DEPARTMENT OF COMPUTER SCIENCE

Undergrad Internship Procedures

Prerequisites for registering for internship credits are explained in the course description sections of the programs in the University Catalog. The process of internship begins with qualified students applying to companies that sponsor internships. If a student is offered an internship, he/she will contact the department chair or the admin assist (secretary) with the internship offer letter from his/her company on company letterhead describing the duration of the internship and the nature of the job. The department Chair will assign a faculty supervisor to validate the offer letter and then the faculty supervisor will communicate with the student further details on how to register.

Submitting report and evaluation for credit: To receive a credit, the student must do the following. During the last week of classes in that semester (even if the internship continues for a longer period) the student will prepare an Internship Report in the format described below and email it to his/her site supervisor along with the evaluation form (shown below). The site supervisor will review the student's report, complete the evaluation form, sign them both and return to the student. Student will submit both the documents **on blackboard** for the faculty supervisor to review and assign a grade. The faculty supervisor may also from time to time contact the site supervisor to know the student's progress with the internship. **No credit** if the faculty supervisor did not receive the evaluation form and the report. They must be received before the Final Exam period for that semester.

The internship report document must be in the form of a portfolio and include the following information in the specified order. The final report need not be more than five single-spaced pages.

1. Student Information: Name, ID #, e-mail address, semester and duration of the internship and the title of the job.
2. Supervisor Information: Name of the site supervisor, e-mail address, phone number, company name, division/department, company's full mailing address.
3. Company Information: Describe the nature of business of that company.
4. Work Completed: Explain the work environment. Depending on the nature of work, it could include the operating system, programming language(s), application software, network configuration, database server etc. Define all the terminology used in explaining the work clearly and concisely. This may span several sections. It must include problem specification (first in general terms and then in technical terms), its significance to the company, and the description of your contribution. Work with your supervisor to ensure that no company sensitive information is provided here.
5. Skills Gained: Explain briefly all the skills learnt through this experience (both technical and interpersonal skills).
6. Helpful Courses: Indicate what courses were helpful with this internship and what other courses the college could offer that would benefit career opportunities.

I read and understood the procedures.

Student signature: _____

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Fitchburg State College, Fitchburg, MA 01420

EMPLOYER'S EVALUATION OF INTERN STUDENT
Please complete your evaluation of the intern below and return it to the student. Thanks.

Student's Name and ID#: _____

Work Period: (from) _____ (to) _____

Company Name: _____

Department/division: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively with others of similar academic level, working in similarly classified jobs, or with individual standards.

RELATION WITH OTHERS
( ) Exceptionally well accepted
( ) Works well with others
( ) Gets along satisfactorily
( ) Has some difficulty working with others
( ) Works poorly with others

ATTITUDE-APPLICATION TO WORK
( ) Outstanding in enthusiasm
( ) Very industrious
( ) Average diligence-interest
( ) Somewhat indifferent
( ) Definitely not interested

JUDGEMENT
( ) Exceptionally mature
( ) Above average
( ) Usually makes right decisions
( ) Often uses poor judgment
( ) Consistently poor

DEPENDABILITY
( ) Completely dependable
( ) Above average
( ) Usually dependable
( ) Sometimes neglectful
( ) Unreliable

ABILITY TO LEARN
( ) Learns very quickly
( ) Learns readily
( ) Average in learning
( ) Rather slow to learn
( ) Very slow to learn

QUALITY OF WORK
( ) Excellent
( ) Very good
( ) Average
( ) Below average
( ) Very poor

ATTENDANCE: ( ) Regular   ( ) Irregular
PUNCTUALITY: ( ) Regular   ( ) Irregular

OVERALL PERFORMANCE:
        ( ) Outstanding   ( ) Very good ( ) Average   ( ) Marginal   ( ) Unsatisfactory

(signed) _____ (date) _____