Course Description
The Engineering Internship Program offers qualified students opportunities for paid industry experience related to engineering while maintaining their full-time student status and earning credit. The structured plan of education impacts student work-readiness. After finishing the internship and submitting a written report, students earn credit in ENGR 601 listed on their permanent transcript. Most students in ENGR 601 who are working full-time do not take other coursework but do maintain their full-time student status while registered for 2 credits in ENGR 601 due to a special arrangement with the University of Washington Registrar’s Office. Students working part-time earn 1 credit in ENGR 601.

Getting started:
Non-international Students: After accepting a qualifying position, students fill out the online registration and attend an information session.

International Students: After accepting a qualifying position, students should complete the online CPT request form. See the last page of this syllabus for specific instructions.

For international students on F-1 Visa status, the online CPT form and registration form will need to be completed at the same time. Students are expected to provide the following in their registration form:
- Documentation of job offer from employer (hard copy)
- Employer (company or organization name)
- Worksite address with zip code
- Planned start and end date of work experience
- Job description documenting that work is 50% or more engineering related work
- Rate of pay and any other benefits or compensation

Course Objectives
Engineering internships are intended to provide students with an opportunity to apply theoretical concepts from the classroom to the realities of the field.

Students are expected to increase proficiency in the following areas as a result of cooperative education:
- Ability to apply knowledge of mathematics, science and engineering
- Ability to design a system, component, or process to meet desired needs
- Understanding of professional and ethical responsibility
- Ability to communicate effectively interpersonally, using technical writing, and in formal presentations
- Recognition of the need for, and ability to, engage in lifelong learning
- Ability to use techniques, skills, and modern engineering tools necessary for engineering practice
- Ability to think critically
- Ability to manage change
- Understanding office dynamics

Some students will increase proficiency in the following areas should the cooperative education assignment provide appropriate opportunities:
- Ability to design and conduct experiments, as well as analyze and interpret data
- Ability to function on multi-disciplinary teams
- Knowledge of contemporary issues
- Ability to identify, formulate, and solve engineering problems
Course Registration

Program staff is responsible for registering students for ENGR 601. Students are not able to add or drop these courses on their own, so any changes must be made by Program staff.

ENGR 601 Registration Schedule

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Employment</th>
<th>Registration during employed period</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student</td>
<td>Working &lt; 20 hrs/wk</td>
<td>ENGR 601 A</td>
<td>1 credit</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Working &gt; 20 hrs/wk</td>
<td>ENGR 601 B</td>
<td>2 credits (Maintains full-time student status)</td>
</tr>
</tbody>
</table>

Course Fee (no tuition is charged)

- Students will notice a fee of $250 per credit. Fee appears on MyUW just as tuition usually does with the same deadline and policies applicable.
- Students on Financial Aid who are working full-time should notify Program staff of their status at CPT pre-work meeting to ensure required communication is made with that office. If Financial Aid usually pays student tuition, it will usually cover the fee for ENGR 601.

Assignment Submission

Students are required to submit a report each quarter of the work period during which they are registered in ENGR 601. Grades for that quarter will be submitted at the end of the quarter. The report should be sent by email directly to course coordinator, Arianna Aldebot (engrice@uw.edu). See instructions on last page of this document.

Evaluation and Grading

- ENGR 601 is a credit/no credit course.
- If requirements are not completed within the allotted time, students receive an incomplete. Failure to complete requirements can result in a permanent grade of I/NC (Incomplete/No Credit) on their UW transcript.
Rules of Conduct

Students are expected to adhere to the Student Code of Conduct once they accept a job offer from an employer: http://www.engr.washington.edu/current/careercenter/intern/student_terms. Further, students are expected to make every effort to complete all requirements and to contact the instructor to discuss any concerns.

Other

Financial Aid
Students who have financial aid or scholarships are responsible to inform Program staff of their status to ensure the required communication with Student Fiscal Services takes place. This communication is usually a letter emailed to sfhelp@uw.edu during the pre-work meeting. Students will also receive a copy of this letter and should use it if questions arise during their work period regarding their full-time student status. This does not pertain to students working part-time and registered in only 1 credit in Engineering 601.

Campus Housing
In most cases, students can return to campus housing without losing priority status after completing their work experience if they contact Housing & Food Services office immediately after accepting the internship. Students are responsible for requesting a letter from the Program staff in a timely manner to retain housing priority. Priority retention for Stevens Court and Nordheim Court is not available.

Student Health Insurance
Students are advised to have health insurance at all times. International students are required to maintain health insurance (see last page of Syllabus, “Special Note for International Students”). Students not required to have health insurance coverage can request Program staff register them for Student Health Insurance Program (SHIP).

U-Pass
Because students are not paying tuition, they are not automatically charged for a U-Pass. Students working locally who would like to purchase a U-PASS can do so in person from Commuter Services, located in the University Transportation Center (3745 15th Ave NE) Monday-Friday from 7:30am-5:00pm by cash, check, Husky Debit or credit card. Students must have a valid Husky Card to purchase a U-PASS.

