

# Academic Internship Experience for Software Dev/AI Bachelor of Applied Science

The academic internship two-course sequence, EXPRL 490 and EXPRL 491 (EXPRL = Experiential Learning), are intended to guide upper division Software Dev/AI BAS students through an internship work experience related to their career goals. Students have the option of taking the two-course internship class sequence instead of the capstone class sequence DEV 490/1. EXPRL 490 and EXPRL 491 count towards the fulfillment of a student's degree plan.

## Course Purpose

The purpose of the two courses is to give students enrolled in the Software/AI BAS degree a structure to apply their classroom learning in a real-world environment and reflect upon their internship experience. Through internships, students develop lifelong learning skills that help them thrive in work and in life.

For these two courses, students will complete assignments that focus on their internship experience and help prepare them for future employment. Each intern is advised by two faculty members—one is a faculty member in their discipline and the other faculty member is the internship coordinator. The discipline faculty member grades students' biweekly journals which documents and demonstrates their technical competency. The internship coordinator manages workplace relations and grades all other asynchronous assignments. In addition, students meet with the internship coordinator either by phone, virtual or in person for the career coaching sessions.

## Eligibility and Criteria for Approval of an Internship

- Upper-division students admitted to the Software Dev/AI BAS **who have completed three full terms of advanced level coursework at the 300 level** (considered a 'senior' in the BAS program)
- The student has been offered an internship that is relevant to student's field of study. The scope of work must allow the student to demonstrate technical competency and apply what they have learned from courses taken in the BAS program to the real world
- Duration of the internship must be at least 500 hours, equivalent to 10 credits
- The internship can be paid or unpaid
- The intern must be supervised by an industry professional employed by the company
- **The internship must be approved by the program chair.** Upon approval, the Internship Coordinator will work with the student to register for the class and complete the necessary forms.

## EXPRL 490/1 Enrollment Options

**Option 1:** Students can take EXPRL 490 in Q1 (5 credits = 250 total internship hours, approximately 25 hours a week for a full quarter) and EXPRL 491 in Q2 (5 credits = 250 total internship hours, approximately 25 hours a week for a full quarter) for a total of 500 internship which equals 10 total credits.

**Option 2:** Students can take EXPRL 490 & 491 during one term (typically summer) as long as the total internship work hours add up to 500, equivalent to 10 credits.

Note: Students in the Software Development BAS register for EXPRL 490 & 491 in place of DEV 490/1.

## Application Process

- 1) The student secures an internship and provides the job description via email to the Program Chair and cc the Internship Coordinator so that they are aware of your internship.
- 2) The Program Chair will review the job description, assess if the scope of work meets the course outcomes and requirements, and determines if the internship qualifies for EXPRL 490/91 credit
- 3) After the Program Chair approves the internship, the Program Chair informs the student via email of approval (and cc's the Internship Coordinator)
- 4) Once approved, the student sets up a meeting with the Internship Coordinator to:
  - a. Review course enrollment, assignments, and expectations
  - b. Review required Internship Training Agreement which must be completed by student and internship site supervisor and returned to Internship Coordinator
  - c. For international students, the Curricular Practical Training (CPT) process will be explained
- 5) Upon receiving the completed Training Agreement from the student, the Internship Coordinator will secure the Program Chair's signature on the training agreement and then send an email to the student with enrollment information (permission code) and assignment due dates (all assignments are related to the internship). After the student has received this email, the student must enroll in the course(s) and may begin their internship work hours

## Learning Outcomes

After completing the EXPRL 490/1 class, students should be able to:

- Evaluate, integrate and apply skills, concepts and knowledge acquired in the previous classes to real workplace situations and problems
- Meaningfully synthesize connections between their internship work and their classroom studies in order to deepen their understanding of their program of study
- Demonstrate technical competence to industry professionals by completing projects and deliverables assigned by their worksite supervisor
- Identify and analyze strengths, and new skills and knowledge acquired from the internship experience, interactions with colleagues and supervisors, and lessons learned shared through reflective journal assignments
- Document internship accomplishments and activities and articulate the value of those activities and accomplishments
- Create a strengths-based resume in preparation for employment after graduation
- Select a career goal and articulate how their BC education has prepared them for that goal and how they plan to continue their learning after graduation

## Contact

- Dena Laney, Program Chair, Software Dev/AI, [dena.laney@bellevuecollege.edu](mailto:dena.laney@bellevuecollege.edu)
- Kristi Wilson, Program Manager, Software Dev/AI, [kristi.wilson@bellevuecollege.edu](mailto:kristi.wilson@bellevuecollege.edu)
- Tamara Pinkas, Internship Coordinator, Academic Internship Program, [tamara.pinkas@bellevuecollege.edu](mailto:tamara.pinkas@bellevuecollege.edu)