





## Report and Evaluation of Internship in ISQA 8910

### **Method of Evaluation**

Each student who enrolls in ISQA 8910 will be evaluated using the components described below. The weight of each component may vary, but the first two components will invariably constitute the principle factors affecting the grade. Please note that attendance is essential for a passing grade. Students who miss more than 70% of their internship hours will receive a failing grade.

### **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 Management Information Systems intern. Download the intern evaluation form from the ISQA department or Course website (available at the beginning of the semester).

### **Intern's Written Report**

Each student intern will submit a written report about his or her internship experience. The report should be handed in at the end of the semester by the announced due date (see Course website). The faculty advisor, graduate program committee chair or department chair will evaluate the report, which may be published on the ISQA departmental website.

#### *Format*

The written report is normally four to six single-spaced pages of text in length, excluding illustrations, which are acceptable but will not substitute for carefully written text. All illustrations need to be referenced and discussed in the text. The report should be in digital form (Microsoft Word) using one-inch top, bottom, left and right margins, and 11 or 12 point body text. The written report must be of professional quality (organization of the document, grammar, and spelling are all important), have a single title page or slide 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. Sequentially number each page in the report at the bottom of each page.

#### *Plagiarism*

Webster's Third New International Dictionary defines plagiarism as passing off the ideas or words of another person as one's own, and/or using a created production without crediting the source. Plagiarism is ethically and legally wrong, and it will not be tolerated in any form. Be aware that you must cite your web sources just as you would sources from printed material. If you copy material verbatim from any source, including web sources, you must put quotation marks around the verbatim material and provide a citation to its source. Merely changing a word or two, so that the material is no longer verbatim, is not enough to make those ideas your own. **YOU MUST ALWAYS CITE THE SOURCE.** The style manuals of both the American Psychological Association (APA) and the Modern Language Association (MLA) offer extensive guidelines on quotations and paraphrases. When you paraphrase someone's work, you are not relieved of the responsibility to credit that person. Simply paraphrasing other people's work and ideas is not sufficient for a passing grade on your work. You typically will be building on existing ideas and showing your knowledge of existing literature, but you must go beyond mere description of what is already known to develop and present your own ideas. You must integrate, extend, and ultimately go beyond other people's ideas to your own. If you plagiarize any material on any assignment, you will receive an Incomplete or Failing grade for the course or the assignment.

Cite every source that you are using by (1) putting direct quotes in double quotes, (2) putting the references at the end of your report, and (3) cite the source in-text. Please remember point 3. Only providing references at the end of your report is not enough. You need to show which parts you took from



which source by adding citations in-text (see citation styles and more information on avoiding plagiarism here: <https://owl.english.purdue.edu/owl/resource/949/01/>).

Please also note that you cannot simply use or re-use parts of your report from a prior semester. That would be self-plagiarism (see a good description about self-plagiarism here: <http://askus.baker.edu/a.php?qid=45692>). The only exception to this is the description of the company as the company is unlikely to have changed. Copying the company's description from the website is not acceptable.

Utilize the writing center to help with avoiding plagiarism and improve the structure and grammar of your report (<https://www.unomaha.edu/college-of-arts-and-sciences/writing-center/about-us/services.php>). The penalty for plagiarism will depend on the type of plagiarism. Penalties for plagiarism include an Incomplete or Failing grade.

### *Content*

The written 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 may be one or more meetings between the faculty advisor and the intern. A kick-off meeting at the beginning of the semester and a progress review meeting at the middle of the semester may be scheduled. During these meetings the performance and progress of the internship will be evaluated to ensure appropriate academic goals and requirements are being met.

### **Meetings between the Faculty Advisor and the Organization's Representative**

There may also be a meeting between the IS&T Internship Coordinator and/or 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.