

# Cover Sheet: Request 11303

## BME4XXX Internship Experience in Biomedical Engineering

### Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Theus, Kristin undergrad@bme.ufl.edu
Created	11/16/2016 3:57:34 PM
Updated	12/2/2016 9:49:20 AM
Description of request	1-3 credits repeatable. Engineering work experience under the supervision of an engineer.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	ENG - Biomedical Engineering 021934001	Rinaldi, Carlos		11/16/2016
Added BME4XXX Internship Experience in BME 11.3.16.docx					11/16/2016
College	Approved	ENG - College of Engineering	Caple, Elizabeth		12/2/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			12/2/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

# Course|New for request 11303

## Info

**Request:** BME4XXX Internship Experience in Biomedical Engineering

**Description of request:** 1-3 credits repeatable. Engineering work experience under the supervision of an engineer.

**Submitter:** Theus, Kristin undergrad@bme.ufl.edu

**Created:** 11/16/2016 3:57:34 PM

**Form version:** 1

## Responses

**Recommended Prefix**BME

**Course Level** 4

**Number** XXX

**Category of Instruction** Advanced

**Lab Code** None

**Course Title** Internship Experience in Biomedical Engineering

**Transcript Title** Internship Exp in BME

**Degree Type** Baccalaureate

**Delivery Method(s)** On-Campus

**Co-Listing** No

**Effective Term** Summer

**Effective Year** 2017

**Rotating Topic?** No

**Repeatable Credit?** Yes

**If repeatable, # total repeatable credit allowed** 3

**Amount of Credit** Variable

**If variable, # min** 0

**If variable, # max** 3

**S/U Only?** Yes

**Contact Type** Supervision of Student Interns

**Weekly Contact Hours** 1-3

**Course Description** 1-3 credits repeatable. Engineering work experience under the supervision of an engineer.

**Prerequisites** None

**Co-requisites** None

**Rationale and Placement in Curriculum** We do not currently have an internship for credit opportunity available to BME students. Creating this course will allow students to participate in internships off-campus either part-time or full-time and receive credit for their work. Students may count 3 credits toward their specialization track or technical electives.

**Course Objectives** Part-time or full-time engineering work experience to allow students the opportunity to receive technical elective credit toward their degree while being able to gain practical engineering skills.

**Course Textbook(s) and/or Other Assigned Reading** None

**Weekly Schedule of Topics** Determined by internship supervisor and faculty supervisor.

**Links and Policies**

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

<https://www.dso.ufl.edu/drc>

<https://evaluations.ufl.edu/evals>  
<https://evaluations.ufl.edu/results/>  
<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>  
<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>  
<http://www.counseling.ufl.edu/cwc>  
<http://www.police.ufl.edu/>  
<https://lss.at.ufl.edu/help.shtml>  
<https://www.crc.ufl.edu/>  
<http://cms.uflib.ufl.edu/ask>  
<https://teachingcenter.ufl.edu/>  
[https://writing.ufl.edu/writing-studio/.](https://writing.ufl.edu/writing-studio/)  
[https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)  
<http://www.distance.ufl.edu/student-complaint-process>

**Grading Scheme** To receive a grade of Satisfactory (S) in this course, a 2-4 page Post-Internship Report written by the student and the Employer Evaluation completed by the student's supervisor(s) must be completed at least one week prior to the end of finals week. The Employer Evaluation includes a review of the student's work during the internship to evaluate whether or not the student has satisfactorily completed the internship and detailed contact information of the person or persons who have supervised and evaluated the student's performance.

**Instructor(s)** David Gilland, PhD

## Internship Experience in Biomedical Engineering

BME 4XXX Section XXXX

**Class Periods:** N/A

**Location:** N/A

**Academic Term:** Spring 20XX

### **Instructor:**

Dr. David Gilland

[gilland@ufl.edu](mailto:gilland@ufl.edu)

(352) 273-0302

Office Hours: Email for appointment, 111 Medical Physics Building

### **Course Description**

1-3 credits repeatable. Engineering work experience under the supervision of an engineer. (S-U)

### **Course Pre-Requisites / Co-Requisites**

None

### **Course Objectives**

Part-time or full-time engineering work experience to allow students the opportunity to receive technical elective credit toward their degree while being able to gain practical engineering skills.

### **Materials and Supply Fees**

None

### **Professional Component (ABET):**

N/A

### **Relation to Program Outcomes (ABET):**

Outcome	Coverage*
a. Apply knowledge	high
b1. Conduct experiments	medium
b2. Statistical design of experiments	
c. Design	low
d. Function on teams	medium
e. Solve problems	low
f. Professional and ethical responsibility	high
g. Communicate	high
h1. Economic impact	low
h2. Global, societal, and environmental impact	medium
i. Lifelong learning	medium
j. Contemporary issues	high
k. Techniques, skills, and tools for degree program	high

\*Coverage is given as high, medium, or low. An empty box indicates that this outcome is not part of the course.

### **Required Textbooks and Software**

None

### **Recommended Materials**

None

### ***Attendance Policy, Class Expectations, and Make-Up Policy***

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

### ***Expectations***

The student will maintain appropriate working hours as determined by her/his supervisor and maintain regular contact with the BME Department Undergraduate Coordinator or BME Department designee.

BME 4XXX, Internship in Biomedical Engineering, is a variable credit course that may be applied toward the technical electives requirement for the BME undergraduate degree. Students may register for BME 4XXX a maximum of three times for a total of three credits. It may only be taken S/U (Satisfactory/Unsatisfactory). Registration for the course is handled through BME Academic Office.

To register for Internship Experience in Biomedical Engineering, a formal letter from the sponsoring company describing the nature of the internship must be on file in BME Academic Office before the end of the registration drop/add period. The letter must indicate that the approximate number of hours per week that the student will be working over the term of the semester and that the internship is biomedical engineering related, provide a description of the student's responsibilities, and provide detailed contact information of the person or persons who will be supervising the student during the internship. The letter must be attached to the Student Registration Request form (available in the BME Academic Office).

To successfully complete Internship in Biomedical Engineering with a grade of Satisfactory, a 2-4 page Post-Internship Report written by the student and the Employer Evaluation completed by the student's supervisor(s) are due in the BME Academic Office one week prior to the end of finals week. The Employer Evaluation includes a review of the student's work during the internship to evaluate whether or not the student has satisfactorily completed the internship and detailed contact information of the person or persons who have supervised and evaluated the student's performance.

### ***Evaluation of Grades***

The grade for this internship will be determined by the student's supervisor in coordination with the BME Department Undergraduate Coordinator or BME Department designee.

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### ***Students Requiring Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### ***University Honesty Policy***

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a

number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### ***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### ***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

### ***Campus Resources:***

#### ***Health and Wellness***

##### **U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

##### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

#### ***Academic Resources***

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall**, 846-1138. Help brainstorming, formatting, and writing papers.  
<https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:** [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.