

Department of Computer and Information Science

Guidelines for the Internship Weekly Log Book

Approval date:	
Effective date:	
Supersedes:	As per content

Page 1 of 2

Responsible unit: Department of Computer and Information Science

Keywords: *internship, weekly log book*

1. Purpose

The purpose of the guidelines is to define the internship weekly log book, provide general procedures on how to complete it, and its assessment mechanism.

2. Scope

The guidelines are applied to all Department of Computer and Information Science (CIS) undergraduate students enrolled in Work-Integrated Education (STGC3000).

3. Definitions and Requirements

The weekly log book is a **mandatory** form that must be completed by all CIS students enrolled in STGC3000. A student must complete this form at the end of every work week and upload a signed copy (with the supervisor's/employer's signature) to UMMoodle (course website). On this form the student must write the following information:

1. Name and Student ID
2. Internship Company/Organization Name
3. Period (Dates Corresponding to the Work Week)
4. Work Description
 - i) List all of the work completed
 - ii) A detailed description corresponding to each work listed in i)
 - iii) State the location where the work has been completed

Furthermore, it is the **responsibility** of each student to make sure his/her weekly log book is signed by their supervisor/employer. The supervisor/employer may choose as an option to write a comment. A weekly log book sample is provided on UMMoodle.

Please provide as much detail as possible in 4. ii). Insufficient details in 4. ii) or forms missing a supervisor's/employer's signature will be returned to the student to be re-completed (until the CIS internship coordinator is satisfied).

4. Assessment Mechanism

The successful completion of all weekly log books during your internship period is one of the major components required to PASS this course. Each weekly log book will be read by the department coordinator in order to assess its completeness. ***Insufficient details***

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Page 2 of 2

(especially describing your work) or forms missing a supervisor's/employer's signature will be returned to the student to be re-completed (until the internship coordinator is satisfied).