

**Department of Biomedical Engineering  
University of Minnesota  
BME 4710 Directed Research/ 4720 Directed Study Tracking Form**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_ Term & Year: \_\_\_\_\_  
 Class (check ONE) :  
 BME 4710 Directed Research  
 BME 4720 Directed Study Number of Credits: \_\_\_\_\_ Permission Number: \_\_\_\_\_

**Procedure for BME 4710/4720 Directed Research/Study:**

1) Student identifies potential BME faculty advisor selected from the BME Graduate Faculty (see website: <http://www1.umn.edu/bme> to identify BME graduate faculty). There are over 75 BME graduate faculty in at the U of M in nearly all areas of BME.

2) Student contacts potential advisor directly and inquires as to whether s/he would be willing to serve as an advisor.

A copy of the Tracking Form should be sent to the prospective advisor so s/he can be informed of the faculty advisor responsibilities (listed below).

3) Student and advisor agree on the research project for the student, then the advisor signs the Tracking Form indicating commitment to serve as advisor and accept the faculty advisor responsibilities listed below.

\_\_\_\_\_  
 Faculty Advisor Name (Please print) Signature of Faculty Advisor Date

4) Student returns Tracking Form and abstract of research project plan to the BME Director of Undergraduate Studies (DUS)

\_\_\_\_\_  
 Received Date

5) Student conducts research/study under direction of advisor.

6) Student submits a final report to the advisor. It is expected that the report will be approximately 5 pages per credit earned. (See: "Guidelines for Directed Research/ Study Report Format")

7) Advisor assigns grade and informs the DUS ([bmedus@umn.edu](mailto:bmedus@umn.edu)) (Due Wednesday of Finals Week)

\_\_\_\_\_  
 Grade Date

8) Student submits a copy of the final report to the DUS

\_\_\_\_\_  
 Received Date

9) The DUS officially enters the grade on the course grade sheet.

**Faculty Advisor Responsibilities:**

- 1) Meet with students on a regular basis, at least once every two weeks.
- 2) Provide adequate safety training for lab work.
- 3) Grade the final report. Additional requirements for the course grade may be specified by the advisor.
- 4) Submit grade to DUS (Wednesday of finals week).

**Students Responsibilities:**

- 1) Spend at least 3 hours/week on the project for every 1 credit earned.
- 2) Submit final report to advisor.
- 3) Complete any additional requirements specified by advisor.
- 4) Submit copy of report to DUS.