COURSE DESCRIPTION
The Engineering Internship Program offers students the opportunity to explore and develop their careers through professional practice. The structured plan of education impacts a student’s work-readiness through a number of professional development skill-building activities, particularly around reflection and application of their learnings to determine a path forward.

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. The student is expected to increase proficiency in the following areas as a result of his/her internship:

- 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 these areas if their internship provides appropriate opportunities:

- Ability to design and conduct experiments, as well as analyze and interpret data
- Ability to function on multi-disciplinary teams
- Ability to identify, formulate, and solve engineering problems

COURSE REGISTRATION & FEE
The student is required to register for the course during the term in which he/she completes the internship; no retroactive credit will be granted. All assignments must be completed and submitted via Canvas. If requirements are not completed within the allotted time, a student will receive NC/INC on his/her transcript.

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.

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<tr>
<th>ENROLLMENT</th>
<th>FEE</th>
<th>ASSIGNMENT</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>TWO credits of ENGR 601 if working full-time (21+ hrs/wk)</td>
<td>$500</td>
<td>Final Reflection Report</td>
<td>CR/NC</td>
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<tr>
<td>ONE credit of ENGR 601 if working part-time (&lt;20 hrs/wk)</td>
<td>$250</td>
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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 during the pre-work meeting. 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 he/she 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
ASSIGNMENT (TO BE SUBMITTED VIA CANVAS)

FINAL REFLECTION (paper)  DUE DATE: 10th week
The report should document how the work experience helped the student grow as an engineer and how it prepared him/her to be more effective in the work environment. The report should be approximately five pages (0.5” margins, double-spaced, 11-point Arial).

Report sections:
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. 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
III. 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
IV. Conclusion
   • Summarize by addressing the impact of the work experience on your education at the UW and your career goals
ADDENDUM: SPECIAL NOTE TO INTERNATIONAL STUDENTS ON F-1 VISA

An undergraduate Engineering student with an F-1 visa should go through the Engineering Internship Program to obtain the required work authorization, or Curricular Practical Training (CPT). A student working full-time (21+ hours per week) will be registered in TWO credits of ENGR 321 (undergrad) or ENGR 601 (grad) and thereby maintain their full-time student status through a special arrangement with the Registrar’s Office; a student working part-time (20 hours per week or less) will be registered in ONE credit of ENGR 321/601. The ENGR 321 credit fee is $180 per credit, while the ENGR 601 credit fee is $250 per credit.

In order to maintain a student’s immigration status, he/she is required to register for an internship course and complete all program requirements to earn credit. After accepting a qualified internship (i.e., the work must be at least 50% engineering-related, paid, and one quarter or longer in duration), the CPT application process consists of three steps:

1. Complete the ENGR 321/601 registration form (https://catalyst.uw.edu/webq/survey/engrice/338601), which will ask for job-related information (e.g., job description, salary, worksite address); please be thorough, as this information will be used to verify the CPT application in completed in step #2

2. Complete ISS’s online CPT form (https://iss.washington.edu/cpt-instructions/#cpt-eng)
   a) In the box, “Department Adviser’s Name,” type ALICE KIM (note that this is NOT your academic adviser; this is the CC@E staff who will be processing the CPT form)
   b) In the box, “Department Adviser’s Email Address,” type ENGRICE@UW.EDU
   c) 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.

3. Participate in a pre-work meeting with CC@E staff and submit documentation of the job offer with worksite address; this must be completed at least one week prior to the first day on the job.

IMPORTANT NOTE:
Failure to complete & get credit for the course may jeopardize the ability of the student to qualify for Optional Practical Training; therefore, completion of all assignments is integral to visa maintenance.

INTERNATIONAL STUDENT HEALTH INSURANCE PLAN (ISHIP)

An international student is required to have health insurance while registered at UW. During the pre-work meeting, the student must inform the CC@E of coverage:
- If ISHIP is needed: The CC@E will contact the ISHIP office on the student’s behalf
- If ISHIP is NOT needed: The student must complete the online waiver (https://apps.iss.washington.edu/forms/ishipwaiver/)

EXTENDING YOUR CPT APPLICATION DATES

An international student is only permitted to work during the authorization period indicated on the I-20. ANY EXTENSION OF AN INTERNSHIP MUST BE CLEARED VIA THE CC@E via these steps (to be done at least one week 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.

The CC@E will then determine eligibility & academic coverage, as well as coordinate with ISS.