

ENGR 321 – Undergraduate Engineering Internship Course

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<http://www.engr.washington.edu/current/careercenter/intern>

So many things are changing as a result of the ongoing COVID-19 crisis, including internships, classes, and daily life. My goal as course instructor for ENGR 321 is to make sure you are supported during your Spring 2020 internship, whether it is online, delayed, or in-person.

If you have any questions or need modifications to assignments or deadlines, email engrint@uw.edu . We have adapted the syllabus, assignment, and grading so you can fully engage in your internship

COURSE DESCRIPTION

The Engineering Internship course is a Canvas-based course that offers students the opportunity to explore and develop their careers through professional practice. The structured plan of education impacts student work-readiness through a number of professional development skill-building activities, including goal setting; analysis and reflection; feedback from employer; informational interviewing and debriefing their experience.

LEARNING OBJECTIVES

Engineering internships are intended to provide students with an opportunity to apply theoretical concepts from the classroom to the realities of the field. Through this course, a student will be able to:

- Set measurable goals and develop a plan to achieve them
- Analyze a professional setting's strength and challenges
- Identify how the internship relates to their academic courses and preferred career path
- Communicate in a workplace environment in a clear and confident manner
- Evaluate performance and accept feedback, in order to make changes as necessary
- Articulate their experience and skills to potential employers
- Identify and articulate next steps in their career trajectory

COURSE EXPECTATIONS & CREDIT

In order to gain admission into the course, the student must have already obtained an internship and must be registered for this course during the quarter in which the majority of the internship takes place. If, at any point in the enrolled quarter, a student's employment status changes, s/he must notify the CC@E as soon as possible.

The course is graded as CR / NC. To obtain full credit, the student must submit all assignments via Canvas ~AND~ earn 70% or higher on each assignment. Late work will be penalized one point-per-day past the due date, as noted in Canvas. Any assignment that requires a "RE-SUBMIT" will also penalized two overall points against the final submittal.

Students also have the responsibility to know and observe UW's Student Conduct Code and section on Academic Responsibility.

APPLICATION OF CREDITS

DEPARTMENT	Maximum 321 Credits/Qtr	Category	Maximum Applied to Degree
Aeronautics and Astronautics	2 credits	Technical electives	6 credits
Bioengineering	2 credits	Engineering Electives	4 credits
Chemical Engineering	2 credits	Chem Electives	4 credits
Civil & Environmental Engineering	2 credits	Upper-division Engr & Sci	4 credits
Computer Science & Computer Engineering	1 credit	CSE Senior Electives	2 credits
Electrical Engineering	2 credits	EE or Engineering Electives	4 credits
Human-Centered Design & Engineering	2 credits	Required Internship requirements.	4 credits
Industrial & Systems Engineering			
Materials Science & Engineering	2 credits	Tech Electives or NME Electives	4 credits
Mechanical Engineering	2 credits	ME Option Credits	4 credits

COURSE REGISTRATION & FEE

ENGR 321 is a fee-based course, meaning that the fee is charged in lieu of tuition. If ENGR 320/321 is the only course on a student's schedule during the quarter in which s/he is completing the majority of the internship, no additional tuition is due.

A CC@E staff member must manually register each student in ENGR 321, and this is only done after the student submits all requirements & documentation about the internship; a student is not able to add/drop these courses on his/her own. Once registration is complete, the appropriate fee will appear in the student's MyUW account for payment.

Through a special arrangement with the Registrar's Office, a domestic student registered for two credits of ENGR 321 will maintain his/her full-time student status.

Undergraduates on F-1 visa status are required to register in 12 credits each academic/non-vacation quarter; to meet this requirement, these students will be registered in ENGR 321 as described in the table, but also in ten (10) additional ENGR 320 credits for \$196 per credit. ENGR 320 credits are not applicable toward the 180 credits required to graduate.

ENROLLMENT	FEE	GRADE
TWO credits of ENGR 321 if working full-time (21+ hrs/wk)	\$392	CR/NC
ONE credit of ENGR 321 if working part-time (<20 hrs/wk)	\$196	

OTHER

Financial Aid: A student who has financial aid or scholarships is responsible to inform CC@E staff of his/her status to ensure the required communication with Student Fiscal Services takes place. This communication is usually a letter e-mailed to sfshelp@uw.edu. A student will also receive a copy of this letter, should questions arise during the work period regarding their full-time status.

Campus Housing: In most cases, the student can return to campus housing without losing priority status if s/he contacts Housing & Food Services office immediately after accepting the internship. The student is responsible for requesting a letter from the CC@E staff in a timely manner to retain housing priority. Priority retention for Stevens Court and Nordheim Court is not available.

Student Health Insurance: Each student is advised to have health insurance at all times; an international student is REQUIRED to maintain health insurance (see ADDENDUM: SPECIAL NOTE TO INTERNATIONAL STUDENTS ON F-1 VISA).

U-PASS & IMA Access: Because the student does not pay tuition while enrolled in ENGR 321, he/she is not automatically charged for a U-PASS or IMA membership. If a student is interested in purchasing these, he/she will need to do it in-person at the respective offices:

- U-PASS: UW Transportation Services office at 1320 NE Campus Parkway
- IMA Membership: IMA building at 3924 Montlake Blvd

ASSIGNMENTS

There are 3 **assignments** for ENGR 321. Full details of the assignments & options appear below.

Assignment 1: (due week 4)

Digitally 'meet' with a colleague, and seek their advice on your professional development

Assignment 2: (due week 7)

Schedule a interim evaluation with your employer; submit both your comments and your employer's comments.

