CSE 301 Syllabus

Instructor Information

Facilitators
Jen Hiiglig
Elle Brown

Email
cse301@cs.washington.edu

Homepage
https://www.cs.washington.edu/academics/ugrad/enrichment/internships

General Information

Description
The CSE Internship Program 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. These activities include goal setting; analysis and reflection; feedback from employer; and sharing about the experience with other students upon return to campus. After completing the program, undergraduate students earn credit applicable toward their degree with CSE 301 listed on their permanent transcript.

After accepting a qualified internship, students fill out the online registration and receive a confirmation email with an add code to register.

Expectations and Goals
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 provide 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

Credit Information
If the student is working 20 or less a week, they are considered part-time and will receive 1 credit of 301 for that internship. A full-time internship, greater than 20 hours worked a week, is given 2 credits of 301.

International students can defer a Summer internship (full or part-time) until the following Autumn quarter. However, if an International student takes a part-time internship, they must register for the quarter in which their internship takes place. Domestic students can defer their internship to the next quarter. If the student needs to defer the internship further, they should contact the department internship facilitator.

Students can register for more than one internship course per quarter due to deferment. Each instance of CSE 301 can only get a maximum of 2 credits. So, if a student has a full-time Summer internship that was deferred until Autumn, and a part-time internship in Autumn, they would register for CSE 301 twice; once for 2 credits (Summer) and once for 1 credit. This also means that the student needs to submit assignments for both internships. Unless otherwise established with the course facilitators, there should be 2 (two) pre-internship surveys, employer evaluations, post-internship surveys, MyCSE entries, Resume entries, and Internship reports.

Computer Science and Computer Engineering majors may use up to 2 credits earned per quarter towards their CSE Senior Electives requirement for a max of 2 credits. The other credits will apply to free electives.

For Your Information

Recommended Reading
We recommend students read the Recruitment Policy and Protocol. The topics covered include: Cancellation and No Shows, Canceling Interviews, No Shows, Ethics of Negotiating, Evaluating Offers, Delaying a Response, Accepting an Offer, Declining an Offer, and Reneging on Offers. This information can both assist the student in knowing what is expected of them, but also provide a guideline of what to do when these things happen. Students should also read the Recruiting Policy for employment professors seeking CSE students through the Allen School. This will help clarify a student’s rights and responsibilities during their internship.
Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Evaluations</td>
<td><strong>Students will complete a pre-internship and post-internship evaluation of their skills and abilities.</strong></td>
<td>[Handshake Experiences]</td>
</tr>
<tr>
<td>Employer Evaluations</td>
<td><strong>Students should provide their supervisor with the link to the Employer Evaluation.</strong></td>
<td>[Handshake Experiences]</td>
</tr>
<tr>
<td>Internship Report</td>
<td><strong>Students complete a final report and submit it to the Canvas course page.</strong></td>
<td>[Instructions]</td>
</tr>
<tr>
<td>MyCSE</td>
<td><strong>Students should add their internship information to their profile on MyCSE</strong></td>
<td>[<a href="https://norwalk.cs.washington.edu/mycse">https://norwalk.cs.washington.edu/mycse</a>]</td>
</tr>
<tr>
<td>Updated Resume</td>
<td><strong>Students should submit an up-to-date resume, including most recent internship work, to the Canvas course page.</strong></td>
<td></td>
</tr>
</tbody>
</table>

Religious Accommodations Policy

Faculty must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. “Reasonably accommodate” is defined as coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities.

Any student seeking reasonable accommodations must provide written notice through the Office of the University Registrar Religious Accommodations request process within the first two weeks of the beginning of the course, of the specific dates of absence due to religious accommodation. The OUR administers this process on behalf of the provost.