IMA Membership
Students not paying tuition are also not charged for the IMA membership which is funded through the Student Activities Fee as part of tuition.
Report Guidelines

Guidelines for the Final Report
The report should document how the work experience helped you grow as an engineer and how it prepared you to be more effective in the work environment. Reports should be typed; double-spaced; 5-7 pages per 3 month experience; include an appendix (if appropriate); and should include the following items in the right-side of the header on each page:

Name | UW student number | Date | Academic department | Name of company

Submit report: simply send the report by email to the instructor, Arianna Aldebot: engrice@uw.edu

Due date: The Internship report is due 5 days prior to the end of the quarter during which the student is registered in ENGR 601.

Organize your report as follows:

I. General Information Section
   - In a paragraph, provide the company's name and explain what they do
   - Describe your role at the company (what you were hired to do)
   - Explain how your work contributed to the company

II. Technical Skills
   - Provide a full description of your work at the employer. You can include drawings, charts, graphs, and photos
   - Document the technical experiences you had during your work experience and discuss technical problems that you assisted in solving
   - Give examples of the application of science and engineering principles learned through your coursework
   - Indicate any courses or subject areas not taken that might have enhanced our performance in the position
   - Do not include confidential information from your employer. Contact the course instructor with any questions about how to describe work experiences without violating confidentiality agreements with the employer

III. Development of Professional Skills
   - Discuss whether or not you met goals set out by your supervisor or that you set for yourself
   - Consider ways in which your work experience affected your career/educational options
   - Describe team and leadership building opportunities on the job
   - Address the ways in which you practiced oral and written communication on the job
   - Share challenges you faced in the work environment and how you responded to those challenges.
   - List and describe skills you relied on to complete your work assignments
   - Share lessons you learned to share with less experienced students

IV. Assessments
   - Evaluate your performance of assigned projects noting both areas of strength and areas to be improve upon
   - Share your thoughts on the importance of industry experience to your education
   - Summarize by addressing the impact of the work experience on your education at the UW and your career goals
   - Describe any problems, concerns or issues encountered during your work experience
   - Share your thoughts on how the Internship Program could be improved

V. Conclusion
   - Summarize by addressing the impact of the work experience on your education at the UW and your career goals
SPECIAL NOTE TO INTERNATIONAL STUDENTS ON F-1 VISA

Engineering students with an F-1 visa should go through the Engineering Internship Program to obtain the required work authorization (CPT). Graduate students working full-time will be registered in 2 credits of ENGR 601 and thereby maintain their full-time student status through a special arrangement with the Registrar’s Office. Students working part-time (20 hr/wk or less) will be registered in 1 credit of ENGR 601. The ENGR 601 credit fee is $250 per credit in place of tuition.

Applying for CPT is a 3-step process which includes completing the online CPT form, participating in a pre-work meeting and submitting printed documentation of the job offer with worksite address. Students are responsible for completing the CPT pre-work meeting at least one week prior to the first day on the job. This might require planning ahead to ensure that Program staff are available to meet at the times needed.

Steps to follow to receive your work authorization:
Note: The work must be at least 50% engineering related, paid, and preferably one quarter or longer in duration.

1. Complete the online CPT request: https://iss.washington.edu/employment/f1-employment/cpt/apply
   In the box, “Department Adviser’s Name,” type “Arianna Aldebot”
   In the box, “Department Adviser’s Email Address,” type: engrice@uw.edu
2. Complete the online registration form where you fill out the job description; salary; and worksite address (including zip code).
3. After accepting a qualified internship, students fill out the online registration and attend an information session
4. Processing time after submitting the CPT form and letter to the ISS office can take up to 1 week.
5. ISS will send you an email when your updated I-20 with CPT authorization is ready to be picked up.
6. Provide this authorization to your Internship employer; they will keep a copy and return the original to you.
7. In order to maintain your immigration status, you are required to register for ENGR 601 credits and complete all Program requirements and earn credit.

NOTE: Students should return to the UW for at least one quarter after the internship to complete assignments. If an exception must be requested, this must be obtained PRIOR to the start of the work experience.

Extending CPT Work Authorization

1. If your employer offers to extend your work assignment, and you accept, you are required to submit a new online CPT form at one week before your existing work authorization ends.
2. Requirements for extending include: (1) Printable communication (email or letter) from employer with the dates of the extension as well as the number of hours you will be working; (2) a new online CPT request must be submitted.
3. You are permitted to work only during the authorization period indicated on your I-20.

Student Health Insurance Program (SHIP) for International Students

1. All international students are required to have health insurance while registered at the University of Washington.
2. Program staff will register students for UW health insurance during the first week of the quarter.
3. Students who have health insurance from another source are required to obtain a waiver from the ISS office: http://iss.washington.edu/forms/insurancewaiver.pdf.
4. Students covered by GAIP while in ENGR 601 will not be registered for SHIP.