Department of Biomedical Engineering

UNIVERSITY OF MINNESOTA
Driven to Discover℠

Laboratory Neuroengineering (BMEn 8334) Rotation Tracking Form

Last Name	First Name	UMN Email Address	Student ID #

Rotation Advisor	Department	Email Address	Phone

Rotation Start and End Dates	Semester of Registration

Course Registration and Completion Procedures

1) Student determines which lab to rotate in and works with the lab PI (=Rotation Advisor) to determine hours and expectations. 1 credit = ~3-4 hours per week over a 15-week semester. For a 7-week rotation, students should expect to spend ~7-9 hours per week in the lab.
2) After the student and advisor agree on the terms of the rotation, the advisor indicates commitment to accept the Rotation Advisor responsibilities (listed below) by signing here:

Rotation Advisor Signature	Date

3) Student returns Tracking Form to 7-105 Hasselmo Hall for approval by the Director of Graduate Studies. After the DGS approves the rotation, the student will be notified that s/he is cleared to register for BMEn 8334:

DGS Approval	Date

4) Student completes rotation under the supervision of the Rotation Advisor.
5) Student submits a 5-page paper to the Rotation Advisor and attaches the Rotation Paper Cover Sheet (page 2 of this document). **The paper should briefly describe the rationale and significance, methods used, and any results obtained from the rotation project with up to 10 references.**
6) The Rotation Advisor indicates on the cover sheet whether or not the student should receive credit (S/N) for the rotation.
7) Student submits the report and cover sheet to the DGS for grade entry.
8) The official grade for the course is entered on the student's record.

NOTE: Credit that is granted for a BMEn 8334 completed under a Rotation Advisor who later becomes the student's permanent advisor may NOT be counted toward program degree requirements.

Rotation Advisor Responsibilities

- Meet with student on a regular basis, at least once a week.
- Provide adequate safety training for lab work.
- Specify expectations for the rotation.
- Fill out the Rotation Paper Cover Sheet and return to the student by the Wednesday of finals week.

Student Responsibilities

- Spend ~45-60 hours total on the rotation for every 1 credit earned.
- Complete any requirements specified by advisor.
- Submit Rotation Paper to advisor.
- Submit paper with completed cover sheet to DGS.

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Laboratory Neuroengineering (BMEn 8334) Rotation Paper Cover Sheet

BMEn 8334 students **must** submit this cover sheet along with their 5-page Rotation Paper to the Rotation Advisor for approval. Once the Rotation Advisor has completed the form, the cover sheet and paper should be submitted to 7-105 Hasselmo Hall for grade entry.

To be filled out by the student:

Last Name	First Name	UMN Email Address	Student ID #

Rotation Advisor	Department	Email Address	Phone

Rotation Start and End Dates	Semester of Registration

Student Signature	Date

To be filled out by the Rotation Advisor (check and sign in ONE box only):

☐ I, the undersigned, certify that the attached paper is an accurate description of the rotation project. The student should **earn a grade of S for satisfactory completion** of the BMEn 8334 Laboratory Neuroengineering.

Rotation Advisor Signature	Date

☐ I, the undersigned, certify that the above student should **earn a grade of N for unsatisfactory completion** of the BMEn 8334 Laboratory Neuroengineering, for the reasons outlined here:

Rotation Advisor Signature	Date