, except in documented cases of illness, military service, or other extraordinary circumstances, when they may petition for a 50 percent refund.

**Note:** Dropping a course is not the same as withdrawing from a course. Withdrawing from a course occurs after the drop deadline and carries with it full financial obligation. In addition, the student’s transcript will have a "W" next to the title of the course. However, if a student drops a course during the normal Add/Drop period, no record of that course will appear on the transcript.

### Capstone Research and Master’s Continuation Registration

The research project is expected to span two to three terms with advisor approval and will culminate in a written scientific report, oral presentation and poster presentation. Students will enroll in [Capstone Research](#) courses (MCS 697 or 698) while they complete their project requirement but not completing or presenting the final report regardless of where are they doing their research (Penn laboratory or off-campus location). **Capstone Research** will not count towards degree requirement. Students registered **Capstone Research** courses are considered full-time students, therefore they will fulfill international visa or other requirements.

Students should register in **Capstone Research** (MCS 698) while engaged in intensive preliminary research. Students should register in **Capstone Research** (MCS 697) while completing the capstone project but not engaged in intensive preliminary research. Students will register in **Capstone** (MCS 699) the term that they are completing the research project, and submitting the final report and presentations. This course will count as 1 CU towards degree requirement.
MCS students who have completed all course work toward the degree, but have not completed their capstone project for a grade in MCS 699, will be automatically enrolled in the non-credit Master’s Continuation course (MCS 990) for every subsequent semester until the Capstone course is complete. This includes the summer semester; therefore, if a student does not complete their capstone in May, they will be automatically enrolled in Master’s Continuation during the summer. If the Capstone is not completed by August, the student will be automatically enrolled in Master’s Continuation for the fall semester.

The cost of registration for Capstone Research (MCS 697), and Master’s Continuation (MCS 990) is less than the cost of a regular course and keeps the student status active (check with the MCS Associate Director for the current tuition rate). Students enrolled in Master’s Continuation have access to the library and maintain their Penn e-mail accounts. Should a student wish to extend Master’s Continuation registration beyond two semesters, they must receive permission from the MCS Faculty Advisory Committee. Students not completing the program requirements after two semesters of Master’s Continuation may be withdrawn from the program.

**Student Status**
Students with visa, immigration restrictions, and/or loan requirements should be aware of their student status. Students are considered full-time if they are enrolled in:

- 3 or 4 courses in a single semester
- Capstone Research (MCS 697)
- Capstone Research (MCS 698)
- Independent Studies (MCS 599) – if devoting 35 hrs./week on this course
- Capstone (MCS 699)
- Master’s Continuation (MCS 990)

If a student is enrolled in two or fewer courses in a single semester (other than those described above), they are considered part-time. Students who meet the requirements of a full-time student are automatically enrolled in Penn’s student health insurance coverage unless they show proof of coverage through another source (see Student Health Information, page 29).
VI. Capstone and Graduation Procedures

Faculty Readers and Project Mentors

Two faculty / expert academic readers are required for the capstone project. They will help the student develop the capstone project proposal, approve both the proposal and the final scientific report, and will ultimately assign a grade for MCS 699. A more detail description of the readers’ roles and responsibilities is included in Appendix C.

Students should attempt to identify their faculty readers as early as possible in their career. If they are having difficulty identifying faculty readers, the MCS Associate Director can recommend likely prospects among the faculty. However, it is the student’s responsibility to contact the potential readers and discuss their project ideas in depth.

The proposal must be submitted to the MCS Associate Director, academic advisor, and project supervisor for final approval prior to the student beginning their research work, otherwise the work may not count towards the degree.

Capstone Project

The capstone project should last two to three terms and represents the culmination of an MCS student’s graduate study. Under no circumstances will previous work experience exclude students from the capstone requirement. Your research project should focus on a topic you decide upon in consultation with your academic advisor. You will need to show a grasp of the theoretical underpinnings of the research you undertake and be able to justify the reasons for the research. The capstone may be a choice of a Penn laboratory research project, an off-campus laboratory research project, a literature review or data management based project, but ALL components will require an approved proposal prior to initiation, a complete scientific report, as well as oral and poster presentations. Posters will be put on display at the end of the academic year for faculty and students to view during a special event prior to graduation.

Most students are expected to start at the end of the first academic year in the summer and conclude at the end of fall semester of the second year. Depending on the capstone option selected, students may begin working on the project as early as the spring semester of their first year in the program. Students will enroll in Capstone Research courses (MCS 697 or 698) while they complete their project requirement but not completing or presenting the final report. Students should register in Capstone Research (MCS 698) while engaged in intensive preliminary research. Students should register in Capstone Research (MCS 697) while completing the capstone project but not engaged in intensive preliminary research. Students should register for MCS 699 Capstone during the semester a final grade will be assigned. The course grade for capstone credit (MCS 699) will be assigned by the primary reader, taking into consideration feedback received from the secondary reader.

Registering for the Capstone

Before a student begins the capstone project, a Capstone Project Proposal must be submitted to the MCS Associate Director. This proposal must be approved prior to the student beginning their research work. Final capstones submitted without prior approval of subject matter and approved advisors, may not be accepted for completion of the degree requirements. Students should register for MCS 699
Capstone during the term that they are completing the research project, submitting the final report and presentations the semester, and receiving a final grade.

Writing the Capstone
The capstone may take one of two forms: a review paper based on a specific topic covered in the literature or a scientific report based on research completed. While it is not necessary that the work be publishable in a scholarly journal, this is strongly encouraged.

Capstone and Graduation Timetable

Please note the timeline for key degree deadlines below, and allow plenty of time for review, feedback, and revisions of proposals and final reports!

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of approved capstone proposal due in MCS office</td>
<td>Last day of classes in the term prior to the term the student intends to complete the capstone</td>
</tr>
</tbody>
</table>
| Graduation application                        | Spring Term: Feb 1  
                                           | Summer Term: Jun 1 (Feb 1 to participate in ceremony)  
                                           | Fall Term: Oct 1                                 |
| Capstone project report completed and approved | No later than one week after the last day of classes                  |
| Project supervisor evaluation                 | Submit signed form to MCS office no later than one week after the last day of classes |

Forms
There are four forms, which need to be completed for the Capstone (all in Appendix C and online):
- Capstone Project Proposal
- Project Supervisor Evaluation
- Capstone Project Evaluation /MCS 699 course grade
- Scholarly Commons Application (to publish the student’s work in Penn’s online repository)

Graduation Procedures

Students who fail to complete their capstone project during the spring semester prior to graduation, must remain “active” in all subsequent terms in order to complete their MCS program and graduate. The final capstone paper is due to the capstone readers and project supervisor at least two weeks prior to the end of term (students should check with these individuals to see if they will need additional time for review and grading). Students who have not submitted their final capstone paper and Certification of Completion of Capstone Project/Course Grade form within one week of the end of classes in the semester for which they intend to graduate will be registered automatically for Master’s Continuation (MCS 990) in the subsequent term and for each and every term thereafter (including summer) until the completed and approved capstone is submitted to the MCS program.

Students must reapply online for graduation in the term during which they plan to complete the capstone. Thus, if a student does not complete the capstone in the semester in which they originally applied, they must re-apply for graduation in the next semester. The student’s graduation date will be posted for the term in which they complete their capstone and receive a grade.
The Graduation Application Form should be completed online at the beginning of the term in which the student intends to complete the program and graduate. Specific deadlines to apply for graduation can be found on the web page where the Graduation Application Form is provided.
VII. University Policies and Resources

Enrollment Status

MCS students who are enrolled for three courses per term are considered full-time students and will be billed the full general fee. This fee covers access to many of the services described below. MCS students enrolled in one or two courses per term are considered part-time students. However, students enrolled in the Capstone (MCS 699), Research (MCS 698), Independent Studies (MCS 599), or Master’s Continuation (MCS 990) courses are considered full-time.

Student Identification

Once a student is enrolled at Penn, a student ID number (Penn ID) will be issued, and this ID is used for registration and other transactions throughout the University. Students should never give out their social security number via email or fax. Once matriculated, the Penn ID number or the last four digits of the social security number will be sufficient for identification.

PennCard

The PennCard is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience and more. To obtain a this card, students should bring a valid form of photo ID (e.g., driver’s license or passport) to the PennCard Center located upstairs in the Penn Bookstore on the corner of 36th and Walnut. Only active students registered for courses in the current or upcoming term may receive a PennCard, which should be carried at all times.

PennKey

A PennKey is required to authenticate, or verify, an individual’s identity for many of Penn’s networked computer systems and services. Authorized users need a PennKey and password to access such resources as Penn InTouch (course registration), Canvas (used in most classes), certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email address. New students should receive either a letter or an email with information on how to create a PennKey and password within a few days of their admission to the MCS program.

