

ENGR 596 SYLLABUS

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 maximum number of units of ENGR 596 that may be applied toward the degree is determined by the each department, but no more than 3 units of ENGR 596 are allowed for credit towards a single degree. Departments will also set limits for the combined number of ENGR 590 (Directed Research) and ENGR 596 (Engineering Internship) units that can be counted toward the degree.

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.

Requirements for enrollment:

To enroll, 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.

Required texts: None

Grading policy:

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

Bi-weekly status reports via email or in person to faculty supervisor At least 7 in Fall/Spring semester and 6 reports in the summer session	25 %
Final Report	75 %

Requirements for completion for of CPT:

- Student must complete all CPT-related paperwork with supervising professor by drop/add deadline of semester (steps outlined above). Student and professor must agree upon the format and content for the bi-weekly reports and the final paper/report.
- 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.

Final 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. Two samples provided by faculty members are given below.

Sample 1:

- Introduction to the project - avoid acronyms and company-specific jargon. Which company are you working for, what is the basic topic you are working on, and what does the company do?
- Description of your project - what specifically did you accomplish? What were the goals, what activities you undertook personally, and what did you accomplish?
- The importance of the work to the company - how does your work help the company conduct its business?
- What you learned about, especially material not taught in a USC course. Try to use general terms and describe what you personally did. For example, do not use sentences like "We used Monet to design the P* board." Instead, state "I used a register-transfer design package called MONET to design the data path for a circuit board called P*, that performs motion compensation for a compressed video signal."
- The report should be comprehensible to someone not familiar with the company you are working at.
- The report must be in your own words. Do not pad the report with materials from the company unless they are directly relevant and attached to the end as an appendix.

Sample 2:

- A short introduction (about one-half page) that describes the company for which you worked and your overall duties.
- A short summary (about one-half page) as to what you enjoyed best about your work experience.
- A description of what the student learned, written in his or her own words. Do not provide copy and pasted text describing the tools/system that you worked upon.
- A significant section on what problems you encountered during your employment and how you solved them. Describe what engineering you had to do, and include technical problems or even problems you experienced with co-workers.
- Do not include a table of contents or a cover page. There must be at least 6 pages, single-spaced, of content.