



ENGR 598: Professional Internship Experiences

Units: 0

Fall 2018—Date and Time TBA

Location: Office

Instructor: TBA

Office: Graduate and Professional Programs Office, OHE 106

Office Hours: By Appointment

Contact Info: masters@gapp.usc.edu, 213-740-4488

Course Description

The student must gain part-time or full-time practical work experience in his or her field of study. The internship must be located at an off-campus facility. Students are individually supervised by faculty members. The internship supervisor must also provide a report on the student's internship as part of the requirements for this course.

Learning Objectives

During the semester, the student will remain in contact with the professor who has agreed to supervise him/her and will report regularly as agreed upon between the student and the professor. By the end of the semester, the student will produce a report of his/her work activity, problems investigated, significant results and any follow-up projects they may engage in. If a different standard or format is used other than a report, it must meet the same intellectual standard as that described here. In this case, the supervising faculty member will document the definition of an alternative deliverable of intellectual merit equivalent to a report. In the course of the internship, the student must not violate the company's policies on Intellectual Property and/or confidentiality.

Prerequisite(s): ENGR 597. May not be taken until the student has completed at least one semester of enrollment in the graduate program. Students must be in good academic standing (cumulative and degree GPA of at least 3.00). On a case-by-case basis, students with a cumulative or major GPA below 3.00 may be permitted to take this course. The student must have a verifiable internship offer letter from a company.

Co-Requisite(s): None

Concurrent Enrollment: None

Recommended Preparation: None

Repeatable: Yes

Course Notes

This course is graded credit/no credit. Faculty supervisor may choose another grading policy if appropriate. Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC (No Credit) and participation in future internship courses.

Technological Proficiency and Hardware/Software Required

The internship must be located at an off-campus facility.

Required Readings and Supplementary Materials

None

Description and Assessment of Assignments

- Student must complete all CPT-related paperwork with supervising professor by drop/add deadline of semester (steps outlined below).
- Student is employed at the company and reports regularly to the faculty supervisor in person or by email.
- Final Report is due by date listed on CPT contract or unless otherwise noted by the professor.

Grading Breakdown

Assignment	Points	% of Grade
Three status reports via email, uploaded to course management system, or in person to faculty supervisor	75	75%
Internship Supervisor Feedback	25	25%
TOTAL	100	100%

Grading Scale

Course final grades will be determined using the following scale:
This course is graded credit/no credit. Faculty supervisor may choose another grading policy if appropriate.
Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC (No Credit).

Assignment Rubrics

Student Reports

Students will submit 3 progress reports throughout their internship. These reports will ask students to reflect on the responsibilities of their work. Each report will ask for updates and outcomes of the work and prepare the student to discuss

Sample Report Information

Report 1: Student Internship Profile

Due within 2 weeks of ENGR 598 enrollment

Student Name:

Student ID number:

Company:

Department/Team:

Team Leader/Supervisor Name:

Team Leader/Supervisor Email Address:

Project name:

1. Describe the company at which you are interning:
2. Summarize your responsibilities:
3. Describe your team and/or role to which you have been assigned:
4. Describe project(s) you'll be undertaking:

Report 2: Student Progress Report

Student Name:

Student ID number:

Company:

Department/Team:

Project name:

Brief description of the project:

Work done and progress made since Report 1:

Problems encountered:

Report 3: Final Student Assessment

Name:

Student ID number:

Company:

Department/Team:

Project name:

1) How did you like working for this company?

Briefly discuss your experience – both positive and negative - working for your company.

2) Did you complete your project goals?

I Give a final summary of the work you accomplished.

3) What experience did you gain?

State what you can take away from this experience, both technical (e.g. learned about new technologies), and non-technical aspects (e.g. learned how to better communicate) of the experience.

4) In what ways do you feel you were well-prepared for this job?

Did you know what you needed to know to be effective? Also, if you can, tie this back to what it was that helped you prepare for it.

5) In what ways do you feel you could have been better prepared?

Describe areas where you did not feel strong at (e.g. a certain technology, or communication).

And, if you can, tie this to what could have prepared you better for it (e.g. a certain course or program at school, studied harder, etc.)

6) Other comments?

Include any other comments you would like to make about your internship.

Report 4: Internship Supervisor Report

The internship supervisor report is used to improve the collaboration between USC and employers while receiving direct feedback on the quality of the student’s internship performance. Internship supervisors will be asked to evaluate the student’s internship in the following areas:

- Productivity and Quality of Work
- Professionalism and Dependability
- Teamwork and Collaboration
- Interpersonal Communication
- Creativity and Interests
- Ethics and Integrity
- Other comments

Assignment Submission Policy

Assignment submission policies will depend on your instructor. Status reports will be submitted via email, uploaded to course management system, or in person to faculty supervisor.

Grading Timeline

Final Report is due by date listed on CPT contract or unless otherwise noted by the professor.

Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
Week 1	Internship work		
Week 2	Internship work		Student Report 1 begins and may be due depending on number of internship hours. Consult instructor for exact due dates and number of reports due.
Week 3	Internship work		
Week 4	Internship work		
Week 5	Internship work		Student Report 2 begins and may be due depending on number of internship hours. Consult instructor for exact due dates and number of reports due.
Week 6	Internship work		
Week 7	Internship work		
Week 8	Internship work		Student Report 3 begins and may be due depending on number of internship hours. Consult instructor for exact due dates and number of reports due.
Week 9	Internship work		
Week 10	Internship work		

Week 11	Internship work		
Week 12	Internship work		
Week 13	Internship work		
Week 14	Internship work		
Week 15	Internship work		
Internship Supervisor Report			Internship Supervisor Report is due by date listed on CPT contract or unless otherwise noted by the professor.

Statement on Academic Conduct and Support Systems

Academic Conduct

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” <https://policy.usc.edu/student/scampus/part-b>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

Discrimination, sexual assault, intimate partner violence, stalking, and harassment are prohibited by the university. You are encouraged to report all incidents to the *Office of Equity and Diversity/Title IX Office* <http://equity.usc.edu> and/or to the *Department of Public Safety* <http://dps.usc.edu>. This is important for the health and safety of the whole USC community. Faculty and staff must report any information regarding an incident to the Title IX Coordinator who will provide outreach and information to the affected party. The sexual assault resource center webpage <http://sarc.usc.edu> fully describes reporting options. Relationship and Sexual Violence Services <https://engemannshc.usc.edu/rsvp> provides 24/7 confidential support.

Support Systems

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://ali.usc.edu>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* <http://dsp.usc.edu> provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu> will provide safety and other updates, including ways in which instruction will be continued by means of Blackboard, teleconferencing, and other technology.