Department of Computer Science

INTERNSHIP HANDBOOK

Table of Contents

1. Introduction

The Department of Computer Science stands as a catalyst for innovation, technical excellence, and academic growth in the ever-evolving digital age. With a strong focus on quality education and industry relevance, the department is dedicated to shaping graduates who are not only technically proficient but also capable of contributing meaningfully to the scientific and economic progress of the nation. Our academic framework blends creative learning environments with forward-thinking curricula, empowering students to become agile problem-solvers and innovators. The department actively fosters a culture of research, industrial collaboration, and continuous learning—ensuring our graduates remain competitive and future-ready in a globalized technology landscape.

Internships serve as a critical bridge between classroom theory and industry practice. In keeping with our commitment to excellence, the internship program provides students with the opportunity to gain real-world experience, apply their learning in practical settings, and engage with professionals in the field. This structured exposure not only enhances technical capabilities but also instills the confidence and adaptability required in modern workplaces. By aligning education with industry expectations and national development goals, the Department of Computer Science strives to produce graduates who are leaders in innovation, contributors to the knowledge economy, and lifelong learners in the computing domain.

2. Overview of the Internship Program

The Internship Program is a structured academic component of the undergraduate curriculum prescribed by Comsats University Islamabad. It is a compulsory, credit-bearing course designed to integrate academic learning with practical industry experience. Undertaken typically towards the end of the degree program, the internship allows students to apply their classroom knowledge in real-world environments, preparing them for the professional demands of the computing industry. Through this experience, students gain insight into workplace dynamics, the direction in which technology is evolving, and the ethical standards expected in professional settings. Internships enable students to develop both technical competencies and essential soft skills, including teamwork, communication, time management, and workplace ethics. It serves as a transformative journey—helping students transition from learners to professionals.

The internship completion requires the student to work a minimum of 6-8 continuous weeks, amounting to a total of 3 credit hours. Students are placed in organizations relevant to their field of study and interest, where they are expected to undertake tasks such as software or web development projects. These projects should be finalized in coordination with both an industry Mentor/Supervisor and a Departmental Faculty Supervisor. Each intern is jointly supervised by: An external Professional Supervisor from the host organization, and an assigned Faculty Supervisor from the Department.

During the internship period, the student is expected to adhere to the organization's work culture, follow its policies and professional code of conduct, and observe regular working hours, as applicable to full-time staff.

It is important for each intern to understand that they represent not only themselves but also the Department of Computer Science and the University. Professional conduct, attitude, and commitment will reflect directly on the University's reputation and may impact future internship opportunities for other

students. When planned and executed well, this internship fosters academic, career, and personal development, equipping students with the skills and confidence necessary for a successful transition into professional life.

3. Objectives of the Internship Program

The objectives of the Internship Program are aligned with the department's commitment to producing industry-ready graduates equipped with both technical expertise and professional competencies. This program serves as a bridge between academic preparation and workplace expectations, offering students the opportunity to apply their classroom learning in real-world scenarios. It also supports the holistic development of students by enhancing their ability to function effectively in dynamic and collaborative environments.

Specifically, the Internship Program aims to:

❖ Bridge the gap between academic theory and real-world computing practices.
❖ Provide hands-on experience in a student's area of specialization, such as software development, cyber security & networking, artificial intelligence, or data science.
❖ Develop essential workplace competencies, including communication, teamwork, problem-solving, adaptability, and time management.
❖ Facilitate career exploration and help students identify potential career paths while building industry networks and professional relationships.
❖ Instill professional ethics and responsibility, fostering a mindset of lifelong learning and continuous professional development.

4. Eligibility Criteria

Participation in the Internship Program is subject to specific academic and administrative requirements to ensure that students are adequately prepared to undertake professional responsibilities in a real-world setting. These criteria are established to maintain the integrity and effectiveness of the internship experience, ensuring that students possess the foundational knowledge, maturity, and commitment necessary for a successful placement.

To be eligible for the internship program, students must:

❖ Have successfully completed at least four semesters of their degree program.
❖ Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0.
❖ Not be enrolled in any other courses during the internship period, if the internship is undertaken during the summer semester.

5. Internship Duration and Nature

Minimum Duration

- ❖ 6–8 continuous weeks

Preferred Timing

Internship During Regular Semester (During Fall/Spring Semester)

- ❖ Internship registration coincides with semester registration, ensuring that total credit hours, including internship credits, do not exceed the maximum permissible limit per semester.
- ❖ Internship registration occurs in the **subsequent semester**.
- ❖ Internship timing does not conflict with scheduled courses/ class timings.
- ❖ Internship duration includes weekends and holidays.

Internship During Summer Break

- ❖ Registration occurs in the subsequent Fall semester, with internship credits not counted toward the maximum credit hours per semester.
- ❖ Internship dates do not conflict with final exams or the start of the new semester.
- ❖ Internship duration includes weekends and holidays.