Penn InTouch

Penn InTouch provides secure access via the Internet to a variety of information, including:

• Online registration and schedule planning tools
• Academic records and transcript orders
• Student billing and payment information
• Financial aid application status and awards
• Student loan application status, disbursements and loan history
• Student employment/work-study information and job listings
• Updating your emergency contacts and address information
• Privacy settings for release of academic and financial information to parents and others
• Direct Deposit enrollment for student refunds and work-study payroll.
Email

All students enrolled at the University of Pennsylvania are eligible for a Penn email address free of charge. Even if the student plans to use a non-Penn email account, they should also establish a Penn address. The MCS Associate Director will send program information to the Penn address and also contact students with important information through this system. Course instructors will be given this address as well and will contact students in this way. Should students wish, they may forward email from their Penn address to another account through Penn’s webmail site. Instructions on how to create and use a Penn email account are available through SAS Computing.

Academic Support Services

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services for skills such as academic reading, writing, study strategies, and time management. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each fall and spring term for LPS students. Special workshop series is also offered for international students. For more information about the Weingarten Learning Resources Center, visit their website or call 215-573-9235.

Other Academic Support Services include:
• Grad/Undergraduate Mentoring Program – Provide guidance for an undergraduate student
• Upward Bound and Veterans Upward Bound – Academic and financial services for low-income and first-generation college students and veterans
• Marks Family Writing Center – For support with writing assignments

Room reservations

Students can reserve rooms in our building for any academic purpose (e.g., study session with a recitation or lab section, a group meeting, presentation practice session). There are some rooms that are under our department control, and some that are called “central pool” classrooms. The latter are controlled by the Registrar, but are still available for our use.

• Department controlled rooms include:
  – Vagelos 2000, 3000, 4000
  – Makineni Conference Room
  – Lynch Lecture Hall

For these rooms, contact the Chemistry receptionist at the front desk to reserve them. You may want to do this in person to ensure that the room you want is available for the day and time that you need it. The receptionist can always tell you which room is available, if your first choice is already reserved.

• Central pool classrooms include:
  – Classroom 109 (off the lobby)
  – Classroom 119 (off the lobby)
  – Classroom 514 (5th floor by elevators)
  – Classroom B-13 (in the basement)
Student Disabilities Services

The Office of Learning Resources includes the Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University sponsored programs. Reasonable accommodation to a qualified student’s known disability may be provided to assure equal access. Penn invites students with disabilities to identify themselves at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation. SDS may be contacted via their website, by phone at 215-573-9235, and by TDD at 215-746-6320.

Career Counseling

The University provides career counseling through the Career Services office for full-time MCS students or those finishing their final semester prior to graduation. A wide variety of resources are available online that can help students explore career development strategies, write effective cover letters and resumes, and hone their networking and interview skills. To make an appointment with a counselor, visit the Career Services website or contact the office at 215-898-7531. The Career Services office is located on the ground floor of the McNeil Building.

Student Health Information

The University provides outpatient medical care to students through its Student Health Service (SHS). The SHS offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. All full-time students must carry coverage for care at SHS, either through payment of the Clinical Fee or through enrollment in the Penn Student Insurance Plan (PSIP). Full-time students who have private or employer-sponsored insurance do not have to purchase the student plan, but they must still pay the clinical fee for coverage at SHS. Coverage for the Student Health Service (either through the clinical fee or through enrollment in PSIP) is optional for part-time students.

In addition to providing medical care and preventive medicine services, SHS offers special workshops on stress reduction and smoking cessation, as well as travel information, immunizations, acupuncture, massage, and other services.

Immunization Requirements

Students enrolled in the MCS program are part of the University community and benefit from the University’s efforts to provide a safe and healthy environment. All MCS students are required to comply with immunization requirements upon first enrolling in credit courses. To comply, students should complete an Immunization Worksheet. Incoming fall semester students who are not in compliance with the University’s immunization requirements will be placed on registration hold for the spring semester.
Students are advised to call SHS at 215-746-3535 or consult their website for the most accurate and up-to-date information on student health requirements. The SHS office is located at 3535 Market St, Suite 100. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information refer to the Student Health website.

Student health insurance does not include dental insurance. The University of Pennsylvania has a dental school, which offers low-cost dental insurance to the University community.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) are for students of the University of Pennsylvania. All counseling services are free and confidential. Their office hours are 9am -5pm, Monday, Tuesday and Friday and 9am – 7pm Wednesday and Thursday. If students have an emergency that cannot wait until the next day, they should call the Hospital of the University of Pennsylvania (HUP) operator at 215-349-5490 and ask for the CAPS clinician on call. Please note that this HUP operator number is only for emergencies. To call regarding an appointment, a prescription or other non-urgent issues, please contact CAPS during regular office hours at 215-898-7021.

CAPS provides a variety of counseling services, including individual therapy, couples/family therapy, group therapy, crisis management, referral services, and outreach and prevention.

A variety of workshops throughout the year are also offered by CAPS, and topics have included:

- Stress Management
- Coping with Depression
- Crisis Intervention
- Body Image Issues
- Suicide Prevention
- Surviving Trauma
- Effective Communication Skills
- How to Help a Friend
- Secrets to Grad School Success
- Respecting Diversity
- Test Anxiety
- Grief and Loss Issues

All workshops are free of charge for members of the Penn community. Please check their website for details.

Student Financial Services

Student financial aid, including applications and disbursement of money, are handled through Student Financial Services. Their offices are located in room 100 of the Franklin Building at 3451 Walnut Street. Call 215-898-1988 or visit their website for deadlines and other information.

Penn Bookstore

Located on the corner of 36th and Walnut Street, the Penn Bookstore carries textbooks and trade books as well as stationery, art supplies, school supplies, gifts, and other items. The Computer Connection,
within the Bookstore, also carries computers, software, and computer supplies at student rates. Visit the website or call 215-898-7595 for store hours and additional information.

Computer Resources

Information Systems and Computing offers advice, training, consulting services and computer support to Penn students living on campus. The Computer Resource Center (CRC) serves as a distribution center for supported software to any person with a University affiliation and is located in Suite 202 Sansom West (Grad Tower B), 3650 Chestnut Street. The entrance is located off Steve Murray's Way (mid-block between 36th and 37th on Chestnut). Students will need their PennCard for access to the building. Go to the website or call 215-898-1847 for more information regarding hours and services available.

Computer Labs are available to students in several places on campus. A valid PennKey is required to log onto the workstations, and reservations can be made online.

Libraries

The University of Pennsylvania has several libraries. Van Pelt Library, the main University library, is located at 3420 Walnut Street (the entrance is on the College Green across from College Hall). There is a wealth of information and resources available through these libraries, including the Weigle Information Commons (WIC), which is located in the Van Pelt Library and offers training in various applications, like Excel and Photoshop. Through WIC, students can reserve study rooms, use the Digital Media Lab to print posters, and borrow equipment.

Recreation Facilities

MCS students have access to all of the recreation facilities available to the University community. For information regarding hours, fitness programs, locker rentals, etc. go to their website.

Information for International Students

International students are responsible for maintaining their proper student visa status. They are responsible of complying with administrative and registration deadlines that might defer from the registrar and MCS. The office of International Student and Scholar Services (ISSS) is an important resource for all international students. Any questions about visas, international student tax issues, etc. should be directed to their advisors. They are located at 3701 Chestnut Street, Suite 1W and can be reached by calling 215-898-4661 or sending an email to isss@pobox.upenn.edu.

Federal regulations require that F-1 and J-1 international students register their presence at Penn. This process, known as the check-in procedure, has two steps: 1) completion of the New Student Arrival Information online form and 2) attendance at one of the Immigration Document Review and Presentation Sessions. Both steps must be completed after arrival in the United States but within 20 days of the program start date listed on Penn's I-20 or DS-2019. F-1 transfer students must complete the new student check-in process within 15 days of the program start date listed on Penn's I-20. The ISSS handbook has a lot of helpful information for international students new to Penn.
If you are planning to travel and would like a letter stating that you are a current student in good standing, please send an email to the graduate coordinator at chemgrad@sas.upenn.edu to request the letter.

International students with English as a second language are encouraged to use the resources available through the English Language Programs (ELP). They offer testing, consulting services, and cross-cultural training in addition to language instruction. The MCS Associate Director can refer international students to ELP on a case-by-case basis based on TOEFL scores and/or advising sessions. In some instances, it will be recommended that students complete an Oral Proficiency Interview (ACTFL OPI) administered by ELP staff and, based on the results, take English courses at the appropriate level. Students will be responsible of covering the cost associated with courses and testing.

Office of the University Ombudsman

The Office of the Ombudsman assists individuals in finding solutions to problems that they may not be able to resolve through normal channels. The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombudsman is not an advocate for any one individual or group. He or she is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Ombudsman does not have decision-making authority, but serves as an impartial mediator in helping to resolve disputes. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in the existing rules and practices when necessary. The Office of the Ombudsman may be reached at 215-898-8261.

