UNIVERSITY OF NEBRASKA AT OMAHA
COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY
COMPUTER SCIENCE

STUDENT INTERNSHIP AGREEMENT
CSCI 4950 Internship in Computer Science

For Students: This form must be completed and signed before the end of the second week of class. *A copy of your resume and internship job description must be attached to this form.*

For Employers: The employer is required to complete a student evaluation; instructions will be sent two weeks prior to the end of the semester for which the student has registered for academic credit. The student is required to complete a project report or paper, and to make an oral presentation by the end of the semester. The Faculty Advisor may visit with the student and their supervisor at the work site during the internship.

STUDENT INFORMATION

NAME _____

NUID _____

EMAIL _____

INTERNSHIP INFORMATION

ORGANIZATION _____

ORG ADDRESS _____

ORG ADDRESS CONT _____

JOB TITLE _____

HOURS PER WEEK _____

START DATE _____

END DATE _____

SUPERVISOR _____

SUPERVISOR PHONE _____

SUPERVISOR EMAIL _____

SIGNATURES

SEMESTER : _____

REQUESTED ACADEMIC CREDIT HOURS : _____

_____
STUDENT*   DATE

_____
SUPERVISOR*   DATE

*By signing this form, I agree to the responsibilities of this internship including the *Internship Report and Evaluation* details outlined on the back of this form.

To be completed by the UPC Chair:

APPROVED ACADEMIC CREDIT HOURS : _____

_____
UPC CHAIR   DATE

INTERNSHIP REPORT AND EVALUATION
CSCI 4950 Internship in Computer Science

METHOD OF EVALUATION
Each student who enrolls in CSCI 4950 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 Undergraduate 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.