SWE 275P– Internship (Summer Session I & II)

Point of Contact:

David Lennox, Professional Programs Career Counselor, dlennox@ics.uci.edu

Faculty Sponsor:

Dr. Crista Lopes, MSWE Faculty Director

Course Summary:

This course is designed as a companion learning course for MSWE students engaged in an internship experience over two summer sessions. The goal of the course is to help students enrich their career learning through facilitated analysis and reflection on their work experience and to apply what they are learning in the classroom in a real world setting. This course syllabus covers both Summer Sessions I & II of SWE 275P.

Course Format:

The format for this course, over Summer Sessions I & II, is self-directed over the course of your internship. You are responsible for completing each assignment on time. There are several key components and deliverables including:

- • Adding your Internship Experience on CODE
- • Internship Acknowledgement of Risk & Consent Form
- • Internship Learning Plan
- • Informational Interview
- • Midpoint & Final Technical Report
- • Midpoint & Final Internship Evaluations
- • Adding Internship Experience to Resume & LinkedIn

Important Links:

MSWE Internship Page: https://mswe.ics.uci.edu/career/internships/

CODE: https://ucirvine-icsprofessionalprograms.12twenty.com/Login

16 Personalities Quiz: https://www.16personalities.com/

Assignments:

DUE DATES	Completed by Students *All must be completed to receive Satisfactory grade*	Completed by Internship Supervisor
Fri, Jun 25	1. Enter Experiential Learning Experience in CODE 2. Risk & Consent Form	
Fri, Jul 9	3. Internship Learning Plan (ILP)	Memo of Understanding Form (MoU)
Wed, Jul 28	4. Informational Interview Reflection 5. Midpoint Internship Evaluation 6. Midpoint Technical Report	Midpoint Intern Evaluation
Fri, Aug 20	7. Update Resume & Upload to CODE	
Wed, Sep 8	8. Final Internship Evaluation 9. Final Technical Report	Final Intern Evaluation

Detailed Descriptions and Checklists:

IMPORTANT REMINDER: *ALL Student Assignments (in the blue column above) must be completed and submitted on time to receive a Satisfactory grade for these courses. This ensures grades are entered by UCI's grade submission deadlines.*

All assignments can be found on the MSWE webpage under Careers > Internships:
https://mswe.ics.uci.edu/career/internships/

We understand that some employers may already have internship programs in place. Hence, the forms and evaluations assigned to Internship Supervisors (in green column above) are optional. An Internship Supervisor's failure or delay to submit the above form and evaluations will not negatively affect the intern's grades for SWE275P. However, we do encourage students to remind their supervisors to complete the above form and evaluations.

Assignment 1: Enter Experiential Learning Experience in CODE   **Friday, June 25, 2021**

- ☐ Log in to CODE
- ☐ Select Experiential Learning on the left menu bar and click "+New Experience" in top right corner
- ☐ "Create New Experience Page"
  - o Enter your employer's information and select "MSWE Internship—Summer"
  - o Supervisor: Select "+New Contact" to add your supervisor's contact information
  - o When: Enter Start/End Dates; select "Summer 2021" and "1st Year"
- ☐ Click "Save"
- ☐ Review all information entered, and if all is correct, click "Submit for Approval" in top right corner

Assignment 2: Internship Acknowledgement of Risk & Consent Form   **Friday, June 25, 2021**

- ☐ Complete the Risk & Consent Form before the due date

Assignment 3: Internship Learning Plan (ILP)   **Friday, July 9, 2021**

Research shows that the way people make progress is by setting goals. Goals should be SMART, i.e. specific, measurable, achievable, relevant and timely for the duration of your internship. Follow instructions in the ILP to identify your career goals, 2-3 business/team goals, and 2 developmental goals.

The ILP is meant to be a "working" document, which means you should review your goals periodically throughout your internship to track progress and results.

- ☐ Download Internship Learning Plan (ILP) Word template on CODE in the Experiential Learning Module under Documents and Forms
- ☐ Identify your goals for your internship, and then partner with your supervisor to discuss these goals, resources, and timelines for your action items
- ☐ Complete the ILP - All columns must be filled out *except* "Results" column
- ☐ Review your ILP with your supervisor
- ☐ Save your ILP in PDF format and upload it to CODE > Experiential Learning > "Documents & Forms"

Assignment 4: Informational Interview Reflection   **Wed, July 28, 2021**

Learn about your host organization through an informational interview with an employee in your department or another division. This will help you network internally, and potentially lead to an additional advocate to support your conversion to becoming a full-time hire. You will enter your reflection in the Midpoint Internship Evaluation.

