Cover Sheet: Request 11303

BME3XXX 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	3/15/2017 9:01:04 AM
Description of request	0-3 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
No document changes					
College	Approved	ENG - College of Engineering	Caple, Elizabeth		12/2/2016
No document changes					
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Case, Brandon	Added to the January agenda.	12/16/2016
No document changes					

Step	Status	Group	User	Comment	Updated
University Curriculum Committee	Recycled	PV - University Curriculum Committee (UCC)	Case, Brandon	- UCC form needs to be fixed in regards to amount of variable credit. 1. Contradicts itself, asks for 1-3 and then lists 0 credits available for choice. - 4000 level courses require a prerequisite, please list prereq's in the UCC form in the appropriate section. - What is the make-up of the grade? "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." 1. Syllabus states there is an employer evaluation, is this completed by employer or BME supervisor, and how does it pertain to the grade? 2. What is the grading scale for the written report? 3. There must be some specific measure for grade; objectives/requirements for the student to pass, i.e. minimum number of hours per week should spend in the internship. 4. What is the minimum amount of work to achieve an S grade?	1/18/2017
No document changes					
College	Recycled	ENG - College of Engineering	Caple, Elizabeth	Please address comments made by the UCC. thank you.	1/18/2017
No document changes					
Department	Approved	ENG - Biomedical Engineering 021934001	Rinaldi, Carlos		2/23/2017
Replaced BME4XXX Internship Experience in BME 11.3.16.docx Added BME3XXX Student Registration Request.docx Added BME3XXX Employer Evaluation.docx					2/23/2017 2/23/2017 2/23/2017
College	Approved	ENG - College of Engineering	Caple, Elizabeth		2/23/2017

Step	Status	Group	User	Comment	Updated
No document changes					
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Case, Brandon	Added to the March agenda.	2/28/2017
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			2/28/2017
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: BME3XXX Internship Experience in Biomedical Engineering
Description of request: 0-3 credits repeatable. Engineering work experience under the supervision of an engineer.
Submitter: Theus, Kristin undergrad@bme.ufl.edu
Created: 3/15/2017 8:59:50 AM
Form version: 4

Responses
Recommended PrefixBME
Course Level 3
Number XXX
Category of Instruction Intermediate
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 Year2017
Rotating Topic?No
Repeatable Credit?Yes
If repeatable, # total repeatable credit allowed3
Amount of Credit Variable
If variable, # min 0
If variable, # max3
S/U Only?Yes
Contact Type Supervision of Student Interns
Weekly Contact Hours 1-3
Course Description 0-3 credits repeatable. Engineering work experience under the supervision of an engineer.
Prerequisites BME major
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://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

http://www.distance.ufl.edu/student-complaint-process

Grading Scheme The grade for this internship (S or U) will be assigned determined by the BME Department Undergraduate Coordinator or BME Department designee. In order to receive a grade of Satisfactory (S), a 2-4 page Post-Internship Report written by the student and the Employer Evaluation completed by the student's supervisor(s) must be submitted to the BME Academic Office no later than the last day of class during the term in which the internship is completed. The Post-Internship Report is the student's self-assessment of knowledge and skills learned while participating in the internship and a summary of the roles and responsibilities assumed during this time. 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. The grade will be based on: (1) the quality of the Post-Internship Report, (2) the scope of the internship project, and (3) the Employer Evaluation.

The following grading system will be used:
Post Internship Report:
0 = Report DOES NOT clearly express knowledge/skills learned (e.g. lacks sufficient detail or poor presentation or excessive grammatical errors)
1 = Report DOES clearly express knowledge/skills learned (e.g. sufficient detail and effective presentation and minimal grammatical errors)
Scope of Project:
0 = Project deemed trivial and not representative of credit hours enrolled
1 = Project demonstrates a substantive level of work commensurate with credit hours enrolled
Employer evaluation:
0 = Student DID NOT perform at a satisfactory level (e.g. was not present and working the specified hours/week)
1 = Student DID perform at a satisfactory level (e.g. was present and working the specified hours/week)

A score of 1 for each of the three grading categories is required to receive a course grade

of Satisfactory (S).

If the Post-Internship Report and Employer Evaluation are not submitted by the deadline indicated above, the student will receive a grade of Unsatisfactory (U).

