CSE 301 Syllabus

Facilitators

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🌐: https://www.cs.washington.edu/academics/ugrad/enrichment/internships
📚: https://us.edstem.org/courses/855/discussion/116394

General Information

Description

The CSE Internship Program offers students the opportunity to explore and develop their careers through professional practice. The Advising Team hopes that the course will positively impact student work-readiness through a number of professional development skill building-activities. The student is responsible for initiating and managing their course progression to begin these activities, and they will continue to experience goal setting; analysis and reflection; feedback from mentors and supervisors; and sharing about the experience with other students. 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 are required to fill out a Handshake Experience request (refer to the course homepage for instructions and don’t forget to upload your offer letter), and will then receive a comment with an add code to register on the Experience overview page. Internship advisors receive notifications of new comments on the Handshake Experience page, so students are welcome to use that as a means to communicate.

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 and make informed judgments that consider the impact of solutions in global, economic, environmental, and societal contexts.
- An ability to recognize the ongoing need for additional knowledge and how 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 + uncertainty.
- Ways to collaborate in order to inspire and manage change.
• Understanding office dynamics

Some students will increase proficiency if the assigned duties of the internship provide the appropriate opportunities:

- 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 are eligible to receive one (1) credit of CSE 301 for that internship. A full-time internship is considered greater than 20 hours worked a week, and the student is eligible to receive two (2) credits of CSE 301.

Students completing a Summer internship (full or part-time) can defer their CSE 301 credit until the following Autumn quarter. However, if the student is an International student and is working a part-time internship, they must register for the quarter in which their internship takes place. If the student needs to defer the internship further, they should contact the department internship course coordinators.

Students can register for more than one (1) internship course per quarter due to deferment. Each instance of CSE 301 can only get a maximum of two (2) credits. For example, 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 two (2) credits (Summer internship) and once for one (1) credit (Autumn internship). This also means that the student needs to submit two sets of assignments via Handshake and Canvas for both internships. Unless otherwise established with the course coordinators, there should be two (2) 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 two (2) credits earned per quarter towards their CSE Senior Electives requirement for a max of two (2) credits. The other credits will apply to free electives.

Recommended Reading

We recommend students read the Student Recruitment Policy. 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 Employer Recruiting Policy for employment opportunities from Allen School Affiliate Partners.
Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Link</th>
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<tbody>
<tr>
<td>Student Evaluations</td>
<td>Students will complete a pre-internship and post-internship evaluation of their skills and abilities via the Handshake Experience platform. The pre-survey is completed when a Handshake Experience is submitted, and the post-survey is emailed to the student near the end of the internship experience.</td>
<td>Handshake Experiences</td>
</tr>
<tr>
<td>Employer Evaluations</td>
<td>When submitting a Handshake Experience, students should provide their Manager/Site Supervisor's contact information. Mid-way through the internship experience, Handshake will automatically send the listed Manager an evaluation to assess the student’s performance. Contact the course coordinators if you would like to review a copy of the evaluation.</td>
<td>Handshake Experiences</td>
</tr>
<tr>
<td>Internship Report</td>
<td>After completing the internship experience, students complete a final report and reflection about their experience and submit it to the Canvas course page.</td>
<td>Instructions</td>
</tr>
<tr>
<td>MyCSE</td>
<td>Students should add their internship information to their profile on MyCSE.</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>Students should submit an up-to-date resume, including most recent internship work, to the Canvas course page.</td>
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Religious Accommodations Policy

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/).