Computing Science and Systems

Internship Program

Introduction

The University of Washington, Tacoma Computing & Software Systems (CSS) Internship Program develops and promotes opportunities for CSS students to receive academic credit for degree-related, paid work experience for students who have completed the CSS core course requirements. The program also strives to develop opportunities for non-degree-related, work experiences for all matriculated CSS students.

The Internship program provides students with the opportunity to apply theoretical and conceptual classroom knowledge to practical work experiences, and to gain broad experience in a professional work environment. It provides employers with the opportunity to involve students, eager to employ new skills and methodology, in select professional design, implementation, and/or research projects. These students could potentially be future employees.

Students can receive up to a total over two quarters of 10 academic credits toward their degree for documented degree-related experience. Each 5 academic credits awarded must be deemed educationally equivalent to 5 hours of CSS elective coursework. A CSS faculty advisor, a sponsoring organization senior professional mentor, and a CSS student form the internship team, and together they develop the detailed project plan. The plan must clearly identify the learning objectives and the program competencies that are further developed through participation in the internship. The CSS student will write a formal report detailing her/his project and her/his individual accomplishments. The report and an evaluation by the faculty advisor and senior professional mentor will determine the grade for the internship. This report will be a public document.

This document contains:

- A description of the process for planning internship projects,
- A UWT Internship Contract, and
- A Student/Faculty Advisor, Internship Sponsor Statement of Agreement.
Process for Planning Internship Projects

The following is the sequence of steps that will ensure that all requirements of the CSS Internship program are met.

**Step 1: Complete course prerequisites for enrollment in TCSS 497: Internship in Computing & Software Systems.**

Each student must complete the following program requirements prior to beginning TCSS497: Internship in CSS:

- all admissions requirements for the CSS program must be completed.
- all CSS core course requirements must be completed.

**Step 2: Identify Internship option that is being selected.**

Each student must select an option for internship. For ideas on what may constitute an internship see the internship options document.

**Step 3: Identify CSS faculty advisor for Internship project.**

This ideally should be a faculty member who is familiar with the student, has been her or her/his professor in a formal CSS course, and who is effectively willing to nominate her or him for this project.

**Step 4: Complete CSS Internship Contract Form and receive signed approval from the faculty advisor and Internship Sponsor(s).**

It is advisable to complete this in consultation with the Program Administrator to insure that it is progressing in a manner so as meet all requirements.

**Step 5: Present completed CSS Internship Contract Form to CSS Program Administrator to check for completeness of application and verification of Internship sponsor(s).**

The student must submit the completed and signed Internship Contract to the CSS Program Manager.

**Step 6: Receive CSS program approval.**

The CSS Director or Assistant Director of Industry Partners will review all Internship projects to make a final determination of academic merit. Evaluation criteria will be reviewed to ensure they meet program competency requirements.

**Step 7: Enroll in CSS 497: Internship in CSS.**

Once program approval is granted, the student receives an entry code to enroll in TCSS 497: Internship in CSS for between 1 and 5 credits. Each credit requires 4 hours per week of effort on the project for a 10 week period (e.g., 5 credits requires 20 hours of effort on the project for a ten week period -- a total of 100 hours).
Step 8: Complete the Course CSS 497: Internship in CSS.

This course requires students to meet once every two weeks with the faculty advisor to discuss project status, lessons learned, academic models addressed, and other issues associated with the completion of the Internship projects. Students are required to submit a written status report prior to each meeting. This report should clearly describe the status of the project(s) and the deliverables. Group project reports should clearly delineate each group member’s contributions and milestones, as well as summarizing group meetings. It should clearly describe and explain any barriers or slippages in the proposed schedule.

Step 9: Prepare quarterly status report(s) and final report.

Students prepare a quarterly status report and/or final report at the end of each quarter for evaluation & grading by the faculty advisor in consultation with the Internship sponsor. The Internship sponsor should review the quarterly status report and/or final report to insure there is no breach of confidentiality before the report is submitted.

Step 10: Present final project at CSS colloquium.

In order to have completed the TCSS 497 requirements, students present their work at a UWT CSS colloquium. Colloquia will be scheduled each quarter as required.

Step 11: Receive final evaluation and grade.

The faculty advisor will evaluate the final project and determine the grade according to the criteria agreed on in the Internship Proposal. The grade will include the quality of the report and the presentation.

NOTE: A copy of the final report must be included in the student's file. A copy will also be made available for anyone who requests it. It is essentially a public document.
Computing Science and Systems Internship Contract

for TCSS 497 (1-10 credits)

Administered through the:
Computing & Software Systems Program
1900 Commerce St., WCG 223
Tacoma, WA 98402
Phone (253) 692-4583  Fax (253) 692-4424
Email andfry@u.washington.edu

Student Name _______________________________/________________________ Student ID ________________
Last       First # Credits this Quarter: __________

Quarter / Year

PROJECT TITLE: __________________________________________________________

SPONSORING ORGANIZATION (S): _______________________________________

SPONSORING SUPERVISOR (S): _________________________________________

FACULTY ADVISOR: ___________________________________________________

Please answer the following questions regarding your internship project. Use attachments when necessary.

