Contract for CSS 397
Computing Internship

UNIVERSITY of WASHINGTON | BOTHELL
SCHOOL OF STEM
Computing & Software Systems

STUDENT INFORMATION	
Full Name *(Last, First)*	**Student ID**

STOP: Check that you have successfully completed (with a min 2.0/4.0) each of the pre-requisite courses for this Internship:

□ CSS 301
□ CSS 342 or □ CSS 340
□ CSS 360

CREDIT DISTRIBUTION
(Credits from all quarters must equal 1-5)

First Quarter			Second Quarter*			Third Quarter*		
Quarter	Year	Credits	Quarter	Year	Credits	Quarter	Year	Credits

Grade □ CR/NC

Faculty Advisor:

***If the Internship is more than one quarter, an 'N' grade (meaning in progress) will be assigned until the final quarter. When the final quarter grade is assigned, the 'N' grade(s) change to that grade on the transcript.**

INTERNSHIP INFORMATION
Please answer the following questions regarding your proposed Internship.

Project Title:	

Internship Sponsoring Organization(s):

Did you sign a non-disclosure statement or agreement with the Sponsoring Organization? □ Yes □ No

Brief Description (75-125 words)

Download the contract online from the CSS website and answer every question in detail. Please describe clearly and with grammatically correct, complete sentences. Please type responses, handwritten contracts will not be accepted.

☐ If you are currently unable to provide this level of detail, check this box. You will be required to submit an updated proposal by week 3 of the quarter. Approval contingent upon updated proposal.

1. Describe the Internship.
   a. Include any relevant background information.
   b. Clearly describe the benefits of the proposed project (e.g. 'What is this project going to accomplish?').

2. Provide a clear, detailed description of the academic merit of the proposed project. Academic merit is defined as ways in which you will further develop your core and advanced technical competencies. Please list the competencies you will focus on and provide a brief description of how each one will be further developed by your involvement in this project. A few examples of competencies that may be relevant to your Internship experience include: *project management, analysis and problem-solving skills, data compression techniques, distributed computing,* and many more. For a longer list of CSS competencies, please visit https://www.uwb.edu/stem/undergraduate/majors/bscsse/capstone#competencies. Your list of competencies will comprise the learning objectives for this course, and you will be evaluated on the degree to which you meet them.

3. Identify what specific software development tools you will use to complete this project and describe why they are appropriate. For Applied Computing students, identify 'How does this project intersect with your second discipline?'

4. List all computer equipment, office/lab space, human resources and/or financial support that are required to complete this Internship.

5. Provide a list of potential barriers and/or problems that may slow down or potentially prevent the successful completion of this Internship.

6. Provide a detailed project plan including proposed deliverables and due dates.

7. Describe how you will demonstrate your progress toward meeting the learning objectives described in item 2, above. At a minimum, you are expected to provide: 1) regular status reports to your Faculty Advisor, 2) an end-of-quarter student-written reflective evaluation, and 3) a (short) community sponsor-written evaluation of your work (optional).

Please note that the evaluation of your Internship will be based upon criteria negotiated between you and your Faculty Advisor, which typically include (but which are not limited to):

- Evidence that you have made progress toward developing the competencies outlined in item 2, above
- Your timely submission and adequate completion of reports and any other deliverables to your Faculty Advisor

Student, Faculty Advisor & Internship Sponsor
Statement of Agreement

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1. By initialing each box, the **Student** agrees to:

   [ ] Perform to the best of his or her ability and to the satisfaction of the Internship sponsor(s) those assigned tasks related to the cooperative component of this contract and adhere to all personnel rules.

   [ ] Perform to the best of his or her ability learning activities negotiated with the faculty advisor as stated in the contract, including communicating with the faculty advisor according to the scheduled course meetings and other scheduled events as indicated in the contract.

   [ ] Talk with the Internship sponsor, faculty advisor, and other program representatives with regard to any changes, revisions, or concerns regarding the Internship project.

   [ ] Complete all deliverables as described in the contract and provide bi-weekly status reports to your faculty advisor and end of project reflective evaluation report.

   [ ] Turn in a final assessment of your Internship experience including any “lessons learned” and advice for future students.

2. By initialing each box, the **Faculty Advisor** agrees to:

   [ ] Provide instructional support and guidance by communicating regularly with students about their experiences based on bi-weekly status reports.

   [ ] Help the student become more exacting in the language of their reports, to help them learn to communicate with clarity.

   [ ] At the end of each quarter, assess the student’s completion of the evaluation criteria identified in the Internship Contract. (Note: these criteria are reviewed during the program approval process of the Internship contract)

   [ ] Evaluate their final evaluation report (when available) and discuss this report along with the Internship Sponsor written evaluation with the students. Assign the credit/no credit grade.

3. By initialing each box, the **Internship Sponsor** agrees to:

   [ ] Provide a good learning and training environment for the student, keeping routine work such as typing and filing to a minimum.

   [ ] Evaluate the proposal and make agreements, if applicable, with the student and faculty advisor pertaining to the following: a) any and all intellectual property rights; b) non-disclosure or confidentiality of specific sponsor methods, technologies and/or business strategies; c) time-limitations for non-compete agreements between all parties; and d) acknowledgement of any and all rights to ownership of pre-existing knowledge.

   [ ] Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student’s hours and performance.

   [ ] Complete a written reflective evaluation of the student’s performance if requested by the faculty advisor.

This contract may be terminated or amended by the student, faculty advisor, or Internship sponsor at any time upon two weeks written notice, which is received and agreed to by the other parties. Students are expected to notify their academic advisor if this contract is terminated or amended within 3 business days.

CSS 397 provides students with the opportunity to earn academic credit while working on a project that has potential benefits for industry or community organizations. Students learn by connecting classroom theory and community-based experience through the completion of an academic project. After completing the internship, Students cannot convert CSS 397 to CSS 497.

We, the undersigned, have read and approved the above proposal and understand the requirements of this proposal per the responsibilities identified in the preceding 'Statement of Agreement'.

Faculty Advisor	Signature	Email	Date
Student Name	Signature	Phone	Date

1st Internship Sponsor Name	**Title**
Company/Organization Name	Phone

Address	City	State	ZIP
Signature	Email		Date

2nd Internship Sponsor Name	**Title**
Company/Organization Name	Phone

Address	City	State	ZIP
Signature	Email		Date

CSS Department Chair CSS Authorization CSSChair@uw.edu	**Signature**	**Date**

Although the CSS Department has taken reasonable steps to ensure a positive learning environment with sponsors, it should be understood that this Internship agreement has potential risks. In signing this Internship Contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff and faculty.

In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance. In addition, I understand my responsibilities as described in the Statement of Agreement on the reverse.

Student Signature	Date	Email