



SET Graduate Students Internship Program

1-5 Credits – Each credit requires 4 hours per week of effort on the project for a 10 week period (e.g., earning 5 credits requires 20 hours of effort on the project for a 10 week period – total of 200 hours).

Objectives:

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 methodologies, in select professional design, implementation, and/or research projects. These students could potentially be future employees.

Assessment Methods:

A graduate program faculty advisor, a professional mentor from a sponsoring organization, and the student will form the internship team. Together they develop the project or employment plan. The plan must clearly identify the learning objectives and the program competencies that are further developed through participation in the internship.

The graduate student will write a formal report detailing their project and their individual accomplishments. The report and an evaluation by the faculty advisor and professional mentor will determine the grade for the internship. This report will be a public document.

Process for Planning Internship Projects

Step 1: Complete course prerequisites for enrollment in Internship for academic credit.

Step 2: Find and be hired for an internship or degree-related job.

Each student must be hired for an internship program or a job that is related to their degree field.

Step 3: Identify graduate program faculty advisor for Internship.

This ideally should be a faculty member who is familiar with the student, has been their professor in a course, and who is willing to supervise the academic portion of the internship learning.

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

It is advisable to complete this form in consultation with your faculty supervisor to ensure that your document will meet all requirements.

Step 5: Receive graduate program approval.

The Graduate Program Chair 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 6: Submit completed form

Student must submit the SET Registration Request and upload completed form:

<https://setuwt.smapply.us/prog/registration/>.

Step 7: Enroll in Internship for credits.

Once program approval is granted, the student will be registered into the course.

Step 8: Complete the Course

This course requires students to meet regularly 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 to their faculty advisor 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 and 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 colloquium.

In order to have completed the requirements, students present their work at a UWT 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 students with the opportunity to apply theoretical and conceptual classroom knowledge to practical work experiences, and to gain experience in a professional work environment. Although the Graduate 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 Signature _____

Internship provides students with the opportunity to earn academic credit while working in a professional environment. Students learn by applying classroom theory to work performed in an organization whose function or work product is related to the student's area of study. 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 Signature _____

Sponsor Name _____ Signature _____

Company or Organization Name: _____

Address: _____

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

Graduate Program Coordinator Name _____

Signature _____ 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 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 colloquium and prepare a final report. A copy of the final report needs to be turned in to the Program Administrator upon completion.
 - Talk with the internship sponsor, faculty advisor, 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 Advisor 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 uploaded to the SET Registration Request Form before the student can receive credit.

Staff in the SET Graduate Programs 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 Internship Administrator, the sponsoring sponsor, and the student. Upon request from the student, faculty advisor, or sponsor, the 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 1-25-2024**