



## *Information Technology Internship Program*

### *Introduction*

The University of Washington, Tacoma Information Technology (TINFO) Internship Program develops and promotes opportunities for TINFO students to receive academic credit for degree-related, paid work experience for students who have completed the TINFO core course requirements. The program also strives to develop opportunities for non-degree-related, work experiences for all matriculated TINFO 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 TINFO elective coursework. A TINFO faculty advisor, a sponsoring organization senior professional mentor, and a TINFO 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 TINFO 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 TINFO Internship program are met.

### ***Step 1: Complete course prerequisites for enrollment in TINFO 497: Internship in Information Technology and Systems.***

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

- All admissions requirements for the TINFO program must be completed.
- All TINFO core course requirements must be completed.

### ***Step 3: Identify TINFO 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 TINFO course, and who is effectively willing to nominate her or him for this project.

### ***Step 4: Complete TINFO 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 faculty advisor to insure that it is progressing in a manner so as meet all requirements.

### ***Step 5: Present completed TINFO Internship Contract Form to TINFO faculty advisor to check for completeness of application and verification of Internship sponsor(s).***

The student must submit the completed and signed Internship Contract to the TINFO faculty advisor.

### ***Step 6: Receive TINFO program approval.***

The School of Engineering & Technology Director of Industry Partnerships 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 TINFO 497: Internship in TINFO.***

Once program approval is granted, the student receives an entry code to enroll in TINFO 497: Internship in TINFO for between 1 and 10 credits (over a two quarter period). Each credit requires a minimum of 3 hours per week of effort on the project for a 10 week period (e.g., 5 credits requires 15 hours per week of effort on the project for a ten week period -- a total of 150 hours).

### ***Step 8: Complete the Course TINFO 497: Internship in TINFO.***

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 TINFO colloquium.***

In order to have completed the TINFO 497 requirements, students present their work at a UWT TINFO 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.



*The Internship program provides TINFO 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 TINFO 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: \_\_\_\_\_

*TINFO 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 School of Engineering & Technology at the University of Washington will publish my final thesis/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: \_\_\_\_\_

School of Engineering & Technology Director of Industry Partnerships

\_\_\_\_\_ Signature \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_