Nature of Internship

Internships may be completed in on-site, virtual, or freelancing (Fiverr/Upwork) formats where appropriate. The mode of internship should be aligned with the host organization's policies and the student's circumstances. However, it is essential that the chosen mode is finalized and formally approved prior to the start of the internship.

On-site Internship

This is a traditional, location-based internship where the student is required to be physically present at the premises of the host organization.

Virtual Internship

In a virtual internship, students work remotely and are not required to be physically present at the organization's office. These internships are coordinated through digital platforms, allowing flexibility while maintaining professional engagement.

Freelancing-Based Internship (Fiverr/Upwork)

Students may complete their internships through freelancing platforms such as Fiverr or Upwork.

The nature and scope of the internship must reflect professional relevance and meet the required standards of learning outcomes, supervision, and reporting as set by the Internship Office.

6. Internship Office Responsibilities

The Internship Office plays a central role in bridging students with industry opportunities, ensuring quality assurance, and facilitating smooth internship execution. It supports students in securing meaningful placements, oversees internship compliance, and maintains coordination between students, faculty, and host organizations. To this end, the office is responsible for a range of academic, administrative, and technical tasks, as outlined below:

The Internship Office shall:

- ❖ Identify potential host organizations and establish formal collaborations through Memoranda of Understanding (MoUs).
- ❖ Arrange internship placements for students based on availability and suitability.
- ❖ Maintain a complete database of all student internship records, including placement status, evaluations, and reports.
- ❖ Assign supervisory roles:
  - ➢ A faculty supervisor from the department to oversee academic progress.
  - ➢ A site/host supervisor from the organization to oversee on-ground performance.
- ❖ Organize on-campus internship expos and employer meetups in collaboration with the Industry Liaison Cell.
- ❖ Process and respond to all feedback and complaints, whether received from students, faculty supervisors, or host supervisors.
- ❖ Support technical infrastructure for professional project management by assisting students in:
  - ➢ Using Git/GitHub for version control and project portfolio building.
  - ➢ Utilizing tools such as Jira or Trello for effective project tracking and collaboration.
- ❖ Collaborate with the Alumni Office to enhance student access to job and internship opportunities through referrals, mentorship, and professional networks.

Internship Evaluation Committee (20% Weightage)

Composition

The committee will be notified by the HoD under the convenorship of In-charge Internship Office and other members as deemed fit.

Role

The committee is responsible for evaluating students based on their internship report, weekly logs, and the technical contribution made during the internship.

Grading

The committee will assign **20%** (15% Report Submission & 5 % Weekly log) of the total internship marks and submit the evaluation results to the Internship Office for final processing.

7. Suitable Host Organizations

Students are encouraged to seek internship placements in organizations that offer professional environments, technical supervision, and meaningful project experience relevant to their field of study. These host organizations should ideally be involved in software development, digital transformation, or IT infrastructure and provide an opportunity to apply classroom learning in real-world settings.

Examples of suitable host organizations include:

- ❖ Software houses and IT consulting firms
- ❖ Banks and telecom companies (IT divisions)
- ❖ Startups and tech incubators
- ❖ Government departments with IT infrastructure
- ❖ Academic institutions and research centers
- ❖ NGOs working on digital transformation or technology-driven initiatives

The students can also seek internship through freelancing platforms such as Fiverr or Upwork— but only for technical gigs. These freelancing models allow students to demonstrate real-world skills by working on client-approved IT projects, gaining not only technical exposure but also experience in communication, time management, and client handling**.**

Allowed Gigs (Technical Only):

- ❖ Software/Web/Mobile Development
- ❖ Data Science and AI/ML Projects
- ❖ API Integration and Automation
- ❖ DevOps and Cloud Deployment
- ❖ Cybersecurity
- ❖ Database Design
- ❖ Testing
- ❖ UI Implementation

Students are strictly prohibited from undertaking non-technical jobs as part of their internship program, whether in on-site, virtual, or freelancing formats.

Non-technical gigs include, but are not limited to content writing, academic writing, blogging, customer support, data entry, transcription, translation, video editing, graphic design, virtual assistance, and any administrative or clerical tasks. Such roles do not align with the academic and technical learning outcomes of the internship course. Therefore, any internship activity that lacks a clear focus on computing, software engineering, or information technology will not be approved by the Internship Office.

Fiverr-Specific Internship Model Requirements

Students opting for Fiverr must meet the following eligibility criteria for internship credit:

- ❖ **Profile Authenticity:** The Fiverr account must be fully personalized, containing the student's real name and personal details exactly as stated on their student ID or official identification documents, along with verified bank account information.
- ❖ **Service Provider Role**: Students must act as service providers offering predefined technical gigs.
- ❖ **Gigs and Earnings:** The student must complete at least two gigs or earn a minimum of $500.
- ❖ **Client Rating:** The student must have a minimum average client rating of 4.0/5.0 across completed technical projects.
- ❖ **Client Feedback:** Students must submit formal client feedback for at least one complete project.

