



Graduate Internship (BME 8720) Tracking Form

Last Name	First Name	UMN Email Address	Student ID #
Internship Supervisor	Title	Company	Email Address
Phone			
Internship Start and End Dates	Semester of Registration	# Credits (~3-4 hours/week per credit)	

Course Registration and Completion Procedures

- 1) Student works with the Career Center for Science and Engineering (<http://www.ccse.umn.edu>) to locate internship opportunities.
- 2) Student secures an internship and works with the Supervisor to determine hours and expectations, compensation, etc.
- 3) By signing here, the Internship Supervisor indicates (1) that the proposed internship meets ALL of the Internship Guidelines listed below; AND (2) commitment to fulfill the Internship Supervisor Responsibilities listed below:

Internship Supervisor Signature	Date
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- 4) Student returns Tracking Form AND a one-paragraph description of the internship hours and specific intern responsibilities and duties to 7-105 Hasselmo Hall for approval by the Director of Graduate Studies. After the DGS approves the internship, the student will be contacted with a permission number to register for BME 8720:

DGS Approval	Date	Permission #
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- 5) Student completes internship under the supervision of the Internship Supervisor.
- 6) Student submits a 1-2 page paper to the Internship Supervisor and attaches the Internship Paper Cover Sheet (page 2 of this document). **The paper should briefly describe (1) how prior coursework/knowledge was applied to perform the internship, and (2) what science/engineering principles the student learned over the course of the internship.**
- 7) Internship Supervisor indicates on the cover sheet whether or not the student should receive credit (S/N) for the internship.
- 8) Student submits the report and cover sheet to the DGS for grade entry; official grade is entered on the student's record.

Internship Certification Guidelines

- The company has not previously employed the intern, except for a *single* prior semester of BME 8720 Internship.
- The term of employment and therefore duration of project(s) is temporary, not lasting more than 12 months in total.
- The duties of the intern represent a *new training opportunity* conducted under closer supervision of an expert.

Internship Supervisor Responsibilities

- Meet with intern on a regular basis, at least once a week.
- Provide adequate safety training for lab work.
- Specify additional expectations for earning internship credit, if any, prior to the start of the internship.
- Fill out the Internship Paper Cover Sheet and return to the student by the Wednesday of finals week.

Intern Responsibilities

- Spend ~3-4 hours per week on the internship for every 1 credit earned.
- Complete any additional requirements specified by supervisor.
- Submit Internship Paper to advisor.
- Submit paper with completed cover sheet to DGS.



Graduate Internship (BMEn 8720) Paper Cover Sheet

BMEn 8720 students **must** submit this cover sheet along with their 1-2 page Internship Paper to the Internship Supervisor for approval. Once the Internship Supervisor 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 #
Internship Supervisor	Title	Company	Email Address
Phone			
Internship Start and End Dates	Semester of Registration	# Credits (~3-4 hours/week per credit)	
Student Signature			Date

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

I, the undersigned, certify that the attached paper is an accurate description of (1) how the Intern applied previous coursework/knowledge to perform the internship, and (2) what science/engineering principles the Intern learned over the course of the internship. The Intern should **earn a grade of S for satisfactory completion** of the BMEn 8720 Graduate Internship.

Internship Supervisor Signature Date

I, the undersigned, certify that the above Intern should **earn a grade of N for unsatisfactory completion** of the BMEn 8720 Graduate Internship, for the reasons outlined here:

Internship Supervisor Signature Date