Code of Academic Integrity

Inasmuch as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Students must follow all guidelines for ethical conduct, research, and publication – please review these resources:

- Penn’s Code of Academic Integrity
- Penn Handbook for Students: Ethics and Original Research
- Responsible Conduct of Research (National Science Foundation)
- “On Being a Scientist” (National Academy of Sciences)

The Pennbook is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain expectations for membership in the university community. Students can refer to Policy on Common Midterm Examinations and Rules Governing Final Examinations for additional information.

Sexual Harassment, Sexual Violence, Relationship Violence, and Stalking Policies

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. The University
has established policies on behaviors that interfere with freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, including:

- **Sexual Harassment Policy**,  
- **Sexual Violence, Relationship Violence, and Stalking Policy**, and  
- **Student Disciplinary Procedures** for resolving complaints of sexual assault, sexual violence, relationship violence and stalking. General inquiries regarding these policies and procedures can be directed to the Office of the Provost, 1 College Hall, Room 122 Philadelphia PA 19104-6381; or (215) 898-7227 (Voice) or provost@upenn.edu (e-mail).

**Confidentiality of Student Records**

The University of Pennsylvania complies with Family Educational Rights and Privacy Act (FERPA). The **Confidentiality of Student Records Policy** describes the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records. This policy pertains to personally identifiable information contained in education records. Questions or complaints regarding this policy should be directed to the Office of the Provost, 1 College Hall, Room 122 Philadelphia PA 19104-6381; or (215) 898-7227 (Voice) or provost@upenn.edu (e-mail).

**Nondiscriminatory Policy**

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). For additional information about Penn’s **Equal Opportunity and Affirmative Action Policy**

**Student Responsibility**

While advisors, faculty, and staff will assist the student in every aspect of their graduate study, it is the responsibility of the student to ensure that all steps and necessary paperwork have been completed and submitted to the MCS Associate Director and/or LPS as appropriate. Grant proposals, awards, accepted publications and other records of achievement should also be submitted to the Associate Director of the MCS program.
Appendix A

MCS COURSE LIST

NOTE: This is a comprehensive list of courses offered in the Department of Chemistry that may be taken to fulfill requirements of the MCS curriculum. The parentheses indicate which area(s) of concentration the course fulfills and when the course is typically offered. Not all courses are offered every year. Check current course listings for which courses are offered each semester.

Concentrations:
- Biological (B)
- Inorganic (I)
- Organic (O)
- Physical (Ph)
- Materials with Organic emphasis (MO)
- Materials with Inorganic emphasis (MI)
- Environmental Chemistry with modeling emphasis (M)
- Environmental Chemistry with Policy emphasis (P)

Study of important types of reactions and functional groups, with emphasis on synthetic usefulness, mechanisms, and stereoelectronic principles.

CHEM 443. Modern Organic Synthesis. (O, Fall) Prerequisite(s): CHEM 241 and 242.
Introduction to advanced organic synthesis. Study of important synthetic reactions including: oxidations, reductions, and methods for the formation of carbon-carbon bonds, with an emphasis in chemoselectivity, stereoselectivity and asymmetric synthesis. Survey of modern methods for the synthesis of small, medium and large ring systems. Analysis of modern synthetic strategies, with illustrative examples from total synthesis of natural and unnatural products.

CHEM 451. Biological Chemistry I. (B, O, Fall) Prerequisite(s): CHEM 242, 221 (may be concurrent), and 251 or permission of instructor. Structure, dynamics, and function of biological macromolecules. Properties of macromolecular assemblies, membranes and their compartments. (Formerly, CHEM 450-I).

CHEM 452. Biological Chemistry II. (B, Fall) Prerequisite(s): CHEM 242, 221, and 251 or permission of instructor.
Physical and chemical description of macromolecular information transfer. Gene organization, replication, recombination, regulation and expression. (Formerly, CHEM 450-II).

CHEM 462. Inorganic Chemistry II. (I, MI, Spring) Prerequisite(s): CHEM 261 or its equivalent and permission of instructor.
A detailed treatment of the theory and application of modern physical methods for the elucidation of structure and mechanism in inorganic and organometallic chemistry. An introduction to symmetry and group theory is followed by the application of these concepts to vibrational and electronic spectroscopy
of inorganic complexes. Magnetic resonance is discussed in detail, including topics such as EPR, fourier transform methods, dynamic systems, and 2-dimensional NMR.

**CHEM 521. Statistical Mechanics I. (Ph, Fall)** Prerequisite(s): CHEM 222. Principles of statistical mechanics with applications to systems of chemical interest.

**CHEM 522. Statistical Mechanics II. (Ph, Spring)** Prerequisite(s): CHEM 521. A continuation of CHEM 521. The course will emphasize the statistical mechanical description of systems in condensed phases.

**CHEM 523. Quantum Chemistry I. (Ph, Fall)** Prerequisite(s): CHEM 222. The principles of quantum theory and applications to atomic systems.

**CHEM 524. Quantum Chemistry II. (Ph, Spring)** Prerequisite(s): CHEM 523. Approximate methods in quantum theory and applications to molecular systems.

**CHEM 525. Molecular Spectroscopy. (Ph, Fall)** A modern introduction to the theory of the interaction of radiation and matter and the practice of molecular spectroscopy. Conventional microwave, magnetic resonance, optical, photoelectron, double-resonance, and laser spectroscopic techniques will be included.

**CHEM 526. Chemical Dynamics. (Ph, Spring)** Theoretical and experimental aspects of important rate processes in chemistry.

**CHEM 555. (BMB 554) Macromolecular Crystallography: Methods and Applications. (B, MO)** The first half of the course covers the principles and techniques of macro- molecular structure determination using X-ray crystallography. The second half of the course covers extracting biological information from X-ray crystal structures with special emphasis on using structures reported in the recent literature and presented by the students.

**CHEM 557. Mechanisms of Biological Catalysis. (B)** Prerequisite(s): One year of organic chemistry and a biochemistry course, or permission of instructor. Reaction mechanisms in biological (enzymes, abzymes, ribozymes) and biomimetic systems with emphasis on principles of catalysis, role of coenzymes, kinetics, and allosteric control.

**CHEM 559. (BMB 559) Biomolecular Imaging. (B, MO)** This course considers the noninvasive, quantitative, and repetitive imaging of targeted macromolecules and biological processes in living cells and organisms. Imaging advances have arisen from new technologies, probe chemistry, molecular biology, and genomic information. This course covers the physical principles underlying many of the latest techniques, and defines experimental parameters such as spatial and temporal resolution, gain, noise, and contrast. Applications to cellular and in vivo imaging are highlighted for confocal, two-photon, and force microscopies; single-molecule, CARS, and fluorescence correlation spectroscopy; FRET and fluorescence bleaching; mass spectroscopy; MRI, PET and SPECT. The role of molecular imaging agents comprised of proteins, organic or inorganic materials is widely discussed.
CHEM 564. Organometallics. (O, I)
This course is focused on molecular species that contain metal-carbon bonds, and the role of these compounds in catalytic processes and organic synthesis. Aspects of the synthesis, structure and reactivity of important classes of organometallic compounds such as metallo- alkyl, aryl, alkene, alkylidene and alkylidyne complexes are surveyed for the d and f block metals. Emphasis is placed on general patterns of reactivity and recurring themes for reaction mechanisms.

CHEM 565. Main Group Chemistry. (I, MI)
This course encompasses a comprehensive survey of the chemistry and properties of the p-block elements of the periodic table. Topics include syntheses, structures and reactivities of important compounds. In addition, alternative bonding theories which have been used to explain the unique properties of these compounds are critically examined.

CHEM 567. (BMB 567) Bio-inorganic Chemistry. (B, I, MI, MO)
The course covers selected topics in bioinorganic chemistry; special emphasis is placed on dioxygen chemistry and electron transfer processes. Course topics include: (i) oxygen uptake and utilization; (ii) diatomic oxygen trans port; (iii) diatomic and monoatomic oxygen incorporation into substrates; (iv) metalloenzyme-catalyzed C-C bond formation; (v) the metallobiochemistry of DNA; (vi) metal-sulfide proteins; (vii) manganese-containing metalloproteins; (viii) Photosystem II: light-driven electron transfer and the biological water-splitting reaction; (ix) biological electron transfer; (x) electron transfer theory; (xi) mechanisms of energy storage and release; and (xii) long-distance electron transfer reactions.

CHEM 580. (PHYS 580) Biological Physics. (B) Prerequisite(s): Physics 150-151 or 170-171, Math 104-114 or Math 104-115. Recommended: concurrent Physics 230 or prior Physics 250, basic background in chemistry and biology.

ENVS 410. Clean Water-Green Cities (P, Fall) This course will provide an overview of the cross-disciplinary fields of civil engineering, environmental sciences, urban hydrology, landscape architecture, green building, public outreach and politics. Students will be expected to conduct field investigations, review scientific data and create indicator reports, working with stakeholders and presenting the results at an annual symposium. There is no metaphor like water itself to describe the cumulative effects of our practices, with every upstream action having an impact downstream. In our urban environment, too often we find degraded streams filled with trash, silt, weeds and dilapidated structures. The water may look clean, but is it? We blame others, but the condition of the creeks is directly related to how we manage our water resources and our land. In cities, these resources are often our homes, our streets and our communities. This course will define the current issues of the urban ecosystem and how we move toward managing this system in a sustainable manner. We will gain an understanding of the dynamic, reciprocal relationship between practices in a watershed and its waterfront. Topics discussed include: drinking water quality and protection, green infrastructure, urban impacts of climate change, watershed monitoring, public education, creating strategies and more.

