EE 498 UNDERGRADUATE RESEARCH CREDIT REQUEST PROCESS GUIDE

Department of Electrical Engineering
University at Buffalo

The process for receiving academic credit for research is as follows:

1. Communicate with a faculty research supervisor to secure a research position. Collaborate with them to prepare your documentation. **The documentation should be a detailed research plan that describes what you wish to accomplish in terms of objectives, methodology, planned activities and expected outcomes. (Usually 1-3 pages). Include a Time budget.** (Plan to include at least 40 hours of professional activity for each credit hour requested; The plan should include 120 work hours to qualify for a 3 credit Technical Elective or EE elective). If applicable, it should also discuss:

   ❑ Library or online research to be completed
   ❑ Experimental facilities and any special experimental skills necessary for the position
   ❑ Analytical work – indicate your qualifications to do the analysis in the plan
   ❑ Numerical analysis – indicate your qualifications to do the computations

2. Login to your SEAS portal and fill out a force registration request for EE 498, listing the instructor's section and credit hours requested.

3. Once your request is submitted, it will be reviewed by the EE department and EE undergraduate directors for approval. If NOT approved, someone will follow up on the request with additional comments. If approved, you will be automatically registered into EE 498.

4. Students may request multiple EE 498 registrations (in the same or future semesters), however the tasks need to be different from the original request. Identical requests will not be approved for additional credit.

Questions about this process can be directed to Mary Busch at mbusch2@buffalo.edu