ENGR 598: Professional Internship Experiences

Units: 0
Spring 2025
Location: Office
Course URL: https://brightspace.usc.edu/d2l/home

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

Prerequisite(s): ENGR 597.

This course may not be taken until the student has completed at least two semesters of enrollment in the graduate program. Students must be in good academic standing (cumulative and degree GPA of at least 3.00 in the Spring and Fall & 2.75 in the Summer). The student must have a verifiable internship offer letter from a company.

Repeatable: Yes
Required Readings and Supplementary Materials: None

COURSE OBJECTIVES

Students must gain part-time or full-time practical work experience in his/her/their field of study. By the end of the semester:

- Students will produce three (3) internship reflections of his/her/their work activity, problems investigated, significant results, and any follow-up projects they may engage in.
- Students must complete the SkillSurvey Career Readiness Self-Assessment.
- Students' internship supervisors should also complete the SkillSurvey Career Readiness report, acknowledging students' work and communication skills.

INTERNSHIP COMPONENT 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 must provide three (3) internship reflections before the conclusion of their internship. The student and internship site supervisor must also complete a SkillSurvey Career Readiness Assessment as part of this course's internship component requirements.

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 **March 21, 2025** whichever comes first. Students will receive unlimited attempts 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. **Reflections**

During the semester, the student will submit three internship reflections based on his/her/their internship progression. Internship reflections may include work activity, problems investigated, significant results, and any follow-up projects they may engage in. These reflections must meet all of the following criteria.
- Internship reflections must thoroughly answer each question in paragraph format with a minimum of 2-3 sentences for each question.
- All reflection submissions must generate a Turnitin Similarity. The course coordinator will review the Turnitin grade and students will be expected to write new statements or reflections if your answers show a significant amount of your response is highlighted (words highlighted in red means it is copied from previous submissions). Samples of internship reflection questions are available for review at the end of this syllabus.

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.

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 that 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. After you 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 it into Brightspace. Make sure the date you completed the self-assessment is available, this is the only way our office will know that you completed the skill survey assignment for this current semester
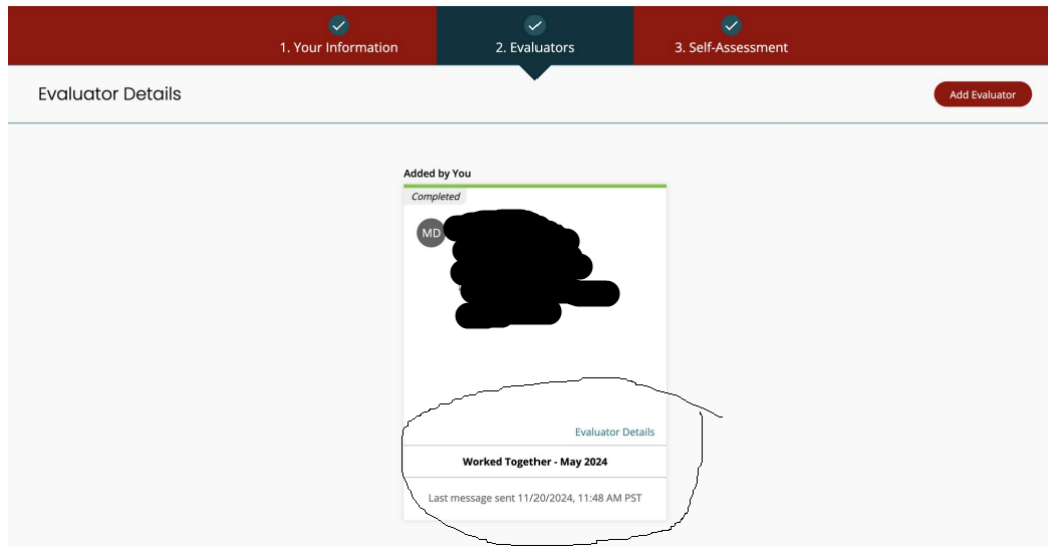
- At the end of the semester, the completed SkillSurvey Career Readiness report information will be directly emailed to you through the SkillSurvey platform.

