



## **ENGR 395 (a-d): Internship & Cooperative Education Work Experience Syllabus**

**Units:** (1 unit during summer, 2 units during fall/spring semesters, total of 5 ENGR 395 units can be taken)

**Fall 2024**

**Location:** Office

**Course Coordinator: Joey Leon, Assistant Director**

**Office:** Viterbi Career Connections, RTH 218

**Office Hours:** [Zoom Monday & Wednesday from 1pm-1:30pm](#)

**Contact Info:** [engrinternshipcourses@usc.edu](mailto:engrinternshipcourses@usc.edu)

**Course URL:** <https://brightspace.usc.edu/>

### **COURSE DESCRIPTION**

#### **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.

### **COURSE ASSIGNMENTS:**

#### **1. Syllabus Quiz**

Students must complete a syllabus quiz and pass with a score of 100% to obtain credit for this assignment. This quiz was designed to ensure all students read the entirety of their syllabus and take ownership of completing all the assignments within the due dates of this course. The quiz will be located in Brightspace, and students must log in to Brightspace to complete this assignment by the end of the first week of their internship or **October 30, 2024** whichever comes first. Students will only receive 3 chances to pass the quiz with 100%, so please review the entire syllabus before taking the quiz. This is not an optional assignment and must be completed to receive credit for this class.

#### **2. 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 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 about the student's curriculum.

- The student must review the ENGR 395 Syllabus with the professor so both parties are aware of all course requirements.
- Students are encouraged to provide their professor with a copy of a sample report and can access sample technical reports on our [Google Drive](#)
- Students should review the [Technical Report Guidelines](#) for this assignment
- At the end of the semester, you will submit your report directly to your faculty member and also submit a copy into (Brightspace). **Your faculty member does not have access to Brightspace** and will provide your grade through myViterbi.

#### **3. 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. You can use the following [training plan template](#) or use one provided by your employer. This is not an optional assignment and must be completed in order receive credit for this class.

#### **4. 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.

Near the end of the semester, you will receive an email from Skill Survey 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. Once you provide your supervisor's contact information into Skill Survey you will be able to complete the self-assessment, take a screenshot of the completed self-assessment and upload it into (Bright Space). **Steps to complete this assignment:**

- Respond to email sent to you by SkillSurvey and provide your supervisor's contact information by the due date assigned.
- Students must complete the SkillSurvey Career Readiness Self-Reflection Assessment by the due date assigned.
- Once you provide your supervisor's contact information to SkillSurvey and complete the self-assessment, take a screenshot of the completed process and upload into Brightspace.
- At the end of the semester, the completed SkillSurvey Career Readiness report information will be directly emailed to you through the SkillSurvey platform.

This is not an optional assignment and must be completed in order receive credit for this class.

\*Please do not email the course coordinator to request the Skill Survey link, they do not have access to it. Please review your USC email inbox to find the link sent by Skillsurvey. This was sent on November 4, 2024. If you can not find the email after reviewing your spam box please email Jacquelyn Gourley, [Jacquelyn.Gourley@icims.com](mailto:Jacquelyn.Gourley@icims.com) Please make sure you provide your USC email address, your course number, and semester (ENGR 395, Fall 2024)

**If you work for an organization that DOES NOT complete external performance evaluations, when you receive the email from SkillSurvey put Joey Leon as your Supervisor using the email address [engrinternshipcourses@usc.edu](mailto:engrinternshipcourses@usc.edu). Then complete the self-assessment portion of this assignment.**

### **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 complete all assignments outlined in this syllabus. Technical elective credit is determined by the department faculty member who grades the technical report. Be sure to pay attention to grammar and punctuation. Poorly written papers will need to be rewritten.

All components listed are required to pass this course. This course is graded credit/no credit. Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC (No Credit).

**Successful completion of the course is required to be considered for future CPT authorizations.** For more information regarding CPT policies, please refer to <https://ois.usc.edu/employment/>.

**Please Note:**

We will not accept reports previously submitted for an assignment from another class. **You will receive *No Credit* if this is found to be the case.**

**ALL ASSIGNMENT SUBMISSIONS:**

In addition to providing your faculty with the technical report, all assignments for this class will be uploaded to the course management system, Brightspace, and in a Word or pdf format with a Turnitin score, assignments without a Turnitin score can not be graded. **NO ASSIGNMENTS CAN BE SUBMITTED BY EMAIL.** Please do not send your assignments by email to the course coordinator as it will not be accepted. When you email your faculty the final report, you do not need to cc the Course Coordinator on your report. You need to upload to Brightspace directly. SkillSurvey Career Readiness report information will be directly emailed to you and submitted through the SkillSurvey platform only. Your Course Coordinator does not have access to this link or edit any supervisor information you may have submitted.