1. Clearly describe the benefits of the proposed project (i.e., What was this project going to accomplish?)

2. Provide a clear, detailed description of the academic merit of the project. Academic merit is defined as ways in which you will further develop your core and concentration competencies. Please list the competencies you will focus on and provide a brief description of how each one will be further developed by your involvement in this project.
The Internship program provides CSS students with the opportunity to apply theoretical and conceptual classroom knowledge to practical work experiences, and to gain broad experience in a professional work environment. Although the CSS Program has taken reasonable steps to ensure a positive learning environment with sponsors, it should be understood that some aspects are beyond the direct control of the University. In signing this Internship Contract, the student acknowledges that the University cannot be responsible for the sponsor’s environment and any risks of the sponsor’s environment. In addition I understand my responsibilities as described in the Statement of Agreement attached.

Student Name __________________________________________ Signature ______________________________________________________________________

E-mail Address: __________________________________________ Phone # ______________________ Date: ________________

TCSS 497 provides students with the opportunity to earn academic credit while working on a project that has potential benefits for industry or community organizations. Students learn by connecting classroom theory and community-based experience through the completion of an academic project. We, the undersigned, have read and approved the above proposal and understand the requirements of this proposal per the responsibilities identified in the Statement of Agreement attached. The sponsor understands that the reports submitted by the intern is a public document and may be requested and read by any requesting citizen of the State of Washington. The sponsor does have the right to inspect all intern reports to insure that it does not violate any company confidentialities. The sponsor also understands that the report must contain sufficient information to evaluate the intern’s work. In addition we all affirm that we support equal opportunity and promote diversity.

I understand that the Institute of Technology at the University of Washington will publish my final thesis/report in hard copy and on it’s web site.

Student Signature: ______________________________________

Faculty Advisor Name __________________________________ Signature ______________________________________________________________________

E-mail Address: __________________________________________ Phone # ______________________ Date: ________________

Sponsor Name __________________________________________ Signature ______________________________________________________________________

Company or Organization Name: ______________________________________________________________

Address: ________________________________________________________________________________

E-mail Address: __________________________________________ Phone # ______________________ Date: ________________

CSS Program Director or Asst Director Industry Partnerships

________________________________________________________________________________________

E-mail Address: __________________________________________ Phone # ______________________ Date: ________________
Student, Faculty Advisor, and Internship Sponsor
Statement of Agreement

1. The Student agrees to:

   • Perform to the best of her or his ability and to the satisfaction of the internship sponsor(s) those assigned tasks related to the cooperative component of this contract and adhere to all personnel rules.

   • Perform to the best of her or his ability learning activities negotiated with the faculty advisor as stated in the contract, including communicating with the faculty advisor according to the scheduled course meetings and other scheduled events as indicated in the contract.

   • Complete all deliverables as described in the contract, present findings at the CSS colloquium and prepare a final report. A copy of the final report needs to be turned in to the CSS Program Administrator upon completion.

   • Talk with the internship sponsor, faculty advisor, CSS Program Administrator and other program representatives with regard to any changes, revisions, or concerns regarding the project.

   • Turn in a final assessment of your internship experience including any “lessons learned” and advice for future students.

2. The Faculty agrees to:

   • Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.

   • Utilize meeting times with the student as an opportunity to develop writing skills by reviewing one or more drafts of the final paper and/or software project.

   • At the end of each quarter, assign a grade according to the evaluation criteria identified in the Contract. (Note: these criteria are reviewed during the program approval process of the Contract.) Upon completion of the project, provide your final evaluation of the project. Incorporate any feedback received from the sponsor into your final evaluation.

3. The Internship Sponsor agrees to:

   • Provide a good learning and training environment for the student, keeping routine work such as typing and filing to a minimum.

   • Evaluate the proposal and make agreements, if applicable, with the student and faculty advisor pertaining to the following: a) any and all intellectual property rights; b) non-disclosure or confidentiality of specific sponsor methods, technologies and/or business strategies; c) time-limitations for non-complete agreements between all parties; and d) acknowledgement of any and all rights to ownership of pre-existing knowledge.

   • Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student’s hours and performance.

   • Complete an evaluation of the student’s performance and this Internship process. This evaluation must be returned to the CSS Program Administrator before the student can receive credit.

Staff in the CSS Program Office will coordinate the internship and provide administrative support services as needed by the student, faculty advisor, and internship sponsor. The faculty advisor will determine the grade after consultation with the CSS Internship Administrator, the sponsoring sponsor, and the student. Upon request from the student, faculty advisor, or sponsor, the CSS program staff is available to assist in resolving any difficulties that may arise.

This contract may be terminated or amended by the student, faculty advisor, or sponsor at any time upon two weeks written notice, which is received and agreed to by the other parties.

Updated 4/03/01