



Computer Science and Systems Internship Program

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.

Introduction

The University of Washington, Tacoma, Computer Science & Systems (CSS) Internship Program develops and promotes opportunities for CSS students to receive academic credit for degree-related work experience for students who have completed the TCSS 360 course requirements. 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 5 academic credits per quarter, with a maximum of 10 academic credits overall, 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 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.

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 Computer Science & Systems.

Each student must complete the following program requirements prior to beginning TCSS 497: Internship in CSS:

- TCSS 360 course must be completed.

Step 2: Identify Internship option that is being selected.

Students can choose from internship projects proposed by any potential sponsor – the CSS Program Office and UWT Career Development and Education Office maintain listings of internship sponsors. In addition, a student may apply for an established internship program with a participating company or organization through the standard application process for that institution. Employed students may also select to apply for an internship with their present employer. Note that student group and individual projects do not qualify for CSS internship options but may qualify for directed reading (TCSS 498) and/or directed research options (TCSS 499).

Step 3: Present completed CSS Internship Contract Form, signed by Internship Sponsor, to the faculty instructor for the course along with an unofficial transcript.

Faculty instructor for the course verifies that the internship/project content is appropriate for a TCSS 4xx level course and that the prerequisite has been fulfilled.

Step 4: Present completed CSS Internship Contract Form signed by Internship Sponsor and faculty instructor for the course along with employment verification letter to the Director of Industry Partnerships.

The student must submit the completed and signed Internship Contract and their internship offer letter that lists the company name, the dates and the number of hours, or other verification of employment, to Director of Industry Partnerships.

Step 5: 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 1 to 5 credits per quarter. 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 200 hours). Note that we strongly advise students participating in internship credits to NOT exceed 15 credit hours total, including internship credits, during the quarter they are enrolled in TCSS 497.

Step 6: Complete the Course CSS 497: Internship in CSS.

This course requires students to meet in person during the designated class time to discuss project status, lessons learned, academic models addressed, and other issues associated with the completion of the Internship projects. Additional course requirements are listed in the course syllabus. The Internship sponsor should discuss and review with the student any confidentiality agreements.

Step 7: Present internship 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. The Internship sponsor should

review the presentation to insure there is no breach of confidentiality before the presentation takes place.

Step 8: Turn in final internship evaluation

In order to have completed the TCSS 497 requirements, students acquire and turn in their evaluation of the internship experience.

Step 9: Receive Internship sponsor evaluation

In order to have completed the TCSS 497 requirements, students acquire and turn in their Internship sponsor's evaluation of their performance on the job.

Step 10: Receive final evaluation and grade.

The faculty instructor evaluates all pertinent materials and determines the grade according to the syllabus criteria. NOTE: a copy of the final presentation 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.

5. Provide a clear, detailed description of the academic merit of the internship – in what ways is this internship equivalent to a senior level elective in CSS? Include the internship’s relationship to the overall CSS curriculum.

6. Is this the first time you are signing up for internship credits?

- Yes
- No

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, the student understands their 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 are 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 ensure that they do not violate any company confidentiality. The sponsor also understands that the reports 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 School of Engineering & Technology at the University of Washington will publish my final report in hard copy and on its 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 Director Industry Partnerships

_____ Signature _____

E-mail Address: _____ Phone # _____ Date: _____

Student, Faculty Advisor, and Internship Sponsor Statement of Agreement

1. The Student agrees to:

- Perform to the best of their 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 their ability learning activities specified by the faculty instructor, including communicating with the faculty instructor according to the scheduled course meetings and other scheduled events.
- Complete all deliverables as described in the syllabus and present findings at the CSS colloquium. A copy of the final presentation 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 their 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 presentation and/or software project.
- At the end of each quarter, assign a grade according to the evaluation criteria identified in the syllabus.

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 instructor pertaining to the following: a) any and all intellectual property rights; b) non-disclosure or confidentiality of specific sponsor methods, technologies, data, 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 faculty instructor 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 instructor, and internship sponsor.