

New York University Tandon School of Engineering
Department of Technology, Culture & Society

Undergrad/Graduate Internship Class: *Summer 2024 * (version 1: 6/8/2024)

Instructor: Beth Rosenberg

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Office hours: By appointment: Please email to set up a time.

Class Times: Dates for Summer 2024.

- Date 1 for both Undergrads & Grads: June 18--5.30 to 7.00 pm EST.
- Date 2 for both Undergrads & Grads: July 9--5.30 to 7.00 pm EST.
- Date 3 for **Undergrads ONLY**: July 30--5.30 to 7.00 pm EST.
- Date 4 for both Undergrads & Grads: August 13--5.30 to 7.30 pm EST.

**Attendance is Mandatory. We meet online via ZOOM.*

Class Information and Assignments are on NYU Brightspace.

Please turn in all work on NYU Brightspace (except for the Supervisor Evaluation which is to be emailed directly to me from your Supervisor).

Course Description: This course directs students to translate their semester internship positions into valuable hard and soft career development skills. An internship experience helps to leverage a student's first-hand experiences with urban, creative, and/or digital-tech focused organizations into robust professional opportunities post-graduation. This course allows students to apply the analytical skills, knowledge, and professional ethics derived from their coursework into their internship.

Schedule of Class Meeting Times: This class will meet selected times over the course of the semester which you are required to attend. If you would like to meet additionally on any matter around your internship, please email for an appointment.
 ++For Student Presentations in class (last day)—be prepared to stay a bit later.

Course Objectives:

Students will learn:

1. To enhance professional development by working in an organization in your field.
2. To apply theoretical and academic knowledge to real-world experiences.
3. To build job search skills, including written and interpersonal, that will prepare you to secure a professional opportunity post-graduation.
4. To learn to interface with colleagues in your field.
5. To learn about soft skills needed in today's workplace.

Course Structure: This class consists of an internship fulfilled by the student. The internship must consist of real projects for the student to work on throughout the

semester at the internship site. The internship must give the student one or more tangible projects to complete. (Interns should not just be xeroxing, scanning, filing, etc.)

For Undergraduates: The duration of the internship must be a minimum total of 120 hours.

For Graduate Students: The duration of the internship must be a minimum total of 240 hours.

<https://engineering.nyu.edu/academics/departments/computer-science-and-engineering/student-resources/internship-guidelines-and>

Accommodations: If you are a student with a disability requesting accommodations, please contact NYU's Moses Center for Students with Disabilities at 212-998-4980 or mosescsd@nyu.edu. You must be registered with CSD to receive accommodations. Information about the Center can be found at <https://www.nyu.edu/students/communities-and-groups/student-accessibility.html>.

Inclusion Statement: The NYU Tandon School values an inclusive and equitable environment for all our students. The goal for this class is to foster a sense of community in this class and consider it a place where individuals of all backgrounds, beliefs, ethnicities, national origins, gender identities, sexual orientations, religious and political affiliations, and abilities will be treated with respect. The diversity that students bring to this class will be viewed as a resource, strength and benefit.

Class Participation and Attendance: Active and informed participation during Internship meeting class times is required. *Attendance is required during the times the class meets and attendance will be taken at every class meeting.* Any student who misses even one of the meetings, must document their absence with their Academic Advisor and the university at: eng.studentadvocate@nyu.edu

Etiquette: When participating in class it is important to interact with your peers in an appropriate manner. Always use professional language. Please be respectful of your classmates even if you disagree with their ideas.

NYU School of Engineering Policies and Procedures on Academic Misconduct: All students shall adhere to the appropriate NYU and Tandon School of Engineering policies for Academic Misconduct, including but not limited to cheating. No exceptions will be made. See: <http://engineering.nyu.edu/life/student-affairs/code-of-conduct>.

+++Because writing is a form of thinking, you should **NOT** use ChatGPT or other AI tools as a shortcut to drafting, editing, or creating written work including ALL deliverables for this class. Doing so in this class is a violation of NYU's Academic Integrity policy.+++

Course Requirements:

All deliverables can be found under Assignments or Discussions on Brightspace. Please make sure you SPELLCHECK and number the pages in each assignment you hand in. Late submissions on all deliverables will count against your final grade.

1. Goals & Objectives Form in Assignments section on Brightspace.

Due: Wednesday, June 19 at 5 pm EST.

Make sure you name the document, i.e., *SusanSmithGoals2024.pdf*. Upload to Brightspace.

2. Discussion Posting: Readings/Podcasts Questions in the Discussion section on Brightspace.

Due: Wednesday, July 3 at 5 pm EST.

