

Registration Request

This form is required for registration in BME3941: Internship Experience in Biomedical Engineering. Submit the completed form to undergrad@bme.ufl.edu **no later than one day prior to the end of the drop/add period by 5:00 pm**. Please read the syllabus carefully before submitting this request.

Part I. To be completed by the student.

Student Name: _____

UFID: _____ Term Requested: _____ Credits Requested: _____

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

By providing my signature below, I verify that I have read and fully acknowledge all requirements to earn a grade in the course as outlined in the syllabus.

Signature: _____ Date: _____

Part II. To be completed by the employer. (Continued on page 2.)

Supervisor's Name: _____

Supervisor's Title: _____

Phone: _____ Email: _____

Is this internship biomedical engineering related? Yes No

Start Date: _____ End Date: _____

Please use the space below to explain the nature of the internship and provide a brief description of the student's responsibilities.

Registration Request

How many hours* will the student commit to the internship? _____ **total hours**

*The number of credits assigned for this course is determined by the number of hours the student works per week for the duration of the term. Please refer to the minimum requirements below and identify the number of hours per week the student will commit to the internship.

- **Summer A or B session (at least 6 weeks in length):**
 - 1 credit = minimum of 20 hours per week (120 hours of work total)
 - 2 credits = minimum of 40 hours per week (240 hours of work total)
- **Summer C session (at least 12 weeks in length):**
 - 1 credit = minimum of 10 hours per week (120 hours of work total)
 - 2 credits = minimum of 20 hours per week (240 hours of work total)
 - 3 credits = minimum of 30 hours per week (360 hours of work total)
- **Fall/Spring terms (at least 15 weeks in length):**
 - 1 credit = minimum of 8 hours per week (120 hours of work total)
 - 2 credits = minimum of 16 hours per week (240 hours of work total)
 - 3 credits = minimum of 24 hours per week (360 hours of work total)

Prior to the completion of the internship, the student will provide you with an Employer Evaluation. Please complete this form and return to undergrad@bme.ufl.edu.

By signing below, I verify the above information is correct. I also provide consent to the student to complete an internship for the number of credits indicated on page 1 of this document.

Signature: _____ Date: _____

Part III. To be completed by the BME Undergraduate Coordinator.

Signature: _____ Date: _____