



ENGR 596: Internship in Engineering Syllabus

Units: 1

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

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

COURSE DESCRIPTION

This course was designed for students to partake in part-time or full-time, practical work experience in the student's field of study. The internship must be located at an off-campus facility. Students are individually supervised by faculty. The maximum number of units of ENGR 596 that may be applied toward the degree is determined by the individual department.

During the semester, the student will remain in contact with the professor who has agreed to supervise him/her/them and will report regularly as agreed upon between the student and the professor. By the end of the semester, the student will produce a final report of his/her/their 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.

The internship supervisor must agree to provide a grade report on the student's internship as part of the requirements for this course.

PROGRAM QUALIFICATIONS:

- 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 work experience **must** be directly related to the student's respective major. (Experiences related to minors are not accepted.)
- Students must complete all CPT and course-related paperwork with the supervising professor by the drop/add deadline of the semester.
- Students must be employed at a company in an off-campus location.
- The student will submit bi-weekly check-in reports to their supervising faculty based on his/her/their internship progression. Bi-weekly reports may include work activity, problems investigated, significant results, and any follow-up projects they may engage in. While there is no required format, check-ins should allow the student to fully reflect on their internship

experiences. Faculty supervisor check-ins may be in person, by email, by phone, or by other agreed-upon method in the summer session. **All meetings with your faculty MUST BE IN PERSON** if you are an international student and have any of the following situations:

- Enrolling for this course in Fall or Spring semester,
- If this course is your only class
- This course is taken in the last semester of your degree

Please ensure you have [reviewed the in-person learn requirement memo sent out by Viterbi](#). It is required that you host faculty check-in meetings in person so you can meet this requirement.

Required texts: None.

COURSE ASSIGNMENTS:

1. Syllabus Quiz

Students must complete a syllabus quiz and pass with a score 80% or higher to obtain credit for this assignment. This quiz was designed to ensure all students read the entirety of their syllabus and takes ownership of completing all the assignment within the due dates of this course. The quiz will be located in Brightspace and students will need to login 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 80% or higher, so please make sure you review the entire syllabus before taking the quiz. This is not an optional assignment and must be completed in order to receive credit for this class.

2. Bi-Weekly Faculty Meeting Report:

Students are required to meet with their faculty advisor at least 7 times in the fall and spring semesters or at least 6 times in the summer session. This assignment requires students to provide a final document at the end of the semester that details all of the following:

- Indicate the date, time and location of all of the your meetings
- Provide the length of the meeting and a brief summary of what you discussed in 2-3 sentences
- There isn't anything you must discuss, but this assignment is particularly important to document in-person learning requirements for Fall/Spring students if their internship is not in the Los Angeles area
- This assignment is not optional and a final report must be submitted in Brightspace by the due date in order to receive credit for this class.

3. Final Paper/Report:

The format and requirements of the final paper/report will be determined by the faculty member. **The recommended minimum length of the report is 6 pages single-spaced or 12 pages double-spaced, exclusive of charts, figures, or tables.**

- The student must review the ENGR 596 Syllabus with the professor so both parties are aware of all course requirements.
- Students are encouraged to share the [report sample](#) with the faculty to ensure they create reports that meet their faculty's expectations.
- At the end of the semester, **you will email 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.
- Faculty Supervisors may use their own rubric or the following sample [rubric](#).

4. Skill Survey (Performance Evaluation):

Viterbi Career Connections utilizes SkillSurvey for the online evaluation process for ENGR 596. 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. You do not upload your contact information in Brightspace, you must enter this information from the link you get from SkillSurvey directly. This link can only be provided by Skill Survey and it is unique to you. The course coordinator can not send you this link, please do not email them to ask for the link. 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 and complete the self-assessment, take a screenshot of the completed process and upload it into Brightspace. **Steps to complete this assignment:**

- SkillSurvey Career Readiness report information will be directly emailed to you and submitted through the SkillSurvey platform.
- Students must complete the upload of the supervisor’s contact information in SkillSurvey by the due date assigned.
- Students must complete the SkillSurvey Career Readiness Self-Reflection Report 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.

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 July 1, 2024. If you can not find the email after reviewing your spam box please email Jacquelyn Gourley, Jacquelyn.Gourley@icims.com Please make sure you provide your USC email address, your course number, and semester (ENGR 596, Fall 2024)

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. 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.

GRADING POLICY

All components listed are required with a passing score in order 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
- Bi-Weekly Faculty Meeting Report:- recommended creating initial document after completing the first week of internship **and submit final report by December 2, 2024**
- 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 July 29, 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**
- 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**
- Bi-Weekly Faculty Meeting Report – **Upload by end of 3-4 weeks of internship but no later than Dec 2**

- 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

	Topics/Daily Activities	Deliverable/ Due Dates
Week 1 - 9 Aug 26- Oct 27	Internship work	Meet with your faculty on a bi-weekly basis
Week 10 October 28	Internship work	<input type="checkbox"/> Syllabus Quiz Due October 30, 2024 or after first week of internship whichever is first
Week 11 November 4	Internship work	
Week 12 November 11	Internship work	
Week 13 November 18	Internship work	<input type="checkbox"/> SkillSurvey Supervisor Contact Information Upload Due 11/18/24
Week 14 November 25		
Week 15 December 2	Internship work	<input type="checkbox"/> Submission of Technical Report 12/2/24 <input type="checkbox"/> SkillSurvey Supervisor Assessment Due 12/2/24* <input type="checkbox"/> SkillSurvey Self-Assessment Due 12/2/24

Dec 9-Jan 10	Internship work	
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IMPORTANT NON-DISCLOSURE AGREEMENT INFORMATION:

If you are collaborating on research with a faculty member, it is your responsibility to inform him/her/them of your NDA.

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.

Frequently Asked Questions (& Answers)

- 1. 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 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

- 2. 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

- 3. 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.

- 4. 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 is 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

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

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

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, 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

Occupational Therapy Faculty Practice - (323) 442-3340 or otfp@med.usc.edu, 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.