

# Experiential Learning in Informatics (INFO 495/496)

## *General Guidelines and Policies for Students*

Students who want to receive credit for their internship or service learning project may register in INFO 495 (Internship in Informatics) or INFO 496 (Service Learning in Informatics) respectively.

An internship or service learning may be 1-5 credits per quarter. One (1) credit equates to approximately 3-4 hours a week of work. Internship or service learning grading is credit/no credit only. In total, *students can take and apply a maximum of 12 credits of INFO 495 and 12 credits of INFO 496 towards their Informatics degree.*

*You will be working with both your Site Supervisor at your internship/service learning and a Faculty Sponsor. Your Faculty Sponsor will oversee and evaluate your learning and performance objectives. The Faculty Sponsor is responsible for issuing you credit/no credit grading in INFO 495 or 496.*

Proposal for internship or service learning in Informatics is due at least one (1) week prior to the start of the quarter in which you plan to enroll in INFO 495 or INFO 496.

- **Informatics Students:** Submit your proposal by completing an Experiential Placement Survey on iCareers. Review 'Using iCareers' from the Informatics Resource Center (Canvas) for more information.
- **Non-Informatics Students:** Submit the completed and signed INFO 495 or INFO 496 Proposal to Informatics drop box <http://bit.ly/INFOExpLearning> or deliver form to Student Services at Mary Gates Hall (MGH) 420.

## *INFO 495/496 Proposal and Registration Procedures*

1. Prepare a draft proposal before you ask a faculty member to supervise your internship or service learning project.
2. Contact a faculty member who has expertise (teaching/research experience) that is relevant to your internship. View a list of faculty at <http://ischool.uw.edu/people/faculty>.
  - a. *Provide the faculty member with a copy of draft proposal at least two (2) weeks in advance of the quarter in which you want to register for INFO 495 or INFO 496.*
3. If the faculty member agrees to supervise your internship/service-learning, submit an Experiential Learning Placement Survey (Informatics majors) or a completed INFO 495/496 form (non-Informatics majors) at least one (1) week before the quarter you intend to register.
4. **A completed Experiential Learning Placement Survey on iCareers or INFO 495/496 form is due no later than one (1) week prior to the start of the internship quarter.**
5. Student Services will process the proposal for approval, which includes confirmation from your faculty advisor, and if applicable, confirmation of CPT approval from International Student Services (ISS). As a part of the review process, you may be asked to revise/refine your proposal.
6. After Student Services receives confirmation from your faculty advisor, and if applicable, a confirmed CPT approval from ISS (F1-visa students), you will be emailed an add code to register for INFO 495 or 496 for the approved number of credits.

SLN: \_\_\_\_\_

FOR OFFICE USE ONLY  
Faculty Code Assigned: \_\_\_\_\_

Date: \_\_\_\_\_



# INFO 495/496 Proposal

(For non-Informatics majors. Informatics majors can submit via iCareers)

This form represents an agreement between the student, the Site Supervisor, and Faculty Sponsor as to what will constitute the internship/INFO 495/496 and how it will be evaluated. The student should make a copy of this signed form for their records. Registration is by permission only. **Submit the completed and signed form, and proposal statement, no later than one (1) week prior to the start of the quarter you intend to register for INFO 495/496.** This deadline is firm. Submit this form to <http://bit.ly/INFOExpLearning> or deliver it to the Student Services office (MGH 420). If approved, the student will be emailed an add code for INFO 495/496.

Student Name:	INFO    495    496    Quarter and Year:
Student Number:	Credits (1-5 variable): <small>1 credit = 3-4 hours of work per week</small>
Student UW Email:	Faculty Sponsor:
Site Supervisor Name:	Position/Title:
Organization:	Mailing Address:
Supervisor Email:	Supervisor Phone:
Is this a paid internship?    Yes    No	

Submit a proposal statement on a separate Word or PDF document and attach to this form. Format your proposal statement as indicated below.

1. **Internship or Service Learning Description:** Provide applicable internship or service learning project description from your site supervisor.
2. **Responsibilities and Tasks:** Identify the projects(s) and tasks that you will engage in, in order to achieve your internship or service learning objectives.
3. **Learning and Performance Objectives:** Include a list of objectives identifying what you would like to learn through the Internship or service learning.
4. **Textbooks and/or Resources Required:** List texts, articles, software and other resources, as applicable.
5. **Expected outcomes/Project Deliverables:** Identify what you will produce as evidence of your work and achievements for this course.
6. **Evaluation/Evaluative Criteria/Assessment Method:** Describe the criteria the faculty member will use to make sure that the learning outcome is achieved. When you meet with your faculty member, they may request additional evidence/criteria.
  - a. List of everything that will be turned in for evaluation and describe why it is suitable to use for an assessment method. **Note:** Simply completing all activities and deliverables is not sufficient. How will the faculty member decide whether you have achieved the outcomes/objectives?

Student Signature:	Date:
Site Supervisor Signature:	Date:
Faculty Sponsor Signature:	Date: