

Practical Work in Computer Engineering

CEN 4940

Course Description

Practical internship/co-op work under industrial supervision. (0-3, repeatable) (S-U)

Grading Scheme

S-U

Course Pre-Requisites / Co-Requisites

None

Course Objectives

Upon successful completion, students will be able to...

- **Content:** utilize appropriate discipline terminology, concepts, ethical practices, theories, & methodologies
- **Communication:** communicate knowledge, ideas, and reasoning clearly & effectively in appropriate forms
- **Critical Thinking:** analyze information carefully & logically from many perspectives to develop solutions

Materials and Supply Fees

None

Relation to Program Outcomes (ABET):

Contributions to the professional component of ABET will vary depending on the type of internship/co-op.

Outcome	Coverage
1. An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics	
2. An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors	
3. An ability to communicate effectively with a range of audiences	
4. An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	
5. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	
6. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	
7. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies	

Coverage is given as high, medium, or low. Empty box indicates this outcome is not covered or assessed in course.

Required Textbooks and Software

None

Recommended Materials

None

Attendance Policy, Class Expectations, and Make-Up Policy

This is a variable credit course. If a student requests to complete the internship for 0 credits, then the student is expected to fulfill all requirements as if they are registered for 1 credit. The number of credits assigned for this course is determined of the number of hours the student works per week during the internship/co-op and total number of hours completed over the course of the term. Experiences must be at least four (4) weeks in length, and no more than 40 hours per week may be counted toward the experience. Each credit requires at least 160 hours of work. Below is a **non-exhaustive** list of example internships and the credits that could apply:

- 4 Week Internship:
 - 1 credit = 40 hours per week (160 hours of work total)
- 8 Week Internship:
 - 1 credit = 20 hours per week (160 hours of work total)
 - 2 credits = 40 hours per week (320 hours of work total)
- 14 Week Internship:
 - 1 credit = 12 hours per week (168 hours of work total)
 - 2 credits = 23 hours per week (322 hours of work total)
 - 3 credits = 35 hours per week (490 hours of work total)

Participation is a crucial part of an Internship/Co-op experience. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

Supervisor Expectations

The Supervisor is expected to meet with the student at least once a week, though more frequent interaction is strongly encouraged.

Evaluation of Grades

Completion of the CEN4940 course requires submission of the Practical Work Post-Mortem Report written by the student and a formal Evaluation Letter written by the student's supervisor(s) is due to CpE Academic Advising office one week prior to the end of the final examination period for the semester.

The Final Report should describe the student's experience in detail. Th report should be formatted in either the IEEE or ACM double-column article format and submitted as a PDF file. It should be 2-3 pages and 1500-2500 words, excluding any acknowledgements and/or references. It should include, at a minimum:

- A personal reflection from the student about the experience, anchored in the student's career and goals
- A clear description of the project work completed by the student, with quarterly milestones (4 in total)
- Key challenges, difficulties, and successes experienced by the student
- How the practical work contributed to student learning / education and professional development

The Evaluation Letter describes the supervisor(s)'s experience(s) with the student. It must include:

- Dates worked
- Role student played and the nature of the work
- Evaluative comments about job performance and student contribution to the organization
- An overall evaluation of **Satisfactory** or **Unsatisfactory**.

The grade evaluation will be assigned based on three criteria, with a grade of zero (0) or one (1):

- Does the report document the criteria as described and follow guidelines / requirements?
- Is the work completed nontrivial and commensurate with the number of credits registered?
- Did the student complete work satisfactorily as part of the practical work?

Students must receive a marking of one (1) on all criteria in order to earn a grade of **Satisfactory**.

Grading Policy

Percent	Grade
---------	-------

70.0 - 100	S
0.0 - 69.9	U-

More information on UF grading policy may be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code (<https://sccr.dso.ufl.edu/process/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Jennifer Nappo, Director of Human Resources, 352-392-0904, jpennacc@ufl.edu
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa.html>

Campus Resources:

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling; <https://career.ufl.edu>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>; <https://care.dso.ufl.edu>.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.

Health and Wellness

U Matter, We Care:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: <https://counseling.ufl.edu>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance**, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

COVID-19

- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus.
- If you are withheld from campus by the Department of Health through Screen, Test & Protect, you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
- Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.