

Guidelines for receiving academic credit for internships and research experiences

1. **Industrial or clinical internships**: Students are required to submit a short summary of the location, direct supervisor, and expected activities to the instructor of record prior to beginning the internship. Once approval is granted, the student will be enrolled in BIOE 490 (Internship). Forty-five hours of laboratory work is required per credit hour. Students must be enrolled in BioE 490 while performing their internship and submit appropriate documentation for grading and evaluation as indicated in the course syllabus. Academic credit cannot be granted retroactively for internship experiences after they have been completed.

2. **Research experiences at other institutions**: Students are required to submit a short summary of the institution, program, and expected activities and outcomes to the Associate Chair for Undergraduate Affairs prior to beginning the research experience. Students must receive academic credit (with an assigned letter grade) from the institution where the work is performed that can be transferred to Clemson (sometimes this can be substituted for the BioE technical requirement). Approval must be granted before the beginning of the course at another institution, and university policy described in the Academic Regulations for Transfer Credits in the Undergraduate Announcements must be followed. Information and forms relative to this approval may be obtained in the Enrolled Student Services Office, 104 Sikes Hall. Forty-five hours of laboratory work is required per credit hour. A maximum of 6 credit hours can be transferred in this manner. An artifact (final report, poster, etc.) endorsed by the course instructor at the other institution must be submitted to the Associate Chair for Undergraduate Affairs upon return to Clemson and submission of paperwork to request transfer approval.

3. **Research experiences in other departments at Clemson University**: Students are required to submit a short summary of the proposed research project to the Associate Chair for Undergraduate Affairs prior to the beginning of the academic period in which the student will be enrolled in the research course. This summary should demonstrate that the proposed work is relevant to bioengineering. Once approved, a course substitution form (for BioE 491/H491-Mentored Research in Bioengineering) should be prepared and submitted.

4. **Salary**: It is permissible to receive a stipend (not a salary) sufficient to cover living expenses while performing internship or research experiences. It is permissible to receive a stipend (sufficient to cover living expenses) while performing internship or research experiences. Students are not allowed to receive salary for experiences for which academic credit is requested per Clemson University Academic Regulations
<http://www.registrar.clemson.edu/publicat/catalog/2012/acadreg.pdf>.