More information on UF grading policy may be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Instructor(s) David Gilland, PhD

Internship Experience in Biomedical Engineering

BME 3XXX   Section XXXX
Class Periods: N/A
Location: N/A
Academic Term: Spring 2017

Instructor:
Dr. David Gilland
gilland@ufl.edu
(352) 273-0302
Office Hours: Email for appointment, 111 Medical Physics Building

Course Description
0-3 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 3XXX: 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 3XXX for a maximum 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).

The number of credits assigned for this course is determined of the number of hours the student works per week during the internship.
>   1 credit = 10 hours per week
>   2 credits = 20 hours per week
>   3 credits = 30 hours per week

Evaluation of Grade
The grade for this internship (S or U) will be determined by the BME Department Undergraduate Coordinator or BME Department designee. In order to receive a grade of Satisfactory (S), a 2-4 page Post-Internship Report written by the student and the Employer Evaluation completed by the student's supervisor(s) must be submitted to the BME Academic Office no later than the last day of class during the term in which the internship is completed. The Post-Internship Report is the student's self-assessment of knowledge and skills learned while participating in the internship and a summary of the roles and responsibilities assumed during this time. 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. The grade will be based on: (1) the quality of the Post-Internship Report, (2) the scope of the internship project, and (3) the Employer Evaluation.

The following grading system will be used:
>   Post Internship Report:
>>   0 = Report DOES NOT clearly express knowledge/skills learned (e.g. lacks sufficient detail or poor presentation or excessive grammatical errors)
>>   1 = Report DOES clearly express knowledge/skills learned (e.g. sufficient detail and effective presentation and minimal grammatical errors)
>   Scope of Project:
>>   0 = Project deemed trivial and not representative of credit hours enrolled
>>   1 = Project demonstrates a substantive level of work commensurate with credit hours enrolled
>   Employer evaluation:
>>   0 = Student DID NOT perform at a satisfactory level (e.g. was not present and working the specified hours/week)
>>   1 = Student DID perform at a satisfactory level (e.g. was present and working the specified hours/week)

A score of 1 for each of the three grading categories is required to receive a course grade of Satisfactory (S).

If the Post-Internship Report and Employer Evaluation are not submitted by the deadline indicated above, the student will receive a grade of Unsatisfactory (U).

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:

<u>*Health and Wellness*</u>

> **U Matter, We Care:**
> If you or a friend is in distress, please contact 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 suppor*t*, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edy.
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.

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

University of Florida
J. Crayton Pruitt Family Department of Biomedical Engineering

Registration Request

This form is required for registration in BME3XXX: Internship Experience in Biomedical Engineering. The completed form must be submitted to the BME Academic Office in the Biomedical Sciences Building, room JG56, before the end of the registration drop/add period. A formal letter on official letterhead from the sponsoring company describing the nature of the internship must also be attached to this form. The letter must indicate that the approximate number of hours per week that you will be working over the term of the semester and that the internship is biomedical engineering related. The letter should provide a description of the work responsibilities and detailed contact information of the person or persons who will be supervising you during the internship.

This course is S/U graded and repeatable for up to 3 credits. You will be held tuition and fee liable for your registration.

Student Name: _____

UFID: _____ Term Requested: _____ Credits: _____

Employer: _____

Supervisor's Name: _____

Supervisor's Title: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Supervisor's Phone: _____ Fax: _____

Supervisor's Email: _____

****

BME Undergraduate Coordinator Approval

Signature: _____ Date: _____

Employer Evaluation

Student Name: _____

Work Dates: _____ to _____

Employer: _____

Supervisor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please select the most appropriate option for each item below to provide clear feedback for the student internship experience at your company where 1=unsatisfactory, 2=needs improvement, 3=meets expectations, 4=above expectations, and 5=exceeds expectations.

1. Demonstrates promptness and efficiency in assignments and milestones.	
2. Completes tasks with accuracy and thoroughness.	
3. Demonstrates sound scientific and engineering methods.	
4. Displays independence and initiative at work.	
5. Displays effective oral communication skills.	
6. Displays effective written communication skills.	
7. Interacts well with others and demonstrates good teamwork/citizenship.	
8. Demonstrates enthusiasm toward work and life-long learning.	
9. Understands the impact of engineering solutions in a global and societal context.	
10. Able to identify, formulate, and solve engineering problems.	
11. Exhibits professional demeanor and attitude.	
12. Able to apply knowledge to practice.	
13. Dependability, punctuality, and attendance.	
14. Overall performance:	

Employer Evaluation

Additional comments (areas where improvement is needed, further experience or
courses that would be beneficial to the student, areas where the student excelled that
should be noted, etc.).

Supervisor Signature: _____ Date: _____