Wake Forest University
School of Medicine

Summer Research Internship Program in Biomedical Engineering & Informatics at Wake Forest School of Medicine

Internship Program Handbook

Summer 2025

Wake Forest University
School of Medicine
Dept. of Biomedical Engineering & Center for Artificial Intelligence Research
bme-reu@wakehealth.edu | calibir@wakehealth.edu

Overview

The Wake Forest School of Medicine's Department of Biomedical Engineering (BME) & Center for Artificial Intelligence Research (CAIR) hosts a summer research internship program every summer. These summer research internships are available to undergraduate, and master's students interested in gaining more experience in biomedical engineering and/or informatics-based research.
The program is funded by the NSF Research Experience for Undergraduates (REU) award: Imaging and Mechanics-based Projects on Accidental Cases of Trauma (IMPACT), an NIH R25 award: Culturally Augmented Learning in Biomedical Informatics Research (CALIBIR), and the entrepreneurial Research Experience for Undergraduates (eREU) Kern Entrepreneurial Engineering Network (KEEN) award, and other sources throughout the departments.

The majority of students accepted into this program will work primarily in downtown Winston-Salem. The Department of Biomedical Engineering is located at Biotech Place (575 N. Patterson Avenue, Winston-Salem, NC); and the Center for Artificial Intelligence Research is located at Bailey Power Plant (486 N. Patterson Ave, Winston-Salem). Student interns working at alternative locations will be provided this information at Welcome Orientation.

All interns are expected to arrive at their respective locations on time from Monday to Friday in-person during regular business hours (8am - 5pm). Alternative start and end times can be discussed with your faculty mentor.

Summer Program Timeline:

Summer research interns are expected to work full time (at least 40 hours/week) Monday – Friday, in agreement with their primary faculty mentor's expectations and program schedule direction. Interns must maintain their schedules over the course of the 10-week internship. If any interns have a scheduling conflict and/or issues, please speak directly to your primary Faculty Mentor as soon as possible! **All summer interns are required to participate in our Summer Symposium on Thursday, July 31st.**

Establishing Mentor-Mentee Expectations:

Each summer research intern and faculty mentor will meet one-on-one within the first two weeks of the summer internship program. This meeting will help facilitate your learning and setting up timely goals with your faculty mentor. We then encourage you to follow-up with your faculty mentor during the mid-point and end of the summer program to ensure that you meet your goals.

Program Policies:

Computer Use
- Biomedical Engineering interns will be assigned to a workstation with a desktop computer.
- CAIR/CALIBIR interns will be issued a work laptop.

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- Interns should use only their work computers for any internship related work performed. Personal work should be done on your personal laptops/computers.
- All work should be completed in a secure workspace; no data, content, reports, code, or other materials should be saved to the interns' personal devices.

Dress Code

Given that BME and CAIR are housed within Wake Forest School of Medicine, students may interact with other medical professionals in the workplace, including faculty, clinicians, and staff on a regular basis. Thus, we need to meet the mandate of neat, clean, and appropriate attire. Interns should dress in **business casual** attire while at their workplace location, and on any work-related video calls.
While working on-site at Wake Forest:
  - **Acceptable articles of clothing include:** regular jeans, leggings, dress pants/slacks, skirts**,** dresses**,** blouses, polo/collared shirts, sweaters, and Wake Forest/Home Institution apparel (on casual Fridays).
    - **Skirts and dresses must be at an appropriate length
  - **Prohibited articles of clothing include:** cut off/ripped/distressed jeans, shorts (including khaki shorts), **crop tops/sweaters**, low cut shirts, tank tops, and sweatpants.
  - **For those working in research laboratories**, you must follow employee health guidelines and wear closed toe shoes and long pants.

Time Off

Vacation/Holidays

All interns will have these days off for Juneteenth on June 19th and Independence Day on July 4th (national observed holidays)
Due to the short time span of our internship, vacation time is not offered (unless pre-approved by the program **prior** to arrival).

Critical Illness, and Emergencies

If you are feeling severely unwell, please notify your primary advisor, lab members, and the administrative team ASAP:
Biomedical Engineering: Thea Smith | 336-716-2507 | BME-REU@wakehealth.edu
CAIR/CALIBIR: Latrice Harris | Calibir@wakehealth.edu

COVID-19 Policies

If you are experiencing COVID symptoms or have been exposed to COVID-19, students must get tested at one of our Employee/Student Health clinics immediately. Rapid tests are offered and provide results within 15 minutes. Students with negative test result are required to return to work but must wear a mask for at least 48 hrs. Students who test positive for COVID-19 are required to quarantine for a minimum of 24 hrs until arrangements can be made with the faculty advisors and co-program chairs regarding work materials while out of the office.

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Severe Weather

Interns should follow the Wake Forest School of Medicine's severe weather policies. Student interns will be notified if there are severe weather conditions and if the office will be closed.

Communication Expectations

E-mail

- Use your @wakehealth.edu email for everything internship related; never use your personal email account
- Do not discuss Protected Health Information (PHI) or other sensitive information in email
- The project teams you will be working with involve staff/faculty who are working full time. As such, you may get emails on your days off. Monitor your email daily if you can; we expect that you respond to emails within 24 hours of receiving them, or on your next scheduled shift at the latest. If you do not have time to write a lengthy reply, answer the question, or do the work, then please respond with a message letting the person know when you will be able to address the need
- Cc your faculty mentor and/or graduate student mentor in email communications regarding your internship and project status
- If you are explicitly asked to acknowledge receipt, or understanding of an email, you should do so immediately

Outlook calendars/meetings

- All meetings will be scheduled in Microsoft outlook; please become familiar with using your outlook calendar for time management/scheduling.
- When you receive an outlook invite for a meeting: assume you are invited and expected to attend.
    - If for some reason you are not sure if you are expected to attend a meeting, please email your mentor to confirm.
- For outlook calendar invites: Select Accept, Tentative or Decline; click "send response now".
- If you are not able to attend a meeting, please select decline and write an email to the meeting organizer to let them know, and cc your mentor.

Teams and other messaging platforms

Many projects utilize Microsoft Teams as a messaging platform. The same rules apply, most importantly:
- Never discuss patient data or other sensitive information in Microsoft Teams.
- The project teams you will be working with involve staff/faculty who are working full time. As such, you may get messages on your days off. Monitor your messages daily if you can; we expect that you respond to them within 24 hours of receiving them, or on your next scheduled shift at the latest. If you do not have time to write a lengthy reply, answer the question, or do the work, then please respond with a message letting the person know when you will be able to address the need
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Addressing missed meetings, missed deadlines, and poor work quality

Interns are expected to attend all lab meetings and meet all agreed upon deadlines
- If you cannot attend a seminar or meeting due to a scheduling or research conflict, please notify your faculty mentor, associated lab members, and the administrative staff.
- If you believe you will not be able to meet a deadline you should speak with your mentor as soon as possible to discuss the reasons and an alternative plan.

Interns are expected to produce work of a quality that is commensurate with their background and education:
- The measure of your work quality will be determined by your mentor.
- If the mentor notices that your work is subpar, they will work with you to bring your work up to the expected level.
- If the mentor believes the quality of your work continues to be subpar over the following weeks, they will consult with the internship coordinator or program co-directors on next steps.
- If all agree that the work being produced is subpar then the mentor and internship coordinator will work directly with you to put a plan in place to ensure you can bring their work up to the expected level. Also, at this time Human Resources may be notified of the issue.