Method of Evaluation
Each student who enrolls in CSCI 4950 will be evaluated using the following components. The weight of each component towards the overall evaluation may vary, but the first two components will invariably constitute the principle factors affecting the evaluation.

Internship Supervisor’s Evaluation
The student’s supervisor will be asked to complete an Intern Evaluation in conjunction with the student. This evaluation may be similar to that used for other employees, or may be a special evaluation solely for the Computer Science intern. The College of IS&T will provide an intern evaluation form if requested.

Intern’s Written Report
Each student intern will prepare a report about his or her internship experience. This report is normally between ten and fifteen double-spaced pages of text in length; illustrations are acceptable but will not substitute for carefully written text. The report should be handed in prior to the completion of the internship in both in printed form and in machine-readable form as a Microsoft Word Document using one-inch top and bottom margins, 1.25-inch left and right margins, and 12-point body text. The report may be published on the computer science department’s web pages. The report must be of professional quality (organization of the report, grammar, and spelling are all important). The report should have a single title page giving at least the name of the student intern, the time period covered by the internship, and the company or organization for whom the student intern worked. The pages in the report must be sequentially numbered at the bottom of each page. The majority of the report must be original writing done by the intern. Any material included (e.g. copied or paraphrased) from other sources must be identified and the source attributed. The faculty advisor and the department chair or associate chair will evaluate the report. The report must address at least the following subjects:

Goals of the internship
Provide a brief summary of the organization and its expectations of you as an intern. Identify the organization’s goals, and to the appropriate extent, the organization’s computational infrastructure as it affected your work. Do not simply copy “boilerplate” text from the organization. If you wish, you may attach such material to your report as an appendix.

Your role in achieving those goals
Describe the work you did for the organization. Indicate the extent to which your activities were directed, and the extent to which you were permitted to use your own judgment and academic experience in making decisions. Identify specific hardware and software you used in achieving the organization’s goals. As with the internship goals, do not simply copy text from the organization’s documents describing the position. Similarly, do not provide extensive technical descriptions of systems or algorithms. Instead, focus on your activities as they related to the internship.
The relevance of your academic background to the internship

From your perspective, what courses or topics were of the most value to you in completing your internship? What additional courses, or topics in existing courses might have been useful in completing your work?

Conclusion

Indicate if your internship was successful. Describe the criteria you used in evaluating your success.

Meeting Between Faculty Advisor and the Intern

There should be at least one meeting between the faculty advisor and the intern. During these meetings the progress of the internship will be evaluated to ensure appropriate academic goals are being met.

Meetings Between Faculty Advisor and the Organization’s Representative

There may also be a meeting between the faculty advisor and a representative of the organization that is providing the internship (usually the intern’s immediate supervisor). During this meeting the intern’s progress will be evaluated to ensure the organization’s goals are being met.