ENVS 541. Modeling Geographic Objects. (M, Fall) This course offers a broad and practical introduction to the acquisition, storage, retrieval, maintenance, use, and presentation of digital cartographic data
with vector-oriented (i.e., drawing-based) geographic information systems (GIS) for a variety of environmental science, planning, and management applications. Previous experience in GIS is not required.

**ENVS 507. Wetlands. (P, Fall)** The course focuses on the natural history of different wetland types including climate, geology, and, hydrology factors that influence wetland development. Associated soil, vegetation, and wildlife characteristics and key ecological processes will be covered as well. Lectures will be supplemented with weekend wetland trips, ranging from tidal salt marshes to non-tidal marshes, swamps, and glacial bogs in order to provide field experience in wetland identification, characterization, and functional assessment. Outside speakers will discuss issues in wetland seed bank ecology, federal regulation, and mitigation. Students will present a short paper on the ecology of a wetland animal and a longer term paper on a selected wetland topic. Readings from the text, assorted journal papers, government technical documents, and book excerpts will provide a broad overview of the multifaceted field of wetland study.

**ENVS 605. Bioremediation (M, Fall)** This course is an introduction to current and developing techniques for analyzing environmental contamination and for remediation of damaged environments. Knowledge of these options is important for students interested in public/law applications and environmental/landscape design and as a starting point for those pursuing a more science-oriented understanding. The first portion of this course will address bioindicators—the use of living systems to assess environmental contamination. These include systems ranging from biochemical assays to monitoring of whole organisms or ecosystems, as well as techniques ranging from laboratory to field and satellite surveys. The second portion of the course will introduce technologies for bioremediation—the use of living systems to restore contaminated environments. The technologies scale from single-species systems to complex ecosystems such as constructed wetlands; case studies will be examined. Students will be expected to participate in field trips, as well as prepare a final paper examining a particular technology in detail.

**ENVS 616. Risk Assessment: Science & Policy Challenges. (P, Fall)** How do government policymakers make decisions about potential threats to human health and the environment in the face of scientific uncertainty? The course develops the concept of Risk Assessment from the publication of 1983 National Research Council (NRC) report commonly known as the “Red Book” which was used to rank the initial hazardous waste sites under the Superfund program. Using a variety of teaching tools, including lectures, panel discussions, and case studies, the course examines how public policy decisions regarding environmental risk are made and how effective those decisions are at reducing risks to affected populations. The course focuses on the complex interaction of science, economics, politics, laws, and regulations in dealing with environmental and public health risks. The course will begin with a review of the policy process and methods used in evaluating human health and environmental risks, including the traditional steps in the risk assessment process, including quantitative and qualitative aspects of hazard identification, dose-response assessment, exposure assessment, and risk characterization. The course will then focus on how scientific uncertainty, risk perceptions,
socio-economic disparities, risk communication, and politics influence environmental risk-based decision-making. Issues such as special populations (e.g., children, elderly, immune-compromised, woman of pregnancy age, etc.) must be considered when developing risk reduction strategies. The use of the “precautionary principle” will be discussed in the context of different types of environmental stressors (e.g., pesticides, chemicals, climate change, air pollution, water quality, and land use) and how this important controversial principle is applied differently in contrasting national and European risk management policies.

**ENVS 624. U.S. Environmental Policy - Analysis of NEPA. (P, Fall)** This course explores the history of the federal statute that is the National Environmental Policy Act (NEPA) and its implementation through the regulations of the Council on Environmental Quality. It describes the circumstances that trigger NEPA compliance and provides an overview of the environmental process, including the integration of social, environmental, and economic factors within the framework of existing laws, regulations, policies, and guidance for project decisions. It examines the components of the NEPA process, including purpose and need, scoping, alternatives development and analysis, impact analysis, public involvement, interagency coordination, mitigation, and documentation. The course will touch on practical processes that are involved in preparing and reviewing NEPA documents, cumulative effects assessments, and technical issues such as impacts on threatened or endangered species, wetlands, national historic preservation activities, environmental justice communities, etc. Case studies involving multiple governmental entities and nongovernmental stakeholders will be examined to highlight the essential steps and components needed to design, implement, and participate effectively in a collaborative NEPA process.

**GEOL 528. Aqueous Geochemistry (M, Fall)** Chemical composition and interactions of soils and soil water with applications to current problems.

**GEOL 618. Fundamentals of Air Pollution (M, Spring)** This course will cover various topics related to Air Quality. Initial lectures will cover the history of air pollution and composition of the atmosphere. We will then progress to discussion of atmospheric pollutants and sources of those pollutants. Additional topics will include: fate of atmospheric pollutants (transport and dispersion mechanisms), effects of air pollution (health and environmental effects), urban smog, acid rain, climate change, ozone depletion in the stratosphere, air quality criteria, and engineering controls.

**GEOL 656. Fate and Transport of Pollutants (M, Spring)** Pre-requisite: Aqueous Geochemistry (GEOL 528) or similar This course is designed to introduce the major concepts regarding geochemistry and geochemical modeling. The course introduces two United States Geological Survey (USGS) computer models, PHREEQC, a geochemical speciation model, and PHAST, a transport module which is coupled with PHREEQC output. These are highly respected, world-renowned models that are free-ware via the USGS, complete with documentation. Once familiar with the models, the student can continue to work with them beyond the course experience.

**GEOL 663. Geochemical Modeling (M, Spring)** Pre-requisite: Aqueous Geochemistry (GEOL 528) or similar. This course is designed to introduce the major concepts regarding geochemistry and
geochemical modeling. The course introduces two United States Geological Survey (USGS) computer models, PHREEQC, a geochemical speciation model, and PHAST, a transport module which is coupled with PHREEQC output. These are highly respected, world-renowned models that are free-ware via the USGS, complete with documentation. Once familiar with the models, the student can continue to work with them beyond the course experience.

PHREEQC is designed to perform a wide variety of aqueous geochemical calculations and can be used to simulate chemical reactions and transport processes in natural or polluted waters. PHREEQC is capable of modeling both equilibrium and kinetic reactions. Some of the simulations pursued during the course include: Speciation of precipitation water; Iron speciation; Zinc sorption onto hydrous ferric oxide; Oxidation of organic carbon and the sequence of electron donors in natural waters; Benzene advective transport in groundwater; TCE transport and degradation.

MCS 540. Pro-seminar. (ALL, Fall) Required course during 1st year will review the scientific method, research design, and professional scientific communication. Current opinions in the study of the chemistry and presentations by guest lecturers will add content to areas of concentration.

MCS 599. Independent Studies. (ALL) May be taken for multiple course unit credit (1). May be considered part-time of full-time depending of the numbers of hours per week committed to the class (20 hrs./week or less will be considered part-time; at least 35 hrs./week will be considered full-time). Advanced study and research in various branches of chemistry with the goal of developing a special skill or learning new techniques. (Requires additional $250 for laboratory fees.) Students may register for up to two Independent Studies courses during their academic career; however, only one CU will count toward the minimum 10 CUs required for graduation.

MCS 697. Research for Capstone. (ALL) (.15 CU) May be taken for multiple course unit credit by students developing the research project for the capstone requirement but who will not be completing or presenting the final report. Advanced study and research in various branches of chemistry with the goal of advancing the capstone project. Should be taken by students who are not engaged in intensive preliminary research.

MCS 698. Research for Capstone. (ALL) (1 CU) May be taken for multiple course unit credit for students initiating the research project for the capstone requirement but who will not be completing or presenting the final report. Advanced study and research in various branches of chemistry with the goal of advancing the capstone project. Should be taken by students engaged in intensive preliminary research.

MCS 699. Capstone. (ALL) (1 CU) Required course for students completing the research project, and submitting the final report and presentations. Advanced study and research in various branches of chemistry with the goal of completing the capstone project.

MCS 990. Master’s Continuation. (ALL) (.15 CU) Students should enroll in this course if they fail to complete their Capstone in the term when they are enrolled in MCS 699.
Appendix B

MASTER OF CHEMICAL SCIENCES FORMS

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Faculty Advisor Form

INSTRUCTIONS - READ THOROUGHLY

Step 1: Select three possible candidates for Faculty Advisor in the Department of Chemistry. You should select individuals who are in your area of concentration and/or have research interest aligned with your research goals. We encourage you to meet with the candidates prior to submitting their names.

Step 2: Fill out Section 1.

Step 3: Submit the completed form by COB Friday of the 5th week of classes to Chemistry Laboratories: 1973 Wing, MCS Office, Room 541 or by email to anamayol@sas.upenn.edu.

