

## **ENGR 601 – GRADUATE ENGINEERING INTERNSHIP COURSE**

<http://www.engr.washington.edu/current/careercenter/intern>  
[engrint@uw.edu](mailto:engrint@uw.edu) 206 221 8426

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 601 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](mailto: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 be 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.

## COURSE REGISTRATION & FEE

ENGR 601 is a fee-based course, meaning that the fee is charged in lieu of tuition. If ENGR 601 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 601, 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 student registered for two credits of ENGR 601 will maintain his/her full-time student status.

ENROLLMENT	FEE	ASSIGNMENTS	GRADE
TWO credits of ENGR 601 if working full-time (21+ hrs/wk)	\$544	1. Informational Interview 2. Final Reflection Report	CR/NC
ONE credit of ENGR 601 if working part-time (<20 hrs/wk)	\$272		

## 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](mailto: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/ENGR 601, 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

### **#1: Virtual Informational Interview (Canvas Quiz, 20 points). DUE DATE: 5<sup>th</sup> week**

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

*Instructions:* Using Skype, phone, zoom, or similar, interview a professional 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: Final Reflection Report (uploaded file, 80 points). DUE DATE: 9<sup>th</sup> week**

*Purpose:* To synthesize and concisely articulate your internship tasks/accomplishments in written format, as well as understand growth & build awareness about professional skills and development.

*Instructions:* Write a final report to document your growth during your internship and its application to your future career goals. The report should be approximately three pages in length (0.5" margins, 11pt Arial, double-spaced) and clearly written sentences. Please respond to the following sections to help guide your report.

#### General Information Section

- Explain your role and how your work contributed to the company

#### Technical Skills (maximum one quarter-page sized picture/diagram)

- Document the technical experiences you had during your work experience and discuss technical problems that you assisted in solving
- Give examples of the science and engineering principles learned through your coursework
- Indicate any courses or subject areas that might have enhanced your work performance
- Do NOT include confidential information from your employer. Contact the CC@E if you have questions about how to describe work experiences without violating confidentiality agreements

#### Development of Professional Skills

- 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

#### Assessments

- Discuss whether or not you met goals set out by your supervisor or that you set for yourself
- Evaluate your performance of assigned projects, noting both areas of strength and improvement

## Conclusion

- Summarize by addressing the impact of the work experience on your education and career goals
- Provide two “lessons learned” to share with any student that is considering an internship

## **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 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/f1-employment/cpt/#who\\_is\\_your\\_department\\_adviser\\_what\\_is\\_their\\_role\\_in\\_the\\_cpt\\_application](https://iss.washington.edu/employment/f1-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.**