

Form for Submission of Materials or Reviews
to the BIO-LINK Clearinghouse

Thank you for submitting materials to the BIO-LINK Clearinghouse!

INSTRUCTIONS:

1. Please print out this form for each material or review you submit.
2. Mail the following items to the address below:
 - completed “Contributor” form (this form)
 - a hardcopy of your contribution (please telephone or send email about unusual items, such as on-line courses)
 - an electronic version of your contribution, or where relevant, include a URL instead of electronic version. This can be e-mailed to: lseidman@matcmadison.edu
 - a note telling us whether your electronic version is PC or MAC, and what word processing program was used.

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**Questions?
contact Lisa Seidman at (608) 246-6204
lseidman@matcmadison.edu**

3. When we receive the material, we will send a postcard acknowledging its receipt. If you do not receive a card, we did not get your contribution.

1. Tell us about yourself:

Name:

Title (e.g. Instructor, Professor, etc.):

Educational/Professional Institution:

Address:

Phone Number*:

Email*:

*This information will not be released to Bio-Link Clearinghouse users. It will only be used by BIO-LINK to contact you if we have questions regarding your submission.

2. Please check all of the following SUBJECT AREAS that apply to the material or review you are submitting:

Basic Laboratory Methods

- Basic instrumentation (balances, centrifuges, pH meters, pipets, etc.)
- Laboratory safety (hazardous materials, radioisotopes, biosafety, etc.)
- Math skills for biotechnology
- Solution making / media making
- Spectrophotometry
- other

Basic Science

- Chemistry or Biochemistry for Biotechnology
- Cell Biology or Genetics for Biotechnology
- Microbiology
- other

Quality Systems

- Good Manufacturing Practices/FDA requirements
- ISO 9000
- other

Molecular Biology

- DNA
- RNA
- Bioinformatics
- Genomics / Proteomics / Pharmacogenomics
- Proteins
- other

Bioprocessing/Biomanufacturing

- Fermentation
- Cell Culture
- Filtration
- Centrifugation
- Process Level Protein Separations
- Protein electrophoresis
- Protein centrifugation
- Protein chromatography
- Biomanufacturing
- Downstream processing
- other

Chromatography

- General
- other

Protein Separations (bench level)—*For large scale, check above in Bioprocessing*

- Protein electrophoresis
- Protein centrifugation
- Protein chromatography
- other

Cell and Tissue Culture (bench level)—*For large scale, check above in Bioprocessing*

- General
- other

Computer Skills

- Graphical Analysis of Data
- Using Databases
- Using Spreadsheets
- Word Processing
- Statistical Programs
- Finding Information
- Laboratory Computer Systems
- other

Applications of Biotechnology

- Animal Biotechnology
- Plant Biotechnology
- Environmental Biotechnology
- Medical
- Biotechnology
- Agricultural Biotechnology
- Biopharmaceutical Biotechnology
- other

Ethical, Legal, or Social Issues in Biotechnology

- General
- other

Biotechnology Career Exploration

- General
- other

Other, Please describe:

3. Please check one of the following and then continue with the indicated of the form.

I am submitting a(n):

REVIEW OF PUBLISHED MATERIAL

Please continue with question 4.

CLASSROOM ACTIVITY

(examples: lecture notes, worksheets, problem sets, role playing, discussion ideas, dry labs, computer exercises)

Please skip to question 5.

LABORATORY EXERCISE

Please skip to question 6.

CURRICULUM MATERIAL

(examples: syllabus, document that establishes employer expectations of graduates of your program, course descriptions, degree program descriptions, outlines of course competencies)

Please skip to question 7.

ASSESSMENT TOOL

(examples: test questions, instructions for portfolios)

Please skip to question 8.

LINK TO ANOTHER WEBSITE

Please skip to question 9.

OTHER

Please skip to question 9.

4. In order to ensure consistency in the Bio-Link Clearinghouse, your material must meet the following checklist of criteria. Please take a look at these criteria and check off that your submission meets them. Then continue Question 10.

My review of PUBLISHED MATERIAL:

- is about books, pamphlets, videos, software, websites or other material that might be used at the two-year college level to teach biotechnology
- contains the title(s), author(s), ISBN number, publisher(s) or any other important information
- is written at a level such that it would be appropriate for students at the two-year college level, that is, students with two years or less college experience, or for the continuing education of graduates of two-year programs
- is relevant to biotechnology technicians
- is original (i.e. - not work that is already published)
- is about books, pamphlets, videos, software or other material that be used at a two-year college to teach biotechnology
- is clearly written and checked for accuracy
- is not about a material which I authored

5. In order to ensure consistency in the Bio-Link Clearinghouse, your material must meet the following checklist of criteria. Please take a look at these criteria and check off that your submission meets them. Then continue with Question 10.