Step 4: The MCS Associate Director will complete section 2 and will inform you who will be your Faculty Advisor.

**SECTION 1**

<table>
<thead>
<tr>
<th>Student name: __________________________</th>
<th>Date: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn Email: __________________________</td>
<td>Concentration:</td>
</tr>
</tbody>
</table>

Name of three possible Faculty Advisors (in order of preference):

1. ____________________________
2. ____________________________
3. ____________________________

Student Signature: __________________________
Date: __________________________

**SECTION 2**

<table>
<thead>
<tr>
<th>Name of Advisor: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor Signature: __________________________</td>
</tr>
<tr>
<td>Date: __________________________</td>
</tr>
</tbody>
</table>

Approval MCS Associate Director: __________________________
Date: __________________________
MCS 599 Registration Form (Independent Studies)

This course allows students to receive University of Pennsylvania course credit for on-campus work that helps them learn analytical skills relevant to their planned capstone research project and/or career goals. All work plans must be approved by the MCS Associate Director, and students must be registered for the course during the semester their work will be completed.

Only 1 CU of MCS 599 may count toward the minimum 10 CUs required for the MCS degree. Regular MCS tuition plus a $250 lab fee will be charged when students register for this course.

INSTRUCTIONS - READ THOROUGHLY

Step 1: Decide on your learning outcomes and/or target skills to be developed. Fill out the first section below.

Step 2: Create a work plan together with your faculty advisor. All plans should describe supervised lab work designed to increase a specific laboratory skill level and/or help you master new techniques. One (1) CU will be awarded for 10 hours of work completed per week for an entire semester. If only taking Independent studies, students must complete 35 hours of work per week to be considered full time student. (Please write expected number of hours per week if different: ________________)

Step 3: Have the sponsor or faculty advisor complete and sign the bottom page. The sponsor or faculty advisor will be responsible for mentoring you, monitoring your progress, and will be asked to provide the Associate Director with a brief evaluation and recommended grade after your work has been completed.

Step 4: Submit the completed form to Chemistry Laboratories: 1973 Wing, MCS Office, Room 541 or by email to anamayol@sas.upenn.edu. Once approved, the LPS Registrar’s Office will complete your registration for the course and send notification to you. The same course add/drop deadlines apply; please consult the University’s Academic Calendar for exact dates.

Step 5: After the completion of your work, you must submit a brief report summarizing outcomes to the MCS Associate Director. A final grade will be assigned once your report and faculty advisor’s evaluation have been reviewed.

Student name: ____________________________ Date: __________

Penn Email: ____________________________ Credit Units: 1

Learning outcomes and/or target skills: __________________________________________

Work plan:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of the Academic Advisor: __________________________________________

Signature: ____________________________ Date: __________

Approval MCS Associate Director: ____________________________ Date: __________
MCS 697/698/699/990 Registration Form (Capstone Research)

INSTRUCTIONS - READ THOROUGHLY

Step 1: A Capstone Proposal must be approved to register in any of these courses. Students must submit a signed copy of the Capstone Project Proposal Cover Sheet with this form. Please refer to the Student Handbook to select the appropriate course you are registering for.

Step 2: Create a work plan together with your faculty advisor.

Step 3: Have the sponsor or faculty adviser complete and sign the bottom page. The sponsor or faculty adviser will be responsible for mentoring you, monitoring your progress, and will be asked to provide the Associate Director with a brief evaluation and recommended grade after your work has been completed.

Step 4: Submit the completed form to Chemistry Laboratories: 1973 Wing, MCS Office, Room 541 or by email to anamayol@sas.upenn.edu. Once approved, the LPS Registrar’s Office will complete your registration for the course and send notification to you. The same course add/drop deadlines apply; please consult the University’s Academic Calendar for exact dates.

Step 5: Project Supervisor and Academic Advisor will evaluate the student performance using guidelines included in the Student Handbook.

Student name: __________________________ Date: ______________

Penn Email: __________________________

Course Registering (mark only one): □ MCS 697 □ MCS 698 □ MCS 699 □ MCS 990

Semester (mark only one): □ Fall □ Spring □ Summer YEAR: ______________

Area of Concentration: □ Biological □ Organic □ Inorganic □ Physical □ Materials

Project Title: __________________________

Project Type: □ on-campus research □ off-campus research □ review paper

Project Supervisor: __________________________

Academic Advisor: __________________________

Off-Campus Location (if applicable): __________________________

Project Start and End Dates: __________________________

Signature Academic Adviser: __________________________

Date: __________________________

Approval MCS Associate Director: __________________________ Date: __________________________
Appendix C

MASTER OF CHEMICAL SCIENCES CAPSTONE GUIDELINES

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Capstone Overview

This guide will provide you with information vital to the successful completion of the capstone project for the Master in Chemical Sciences (MCS) program. You will find procedures, timelines, and resources relevant to your project. You should discuss your ideas with your faculty advisor and project supervisor when you first begin to develop your capstone project. The MCS Associate Director is also available to guide you with respect to project requirements.

Choosing a Topic

The capstone project should last a minimum of 6 months and represents the culmination of your MCS graduate study. The capstone may consist of a Penn laboratory research project, an off-campus laboratory research project, or a literature review or educational project. Under no circumstances will previous work experience exclude you from the capstone requirement. If you are currently working in the chemical industry, you might be able to complete your capstone project your employer; however, you must clearly demonstrate what new skills you will acquire through the experience. Your research project should focus on a topic that you decide upon in consultation with your academic advisor and project supervisor. You will need to demonstrate a grasp of the theoretical underpinnings of the research you undertake, be able to justify the reasons for the research, and identify key learning outcomes you plan to achieve through the work.

Your capstone topic should be directly related to your area of concentration and professional goals. Topic ideas may come from:

- A guest speaker in the Department of Chemistry
- An article you read
- Chemistry faculty research
- Your academic advisor
- Professional experience you would like to develop further

Your capstone project should help you develop new skills that will advance your career.

Identifying your Capstone Mentors

Regardless of your project’s design, you will need to secure two advisors or “readers” who will help you develop your project proposal and/or help you organize and edit your final report. Readers can include the following individuals:

- Your academic advisor
- Another Penn faculty member
- Your off-campus project supervisor
- A professor from a local university, an adjunct faculty member, or a lecturer academically engaged in your capstone topic

Your primary reader or project supervisor must be an expert in the research field; the secondary reader need not be. You should attempt to identify your faculty advisor and readers as soon as possible. If you are having difficulty identifying these individuals, the MCS Associate Director can recommend likely prospects from among the Department of Chemistry faculty. However, it is your responsibility to contact these individuals and discuss your project ideas in depth.
− *If you are planning to conduct research on the Penn campus*, your academic advisor is expected to serve as your project supervisor. If you would like to work with another faculty member instead, they can serve as your project supervisor (and your academic advisor can serve as the secondary reader).

− *If you are planning to work off-campus*, your project supervisor should be on-site and work in collaboration with your academic advisor to ensure your goals are met.

− *If you plan to complete a literature review or educational project on campus*, your academic advisor is expected to provide guidance for your project.

### Capstone Mentors' Responsibilities

<table>
<thead>
<tr>
<th>Title</th>
<th>Possible Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic advisor</td>
<td>Project supervisor</td>
<td>Help guide development of and approve proposal; supervise throughout the project; edit and evaluate final report; assign grade for MCS 699</td>
</tr>
<tr>
<td></td>
<td>Secondary reader</td>
<td>Help guide development of and approve proposal; advise throughout the project; edit and evaluate final report; assign grade for MCS 699 with feedback from supervisor</td>
</tr>
<tr>
<td>Penn faculty member</td>
<td>Project supervisor</td>
<td>Help guide development of and approve proposal; supervise throughout the project; edit final report; provide feedback to academic advisor regarding performance</td>
</tr>
<tr>
<td></td>
<td>Secondary reader</td>
<td>If possible, help guide development of and approve proposal; edit final report</td>
</tr>
<tr>
<td>Off-campus researcher</td>
<td>Project supervisor</td>
<td>Help guide development of and approve proposal; supervise throughout the project; edit final report; provide feedback to academic advisor regarding performance</td>
</tr>
<tr>
<td>Local professor or lecturer</td>
<td>Secondary reader</td>
<td>If possible, help guide development of and approve proposal; edit final report</td>
</tr>
</tbody>
</table>
Timeline

You are expected to start your project during the summer following completion of your first academic year of study. Depending on the capstone option selected, you may begin work on your project as early as spring semester during your first year in the program. Regardless of when you start, remember that you need to have your proposal approved PRIOR to starting your work in order to receive credit for your capstone experience.

One-third of the way through your project, you should check-in with your academic advisor to ensure that your research is on-track as outlined in your proposal. If any revisions need to be made because of unexpected events affecting progress, they should be made as soon as possible.

