

Practical Work in Computer Engineering

CEN 4940

Course Description

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

Course Objectives

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

- **Content:** use proper discipline terminology, concepts, ethical practices, theories, & methodologies
- **Communication:** communicate knowledge, ideas, & reasoning clearly, effectively, & appropriately
- **Critical Thinking:** develop solutions by logically analyzing information from many perspectives

Class Expectations

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:
 - o 1 credit = 40 hours per week (160 hours of work total)
- 8 Week Internship:
 - o 1 credit = 20 hours per week (160 hours of work total)
 - o 2 credits = 40 hours per week (320 hours of work total)
- 14 Week Internship:
 - o 1 credit = 12 hours per week (168 hours of work total)
 - o 2 credits = 23 hours per week (322 hours of work total)
 - o 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 catalog policy (<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 weekly, but more frequent interaction is strongly encouraged.

Nature of Work

Work completed by the student for credit in this course must align with the CpE program's outcomes; namely, students must develop ***mastery of hardware and software***. While Computer Engineers work in a variety of fields, they are distinguished by their richer basis of knowledge of all aspects of computing in practice. While work for credit does not necessarily require development of hardware and software, but all such work for credit must demonstrate understanding of nuances of their function in tandem. Work in information technology (IT) alone is insufficient to demonstrate mastery.

Evaluation of Grades

Completion of CEN4940 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 Post-Mortem Report should describe the student's experience in detail. The report should be formatted double-column IEEE or ACM article format, be **2-3 pages** and **1500-2500 words** excluding acknowledgements / references, and submitted as a PDF file. It should include, at a minimum:

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

The Evaluation Letter describes the supervisor(s)'s experience(s) with the student. It must be completed by the supervisor of the student. We must be able to authenticate the letter's writer and it must include:

- Work description, including nature of the work, dates worked, and role the student played
- 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 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 instructors & discuss 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/>.

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
- Director of Human Resources, 352-392-0904
- Associate Dean of Student Affairs, 352-392-2177
- Associate Dean of Academic Affairs, 352-392-0943

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. As such violations are also against University policies & rules, disciplinary action will be taken as appropriate. We, 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:

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 (9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

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

Career Resource Center, Reitz Union, 392-1601. Career assistance / ounseling; <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>.