**Example Title Page**

Computer Science Internship Summary Paper

Completed at XYZ Company

Company Address

By

Student Name

Submitted in partial fulfillment of the Computer Sciences internship requirement

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**Style Format**

The paper that you submit should **NOT** be considered a draft. The product must:

1. Be formatted using the APA guidelines in this document.
2. Be typed (using Times New Roman or Courier font). Font size should be 12 point.
3. Be double-spaced.
4. Have one-inch margins on top and bottom and 1 ¼’ margins on each side.
5. Be left justified.
6. Be thorough and well organized.
7. Be grammatically sound and free of typographical errors.
8. Include a reference list for information cited in chapters 1 and 2 (in APA or AMA format).

**Sequential Order of the Paper**

**Title Page**

An example of proper format for the title page is provided on page 5.

**Table of Contents**

An example of proper format for the table of contents is provided on page 6. **All** headings appearing in the table of contents should also appear in the body of the paper, appropriately placed and italicized as needed in the paper.

**Introduction**

Provide a description of the employing department and where it fits in the organizational structure of the business or agency. Describe what you perceive as the culture of the organization: this includes work environment, company mission, expectations and goals. Is it a casual workplace - not just with dress code, but it may be limited with rules and regulations. Are the employees working in a team-based environment or is it more independent working? Comment on what you perceive as their strengths and weaknesses.

This should include the internship objective and a historical review of the agency/organization followed by a current overview IN YOUR OWN WORDS with proper citations of sources from which the information is drawn. Failure to do so will result in a violation of the Academic Integrity Policy.

**Structure and Functions of the Agency/Organization**

This should be a detailed discussion of the organizational structure and functions of each of the operating units/departments within the ENTIRE agency/organization IN YOUR OWN WORDS with proper citations of sources from which the information is drawn as needed. Discuss how the entire agency is organized, as well as the roles, responsibilities, and programs provided by each operating unit/department. NOTE: Include an organizational chart in the appendices. Make reference to this appendix.

### Focus on deferent levels such as: Vice President, Director of Services, Director of Human Resources, Director of XXX Services, Director of Public Affairs/Development, IT Manager, Project Committee, and Project Sub‑Committee.

**Description of Experiences and Activities**

Describe in as much detail what the internship involves, how it is organized or supervised, and what the intern’s role is within the organization. What were your responsibilities? Did your actual internship differ from the internship description you had prior to starting the internship? If so, how did it differ? Describe your objectives and learning goals of the internship. Discuss if and how the objectives were achieved. Address your progression throughout the internship.

This shall consist of a thorough, in‑depth discussion of the various experiences and activities the intern was involved in during the internship no matter how minute the task may seem. Make certain this section is written in detail. Explain the **major** activities first, followed by minor experiences. Leave nothing out! Copies of all projects whether completed or not must be submitted with the summary paper. Do not include materials such as a 100 page orientation manual if you did not assist with the creation. Include these copies in the appendices.

***Perception and Judgments about the Internship***

The following questions should be answered in narrative format.

1. List objectives in numerical list format. Discuss if and how they were achieved.

2. Did the internship meet your personal expectations?

3. Was the organization open to your ideas?

4. Would you like a career in your program major?

5. Would you recommend the organization to other interns?

6. How could this experience have been improved?

7. What was your greatest accomplishment?

**Work Performance***.*

The following questions should be answered in narrative format:

1. What prior skills did you use in this internship? List new skills and knowledge acquired.

2. Were you satisfied with your performance on assignments and projects?

3. Did you meet deadlines? Did you use your time efficiently?

4. Honestly rate the overall quality of your work.

5. Describe the supervision provided. What kind of instruction, assistance and consultation did you receive? Did you have the opportunity to closely interact with co-workers? Were they helpful? Describe any opportunities such as networking or social/cultural events, which were available to you as a result of this experience.

**6.** Describe the most outstanding event or events that occurred during your internship. Were there any problems encountered and, if so, what strategies were used to solve them? What was your greatest accomplishment? How did you achieve it?

**Personal Benefits.**

The following questions should be answered in narrative format.

1. How have your academic and career goals changed?

2. What impact did this experience have on your personal growth? Provide examples of course work that relates to your internship. In what ways, if any, have your coursework prepared you for what was expected of you as an intern? Describe how the internship contributed to your education, list specific examples/situations. Was it academically relevant? Identify courses that you wish you had taken or plan to take as a result of this experience.

3. What insights have you gained regarding your field of study or profession? Identify and explain any personal or career decisions that you have made as a result of this experience. What impact did this experience have on your personal growth?

**References**

Most, if not all, paragraphs should have a citation. These can be personal communications if you obtained information through interviewing methods (personal communications are only found in the text and not the reference list), as well as references of paper documents and web pages. APA style should be used to format the paper and reference list. Failure to appropriately format and cite references may result in a violation in the academic integrity policy and will handled accordingly.

**Appendices**

Include a copy of each project whether complete or partially complete. Any items you produced in conjunction with the internship should be exhibited. Every page of the appendix must be paged sequentially in your document and be reflected on the Table of Contents. Other helpful hints include:

1. All appendices included must be discussed in the body of the paper and include a page reference. Cite appendices as in one of the following ways: (Appendix A, p. 23) or Appendix A (p. 23) depending on the sentence format.
2. Appendices are arranged according to the order in which they are discussed in the paper (i.e., the first appendix discussed should be Appendix A; the second should be Appendix B, and so on).
3. Make certain the pages in the appendices are properly numbered. The page number provided in the Table of Contents and cited in the main body of the paper should be consistent. The appendices section should begin pagination where the Reference page ends. See the Table of Contents provided in this document as an example. Use of a black ink pen is acceptable for paginating the appendices only.
4. Each appendix must be labeled with Appendix A (or whatever the letter is) and the title.

**The Internship Presentation**

Students will complete a presentation that showed a major contribution to the organization.