Viterbi Career Connections-ENGR 395 Syllabus

ENGR 395 (a-d): **Internship & Cooperative Education Work Experience** (1 unit during summer, 2 units during fall/spring semesters, total of 5 ENGR 395 units can be taken)

M. Lilian Barajas
Associate Director, ENGR 395 Program Manager
Viterbi Career Connections, RTH 218
(213) 740-9677
mlrivera@usc.edu
Office Hours: *By appointment only (email is the preferred method of correspondence)*

What is an Internship?
An internship is any short-term, supervised work experience usually related to a student's major field, for which the student may or may not earn academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.
What is Cooperative Education?
Cooperative Education, or Co-op, is an academic program designed to provide undergraduate engineering students the opportunity to enhance their engineering curriculum through practical, industry appropriate, work experience. Co-op is similar to an internship; however, it is a longer, often recurring, experience.

The typical co-op assignment is 4 to 8 months long with the student working an adjacent summer and semester. Students participating in the program receive academic credit (often technical elective credit) and get paid. In addition, co-op satisfies CPT for undergraduate F1 students.

Program Qualifications:

- To participate in an internship/co-op, we recommend that the student has completed at least three semesters of engineering curriculum.
- The student must have at least a 2.6 grade point average. (On a case-by-case basis, students with a cumulative or major GPA below 2.6 may be permitted to take this course).
- The work experience **must** be directly related to the student's respective major. (Experiences related to minors are not accepted.)
- The student must be working at least 15-20 hours per week during fall/spring semesters and 30-40 hours a week during summer.

Required texts: None.

Required class meetings: None.

Requirements for Completion:

1. Technical Report:

Students are expected to submit a technical report of at least **10 pages (double spaced-Times New Roman, 12-point font)**, which should include detailed information on the engineering projects undertaken during the course of the internship/co-op assignment. The paper should give a brief evaluation of the overall work experience and a discussion of the value of the work, particularly in relation to the student's curriculum. A copy of a sample internship/co-op paper is available from our office and can be used as a guideline when writing the technical report. Students will receive further details on this assignment as the course progresses.

- The student is responsible for selecting a professor in their academic department who is willing to grade the 10-page technical report. The student must go over the ENGR 395 Syllabus with the professor so both parties are aware of all course requirements. Students are encouraged to provide their professor a copy of a sample report (To be provided by Viterbi Career Connections to students).

Grading policy:

ENGR 395 is a 2-unit course in the fall and spring semesters; 1 unit in summer.

The course is graded Credit/No Credit. The student must turn in all necessary paperwork which includes a training plan, Skill Survey, and a 10-page technical paper in order to receive credit. Technical elective credit is determined by the department faculty member that grades the technical report. Be sure to pay attention to grammar and punctuation. Poorly written papers will need to be re-written.

Successful completion of the course is required to be considered for future CPT authorizations. If you receive a No Credit (NC), you will be ineligible for future CPT.

<u>Please Note:</u>

We will not accept reports previously submitted for an assignment required by your co-op/internship or reports written for another class. **You will receive *No Credit* if this is found to be the case.** Please follow assignment guidelines. If you have any questions regarding the assignment, please ask by sending your inquiry to vcareers@usc.edu with the subject line: *ENGR 395 Technical Report*.

Technical reports not submitted to Viterbi Career Connections by the specified due date will receive No Credit, and you will subsequently get a No Credit grade for the course. Exceptions will be considered on a case by case basis at least **two weeks prior** to the final deadline.

2. Training Plan

Each student is required to submit a training plan that must be filled out with their supervisor within the first 2-weeks of the internship.

3. Skill Survey (Performance Evaluation):

Viterbi Career Connections utilizes SkillSurvey for the online evaluation process for ENGR 395. SkillSurvey is part of the Career Readiness Project which leverages proven HR technology to improve the evaluation process and provide students with feedback on how "career ready" they are following an internship. Review this infographic to see how the process works.

Near the end of the semester, you will receive an email directing you to enter your supervisor's contact information. Your supervisor will then receive an email with an electronic link along with instructions on filling out the performance evaluation. They will also be given a deadline and informed the performance evaluation is required for course credit.

STATEMENT FOR STUDENTS WITH DISABILITIES:
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

STATEMENT ON ACADEMIC INTEGRITY:
USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. SCampus, the Student Guidebook, contains the Student Conduct Code in Part B, while the recommended sanctions are located in Section 11: https://policy.usc.edu/scampus-part-b. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: https://sjacs.usc.edu/students/review-process.