My CLASSROOM ACTIVITY:

- is written at a level appropriate for students at the two-year college level or for the continuing education of graduates of two-year programs
- teaches a skill important for biotechnology technicians
- is original (i.e. -not work that is already published)
- is clearly written, detailed, and checked for accuracy
- has been tested in the classroom
- includes a TITLE and a STATEMENT OF PURPOSE
- includes a brief BACKGROUND SUMMARY for the educator and/or the students
- includes a LIST OF MATERIALS AND EQUIPMENT needed and where to obtain them
- has a note about how much CLASSROOM TIME the activity will take

optional:

- includes suggested problems or a worksheet for the student to complete
- includes a list of topics for further discussion
- includes suggestions for further reading
- includes graphs, images, dialogue boxes
- includes historical background
- includes supplementary scientific information
- discusses associated ethical issues
- includes quiz questions and answers

6. In order to ensure consistency in the Bio-Link Clearinghouse, your material must meet the following checklist of criteria. Please take a look at these criteria and check off that your submission meets them. Then continue with Question 10.

My LABORATORY EXERCISE:

- is written at a level appropriate for students at the two-year college level, or for the continuing education of graduates of two-year programs
- teaches a skill important for biotechnology technicians
- is original (i.e. -not work that is already published)
- is clearly written, detailed, and checked for accuracy
- has been tested in the classroom
- includes a TITLE
- includes a STATEMENT OF PURPOSE and/or OBJECTIVES and/or a statement about SKILLS to be learned
- includes a brief BACKGROUND SUMMARY for the educator and/or the students
- includes a COMPLETE LIST OF MATERIALS AND EQUIPMENT needed, including sources for chemicals and equipment, including model numbers or catalog numbers
- recipes for buffers, media or other solutions including details for preparing them
- supplier information
- possible substitutions for materials and equipment, if appropriate
- safety notes (including disposal information for chemicals)
- Material Safety Data Sheets or appropriate reference to them
- includes a complete description of METHODS/PROCEDURE
- has a note about how much CLASSROOM TIME the activity will take
- includes an explanation for the educator and/or the students of the EXPECTED RESULTS and a discussion of what the results mean

optional:

- includes suggested problems or a worksheet for the student to complete
- includes a quiz with answers
- includes discussion topics
- includes references for further reading
- demonstrates an SOP (standard operating procedure) format, as would be found in a company
- includes graphs, images, dialogue boxes
- includes a list of related work skills based on a skill standards document
- includes historical background
- includes supplementary scientific background
- discusses associated ethical issues

7. In order to ensure consistency in the Bio-Link Clearinghouse, your material must meet the following checklist of criteria. Please take a look at these criteria and check off that your submission meets them. Then continue with Question 10.

My CURRICULUM MATERIAL:

- applies to programs at two-year colleges which teach biotechnology, or for the continuing education of graduates of two-year programs
- is clearly written and checked for accuracy
- is original (i.e. -has not already been published)
- includes competencies (objectives, etc.) that relate to the biotechnology workplace

optional:

- was developed in consultation with employers of biotechnology technicians
- includes general workplace competencies (e.g. ability to communicate effectively in writing, ability to solve problems with minimal supervision)

8. In order to ensure consistency in the Bio-Link Clearinghouse, your material must meet the following checklist of criteria. Please take a look at these criteria and check off that your submission meets all of them. Then continue with Question 10.

My ASSESSMENT TOOL:

- is written at a level appropriate for students at the two-year college level, that is, students with two years or less college experience
- is relevant to biotechnology technicians
- is original (i.e. -not work that is already published)
- is accurate

9. LINK TO ANOTHER WEBSITE or OTHER
PLEASE DESCRIBE:

My SUBMITTED MATERIAL:

- is written at a level appropriate for students at the two-year college level, that is, students with two years or less college experience, or for the continuing education of graduates of two-year programs
- is relevant to biotechnology technicians
- is accurate

- 10. What is the format of your Submitted Materials?**
- CD/DVD disc (describe software used, for example, MS Word version)
 - email attachment—send to: lseidman@matcmadison.edu
 - paper copy
 - video
 - other
- 11. Have you and your institution signed the “Legal Contract” form with the Bio-Link Clearinghouse?**
- Yes—Thank you! Please enclose with your submission. We will review the materials and contact you within two weeks.

 - No—Please do so at your earliest convenience. We cannot post materials until the “Legal Contract” form has been signed.