

## CSE 601 Syllabus

### Facilitators

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### Homepage

<https://www.cs.washington.edu/academics/phd/courses/internships>

## General Information

### 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.**

### Expectations and Goals

**CSE internships are intended to provide students with an opportunity to apply concepts from the classroom to the realities of the field. Cooperative education is a valued part of the Allen School curriculum, and students are encouraged to increase their proficiency in the following areas:**

- **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 include considering the impacts of engineering solutions in global, economic, environmental, and societal contexts**
- **An ability to recognize the ongoing need for additional knowledge and to 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**
- **An ability to manage change**
- **An understanding of office dynamics**

**The right kind of internship experience will also provide proficiency in the following areas:**

- **An ability to design and conduct experiments, as well as analyze and interpret data**
- **An ability to function on multi-disciplinary teams**
- **A knowledge of contemporary issues**
- **An ability to identify, formulate, and solve engineering problems**

### Credit Information

**If the student is working 20 hours or less a week, they are considered part-time and will receive 1 credit of 601 for that internship. A full-time internship, greater than 20 hours a week, is given 2 credits of 601.**

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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 601 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 601 twice; once for 2 credits (Summer) and once for 1 credit.

CSE Graduate students may use this credit to remain enrolled in the PhD program.

## For Your Information

### Recommended Reading

We recommend that students read the [Recruitment Policy and Protocol](#) website. The topics covered include: Cancellation and No Shows, 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 if these things happen. Students should also read the [Recruiting Policy](#) for professors seeking CSE students through the Allen School. These documents are meant to help clarify a student's rights and responsibilities during their internship.

## Assignments

Name	Description	Link
Internship Report	Students complete a final report and submit it to the Canvas course page.	<a href="#">Instructions</a>

### 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.

### Other Considerations

#### Campus Housing

**In most cases, students can return to campus housing without losing priority status after completing their work experience if they contact the 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 in order to retain housing priority. Priority retention for Stevens Court and Nordheim Court is not available.**

#### Health Insurance

- **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.**