
CSE 301 Course Syllabus

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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.

To qualify for this program, internships must be related to a student's personal and professional goals. This definition is quite broad, and students with any questions and whether their internship is qualified can reach out to the course instructors for more information.

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.

Part-time vs. full-time

Credits	Employment	Assignments	Grading
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 instructions and submission instructions are available on the course website.

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

Employer Evaluation - Students should provide their supervisor with the link to the Employer Evaluation. Full instructions are provided online.

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

Updated Resume – Student should submit an up-to-date resume, including most recent internship work.

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.

INTERNSHIP REPORT REQUIREMENTS - CSE

Due date: the last Friday of Finals Week of the quarter for which you are registered (most likely the quarter after your internship).

Submission instructions: Please see course Canvas page for full submission instructions.

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; 2-3 pages per 3 months of experience; include an appendix (if appropriate); and should include the following items in the right-side of the header on each page:

Name / UW student number / Date / Academic major / Name of company

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

- Discuss whether or not you met your goals in your pre-assessment.
- Describe ways in which participation in the CSE Internship Program 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 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, paid, 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 "Jenifer Hiigli" -In the box, "Department Adviser's Email Address," type: jenifer@cs.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>.