



INTERNSHIP REPORT AND EVALUATION

CSCI 8950 Internship in Computer Science

METHOD OF EVALUATION

Each student who enrolls in CSCI 8950 will be evaluated using the following components. The weight of each component may vary, but the first two components will invariably constitute the principle factors affecting the grade.

EVALUATION BY INTERNSHIP SUPERVISOR

The student's supervisor will be asked to complete a student evaluation. This evaluation may be similar to that used for other employees, or may be a special evaluation solely for the Computer Science Intern.

WRITTEN REPORT AND ORAL PRESENTATION BY STUDENT

Each Computer Science Intern will submit a written report and make an oral presentation about their internship experience. Both the written report and the oral presentation slides may be published on the Computer Science Department website. Both the written report and the oral presentation slides must be of **professional quality** (organization of the document, grammar, and spelling are all important). 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 Graduate Program Committee Chair, will evaluate the written report and oral presentation.

Written Report Directions

- **Format** 1-inch top and bottom margins, 1.25-inch left and right margins, 12-point body text, page numbers in page footer
- **Length** Between 10 and 15 pages of double-spaced text; illustrations are acceptable but will not substitute carefully written text
- **Content** Must include single title page with student name, time period in internship, organization name where student interned
- **Submission** Completed report must be turned-in before the end of the semester

Oral Presentation Directions

- **Format** Prepared with a medium aid such as Microsoft PowerPoint
- **Content** Must include single title slide with student name, time period in internship, organization name where student interned
- **Submission** Oral presentation must be scheduled and presented by the end of the semester

The Written Report and Oral Presentation must address at least the following subjects:

- **Internship Goals** Provide a brief summary of the organization and their 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.
- **Student's Role in Goal Achievement** 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.
- **Relevance of Academic Background in 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. Describe the criteria you used in evaluating your success. Explain how your internship has helped enhance your Computer Science academic experience.