**GRADING TIMELINE:**

- Syllabus Quiz - Due **October 30, 2024** or at the end of the first week of your internship, whichever comes first
- Training Plan uploaded to course management system – **Due 11/4, 2024, or after the second week of your internship, whichever comes first**
- SkillSurvey Career Readiness Assessment Site Supervisor contact information upload - **Upload Due November 18, 2024 Link given November 4, 2024**
- SkillSurvey Career Readiness Self-Assessment - **Due December 2, 2024**
- Final Report - **Due December 2, 2024**

Students must complete all components listed above to receive credit in this course.

**LATE STARTING INTERNSHIPS & EXTENSIONS**

If you are starting your internship late, and the first, second or even third assignment listed above is past your internship start date, adhere to the following timeline:

- Syllabus Quiz - **1st Week of the start of your internship but no later than Dec 2**
- Training Plan – **By end of 1-2 weeks of internship but no later than Dec 2**
- SkillSurvey Supervisor Contact Information – **Upload by 1-2 weeks after starting internship, but no later than November 20, 2024 to give your supervisor time to complete**
- SkillSurvey Career Readiness Self-Assessment – **Due Dec 2**
- SkillSurvey Career Readiness Employer Assessment – **Due Dec 2**

**Extensions requests for dates after December 2 will not be granted unless you have a personal/family medical reason that you must provide documentation. Students must make the request prior to Dec 2, 2024 unless you have documentation indicating that your emergency prevented you from communicating with us in advance.**

In addition, extension requests due to employers requiring to review assignment submission will not be approved. It is the responsibility of the student to ask their employer the first week of their internship if their employer requires them to submit their assignment in advance for review prior to submission. The student should have all assignments completed in advance for their employer to review, calculating additional time prior to the due date of the assignment. Some employers will ask students to provide them 10-15 business days to review prior to allow the student to submit their assignment. Please prepare in advance as extensions will not be granted for this reason.

**Course Schedule: A Weekly Breakdown**

	<b>Topics/Daily Activities</b>	<b>Deliverable/ Due Dates</b>
<b>Week 1 - 9</b> Aug 26- Oct 27	Internship work	
<b>Week 10</b> October 28	Internship work	<input type="checkbox"/> <b>Syllabus Quiz Due October 30, 2024 or after first week of internship whichever is first</b>
<b>Week 11</b> November 4	Internship work	<input type="checkbox"/> <b>Training Plan Due within the first 2-weeks of the internship or by 11/4/24, whichever comes first</b>
<b>Week 12</b> November 11	Internship work	
<b>Week 13</b> November 18	Internship work	<input type="checkbox"/> <b>SkillsSurvey Supervisor Contact Information Upload Due 11/18/24</b>
<b>Week 14</b> November 25		
<b>Week 15</b> December 2	Internship work	<input type="checkbox"/> <b>Submission of Technical Report 12/2/24</b> <input type="checkbox"/> <b>SkillsSurvey Supervisor Assessment Due 12/2/24*</b> <input type="checkbox"/> <b>SkillsSurvey Self-Assessment Due 12/2/24</b>
Dec 9-Jan 10	Internship work	

**IMPORTANT NON-DISCLOSURE AGREEMENT INFORMATION:**

Many students enrolled in University internship courses complete Non-Disclosure Agreements (NDAs) with their employer; which is very typical of engineering organizations that hire for engineering or technical roles. This should not impact your ability to complete in-class assignments. If you are collaborating on research with a faculty member, it is your responsibility to inform them of your NDA.

Students who have completed NDAs complete assignments with general details on the work completed as part of their internship; not disclosing any project specifics or sensitive information. Note that the University also has NDAs with many engineering organizations employing our students, and is extremely mindful of sharing sensitive information. Assignments can focus on your professional skills and career development attained during your experience.

In the course of the internship, the student must not violate the company's policies on Intellectual Property and/or confidentiality. However, sufficient responses must be included in the student's internship reflections to demonstrate meaningful experience and work has been completed.

### **QUESTIONS & GETTING HELP:**

The majority of questions you might have can be answered in your Syllabus, so please review this document before contacting the course coordinator. If you want to request an extension, withdraw from the course, or have issues not mentioned in the syllabus please contact the course coordinator at [engrinternshipcourses@usc.edu](mailto:engrinternshipcourses@usc.edu).

#### **Frequently Asked Questions (& Answers)**

**1. How do I submit my assignments?**

All assignments will be submitted in BrightSpace at <http://courses.uscd.edu>) No assignments can be submitted by email to the course coordinator. The only assignment that should be submitted by email is to your faculty member to read your report.