Assignment 3: (due week 9):

Write a reflection paper on your accomplishments over the internship.

If you have taken ENGR 321 at UW in the past, you may request alternate options for Assignment 1. Email engrint@uw.edu before the end of the first week of class to request alternate assignments.

#1: VIRTUAL INFORMATIONAL INTERVIEW (Canvas quiz, 25 points)

DUE DATE: 3rd week

Purpose: To get to know a colleague and learn from their experience and perspective

Instructions: Interview a professional through zoom, Skype, phone, etc. at your internship (who is not your supervisor, lead/mentor, or another intern) and learn about his/her story. In a 30-minute interview, the student may ask questions such as:

- *How did you get to your current position? What has been your career path up until now?*
- *What do you like most about your job?*

- *What is the most valuable advice you have received?*
- *What advice would you give to those who are looking to break into this field?*
- *What skills do you look for when hiring employees?*

On the Canvas page, the student will provide the interviewee's name, position and contact information, as well as two key takeaways from the interview and how those will be applied to his/her professional development.

#2: INTERIM EVALUATION (uploaded form, 20 pts) & STUDENT REFLECTION (uploaded file, 20 points)

DUE DATE: 7th week

Purpose: To find value in completing exit interviews and assessments with their supervisors to understand growth and build awareness about professional skills and development

Instructions (two parts):

1. Print the “**EMPLOYER INTERIM EVALUATION**,” have your supervisor/lead complete it, and schedule a meeting to discuss it with him/her. Upload the signed copy into Canvas to earn credit.
2. Reflect on your current internship experience through a one-page reflection (0.5” margins, 11pt Arial, double-spaced). Respond to the following prompts:
 - *What stood out to you during your evaluation?*
 - *What skills will you further try to develop to be effective in your next workplace?*
 - *What did you notice about diversity (e.g., age, gender, culture) in the workplace? How does that affect your attitude about your potential professional success?*
 - *How did prior experiences (e.g., academics, activities, work experience) prepare you for this internship?*
 - *How is this particular internship experience valuable to you as you proceed with post-graduate plans? What next steps will you be taking to explore careers, build experience, and/or develop a network?*

#3: INTERNSHIP FINAL ASSESSMENT (Canvas quiz, 35 points)

DUE DATE: 9th week

Purpose: To reflect on your professional growth over the internship, as well as synthesize and articulate your internship tasks/accomplishments in an interview using the STAR (Situation – Task – Action – Results) method

Instructions: Consider the learning objectives of the course and select TWO significant internship experiences where those skills/knowledge were used or developed. Bear in mind that the experience could be a setback or a failure, as these can be rich opportunities for professional development.

For each significant internship experience, the student should tell the story using the STAR format, as if s/he was at a behavioral interview with a prospective employer.

- **S**ituation: *Describe the context within which you performed a job or specific project that you were assigned*
- **T**ask: *Describe your responsibility in that situation. What were you supposed to do? What were your goals?*
- **A**ctions: *Describe how you completed the task or how you fulfilled the goal.*
- **R**esults: *Explain the outcomes or results generated by the action taken. What happened? What did you learn? What made it memorable for you?*

ADDENDUM: SPECIAL NOTE TO INTERNATIONAL STUDENTS ON F-1 VISA

An Engineering student with an F-1 visa should go through the Career Center @ Engineering's course to obtain the required work authorization, or Curricular Practical Training (CPT).

In order to maintain a student's immigration status, s/he is required to register for an internship course and complete all program requirements to earn credit. After accepting a qualified internship, the CPT application process consists of two steps:

1. Complete the ENGR 321/601 registration form on the CC@E Website (<https://www.engr.washington.edu/current/careercenter/intern>) for the appropriate quarter.
2. Complete ISS's online CPT form (https://iss.washington.edu/employment/fl-employment/cpt/#who_is_your_department_adviser_what_is_their_role_in_the_cpt_application)
3. In the box, "Department Adviser's Name," type **Michael More** (note that this is NOT your academic adviser; this is the CC@E staff who will be processing the CPT form)
4. In the box, "Department Adviser's Email Address," type **engrint@uw.edu**
5. ISS will send you an email when your updated I-20 with CPT authorization is ready for pick-up; a copy of this authorization should be provided to the host employer.

***Processing time after the student submits the CPT form ~AND~ the CC@E provides confirmation to ISS can take up to 7-10 business days.**

~ADJUSTING YOUR CPT APPLICATION DATES (e.g., resignation, termination, extension)~

An international student is only permitted to work during the authorization period indicated on the I-20; working outside of those dates violates his/her student visa requirements. ANY CHANGES TO THE STUDENT'S EMPLOYMENT STATUS MUST BE REPORTED TO THE CC@E AS SOON AS POSSIBLE.

***In order for a student to EXTEND their authorization period, these steps must be completed AT LEAST 10 BUSINESS DAYS prior to the current expiration of the student's I-20:**

1. Contact the CC@E requesting an extension
2. Provide documentation (e.g., e-mail from employer, revised offer letter) with the dates of the extension and the number of hours per week to be worked in that period.
3. If your extension goes through a new academic quarter, please fill out a new CPT form (see step 2 above) with your revised start and end dates.

IMPORTANT NOTE:

Failure to complete and get credit for ENGR 321/601 WILL JEOPARDIZE the student's ability to qualify for Optional Practical Training (OPT); completion of all assignments and earning credit for the associated course is integral to visa maintenance.