This is not an optional assignment and must be completed to receive credit for this class. **If you have completed a skill survey from the same employer previously you will still need to complete this assignment again for this semester.**

*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 will be sent on March 28, 2025. If you can not find the email after the date mentioned and 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 395, Spring 2025)

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. Then complete the self-assessment portion of this assignment based on the information provided to you in the email sent to you by engrinternshipcourses@usc.edu

INTERNSHIP COMPONENT ASSIGNMENT SUBMISSIONS:

All assignments must only be submitted through Brightspace. **NO ASSIGNMENTS CAN BE SUBMITTED BY EMAIL**. In addition, all reflection submissions on Brightspace must be in Word or pdf format with a Turnitin score, assignments without a Turnitin score cannot be graded. Please do not send your assignments by email to the course coordinator as it will not be accepted. 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.

Some students enrolled in this course may sign a Non-Disclosure Agreement (NDA) with their employer, common in engineering organizations. **If the employer must review any assignments before submission, it is the student's responsibility to plan accordingly to avoid late submissions.**

If a different standard or format is used other than an internship reflection, it must meet the same intellectual standard described in this syllabus. This is typically only applicable in the case of an unexpected cancellation or shortened internship. In this case, the internship component course manager will document the definition of an alternative deliverable of intellectual merit equivalent to an internship reflection.

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.

An NDA should not impact your ability to complete class assignments. Students who have NDAs produce reports with general details on the work completed as part of their internship, not disclosing any project specifics or 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 students' internship reflections to demonstrate meaningful experience and work has been completed.

INTERNSHIP COMPONENT PREREQUISITE(S):

This course 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.

INTERNSHIP COMPONENT NOTES:
The internship component of 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) and denial of participation in future internship courses.

INTERNSHIP COMPONENT TECHNOLOGICAL PROFICIENCY AND HARDWARE/SOFTWARE REQUIRED: You must have access to the internet to submit required internship reflections and SkillSurvey Career Readiness surveys.

REQUIREMENTS FOR THE INTERNSHIP COMPONENT:
- Students must complete the ICR application process by the deadline provided by VCC (International students only.)

- Students must be employed at a company for a minimum of 8 weeks.
- Students must submit three (3) internship reflections on Brightspace.
- Students must complete the SkillSurvey Career Readiness Self-Reflection Report by the due date assigned.
- Students must complete the upload of the supervisor's contact information in SkillSurvey by the due date assigned. Students will receive an email with the SkillSurvey link 2 weeks before it is due.
  - In the event the student works for an organization that DOES NOT complete external performance evaluations, the student must inform the internship component course manager at least one week in advance of the deadline by emailing engrinternshipcourses@usc.edu

INTERNSHIP COMPONENT GRADING BREAKDOWN:
- Syllabus Quiz - **20%**
- Internship reflection #1 uploaded to course management system - **20%**
- Internship reflection #2 uploaded to course management system - **20%**
- Internship reflection #3 uploaded to course management system - **20%**
- SkillSurvey Career Readiness Report **- 20%**

INTERNSHIP COMPONENT GRADING SCALE:
All internship reflections are required with passing scores for the Internship Component. This course is graded credit/no credit. The 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).

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/.

INTERNSHIP COMPONENT ASSIGNMENT RUBRICS:
Reflection is an integral part of the learning process. Students will submit three (3) internship reflections throughout their internship. These reflections will ask students to review their internship location responsibilities and think critically about their professional growth. Each reflection will ask for updates and outcomes of the work and prepare them to discuss with their site supervisor or future interviews. While there is no required word count, internship reflections must
- thoroughly answer each question in paragraph format and have a Turnitin Similarity score over 20%.
- Do not use any form of NLP (Natural Language Processor) such as Chat GPT. Even simple forms of AI assistance may constitute as plagiarism.
- work submitted must be your individual effort and should not come from external sources as these are reflections. Failure to do so is considered plagiarism and constitutes an academic integrity violation.

INTERNSHIP COMPONENT ASSIGNMENT SUBMISSION:
Internship reflections will be uploaded to the course management system, Brightspace. SkillSurvey Career Readiness report information will be directly emailed to you and submitted through the SkillSurvey platform.

