



## Directed Research (BME 8710) Tracking Form

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Last Name	First Name	UMN Email Address	Student ID #
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Directed Research Advisor <i>(Cannot be the MS-Plan A or PhD thesis advisor to count toward BME degree requirements)</i>	Email Address
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Semester	# Credits	Grading Option <i>(Must be A-F to count toward BME degree requirements)</i>
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### Course Registration and Completion Procedures

- 1) Student and Directed Research Advisor work together to determine research project topic and expectations for hours and final paper length. 1 credit = at least ~3-4 hours of work per week over a 15-week semester. The appropriate length for the final paper is determined by the Directed Research Advisor.
- 2) After the student and advisor agree on the terms of the research project, the advisor indicates commitment to accept the Directed Research Advisor responsibilities (listed below) by signing here:

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Directed Research Advisor Signature	Date
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- 3) Student returns Tracking Form AND a brief (1/2 to 1 page) abstract of the research project to 7-105 Hasselmo Hall for approval by the Director of Graduate Studies. After the DGS approves the project, the student will be notified that s/he has permission to register for BME 8710:

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DGS Approval	Date	Permission #
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- 4) Student completes study under the supervision of the Directed Research Advisor.
- 5) Student submits a final report to the Directed Research Advisor, including the Final Report Cover Sheet (next page).
- 6) Directed Research Advisor grades and signs the report and submits the hard copy to the DGS for approval.
- 7) DGS reviews the final report and approves the grade assigned by the Directed Research Advisor.
- 8) The official grade for the course is entered on the student's record.

### Directed Research Advisor Responsibilities

- Specify expectations for research project and paper length.
- Meet with student on a regular basis (at least once every two weeks) to discuss progress.
- Submit grade and paper hard copy at the end of the semester.

### Student Responsibilities

- Spend at least ~3-4 hours per week on the project for every 1 credit of BME 8710 registration.
- Complete any requirements specified by advisor.
- Submit final report and cover sheet to advisor.



## Directed Research (BMEn 8710) Paper Cover Sheet

BMEn 8710 students **must** submit this cover sheet along with their final report to the Directed Research Advisor for approval. Once the Directed Research Advisor has completed the form, the cover sheet and paper should be submitted to the Graduate Program Coordinator's mailbox in 7-105 Hasselmo Hall for grade entry.

### To be filled out by the Student:

Last Name	First Name	UMN Email Address	Student ID #
Directed Research Advisor	Department	Email Address	Phone
Project Start and End dates	Semester	# Credits	
Student Signature	Date		

### To be filled out by the Directed Research Advisor:

Letter Grade to be assigned to the above student for the attached paper:	<input type="text"/>
Directed Research Advisor Signature	Date