The final products of your capstone research will be a scientific report, oral and poster presentations. You should work closely with your academic advisor and project supervisor (for off-campus projects) or secondary reader when you write your report. In addition to the scientific report, you will be expected to present your work via an oral presentation and create a poster detailing your work. These posters will be displayed at the end of the academic year for faculty and students to view during a special event prior to graduation.

The course grade for capstone credit (MCS 699) will be assigned by your academic advisor, taking into consideration feedback received from the project supervisor (for off-campus projects) and secondary reader, as well as your final report, oral presentation and poster. You should register for MCS 699 during the semester you expect to receive a grade for completing your capstone project and report. Students who need to be enrolled during their capstone project for international visa or other requirements the summer or semester that they are not receiving the final grade may register for MCS 698 Research.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late fall – year 1</td>
<td>Start developing ideas for capstone project; discuss with academic advisor</td>
</tr>
<tr>
<td>Spring – year 1</td>
<td>Draft and receive approval of proposal prior to initiating research</td>
</tr>
<tr>
<td>Summer – fall</td>
<td>Work on capstone project; register for MCS 990</td>
</tr>
<tr>
<td>Spring – year 2</td>
<td>Finish writing capstone report; register for MCS 699; create poster</td>
</tr>
<tr>
<td>Late spring – year 2</td>
<td>Give oral presentation and present poster; graduate*</td>
</tr>
</tbody>
</table>

* If you are unable to finish your capstone report and receive a grade for MCS 699 prior to graduation, but you expect to complete these requirements prior to the start of fall semester, you can still participate in the graduation ceremony, although you will not receive your diploma at this time.

If you have completed all course work for the degree but have not completed your capstone report, you will be automatically enrolled in the Master’s Continuation course (MCS 990) for one additional semester or until the report is complete and a grade has been assigned. This will ensure that you will continue to have access to the library and your Penn e-mail accounts. Should you wish to extend this registration beyond two semesters, you must first receive permission from the MCS Associate Director.
Developing your Proposal

As stated earlier, your capstone may consist of Penn laboratory research, off-campus laboratory research, or a literature review or educational project. Your capstone proposal should be developed in collaboration with your academic advisor and project supervisor (for off-campus projects). You must submit a proposal for approval by your academic advisor, a project supervisor (for off-campus projects), and the MCS Associate Director at least 2 weeks prior to the anticipated start date of your capstone project. A template and guidelines for writing an effective proposal are included below. If your project will be conducted in a research laboratory located off-campus, you may be required to sign a non-disclosure agreement, and this should be included as an appendix to your capstone proposal.

Funding to conduct your capstone research is not provided by the MCS program; it is your responsibility to ensure that adequate resources are available for the work proposed. You should work with your project supervisor to make sure research costs will be covered.

Guidelines for Capstone Proposals

The following items must be included in the capstone proposal:

1. **Project cover sheet** (next page)

2. **Proposal**
   a) **Work Site:** Include a brief summary describing the company and their goals, complete work address, phone and e-mail contact details for supervisor(s), and any compensation/reimbursement provided. If working at Penn, please include campus address and details.
   b) **Position Title and Overview:** Include a 1-2 sentence description of your key responsibilities.
   c) **Timeline:** List specific start and end dates, number of work hours/week, and total number of months you will spend on this project.
   d) **Project Description:** Describe in detail what you will be doing and how you will be doing it. If you will be conducting research, details about the overall project (including a description of the problem, project rationale, objectives, methodology, and outcomes) should be attached in the appendices. The body of the Project Description should focus on your activities.
   e) **Learning Outcomes:** Explain what new skills and/or knowledge you will be acquiring through this experience and how it will move you forward along your career path. (Overall expected project outcomes should be included in the appendices.)
   f) **Evaluation Criteria:** How will your project supervisor evaluate your performance? Identify project-specific parameters to be assessed in addition to those listed in the project evaluation form.
g) **References:** This is an alphabetical listing of all references used. Page numbers in the bibliography continue the pagination of the text; do not number the bibliography separately. MCS projects follow ACS style citation.

h) **Appendices** (including current resume or CV, and additional overall project details)

A copy of the capstone proposal, its appendices, and signed cover sheet should be submitted to your academic advisor, your project supervisor, and the MCS Associate Director for approval **at least 3 weeks before the start of the project.**
Master of Chemical Sciences Capstone Project Proposal Cover Sheet

Name: ___________________________ Penn ID: ___________________________

Phone: __________________________ Email: ___________________________

Date Submitted: ___________________________

Project Period (mark all that apply): ☐ summer 20__ ☐ fall 20__ ☐ spring 20__

Area of Concentration: ___________________________

Number of CUs Completed: ___________________________

Project Title: ___________________________

Project Type: ☐ on-campus research ☐ off-campus research ☐ review paper

Project Supervisor: ___________________________

Academic Advisor: ___________________________

Off-Campus Location (if applicable): ___________________________

Project Start and End Dates: ___________________________

Site Supervisor Phone: __________________________ Email: ___________________________

________________________________________________________________________

I have read the Capstone Proposal and agree to serve as a mentor for this project.

Project Supervisor/Academic Advisor (circle): ___________________________

Printed name: __________________________

Signature: __________________________ Date: __________________________

Academic Advisor/Secondary Reader (circle): ___________________________

Printed name: __________________________

Signature: __________________________ Date: __________________________

MCS Associate Director:

Signature: __________________________ Date: __________________________
Writing your Final Report

Work with your project supervisor and academic advisor to develop an outline for your final report, based on the guidelines provided below. The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading and writing through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each fall and spring term for LPS students. A special workshop series is also offered for international students. For more information about the Weingarten Learning Resources Center, visit their web site or call 215-573-9235.

There is also a wealth of information and resources available through the University of Pennsylvania libraries, Van Pelt Library, the main University library, located at 3420 Walnut Street (the entrance is on the College Green across from College Hall). The Weigle Information Commons, which is located in the Van Pelt Library, offers training in various applications, like Excel.

Your project mentors and the MCS Associate Director should provide feedback on your final report prior to final submission. Once approved, you should submit your report to Penn’s online repository, the Scholarly Commons, for publication.

Guidelines for Capstone Final Report – Research Project

The Capstone Report should be written using these general guidelines, if a research project was completed. Bound as well as electronic copies of your report should be submitted to your academic advisor and the MSC Associate Director.

Sections should be organized as listed below:

1. Pretext Pages
   a) Abstract Page
   b) Title Page
   c) Approval Page
   d) Acknowledgements (optional)
   e) Table of Contents
   f) List of Figures
   g) List of Tables
   h) List of Appendices

2. Scientific Report
   a) Introduction
   b) Materials and Methods
   c) Results
   d) Discussion
   e) Summary or Conclusion

3. References

4. Appendices

5. Fly Leaf (blank page)
Number of Copies
Submit one digital copy and one bound official copy of your Capstone Report to the MCS Associate Director as well as your academic advisor.

Paper, Font and Spacing
The Capstone Report must be printed on standard size, white, 8½ x 11 inch paper. Use single line spacing throughout and print on only one side of the paper. Use regular, unadorned print (e.g., New Times Roman or Arial) 10-12 point size for text. Scientific names of genera and species should be underlined or printed in true italics.

Margins
Every page of the internship report must be kept within a minimum margin of 1½ inches (for binding purposes) on the left side of the page; 1 inch at the right side, top and bottom of the page.

Pagination
All pages except the title page should be numbered. This includes full-page photographs, charts and graphs, the bibliography, and appendices. For the pretext pages, use small Roman numerals (ii, iii, etc.). Page i is the abstract page, but the page number is not printed on this page. The first item on the Table of Contents list should be the Abstract. This will be followed by the title page, the approval page and any dedication or acknowledgment section you may wish to include. This is numbered in the small Roman series, with the page numbers displayed. The remainder of the Capstone Report is numbered with Arabic numerals (1, 2, etc.).

The page numbers that are displayed must be centered at the bottom of each page.

Writing Your Pretext Pages
- Abstract, Title and Approval Pages (see format below)
- Abstract
  Describe where your project was conducted (name of company, department, location, type of business). Summarize your research project goals, activities, and accomplishments, highlighting key knowledge or skills gained. How did this Capstone Project benefit you, and how did it benefit the company? The abstract is limited to 350 words in length. It should be 1.0 line-spaced, using only one side of the paper.
- Acknowledgments
  If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular individuals.
- Table of Contents
  Capstone Reports are expected to have a Table of Contents for the convenience of the reader. If figures or tables are scattered throughout the text, a separate List of Figures or List of Tables should be included after the Table of Contents.

Writing the Scientific Report
Use Arabic numerals (1, 2, etc.) to number these pages. Start with the first page of the introduction as page 1 and end with the last page of your final report; either References or Appendices.
The format for the scientific report should include:
- Introduction
  The introduction is a concise statement of the problem and an outline of the scope, aim, and
nature of your project. A review of the literature pertinent to the subject should be included and used to provide context for the Capstone Paper.