INTERNSHIP COMPONENT GRADING TIMELINE:
- Syllabus Quiz - Due at the end of the first two weeks of your internship or by April 25
- Internship reflection #1 uploaded to course management system – **Due after completion of the first week of your internship or by March 28, whichever comes first**
- Internship reflection #2 uploaded to course management system – **Due after completion of half of your internship or by April 11, whichever comes first**
- SkillSurvey Supervisor Contact Information – **Upload Due April 11, Link given March 28**
- Internship reflection #3 uploaded to course management system – **Due after completion of the internship or by April 25, whichever comes first**
- SkillSurvey Career Readiness Report – **Due April 25**

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 April 25**
- Training Plan – **By end of 1-2 weeks of internship but no later than April 25**
- SkillSurvey Supervisor Contact Information – **Upload by 1-2 weeks after starting the internship, but no later than March 28, 2025 to give your supervisor time to complete**
- SkillSurvey Career Readiness Self-Assessment – **Due April 25**
- SkillSurvey Career Readiness Employer Assessment – **Due April 25**

Extension requests for dates after April 25 will not be granted unless you have a personal/family medical reason that you must provide documentation. If students have a legitimate emergency they must make the request prior to April 25, 2025 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 submissions will not be approved. It is the student's responsibility to ask their employer during the first week of their internship if their employer requires them to submit their assignment in advance for review prior to course submission deadlines. The student should have all assignments completed in advance for their employer to review, calculating additional time before the due date of the assignment. Some employers will ask students to provide them 10-15 business days to review before allowing the student to submit their assignment. Please prepare in advance as extensions will not be granted for this reason.

Course Schedule: A Weekly Breakdown

	Activities	Deliverable/ Due Dates

Week 1 - 9 Jan 13- Mar 10	Internship work	
Week 10 March 17	Internship work	❏ **Syllabus Quiz Due March 21, 2025 or after first week of internship whichever is first**
Week 11 March 24	Internship work	❏ **Internship Reflection #1 Due 3/28/25**
Week 12 March 31	Internship work	
Week 13 April 7	Internship work	❏ **Internship Reflection #2 Due 4/11/2025** ❏ **SkillSurvey Supervisor Contact Information Upload Due 4/11/2025**
Week 14 April 14	Internship work	
Week 15 April 21	Internship work	❏ **Internship Reflection #3 4/25/2025** ❏ **SkillSurvey Supervisor Assessment Due 4/25/2025** ❏ **SkillSurvey Self- Assessment Due 4/25/2025**
April 28-May 16	Internship work	

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

All assignments will be submitted in BrightSpace at https://brightspace.usc.edu/d2l/home .
Assignments can not be submitted by email to the course coordinator.

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

The course coordinator 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 will be sent on March 28, 2025. 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

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 Brightspace. What should I do?**

Please contact your faculty directly as they are the one person who has access to your final report to grade. If and when your faculty grades your report you will see the results in Brightspace.

6. **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 engrinternshipcourses@usc.edu. You will then put Joey Leon as your supervisor in the Skill Survey System so you can complete the self-assessment portion of this assignment. When you email engrinternshipcourses@usc.edu they will provide you additional information to complete

this process. After you complete the self-assessment, please take a screenshot of this in Skill Survey and upload into Brightspace.

7. **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

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) 442-334*0 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.

SAMPLE INTERNSHIP REFLECTION:

Internship Reflection 1: Student Internship Profile

Student Name:
Student ID number:
Company:
Department/Team:
Team Leader/Supervisor Name:
Team Leader/Supervisor Email Address:
Project name:
- Describe the company at which you are interning:
- Summarize your responsibilities:
- Describe your team and/or role to which you have been assigned
- Describe the project(s) you'll be undertaking:

Internship Reflection 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:

Internship Reflection 3: Final Student Assessment
Name:
Student ID number:
Company:
Department/Team:
Project name:
- How did you like working for this company? Briefly discuss your experience – both positive and negative - working for your company.
- Did you complete your project goals? Give a final summary of the work you accomplished.
- 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 communicate better).
- 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.
- In what ways do you feel you could have been better prepared? Describe areas where you did not feel strong (e.g., a particular technology or communication). And, if you can, tie this to what could have prepared you better for it (e.g., a specific course or program at school, studied harder, etc.)
- Other comments? Include any additional comments you would like to make about your

internship.