



University at Buffalo

Department of Biomedical Engineering

Jacobs School of Medicine and Biomedical Sciences

School of Engineering and Applied Sciences

REQUEST TO ENROLL IN BE 596 GRADUATE INTERNSHIP

To receive credit for an internship in Biomedical Engineering you must turn in this completed form with signatures and supporting documents **no later than 2 weeks before the add/drop deadline**. 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 596. It is your responsibility to secure your internship. Once approved by the Coordinating Instructor, the department will register you for BE 596 for the appropriate number of credit hours. **You must be completing the internship itself during the same semester for which you are requesting to enroll in credits.**

Name of Student: _____ Person Number: _____
(Last) (First) (MI)

Student Email: _____ Semester and Year: _____

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 position 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, **one (1) credit hour of BE 596 will be awarded per 45 hours of work completed** (e.g. 3 credits is 135 hours). 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 you must complete two progress reports, a preliminary report, one final paper, and submit an evaluation from your jobsite supervisor. At the end of the semester a grade will be assigned by the coordinating instructor for BE 596. You must be completing the internship hours during the semester for which you are enrolled.

I agree to terms and conditions indicated by this form and those listed in the syllabus:

(Student signature) (date)

(Supervisor signature) (date)

(Faculty Advisor name) (Faculty Advisor signature) (date)

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

- *BE 596 Request to Enroll form*
- *Statement of Responsibility*
- *Internship Description (as described above)*



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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 596. It is your responsibility to secure your internship.

Name of Student: _____
(Last) (First) (MI)

Person Number: _____

Student Email: _____

Semester and Year: _____

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, preliminary report, 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.

(Student signature)

(date)