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Guidelines for the BME Industrial Internship Program at UVA

The Industrial Internship in the Department of Biomedical Engineering at the University of Virginia is an excellent opportunity for undergraduate BME students to gain valuable experiential education in a corporate setting. To continue the excellence of our program, students are expected to provide the best public image possible when interacting with our corporate contacts. These guidelines have been developed to assist students in what is considered proper practice.

- Read all instructions and correspondence carefully and completely.
- BME students will usually receive \$4,000 for a summer internship. The intern will work full-time for 10 weeks at the corporate site.
 - Usually, a total of \$2,000 will be paid by the University in a form of two stipend checks. One stipend of \$1,000 is usually paid on or about July 1. The second stipend check is usually paid on or about August 1st. The stipend most likely will not be taxable. Realize that there will be a delay in payment because the intern is paid at the end of the month rather than the beginning of the month. Since these are stipend checks, there could be a delay if all paperwork is not in place.
 - The company will pay \$2,000 in wages to the student through its current payroll system. Most students will be paid bi-weekly. Taxes will most likely be paid on these funds.
 - The student is responsible for locating a place to live and paying the expenses associated with lodging, travel to and from the internship, meals, and any miscellaneous expenses such as telephone and tolls. No additional funds will be provided for these items. Please note that some of these internships are in locations outside of Charlottesville or the student's home town. Please read the project summary closely.
 - If a car is needed for daily travel back and forth with the internship, this is the responsibility of the student. No additional funds will be provided for travel and cars will not be provided.
 - No upfront funds can be provided. See above for schedule of payment. Neither the University nor company can pay before the work is accomplished.
 - Students should have current, paid-up health insurance coverage in the unlikely event of an accident or job related injury.
 - The student should work with his/her parents regarding the internship opportunity and provide prior parental consent for the participation in the internship, if awarded.
 - If the company asks you to sign a contract or a non-disclosure agreement, ask to have an opportunity to read and understand it. Then read and understand it before signing! Ask questions, if you are unclear about something. Ask for a copy for your files.

- To be eligible to participate in the Program, a BME major must have a Grade Point Average of 2.5 or higher. Students with a lower GPA will be considered on a case-by-case basis to determine the ability to complete the tasks of the particular project.
- Participants in this program must always conduct themselves professionally. We are representatives of the Department of Biomedical Engineering as well as the University of Virginia. Communications should be professional when dealing with corporate sponsors.
- Always communicate your message clearly, correctly, and diplomatically in any communication with our corporate sponsors. Afford them the respect they deserve as valued sponsors of our program.
- BME Internship opportunities are normally announced by email to BME students. Please do not broadcast these job summaries to non-BME students. It creates considerable confusion, since these opportunities are designed for you and your BME colleagues.
- Students should not communicate directly with a company until a proper link has been established through the BME Director of Internships & Corporate Outreach. Do not send your resume to the corporate contact. Mrs. Nixon will coordinate the introduction.
- Before you submit your resume to Mrs. Nixon, please read the project summary and necessary skills. If you do not have these skills, please do not apply. If you do not have the ability to spend the summer at the corporate location, please do not apply.
- Do not send your resume in response to all corporate opportunities. Only select the companies that match your skills and interests best.
- Promptly and courteously respond when contacted by a company. Answer their questions and provide requested information. Always follow-up and confirm the details of a visit.
- Keep the BME Director of Internships & Corporate Outreach informed regarding your communications, plans, and decisions. If you are not interested in an offer, please inform Mrs. Nixon because another BME student might be.
- International students must coordinate with the UVA International Office. Social Security numbers are necessary to be paid and participate in this program. It is the responsibility of the international student to complete any necessary paperwork required by the International Office. Plan to complete and receive results of any necessary paperwork in advance of the summer internship.
- If you have more than one internship offer, please explain to the companies involved that you are reviewing more than one opportunity and that you will promptly make a decision. Do not promise a company you will work for them if you are not planning to do so!
- Once you have accepted an internship offer from a company, you are no longer eligible to submit resumes to other companies for other opportunities for that summer. Be courteous and up-front when dealing with all parties.

This Program is a great opportunity for you to gain practical experience working in a corporate setting on a biomedical project, so please do your part to keep the program growing and operating efficiently and effectively.