

200

St. Mary's University College
Faculty of Informatics
Department of Computer Science

The Internship project: Guideline and suggested Outline

(Total Value 15%)

The written part of Internship

The body of the written report should be 15 to 20 pages in length. This is a **ballpark** page count - emphasis will be placed on the **quality** of the content of your report as opposed to the quantity of pages delivered. The appendix, table of contents, title page etc. are not considered to be part of the body of the report. The project consists of four parts.

Part I. Preliminary Parts (2 Points)

- ✓ Cover page: The report should start with a cover page which clearly identified the name of the institution, Faculty, department, title of the project, your name and ID.No.
- ✓ Table of Contents

Part II. Organization Related Issues (4 Points)

2.1. Background of the Organization

This section of your project includes a short background on the company's

- Nature of the business, products, services
- Number of employees
- Major markets served
- Current revenue size and profit (annual budget)
- Vision, mission
- Other relevant basic information regarding the organization

2.2 Background of Field of Practices

Describe the background and nature of the department or section in the company you are assigned for internship and the training plan you conducted during the two-month time such as sequence of training, job rotation in different sections or operations, etc.

2.3. Organization's Activities (Practices of the Agency/Organization)

While in the process of gaining occupational experience, the student shall not be restricted to remain in only one operation or job. They can be engaged in more than one activity in a way of job rotation if there are more resources:

- Network installation and maintenance,
- Trouble shooting and maintenance of computer,
- Website development,
- Project management and development,
- System development and testing,
- Database administration,
- Technical assistance
- Web-server administration
- Network administration.

Part III. Actual Practice (Work Exposure) Assessment (7 Points)

3.1. Work Performed

Describe the nature of the work that you did through out the internship, specifying

- A. Initial job responsibilities
- B. Changes in job scope over the internship

3.2. Educational Value of the Internship

Describe what you learned about career field and the business environment through the work you performed during the internship.

3.3. Relationships: Classroom experience to Actual Work Environment:

Describe any connection you found between the work you performed as an intern and your classroom experiences prior to and during the internship.

Part IV. Summary and conclusions (2 Points:)

4.1 Summary

4.2 Conclusion