☐ Review "ICS CODE-Informational Interview" and "UCI DCP – Informational Interviews" documents in the Networking Tips & Strategies Folder in the Resource Library in CODE

☐ Be prepared to answer the following questions in the Midpoint Student Evaluation
- Who did I conduct an Informational Interview with? (Name/Title)
- What did I learn from speaking with this employee?
- How does what I learned influence my personal opinions and possible future career path?

Assignment 5: Midpoint Internship Evaluation   **Wed, July 28, 2021**

The Midpoint Internship Evaluation will provide you the opportunity to reflect on your internship activities so far, and complete a candid and honest self-assessment of your performance, degree of learning, and career readiness skills.

Your supervisor will also complete a midpoint evaluation to assess you on the same criteria. The goal is for you and your supervisor to review the midpoint evaluations *together* so both parties can celebrate wins, action plan on areas of improvement, and calibrate expectations for the remainder of your time at the internship.

☐ Complete the Midpoint Internship Evaluation before the due date

☐ Have an open and honest discussion about your Midpoint Evaluation with your supervisor

Assignment 6: Midpoint Technical Report   **Wed, July 28, 2021**

Please write a 1 or 2 page summary of what you have done so far, from a technical point of view. This summary should include, at least, the following points:

☐ What is your project about? How many people are involved?

☐ What is your role in it? What parts of the project are you responsible for?

☐ What does it entail in terms of programming languages/environments/frameworks?

☐ If you have applied knowledge acquired in MSWE classes, please describe it.

☐ If you have learned new things, please list them.

☐ If you have faced technical challenges, please describe them.

☐ Please email Midpoint Technical Report to Professor Lopes at lopes@uci.edu by the due date

Assignment 7: Update Resume & LinkedIn with Internship Experience   **Fri, Aug 20, 2021**

☐ Reflect on your projects and tasks completed during your internship and put these achievements in the "Results" column on your ILP

☐ Based on the above, create your resume "bullets," which should be results-oriented, and include quantifiable results where applicable (e.g. %, $, etc.)

☐ Verify and confirm your "bullets" with your manager to check for accuracy of your results and confidentiality issues. For example, ask: Do you feel these bullets are an accurate reflection of what I achieved during this internship? Is there anything I missed?

☐ Update your resume and LinkedIn profile with your internship experience and these new bullet points

☐ Upload your updated resume on CODE > Profile > Application Materials

Assignment 8: Final Internship Evaluation   **Wed, Sep 8, 2021**

The Final Internship Evaluation will provide you the opportunity to reflect on your entire internship experience, and complete a candid and honest self-assessment of your performance, degree of learning, and career readiness skills.

Your supervisor will also complete a final evaluation to assess you on the same criteria. Both of you will be asked to share your evaluation with each other.

The goal is for you and your supervisor to review your achievements and your contributions to the organization during your internship. If a full-time conversion/internship extension discussion has not taken place by this time, this evaluation, along with you ILP, will be the tools to help you have this discussion.

- ☐ Compete the [Final Internship Evaluation](#) before the due date
- ☐ Have an open and honest discussion about your achievements with your supervisor, and ask about full-time positions if applicable

Assignment 9: Final Technical Report   **Wed, Sep 8, 2021**

Please write a 1 or 2 page summary of what you have done so far, from a technical point of view. It is okay if there is overlap between your first report and this one. But please focus on the things you did on this second half of your internship, and on the overall lessons learned. This summary should include, at least, the following points:

- ☐ What is your project about? How many people are involved?
- ☐ What is your role in it? What parts of the project are you responsible for?
- ☐ What does it entail in terms of programming languages/environments/frameworks?
- ☐ If you have applied knowledge acquired in MSWE classes, please describe it.
- ☐ If you have learned new things, please list them.
- ☐ If you have faced technical challenges, please describe them.
- ☐ Please email Final Technical Report to Professor Lopes at lopes@uci.edu by the due date