

Biomedical Engineering Seminar

BME 6936

Class Periods: Mondays, 3-3:50 PM

Location: C1-17

Academic Term: Spring 2019

Instructor:

Prof. Daniel Ferris

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352-294-1281

Course Description

Graduate seminar course for biomedical engineering.

Course Pre-Requisites / Co-Requisites

None.

Course Objectives

The goal of this course is to provide graduate students in biomedical engineering (BME) the opportunity to diversify their knowledge of BME through presentations covering a variety of topics from experts on campus and invited speakers from other institutions.

Materials and Supply Fees

None.

Required Textbooks and Software

None.

Recommended Materials

None.

Course Schedule

The course consists of seminars held on Mondays at 3:00-3:50 PM. The topics vary week-to-week and semester-to-semester. A schedule for seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering is available online at:

http://bme.ufl.edu/bme_seminars/

Note that students are only required to attend those seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering that are held during class times (Mondays at 3:00-3:50 PM).

Other seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering, such as BME Grand Rounds, can be attended to as make-up seminars (see below). Attendance to BME Grand Rounds is **not** required for this course, but it is encouraged.

Students will receive seminar announcements from department staff indicating upcoming seminars. It is expected that all students check their ufl email account regularly to stay up to date on upcoming seminars.

Attendance Policy, Class Expectations, and Make-Up Policy

Attendance to all department-sponsored seminars **held during class time** is required. Attendance at seminars will be tracked using a sign in sheet that is circulated during the seminar meeting. Students are expected to follow the Honor code in the signing of these sheets (see UF Honesty Policy below).

Excused absences must be consistent with university policies in the undergraduate catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation.

Students with an excused absence from a seminar held during class time must attend a **Make-Up Seminar**, which may be seminar sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering outside of regular class meeting times (e.g., the BME Grand Rounds or other research seminars held on days besides Monday) or may attend a seminar **related to Biomedical Engineering** held in another engineering department. This must be documented using the Make-Up Seminar Form (see below). Instructions for turning in the Make-Up Seminar form are included in the form below.

Submission of the make-up seminar form is only allowed for absences to class seminars for academically valid reasons. The student must indicate the reason in the make-up seminar form. No detail is required if the reason for missing the seminar is health-related or due to a religious holiday. Students who miss a seminar for work-related or other reasons must specify the reason in the make-up seminar form and approval is subject to the instructor's discretion.

Missing more than three regularly scheduled seminars will require a meeting to discuss the student's situation with the instructor and may result, at the instructor's discretion, in a U grade for the course.

The J. Crayton Pruitt Family Department of Biomedical Engineering strives to provide a vibrant research and learning environment and as such sometimes hosts multiple research seminars in a given week. **Students enrolled in BME6938 are strongly encouraged to attend these seminars, but are only required to attend seminars held during regular class times.**

Evaluation of Grades

Course grade will be assigned based solely on attendance to seminars.

Grading Policy

This is a S/U graded course. To obtain a satisfactory (S) grade, students must attend all department-sponsored seminars held during class time. **Students are responsible for signing in the attendance sheet with their full name signatures.** Excused absences must be made-up by attending another seminar related to Biomedical Engineering held in another department within the College of Engineering.

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

Student Conduct and Participation in the Seminar

Seminar speakers are guests of our department who take time away from their other duties to share their research with our students and faculty. Students are expected to treat speakers with respect and utmost professionalism. This includes being on time for the seminar, remaining silent during presentations and question and answer sessions, paying attention to the presentation and discussion, and contributing to the experience by raising questions for the speaker to answer. Eating, drinking, perusing the internet, or playing with electronics are considered disrespectful and unprofessional behavior. Note taking with electronic devices is allowed, but recordings are discouraged and may only be made with the express prior permission of the seminar speaker.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students

will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Note that signing the attendance sheet without having actually attended the whole seminar, or signing the attendance sheet on behalf of another student is considered academic dishonesty and will be dealt with according to University regulations.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Campus Resources:

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.

**BME 6936 Biomedical Engineering Seminar
Make-Up Seminar Form**

A PRINTED COPY THIS FORM MUST BE TURNED IN TO KIMBERLY DUPUE AT THE BME OFFICE

STUDENT INFORMATION

Name: _____ UFID: _____

E-Mail: _____

MISSED SEMINAR INFORMATION

Date of missed seminar: _____

Reason for missing seminar:

- Health related
- Religious holiday
- Work related.
- Other: _____

MAKE-UP SEMINAR INFORMATION

Make-up seminars can be BME Dept. seminars not held on a Monday during class time (e.g., Grand Rounds), or can be any seminar where the topic is related to Biomedical Engineering and that is hosted by any other department within the Herbert Wertheim College of Engineering.

Date: _____ Location: _____

Department*: _____

Speaker: _____

Title: _____

*Make-up seminars **must be** hosted by a department within the Herbert Wertheim College of Engineering.

CERTIFICATION OF ATTENDANCE

Signature of student certifying attendance: _____

Signature of faculty member certifying attendance: _____

Name of faculty member certifying attendance: _____

E-Mail of faculty member certifying attendance: _____