Read the article and listen to the podcast below.

Please prepare two questions for the reading and podcast, focusing on points where you seek clarification or wish to challenge the ideas presented based on your own insights. Write this in the Discussion section of Brightspace. Remember—this is not a written thought piece about your reactions to the readings/podcast—it is a total of FOUR questions---TWO questions for the article and TWO questions for the podcast. (In summary: This discussion posting will consist of a total of 4 QUESTIONS). Be prepared to discuss your thoughts and ideas in class.

Readings/Podcasts:

1. “Why Everyone Feels Like They’re Faking It,” *The New Yorker*, (2/2023)

(If you have a problem accessing this article—let me know at minimum 5 days before this assignment is due.)

https://www.newyorker.com/magazine/2023/02/13/the-dubious-rise-of-impostor-syndrome?utm_source=nl&utm_brand=tny&utm_mailing=TNY_Daily_021023&utm_campaign=aud-dev&utm_medium=email&utm_term=tny_daily_digest&bxid=5da21c7c283d8e6d783c3234&cndid=27572655&hasha=cd75c798504a68372986915bb874ec81&hashb=ba407185817f4e0919a801b08827b0398ffa4360&hashc=f789155928e7d54e6b1046a2d3c04e6bae340e75460e2c623dec9050a7759730&esrc=Keywee_Daily&mbid=CRMNYR012019

<https://www.newyorker.com/magazine/2023/02/13/the-dubious-rise-of-impostor-syndrome>

2. How I Built This Podcast: Dropbox with Drew Houston

<https://www.npr.org/2020/11/06/932199300/dropbox-drew-houston>

3. Interview a Co-Worker.

***GRADS DO NOT DO THIS ASSIGNMENT**

Due: Wednesday July 24 at 5 pm EST.

Choose a co-worker to interview and with their permission, make a no more than 5-minute video about them (the video must be visual and include sound). The video can be about their tips to working, strategies for success, a moment they felt proud at work, the work/life balance or anything else that you think would be valuable to hear as you build your career. You are not allowed to interview a fellow intern! This person must be someone senior to you at your organization—your boss, someone on your team who is a paid employee, someone on the team who is full-time, etc. Make sure you include their name and title. i.e. Jane Smith, Senior Creative Director, Salesforce Interviewed by Sam Jensen. Edit the interview, add music or gifs/memes or subtitles. Upload the file to Brightspace. Make sure the password is accessible for your video.

4. Supervisor Performance Evaluation of Intern Form in Assignments on Brightspace.

Due: Wednesday, July 31 at 5 pm EST.

Find this form on Brightspace, download it, and send it to your supervisor as soon as possible. The supervisor must send it back to me by the due date from **their** email address. It will not be accepted if it comes from your email. It is your responsibility to make sure the Supervisor Performance Evaluation is turned in.

IMPORTANT— **Please note— It is YOUR responsibility to urge and follow-up with your supervisor to complete and send the Supervisor Performance Evaluation of Intern Form on time and from their email. You can check if I've received it by emailing me.*

5. Student Self-Evaluation Form in Assignments on Brightspace.

Due: Wednesday, July 31 at 5 pm EST.

Do you think you did a good job in your internship? Why or why not? Be honest! Find the form on Brightspace, fill it out and upload it.

6. Final PPT and In-Class Presentations.

Due: Last Day of Class, 5.30 pm to 7.30 pm/8 pm EST.

Presentations will consist of a six to eight-minute slide presentation outlining your internship—what you did—what you learned—etc. Photos, gifs, memes are encouraged. Please upload your PPT under Assignments in Brightspace. Do NOT use AI to create your ppt!

***Late submissions on all deliverables will count against your final grade.

INTERNSHIP SAMPLE FINAL PPT TEMPLATE

(Please be creative in you PPT and use images, gifs, memes, bullet points—remember you are presenting about your internship and the PPT is your "background" or guide to your talk. **Do NOT read you PPT when you present it!!**)

1. Name, Internship Site, Major, Date. Where did you intern? Was it in-person or not? Where is the organization located? Where did you work from?
2. What were your responsibilities? What did you do? What assignments did you complete and feel proud of?
3. What was a typical day like?
4. What did you learn at the internship—can be soft and hard skills.
5. Was there anything in the Internship Class (readings, discussions, etc.) that you experienced/saw/found at your Internship site?
6. How did your internship relate to anything you have learned during your time at NYU—Dept of Technology, Culture & Society?
7. What is something surprising that you learned?
8. Do you have recommendations for future students who want an internship?
9. What is your plan for a future job now that you have had this internship? Have your ideas or interests changed or become more focused?