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| Procedure for Proposing Substitution of  BIOE 392 for ENGI 350 for the EDES Minor: |
| **WHO: All who have/will take BIOE 392 may receive credit for ENGI 350 if, they submit documentation of design transfer or implementation for a design project that was completed as part of a course or internship.** |
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| The technical memo should address and demonstrate your experience in transfer or implementation of a design solution. The memo should describe the project, including the project goals and a brief description of the prototype/solution. Then the memo should describe in detail **two** of the following steps that have been taken with this project and your role in creating/completing those steps:   1. **Testing (description of the test design, test results, and analysis)** 2. **Cost analysis or economics for manufacture (bill of materials, quotes for manufacture/assembly)** 3. **Intellectual property analysis (compelling feature, patent search, provisional patent application, invention disclosure)** 4. **Refined Design for Manufacture (technical drawings, spec sheet, assembly instructions)** 5. **Safety & Failure analysis (safety manual, regulations/standards, hazard analysis)** 6. **Manuals (user, maintenance, etc.)**   In an appendix include additional documentation with supporting evidence of the two steps (e.g. patent application, charts/graphs of testing, user manuals, etc.). It should be clear that this is not an additional assignment or task, but a documentation of tasks that were completed and evaluated as part of a class or internship. Clarifying questions should be directed to Dr. Hunter at [hunterd@rice.edu](mailto:hunterd@rice.edu). Submitted materials will be reviewed by the EDES Minor faculty advisory board who will make the decision for substitution approval. |