Course Description

CSE 601 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. Students will provide a brief final report on their experiences. After completing the course, graduate students earn credit towards their degree with CSE 601 listed on their permanent transcript.

Getting Started

After accepting a qualified internship, students fill out the online credit request form and receive an add code to register.

For international students on F-1 or J-1 Visa status, the online ISS CPT application and online CSE credit request 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 at least 50% computer science or engineering related
- Rate of pay and any other benefits or compensation

Course Objectives

CSE 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:

- An ability to communicate effectively with a range of audiences.
- An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
- An ability to recognize the ongoing need for additional knowledge and locate, evaluate, integrate, and apply this knowledge appropriately.
- An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.
- Ability to manage change
- Understanding office dynamics

Some students will increase proficiency if the assigned duties provides the appropriate opportunities in the following areas:

- 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
CSE 601 Full-Time vs. Part-Time

<table>
<thead>
<tr>
<th>Credits</th>
<th>Employment</th>
<th>Quarter</th>
<th>Tuition</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credits if working full-time</td>
<td>Working &gt; 20 hours/week</td>
<td>Summer-only*</td>
<td>Included in RA/TA or fellowship funding</td>
<td>CSE 601 is a credit/no credit course</td>
</tr>
<tr>
<td>1 credit if working part-time</td>
<td>Working ≤ 20 hours/week</td>
<td>Year-round*</td>
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*Students with an internship during the summer will register for CSE 601 for the following fall quarter.

Course Registration
CSE advising staff will either register students for CSE 601 or provide add codes.

Assignment Details

Internship Report - Students complete a final report and submit it through Canvas. Full instructions are provided at the end of this syllabus.

Credit towards your degree
CSE Graduate students may use this credit to remain enrolled in the PhD program.

Rules of Conduct
Students are expected to adhere to the CSE Recruiting Policy during their job search and period of employment.

Other

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 or co-op job. 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”).

Financial Aid (not applicable to most Ph.D. students)
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 sfshelp@uw.edu before the start of the internship. 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 CSE 601.
INTERNSHIP REPORT REQUIREMENTS - CSE

- **How to submit:** Log-in to your Canvas account (https://canvas.uw.edu) with your UW NetID, and submit report via the "Assignments” navigation link.
- Include your name, and the quarter of your internship, in the file name for your internship report.

**Due date:** The last day of instruction for the quarter in which the student is registered for CSE 601.

**Guidelines for the CSE Internship 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. Students are encouraged to show these report guidelines to the internship supervisor as these can serve as an aid to design meaningful work experiences. Reports should be typed; double-spaced; at least 1 page in length; include an appendix (if appropriate).

**Organize your report as follows:**

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

II. Technical Section
   - **DO NOT REVEAL ANY CONFIDENTIAL INFORMATION** – Contact us with any questions about how to describe work experiences without violating confidentiality agreements with the employer.
   - Document the technical experiences you had during your work experience and discuss technical problems that you assisted in solving.
   - Provide a full description of your work at the employer. You can include drawings, charts, graphs, and photos.
   - Give examples of the application of engineering principles you learned as part of classes taken for your major degree coursework.

III. Development of Professional Skills
   - Describe ways in which participation in the course helped your professional growth.
   - Share your biggest challenges in the work environment and how you responded to those challenges.
   - List and describe skills you relied on to complete your work assignments.
   - Consider ways in which your work experience affected your career/educational options.
   - Share lessons you learned that you would share with less experienced students.
   - Address the ways in which you practiced oral and written communication on the job.
   - Describe team and leadership building opportunities on the job.

IV. Conclusion
   - Summarize how the work experience will affect your education at the UW and your career goals.
SPECIAL NOTE FOR INTERNATIONAL STUDENTS ON F-1 OR J-1 VISA

Students with an F-1 Visa should go through their CSE Advisor and ISS to obtain the required work authorization. Students working full or part-time during the summer will register for CSE 601 for the following fall quarter. Students working part-time during the academic year will register for 1 credit of CSE 601. This is a 3-step process which includes submitting the online ISS CPT application, completing the online CSE credit request form, and submitting the printed documentation of the job offer with worksite address.

Students with a J-1 Visa are not required to register for CPT credit in order to do an internship. Students who wish to earn credit for their internship must complete the ISS Academic Training Authorization, in addition to the online CSE credit request form.

Maintaining Full-Time Student Status While Working Part-Time

All F-1 or J-1 Visa students must maintain full-time student status during non-vacation quarters. Students working part-time during non-vacation quarters must register for at least 9 credits (max 17), in addition to 1 credit of CSE 601, to maintain full-time status.

Steps to follow to receive your CPT work authorization (F-1 Visa only):

NOTE: The work must be at least 50% computer science or engineering related, paid, and preferably one quarter or longer in duration.

1. Complete the online credit request form on the CSE 601 course webpage.
2. Complete the online ISS CPT application: https://iss.washington.edu/f1-cpt-app-student
   - In the “Department Adviser’s Name” field, type “Elise Dorough”
   - In the “Department Adviser’s Email Address” field, type “elised@cs.uw.edu”
3. Processing time after submitting the CPT form and letter to the ISS office can take up to 7-10 business days.
4. ISS will send you an email when your updated I-20 with CPT authorization is ready to be picked up.
5. Provide this authorization to your internship employer; they will keep a copy and return the original to you.
6. In order to maintain your immigration status, you are required to register for CSE 601 credits, complete all program requirements, and earn credit.

NOTE: CPT-credit cannot be the only credit on your final quarter schedule unless it is fulfilling a degree requirement.

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 least 7-10 business days 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

- All international students are required to have health insurance while registered at the University of Washington.
- GAIP will remain in place for students doing part-time internships during the academic year as long as they hold a GAIP eligible position (RA/TA/Fellowship).
- For summer: students covered by GAIP from autumn-spring will continue to be covered during the summer.