**MS Project: Co-Op or Internship**

1. Identify and secure a coop or internship. Note that you MUST have completed 12 credit hours of graduate-level coursework before you may register for a graduate-level coop or internship (BME 5900), per university requirements.

2. Speak to your supervisor about the project before you start. The project should be above and beyond your daily job responsibilities, be related to engineering, and should be “value added”. That is, the project should be something that your supervisor believes would be helpful and related to your work in some way. You should share the BME 597 syllabus with your supervisor during this discussion, to ensure that your project will fulfill the requirements.

3. Complete a project declaration form and identify a timeline for completing the project. If possible, identify a BME faculty member who can co-advise the project. Otherwise, one will be assigned to you when you submit the form. You should also discuss whether the project will meet any of the MS competencies and/or technical depth requirements.

4. Collect data / complete work related to the project.

5. Register for BME 597 credits (6 in total).

6. Complete the documentation (project report) for BME 597, meeting periodically with your industry supervisor and BME faculty advisor.

7. Present your final project publicly either at the company or at BME Graduate Project Presentation day, to fulfill the final requirement.