• **Materials and Methods**
The purpose of the Materials and Methods section is to recount, in a concise manner, the materials and methods used to approach the project. It should include sufficient information so that the study could be repeated. Care should be exercised not to include superfluous information. Also, be sure to avoid including results and/or conclusions.

• **Results**
The results reflect the findings of your investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices.

• **Discussion**
The discussion section provides an analysis of the data acquired. In this section, you may draw comparisons with findings of other researchers in the field or even speculate to some degree and, if appropriate, suggest additional research.

• **Summary or Conclusion**
The conclusion is a final brief statement, which draws together the objectives and findings of the entire research project.

• **References**
This is an alphabetical listing of all references used. Page numbers in the bibliography continue the pagination of the text; do not number the bibliography separately. MCS projects follow ACS style citation.

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**Guidelines for Capstone Final Report – Literature Review**

The literature review should demonstrate that you have read, and have a good grasp of, the main published work concerning a particular topic or question in your field. The review will be guided by your research objective or by the issue or thesis you are arguing and will provide the framework for further work. Guidelines were taken from [http://library.bcu.ac.uk/learner/writingguides/1.04.htm](http://library.bcu.ac.uk/learner/writingguides/1.04.htm).

It is very important to note that your review should not be simply a description of what others have published in the form of a set of summaries, but should take the form of a critical discussion, showing insight and an awareness of differing arguments, theories and approaches. It should be a synthesis and analysis of the relevant published work, linked at all times to your own purpose and rationale.

The literature review should:

- compare and contrast different authors' views on an issue
- group authors who draw similar conclusions
- criticize aspects of methodology
- note areas in which authors are in disagreement
- highlight exemplary studies
- highlight gaps in research
- conclude by summarizing what the literature says

The purposes of the review are:

- to define and limit the problem you are working on
- to avoid unnecessary duplication
• to evaluate promising research methods  
• to relate your findings to previous knowledge and suggest further research  

A good literature review, therefore, is critical of what has been written, identifies areas of controversy, raises questions and identifies areas which need further research.

Selection of sources is critical, and here are some questions to ensure you do a thorough overview:

• Have you indicated the purpose of the review?
• Are the parameters of the review reasonable?
• Why did you include some of the literature and exclude others?
• Which years did you exclude?
• Have you emphasized recent developments?
• Have you focused on primary sources with only selective use of secondary sources?
• Is the literature you have selected relevant?
• Is your bibliographic data complete?

A literature review is not necessarily divided into distinct sections like a research manuscript (e.g., methods, results), so you will have to give careful thought into the construction of your review paper. Have you organized your material according to issues? Is there logic in the way you organized the material? Does the amount of detail included on an issue relate to its importance? Have you been sufficiently critical of design and methodological issues? Have you indicated when results were conflicting or inconclusive and discussed possible reasons? Finally, has your summary of the current literature contributed to the reader's understanding of the problems?

**Structure of the Literature Review**

The Capstone Report should be written using these general guidelines, if a literature review project was completed. Bound as well as electronic copies of your report should be submitted to your academic advisor and the MSC Associate Director.

Sections should be organized as listed below:

1. Pretext Pages (follow above guidelines)
   i) Abstract Page
   j) Title Page
   k) Approval Page
   l) Acknowledgements (optional)
   m) Table of Contents
   n) List of Figures
   o) List of Tables
   p) List of Appendices
2. Literature Review (see below)
3. References
4. Appendices
5. Fly Leaf (blank page)

The overall structure of your review will depend largely on your own thesis or research area. What you will need to do is to group together and compare and contrast the varying opinions of different writers on certain topics. What you must not do is just describe what one writer says, and then go on to give a
general overview of another writer, and then another, and so on. Your structure should be dictated instead by topic areas, controversial issues or by questions to which there are varying approaches and theories. Within each of these sections, you would then discuss what the different literature argues, remembering to link this to your own purpose.

Linking words are important. If you are grouping together writers with similar opinions, you would use words or phrases such as “similarly”, “in addition”, “also”, and “again”. More importantly, if there is disagreement, you need to indicate clearly that you are aware of this by the use of linkers such as “however”, “on the other hand”, “conversely”, or “nevertheless”.

At the end of the review you should include a summary of what the literature implies, which again links to your hypothesis or main question.
AN ABSTRACT OF THE CAPSTONE REPORT OF

*Student Name* for the degree of Master of Chemical Sciences

Title: *(Underlined Title here)*

Project conducted at: *(Company Name and complete mailing address)*
Supervisor: *(Supervisor’s Name and Title)*
Dates of Project: *(start and end dates)*

Abstract approved:

________________________________________

*Printed Name, Academic Advisor* *

*Include academic advisor’s middle initial unless there is none. Do not include his/her title. Co-academic advisors may share the same signature line; put both names below the line.*
Quantum Mechanics and the Electronic Structure of Atoms and Molecules
by
Linus Pauling

A CAPSTONE REPORT

submitted to the

University of Pennsylvania

in partial fulfillment of
the requirements for
the degree of

Masters of Chemical Sciences

Presented (date)
Commencement (date)
Master of Chemical Sciences Capstone Report of *Linus C. Pauling* presented on *(date)*.

APPROVED:

______________________________________________________________________

*Academic Advisor, representing Area of Concentration*

______________________________________________________________________

I understand that my Capstone Report will become part of the permanent collection of the University of Pennsylvania Master of Chemical Sciences Program. My signature below authorizes release of my final report to any reader upon request.

______________________________________________________________________

*Linus C. Pauling, Author*
Guidelines for Oral Presentation

Students’ abstracts from capstone reports will be compiled, printed and bound for distribution during a special spring MCS research event.

During the event, students will summarize their capstone project objectives, design, and results during a 15 minute presentation followed by 5 minutes of questions and answers. Faculty members attending the event will be asked to evaluate speakers to provide them with helpful feedback regarding their presentations.

Here are some guidelines to help you prepare for your oral presentation.

Wear suitable, professional clothing and be aware of your body language. Look confident and make eye contact with individuals in the audience, especially when stressing key points in your presentation. Stand at least 3-4’ from the front, and move around a little – but not too much. Watch your audience so that you can address possible points of confusion and keep them engaged.

The structure of your talk will be slightly different than your written report. You will have to tell listeners what you plan to say, share the information succinctly, and finally summarize key points that you want them to remember. In other words:

• Share what you plan to say
• Say it
• Summarize what you said

When you share the details of your project, you should start with an interesting introduction explaining your objectives, describe the methods used, summarize the results, and highlight your conclusions. Let the audience leave having learned one new thing. Emphasize this point! What is it that you want the audience to remember about your work?

Use transitions appropriately to help guide listeners through your presentation. Use dramatic pauses to give the audience time to think about what you are saying; don’t fill in pauses with “um” or “you know” phrases. Avoid colloquialisms and slang. Utilize gestures and vary vocalizations to emphasize key points and engage the audience. Avoid distracting mannerisms like jingling coins in a pocket, drink water excessively to cure a dry throat, or wave around a pointer unnecessarily. Don’t stand in front of the screen and do NOT read your slides!

You should use on average 1 slide per minute – so no more than 10-15 slides for your presentation. Don’t put too much information on each slide, share too many details, or meander. Use good visual aids (include color, simplicity is desired, writing needs to be large enough to read from the back of a room). Practice your talk. Make sure that you can deliver your presentation within the 15 minute time limit, and when your time is up – STOP! No one appreciates it when you go over. It is unprofessional.

Respond to questions in one minute or less! Remember, only one person in the audience (the person who asked the question) may be interested in your response. You may have several people who are interested in asking questions after your presentation.
PowerPoint Presentation Guidelines

• Keep your words large enough---at least size 24.
• Limit the number of words you put on a single slide.
  o Avoid paragraphs
  o Use bullet points
  o Use succinct phrases instead of sentences
  o Limit each slide to 6 bullet points
• Fancy is not always better; stick with simple fonts.
  o Fonts "with feet" are easier to read (in a phrase)
  o Fonts "without feet" make nice titles
• Choose color combinations that make your text easy to read.
• Limit your graphics to 1-3 per page; too many graphics can be distracting.
• Slides are designed to supplement your presentation---not to BE your presentation. Keep it simple, and don't read your presentation word for word from your slides.
• Fill out a storyboard before you begin to put your presentation together. It will help you stay organized, and things will get done faster.
• Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.
• Proofread and spell check! Proofread and spell check! Proofread and spell check!
• Use one transition for all slides.
• Every bullet is followed by a capital letter; each bullet has eight words or less- no complete sentences- no periods, question marks, or exclamation points- no ALL CAPS.

MOST OF ALL, remember that your PowerPoint presentation is supposed to ENHANCE your talk... not “become” the talk!
Guidelines for Poster Presentation

Poster Guidelines

You can inexpensively create a poster using a graphics software package such as PowerPoint. Posters can be printed at the Department of Chemistry, Weigle Information Commons located in the Van Pelt Library, or there are other commercial options. Make your presentation as visual as possible; not only does it make it more appealing, but also information can be transmitted more efficiently with a picture, figure, or graph.

