Course 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.

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 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

Course Registration
CSE program staff will either register students for CSE 301 or provide add codes.
CSE 301 - While you are on your internship

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<th>Credits</th>
<th>Employment</th>
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| 2 credits if working full-time | Working > 20 hours/week     | 1. Internship Report  
2. Updated Resume  
3. Student pre- and post-evaluations  
4. Employer evaluation | Credit/No Credit. |
| 1 credit if working part-time | Working ≤ 20 hours/week     |                                                  |                 |

Assignment Details
Full guidelines and submission instructions are available on the Canvas course page.

Student Evaluation(s) - Students will complete a pre-internship and post-internship evaluation of their skills and abilities.

Employer Evaluation - Students should provide their supervisor with the link to the Employer Evaluation.

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

Updated Resume - Students should submit an up-to-date resume, including most recent internship work, to the Canvas course page.

MyCSE - Students should add their internship information to their profile on MyCSE

Credit towards your degree
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.

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

Financial Aid
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 301.

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”).

U-Pass
Because students are not paying tuition, they are not automatically charged for a U-Pass. Students working locally who would like to purchase a U-PASS can do so in person from Commuter Services, located in the University Transportation Center (3745 15th Ave NE) Monday-Friday from 7:30am-5:00pm by cash, check, Husky Debit or credit card. Students must have a valid Husky Card to purchase a U-PASS.

IMA Membership
Students not paying tuition are also not charged for the IMA membership which is funded through the Student Activities Fee as part of tuition.
SPECIAL NOTE FOR INTERNATIONAL STUDENTS ON F-1 VISA

Students with an F-1 visa should go through the CSE Advisors to obtain the required work authorization. This is a 3-step process which includes submitting the online CPT form, completing the online CSE forms, and submitting the printed documentation of the job offer with worksite address.

CSE 301 vs. ENGR 321

Register for ENGR 321 if...
1. You are an international student who will be doing a full-time internship during the regular academic year (autumn, winter, spring)
2. You are an international student who will be doing 2 full-time internships in consecutive quarters.

The College of Engineering has their own process for registering for ENGR 321 internship credit. For more information, please see their website.

Steps to follow to receive your work authorization:
Note: The work must be at least 50% computer science or engineering related and preferably one quarter or longer in duration.

1. Complete the online registration on the CSE Internship website.
2. Complete the online CPT request: https://iss.washington.edu/employment/f1-employment/cpt/apply
   - In the box, “Department Adviser’s Name,” type “Kimberly Nguyen”
   - In the box, “Department Adviser’s Email Address,” type: kimmyyhn@uw.edu
3. Processing time after submitting the CPT form and letter to the ISS office can take up to 2 weeks.
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 301, complete all assignments, and earn credit.

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 one week 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.
• Students who have health insurance from another source are required to obtain a waiver from the ISS office: http://iss.washington.edu/forms/insurancewaiver.pdf.