**2. I submitted my assignment/re-submitted my assignment, can you please grade/re-grade it?**

The course administrator for all ENGR courses does not review grades daily, in addition, due to the high volume of students and grade submissions, obtaining a new grade can take up to 8-10 business days. Please be patient as we review all student submissions.

**3. I don't know how to upload the supervisor's contact information for the skillsurvey assignment/I don't see where I can upload my supervisor's contact information on Brightspace, can you please help me?**

Uploading your supervisor's contact information is not submitted in Brightspace. To upload your supervisor's contact information you must find the email directly sent from Skillsurvey. The email sent from Skillsurvey provides you with a unique link to enter this information and the course administrator can not send you a copy of the link. Please review your USC email inbox to find the link sent by Skillsurvey. This was sent on November 4, 2024. If you can not find the

email after reviewing your spam box please email Jacquelyn Gourley, [Jacquelyn.Gourley@icims.com](mailto:Jacquelyn.Gourley@icims.com) Please make sure you provide your USC email address, course number, and semester (ENGR 597 Spring 2024). Once you complete this process you will **upload a screenshot of your completed self-assessment in Brightspace under assignments**. If you do not upload a screenshot on Brightspace you will continue to get reminders your course is incomplete even if you completed the process on Skill Survey platform

**4. I entered my Skillsurvey contact information and completed my self-assessment, but I got an email saying I did not complete the assignment, can you please check to see if you received that information?**

You received an automated email message from Brightspace indicating you have not completed the assignment because you only completed the process on Skillsurvey. To complete your assignment, please complete the self-assessment portion on Skillsurvey and then take a screenshot of your completed self-assessment and upload it into Brightspace under assignments

**5. I submitted my final report on Brightspace but it has not been graded in myviterbi or Brightspace. What should I do?**

You are required to submit your final report to your faculty by email directly and Brightspace. If and when your faculty grades your report, they will submit the grade in myViterbi. Once that happens the course coordinator will indicate in Brightspace that your report has been graded. Please make sure you contact your faculty directly to ensure their grade is submitted in myViterbi.

**6. I'm not sure how to complete the Training Plan assignment, is there a form you can provide or do I need to ask my employer?**

You are not required to use the Training plan template found in Brightspace if your employer uses their version of a training plan. However, it is the student's responsibility to speak with their supervisor to discuss a training plan and to use the template provided should your employer not provide a training plan at their organization.

**7. My internship site does not complete student evaluations, how will I obtain a passing grade for this assignment?**

If you work for an organization that DOES NOT complete external performance evaluations, you must inform the Course Coordinator at least one week in advance of the deadline by emailing Patty Wiesbach-Leach at [engrinternshipcourses@usc.edu](mailto:engrinternshipcourses@usc.edu). You will then put Patty Wiesbach-Leach as your supervisor in the Skill Survey System so you can complete the self-assessment portion of this assignment. After you complete the self-assessment, please take a screenshot of this in Skill Survey and upload into Brightspace.

**8. I think I completed all my assignments, can I ask the course administrator to review all of my submissions to check I did everything correctly?**

It is the sole responsibility of the student to review the course syllabus, and Brightspace to make sure all assignments are completed. The Course Administrator cannot review each submission you complete and respond to your email inquiries to check your work. Please do not email the Course Administrator each time you submit your work to check on the status. Due to the high volume of students enrolled in Internship Courses, it is not feasible to respond to email inquiries to check student assignment submissions.

### **Still have questions?**

If you do not find the answer you are seeking please visit [D-Clearance/Internship Course Drop-in](#) before emailing the Course Coordinator your questions.

## **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. Do not use any form of NLP (Natural Language Processor) such as Chat GPT. More information on the university’s policies regarding plagiarism are found at <https://academicintegrity.usc.edu/>

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.



### **Additional Support Systems:**

*Counseling and Mental Health* - (213) 740-9355 – 24/7 on call,  
[studenthealth.usc.edu/counseling](http://studenthealth.usc.edu/counseling)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline* - 1 (800) 273-8255 – 24/7 on call,  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention Services (RSVP)* - (213) 740-9355(WELL), press “0” after hours – 24/7 on call, [studenthealth.usc.edu/sexual-assault](http://studenthealth.usc.edu/sexual-assault)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*USC Emergency* - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call, [dps.usc.edu](http://dps.usc.edu),  
[emergency.usc.edu](http://emergency.usc.edu)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*USC Department of Public Safety* - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call,  
[dps.usc.edu](http://dps.usc.edu)

*Occupational Therapy Faculty Practice* - (323) 442-3340 or [otfp@med.usc.edu](mailto:otfp@med.usc.edu),  
[chan.usc.edu/otfp](http://chan.usc.edu/otfp)

Confidential lifestyle redesign services for USC students to support health-promoting habits and routines that enhance quality of life and academic performance.