



**BE 496 UNDERGRADUATE INTERNSHIP – REQUEST TO ENROLL**

To receive credit for an internship in Biomedical Engineering you must complete this form with signatures by the Friday of the first week of classes or the last day of drop/add, whichever is sooner. This Request to Enroll form, the Statement of Responsibility on the next page, and internship description must be submitted through the online [SEAS Force Registration website](#). Failure to complete these forms means you will not be enrolled in BE 496. It is your responsibility to secure your internship. Once approved by the Director of Undergraduate Studies, the department will register the student for BE 496 for the appropriate number of credit hours.

Student Name: \_\_\_\_\_ Person Number: \_\_\_\_\_  
(Last) (First) (MI)

Student Email: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Is this for Technical Elective credit? \_\_\_ Yes \_\_\_ No If 'no', please indicate number of credits you wish to enroll in: \_\_\_\_\_

**Internship Project Information:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Jobsite Supervisor: \_\_\_\_\_ Supervisor Email or Phone: \_\_\_\_\_

General nature of work to be performed during internship (check all that apply):

\_\_\_ Laboratory Research \_\_\_ Product Design/Development \_\_\_ Research Analysis Other: \_\_\_\_\_

**STUDENT:** Please include an internship description. This should be two parts; the first must include a list of specific tasks or responsibilities to be assigned during the internship. The second part should detail specific biomedical engineering skills or knowledge you will use to accomplish internship duties. This description should be developed in consultation with the jobsite supervisor. If a formal description or job posting is available, please include it as a second attachment.

Signing this form certifies that, upon successful completion of the agreed to work, **three (3) credit hours** (135 hours of work) for BE 496 shall be used to fulfill one BE Technical Elective **or** one (1) credit hour of BE 496 will be awarded per 45 hours of work completed. The number of credits must be requested on this form and cannot be changed after the drop/add deadline. Additional hours worked will not result in additional credits awarded. In addition, the student must complete two progress reports, one final report, and submit an evaluation from the jobsite supervisor. The final report and supervisor evaluation must be submitted to the department by the last day of classes for the semester which they are enrolled. At the end of the semester a grade will be assigned by the coordinating instructor for BE 496. The student understands that BE 496 can only be recognized **one time as technical elective credit**.

I agree to terms and conditions indicated by this form:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Submit the following items to the: [SEAS Force Registration website](#) for final approval:

- **BE 496 Request to Enroll form**
- **Statement of Responsibility**
- **Internship Description (as described above)**



University at Buffalo

# Department of Biomedical Engineering

Jacobs School of Medicine and Biomedical Sciences  
School of Engineering and Applied Sciences

## STATEMENT OF RESPONSIBILITY

To receive credit for an internship in Biomedical Engineering must turn this completed form in by the Friday of the first week of classes or the last day of drop/add, whichever is sooner. This form must be submitted alongside the Internship Proposal. Both forms should be submitted through the [SEAS Force Registration website](#). Failure to complete these forms means you will not be enrolled in BE 496. It is your responsibility to secure your internship.

Name of Student: \_\_\_\_\_ Person Number: \_\_\_\_\_  
(Last) (First) (MI)

Student Email: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

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I, \_\_\_\_\_, recognize that I am a representative not only of myself, but of the Department of Biomedical Engineering, and of the University at Buffalo. It is imperative that I act at all times with ethical and professional responsibility. I acknowledge and promise to uphold the Academic Integrity policy of the University at Buffalo, as well as any code of conduct or confidentiality agreement for my employer. If at any time my employment requires me to be in conflict with the expectations of the Department and the University, I will immediately speak with both my supervisor and the coordinating instructor to resolve the issue.

I understand that I am responsible for completing a minimum of 45 hours of work for each credit registered, as well as the Internship Proposal, two progress reports, and one final paper. I understand it is my responsibility to have my supervisor complete their portion of the progress report and the final supervisor evaluation in a timely manner. I will also meet the expectations of my supervisor and complete all assigned tasks to the fullest of my abilities.

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(Student signature)

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(Date)