Format requirements and tips:
• Posters should not be larger than 4’ x 4’ in total size and should be mounted in the morning (push pins provided)
• Key topics should expand on the key statements made in your abstract
• Avoid clutter – limit your presentation to the main ideas, emphasizing important points
• Keep the lettering simple – use no more than three different font sizes (largest for the title; 2nd largest for section titles; smallest for text (usually 24 font readable from a distance of 3-4’)
• Keep the colors simple – too much color can be distracting, while too little color can be boring
• Proofread – a LOT – prior to printing

Poster Evaluation Criteria

Faculty members will be asked to consider the following criteria when evaluating abstracts and poster presentations
• ORIGINALITY – How original is the concept presented in the poster, or how original is the new approach to an old problem? (15 points)
• SIGNIFICANCE – How significant or relevant are the conclusions in meeting the project’s objectives and/or increasing understanding of a particular problem within a scientific discipline? (15 points)
• ORGANIZATION – How logical are the ideas presented in the poster design? How clearly written and free of grammatical errors is the presentation? (20 points)
• METHODS – If applicable, how suitable is the design for the stated objectives, how appropriate are the analytical techniques, and/or how complete was the literature review? (15 points)
• VISUAL IMPACT – How effective is the presentation visually? How valuable is each figure and graph in furthering viewers’ understanding of the subject? (15 points)
• DISCUSSION – How knowledgeable and conversant is the student with the work presented? Did the student present him/herself in a professional manner? (20 points)

Scores with comments from the judges will be emailed to participants within 1-2 weeks of the end of the event.

Poster Checklist
• Titles, authors, and institutional affiliations are listed
• Key statements required are included in abstract and poster content
• Logical sequence of information flow
• Photographs, graphs, tables, and charts are used whenever possible to display data or convey important information
• Each section is concise and clear
• Text can be read from 3’ to 5’ away
• Same font is used throughout
• Color, lines, boxes, and arrows are used to emphasize important points
**Speaker Evaluation Form**

Speaker: __________________________ Date: __________________________
Title: __________________________

Time Limit: **15 minutes** Time Taken: __________________________

**Instructions:** Using the below scale, circle the number or word alongside each statement that best describes your opinion. If you do not have an opinion, leave that line blank.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOPIC PRESENTED:**
1. The topic was relevant to our audience. 1 2 3 4
2. The purpose & key points were clear. 1 2 3 4
3. The ideas & information presented were valuable. 1 2 3 4

**THE SPEAKER:**
1. Acted in a professional manner. 1 2 3 4
2. Was knowledgeable about the subject matter. 1 2 3 4
3. Communicated in an understandable way. 1 2 3 4
4. Was responsive to questions from the group. 1 2 3 4

**DELIVERY:**
1. Eye contact. Effective Limited Insufficient
2. Volume. Normal Loud Soft
3. Facial expression. Complementary Average Blank
4. Rate of speaking. Normal Fast Slow
5. Vocal expression/tone. Expressive Average Monotone
6. Vocal pauses (um, like, and ah). None Few Several Many
7. Pronunciation. Clear Careless Unclear
8. Posture & movement acceptable? Yes No
9. Gestures effective? Yes No
10. Conveys ideas clearly? Yes No
11. Effective visual aids? Yes No

**INTRODUCTION:**
1. Attention getting device. High-interest Average Weak
2. Delivery of the attention-getter. Direct Impersonal
3. Purpose statement. Complete Lacks preview None
4. Relates topic to audience? Yes No
5. Gains goodwill of audience? Yes No

**BODY OF THE SPEECH:**
1. Well-structured organization? Yes No
2. Main points clearly stated? Yes No
3. Development of main ideas.  Convincing  Adequate  Weak
4. Use of evidence (statistics, etc.)  Convincing  Adequate  Weak
5. Transitions between ideas.  Smooth  Adequate  Weak
6. Quality of research presented.  Thorough  Adequate  Weak
7. Variety of sources used.  Well-chosen  Adequate  Weak
8. Citation of sources.  Adequate  Incomplete

CONCLUSION:
1. Summary of ideas.  Creative  Adequate  Lacking
2. Closing statement.  Related to Introduction  Weak
3. Response to questions.  Excellent  Good  Poor
4. Ends with audience interest high?  Yes  No

COMMENTS:
What I liked most about your speech was: ________________________________
____________________________________________________________________
____________________________________________________________________
If you could improve one element of your speech, I would suggest that you try to:
____________________________________________________________________
____________________________________________________________________
Evaluator: ________________________________

Overall Score: _______ (Scale of 1 to 10: 1 being poor and 10 being excellent)
**Poster Evaluation Form**

**Evaluators:** Please consider the following criteria when evaluating oral presentations:

- **ORIGINALITY** – How original is the concept presented in the poster, or how original is the new approach to an old problem? (15 points)
- **SIGNIFICANCE** – How significant or relevant are the conclusions in meeting the project’s objectives and/or increasing understanding of a particular problem within a scientific discipline? (15 points)
- **ORGANIZATION** – How logical are the ideas presented in the poster design? How clearly written and free of grammatical errors is the presentation? (20 points)
- **METHODS** – If applicable, how suitable is the design for the stated objectives, and how appropriate are the analytical techniques? (15 points)
- **VISUAL IMPACT** – How effective is the presentation visually? How valuable is each figure and graph in furthering viewers’ understanding of the subject? (15 points)
- **DISCUSSION** – How knowledgeable and conversant is the student with the work presented? Did the student present him/herself in a professional manner? (20 points)

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<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality</td>
<td>(15 pts. max)</td>
<td></td>
</tr>
<tr>
<td>Significance</td>
<td>(15 pts. max)</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>(20 pts. max)</td>
<td></td>
</tr>
<tr>
<td>Methods</td>
<td>(15 pts. max)</td>
<td></td>
</tr>
<tr>
<td>Visual Impact</td>
<td>(15 pts. max)</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>(20 pts. max)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>(100 pts. max)</td>
</tr>
</tbody>
</table>

**Student Name:** ________________________________

**Title of Presentation:** ________________________________

---

---

**Name of Evaluator:** ________________________________

**Signature:** ________________________________ **Date** ________________________________
Project Supervisor Evaluation Form (online)

Thank you for providing an educational research opportunity for one of our MCS students. Your completion of this form will allow us to assess the student’s performance during the project, and provide the student with valuable feedback regarding his/her strengths and weaknesses as a prospective professional in this field.

Name of Student: 
Student’s Major Advisor: 
Sponsoring Organization: 

Project Start Date: 
Project End Date: 

Student’s Research Project Overview:

Please comment on the following 5 areas:

1. Overall attitude toward project assignment(s):


2. Effectiveness in executing assignments:

3. Dependability:

Responsible? Uses good judgment? Hesitant to make decisions? Follows through consistently on assignments? Persistent?

4. Relationships with others:


5. Work ethic:


What type of feedback have you provided this student and his/her performance during the project? In what way was work progress reviewed and how?

How has this student responded to your suggestions for carrying out his/her work assignments?
OVERALL EVALUATION of student’s current level of work experience and education:

- Outstanding (performed well beyond expectations)
- Very Good (high quality performance)
- Good (performed all tasks as expected)
- Marginal (performance mostly inadequate - needs improvement)
- Unsatisfactory (please contact the PSM coordinator)

Has the general content of this evaluation been discussed with the student?

- Yes
- No

Would you be willing to consider another student from the University of Pennsylvania MCS Program?

- Yes
- No

Additional comments (optional):

CAPTCHA
This question is for testing whether you are a human visitor and to prevent automated spam submissions.
MCS 699 Capstone Project Evaluation

Student name: ___________________________ Date: ___________

Title of project: ___________________________________________________________________

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Does not meet expectations</th>
<th>Meets expectations</th>
<th>Exemplary performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written work:</td>
<td>Clearly articulated project goals, methodology, results, and discussion OR clearly articulated thesis supported by appropriate library research, selected examples and critical analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Skills:</td>
<td>Completed project goals, acquired new analytical skills, and analyzed data appropriately OR effectively sourced information, created an appropriate bibliography, and used other relevant research materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Knowledge:</td>
<td>Demonstrated knowledge in the research area at the master level, cites relevant and current research, and applies knowledge gained towards the development of the research project.</td>
<td></td>
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</tr>
<tr>
<td>Critical Thinking:</td>
<td>Demonstrated capability for independent research and/or work in the area of concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Evaluation:</td>
<td>Completed project goals as described in the capstone project proposal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessment of the overall performance of the student is based on the items above:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Performance Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must Revise and Resubmit Capstone Project Report</td>
<td>Completed MCS Capstone Project</td>
</tr>
<tr>
<td>Does not meet expectations</td>
<td>Meets expectations (B)</td>
</tr>
</tbody>
</table>

Grade is: _______________________

Examiner: Please provide written commentary below as needed.
Name of the Academic Advisor: ________________________________
Signature: ___________________________________________________________________________
Date: _______________________________