

Biomedical Engineering Seminar

BME 6936 Section 4B20

Class Periods: Mondays, 3-3:50 PM

Location: C1-7

Academic Term: Spring 2023

Instructor

Prof. Kevin Otto kevin.otto@bme.ufl.edu

Teaching Assistant/Peer Mentor/Supervised Teaching Student None.

Course Description

Graduate seminar course for biomedical engineering.

Course Pre-Requisites / Co-Requisites None.

Course Objectives

The goal of this course is to provide graduate students in biomedical engineering (BME) the opportunity to diversify their knowledge of BME through presentations covering a variety of topics from experts on campus and invited speakers from other institutions.

Materials and Supply Fees None.

Required Textbooks and Software None.

Recommended Materials None.

Course Schedule

The course consists of seminars held on Mondays at 3:00-3:50 PM. The topics vary week-to-week and semester to- semester. A schedule for seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering is available online at:

<https://www.bme.ufl.edu/bme-events/bme-seminar-series/>

Note that students are only required to attend those seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering that are held during class times (Mondays at 3:00-3:50 PM).

Other seminars sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering, such as BME Grand Rounds, can be attended to as make-up seminars (see below), but attendance is **not** required for this course. Attendance to these seminars is encouraged.

Students will receive seminar announcements from department staff indicating upcoming seminars. It is expected that all students check their UFL email account regularly to stay up to date on upcoming seminars.

Attendance Policy, Class Expectations, and Make-Up Policy

Attendance to all department-sponsored seminars **held during class time** is required. Attendance at seminars will be tracked using an in-person sign-in sheet. Students are expected to follow the Honor code in the signing of these sheets (see UF Honesty Policy below).

Excused absences must be consistent with university policies in the undergraduate catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation.

Students with an excused absence from a seminar held during class time must attend a **Make-Up Seminar**, which may be seminar sponsored by the J. Crayton Pruitt Family Department of Biomedical Engineering outside of regular class meeting times (e.g., the BME Grand Rounds or other research seminars held on days besides Monday) or may attend a seminar **related to Biomedical Engineering** held in another engineering department. This must be documented using the Make-Up Seminar Form. Please submit the Make-Up Seminar form and associated documents as an Extra Credit Assignment. Submit a separate Extra Credit Assignment for each requested Make-Up. In case of virtual attendance of a seminar, proof of attendance can be verified by two screenshots (one at the beginning and one at the end of a seminar) in lieu of the “Signature of faculty member certifying attendance” on the Make-Up Seminar form. Please send pictures through Canvas mail and submit the form via the Extra Credit Assignment.

Submission of the make-up seminar form is only allowed for absences to class seminars for academically valid reasons. The student must indicate the reason in the make-up seminar form. No detail is required if the reason for missing the seminar is health-related or due to a religious holiday. Students who miss a seminar for work-related or other reasons must specify the reason in the make-up seminar form and approval is subject to the instructor’s discretion.

Missing more than three regularly scheduled seminars will require a meeting to discuss the student’s situation with the instructor and may result, at the instructor’s discretion, in a U grade for the course.

The J. Crayton Pruitt Family Department of Biomedical Engineering strives to provide a vibrant research and learning environment and as such sometimes hosts multiple research seminars in a given week. **Students enrolled in BME6936 are strongly encouraged to attend these seminars but are only required to attend seminars held during regular class times.**

Evaluation of Grades

Course grade will be assigned based solely on attendance to seminars.

Grading Policy

This is a S/U graded course. To obtain a satisfactory (S) grade, students must attend all department-sponsored seminars held during class time. **Students are responsible for signing in the attendance sheet with their full name signatures.** Excused absences must be made-up by attending another seminar related to Biomedical Engineering held in another department within the College of Engineering.

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

Student Conduct and Participation in the Seminar

Seminar speakers are guests of our department who take time away from their other duties to share their research with our students and faculty. Students are expected to treat speakers with respect and utmost professionalism. This includes being on time for the seminar, remaining silent during presentations and question and answer sessions, paying attention to the presentation and discussion, and contributing to the experience by raising questions for the speaker to answer. Eating, drinking, perusing the internet, or playing with electronics are considered disrespectful and unprofessional behavior. Note taking with electronic devices is allowed, but recordings are discouraged and may only be made with the express prior permission of the seminar speaker.

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. The quality of a University of Florida education and the value of your degree is dependent upon the community acceptance and enforcement of the Honor Code. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Krista Smith, Graduate Academic Advisor, 352-273-8096, grad@bme.ufl.edu
- Jennifer Nappo, Director of Human Resources, 352-392-0903, jpennacc@eng.ufl.edu
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa.html>

Campus Resources:
Health and Wellness

U Matter, We Care:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: <https://counseling.ufl.edu>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the [Office of Title IX Compliance](#), located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling; <https://career.ufl.edu>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>; <https://care.dso.ufl.edu>.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.

**BME 6936 Biomedical Engineering
Seminar Make-Up Seminar Form**

A PDF COPY THIS FORM MUST BE TURNED IN VIA THE CANVAS COURSE WEBSITE

Name: _____ UFID: _____

E-Mail: _____

MISSED SEMINAR INFORMATION

Date of missed seminar: _____

Reason for missing seminar:

- ☐ Health related
- ☐ Religious holiday
- ☐ Work related.
- ☐ Other: _____

MAKE-UP SEMINAR INFORMATION

Make-up seminars can be BME Dept. seminars not held on a Monday during class time (e.g., Grand Rounds), or can be any seminar where the topic is related to Biomedical Engineering and that is hosted by any other department within the Herbert Wertheim College of Engineering.

Date: _____ Location: _____

Department*: _____

Speaker: _____

Title: _____

*Make-up seminars **must be** hosted by a department within the Herbert Wertheim College of Engineering.

CERTIFICATION OF ATTENDANCE

Signature of student certifying attendance: _____

Signature of faculty member certifying attendance: _____

Name of faculty member certifying attendance: _____

E-Mail of faculty member certifying attendance: _____