



School of Interdisciplinary Informatics - Internship Evaluation Report

Evaluation of the internship will be determined by:

1. *Business Evaluation.* The business hosting the internship will be asked to provide a brief written evaluation of the student's contribution to the business during the internship.
2. *Student Internship Evaluation.* The student will prepare a 10-15 page, double-spaced, word-processed report describing practical work experience gained during the internship. The report should be of professional quality and should include as a minimum:
 - **What was the organization attempting to accomplish?**
Provide a brief summary of the business, their products, state of their information systems. Discuss the issues faced and the goals the business expected accomplished.
 - **What steps or processes did you follow to accomplish the business' goals for you?**
Explain how you addressed the issues, what steps you followed, and how you developed the deliverable.
 - **What were the results of your efforts?**
Explain how you applied the concepts learned in the classroom to your project and what you accomplished. Define your measures of effectiveness and how the results of your project met these measures.

The paper will be downgraded if the above points are not covered. The paper will also be graded on punctuation, grammar, and style. A review of a style guide such as **The Elements of Style** by Strunk & White will be well worthwhile. Copies are available at the UNO bookstore as well as libraries and bookstores throughout the region.

3. *Faculty-Student Evaluation.* At least once during the internship, the student will meet with the faculty member to assess the progress of the internship and to ensure that the internship will meet academic expectation.
4. *Faculty-Business Evaluation.* During the internship, the faculty member will meet with the business contact to discuss progress of the intern, to identify other internship opportunities in business, and to determine if there are business requirements that should be incorporated into the curriculum.