Internship Project Validation

- ❖ **Internship Approval:** The student must provide evidence of being hired or the approval message confirming at least a $500 hybrid internship.
- ❖ **Contract Summary/Chat Logs:** The Student must provide a contract summary or relevant chat logs from their Fiverr gigs.
- ❖ **Submission of Work Done:** The student must submit all completed work related to the project (if permitted by the client), including code, designs, documents, or other deliverables, as part of the project evaluation.

Upwork-Specific Internship Model Requirements

Students opting for Upwork must meet the following eligibility criteria for internship credit:

- ❖ **Profile Authenticity:** The Fiverr account must be fully personalized, containing the student's real name and personal details exactly as stated on their student ID or official identification documents, along with verified bank account information.
- ❖ **Proposal Application:** The student must have applied for at least ten (10) proposals on client-posted technical jobs.
- ❖ **Completed Projects & Earnings:** The student must have successfully completed at least two projects or has earned a minimum of $500.
- ❖ **Client Rating:** The student must have a minimum average client rating of 4.0/5.0 across completed technical projects.
- ❖ **Client Feedback:** The student must submit formal client feedback for at least one project.

Internship Project Validation

- ❖ **Internship Approval:** The student must provide evidence of being hired or the approval message confirming at least a $500 hybrid internship.
- ❖ **Contract Summary/ Chat Logs:** The student must provide a contract summary or relevant chat logs from their Upwork projects.
- ❖ **Submission of Completed Work:** The student must submit all completed work related to the project, including code, design, documentation, or other deliverables, as part of project evaluation.

8. Internship Report Submission

Whether students complete their internship through traditional organization (on-site/ virtual) or through freelancing platforms (Fiverr/ Upwork), they are required to submit a detailed report and supporting documents. These serve as evidence of the work completed and the learning outcomes achieved.

Internship Report Submission Requirement (on-site/virtual)

❖ The internship certificate, printed on the organization's letterhead, includes issuance date, student name, internship duration (start and end dates), and is signed/stamped by an authorized officer of the organization.
❖ Students employed may submit an employment or experience letter, clearly stating job timings that do not conflict with class timings.
❖ Weekly log report
❖ The complete internship report **(see Annex-D.1)**

Internship Report Submission Requirement (Fiverr and Upwork)

❖ **Personalized Account Verification:** Screenshots showing the student's personalized Fiverr/Upwork profile including, Real name (matching student ID or CNIC), profile summary and verified payment method (bank account)
❖ **Client Engagement Evidence:** Hired or approved message for at least $500 worth of technical work or screenshots of contracts/proposals accepted by clients and chat summaries showing communication with clients, timelines, and project agreements.
❖ **Project Completion Proof:** Screenshots or PDFs of delivered work, client reviews/ratings (4.0/5.0), or formal client feedback, if available (email or message)
❖ **Internship Logbook/Portfolio:** A detailed logbook or portfolio documenting:
  ➢ Task-wise breakdown with dates, activities, and description
  ➢ Screenshots of work-in-progress and final deliverables
  ➢ List of technologies/tools used (design, development, deployment)
❖ **Supervisor/Mentor Details:** Details of client or project mentor who supervised the freelance work
  ➢ Name, designation (if applicable), email/contact information
  ➢ A brief endorsement or feedback message, if possible
❖ A complete Internship Report **(See Annex-D.2)**

Student-Proposed Internships

Students are also welcome to arrange their own internships by approaching organizations independently. However, it is mandatory that all self-arranged internships be approved by the Internship Officer prior to the commencement of the internships.

9. Supervisory Framework

The internship component is conducted under a structured supervisory framework to ensure effective academic guidance and professional development. Each intern is supported by two supervisors:

Faculty Supervisor

- ❖ Assigned by the Internship Office.
- ❖ Guides the student academically and monitors overall progress.
- ❖ Reviews reports and evaluations submitted by the intern.
- ❖ Acts as a liaison between the host organization and the university in case of any issues.
- ❖ Each Campus shall maintain a balanced workload faculty in terms of internship supervisions.

Site Supervisor (Host Organization)

- ❖ Introduces the intern to the organizational culture and project requirements.
- ❖ Allocates tasks and supervises the intern's day-to-day performance.
- ❖ Submits two performance evaluations, one at mid of internship and the second at the completion of Internship.

10. Student Responsibilities

Interns are expected to:
- ❖ Demonstrate professionalism, punctuality, and accountability throughout the internship.
- ❖ Comply with the host organization's rules, regulations, and cultural norms.
- ❖ Maintain consistent communication with both faculty and site supervisors.
- ❖ Submit all required documentation within designated timelines. This includes:
    - ➢ Weekly activity logs
    - ➢ Final internship report (maximum 3,500 words)
    - ➢ One-page reflective summary
    - ➢ Completed evaluation form from the Site Supervisor

Note: Failure to meet any of the above requirements may result in failure of the internship component.

11. Internship Process and Timeline

1. **Consent Submission:** Students must submit their internship consent no later than mid-semester of the preceding term—i.e., one semester before the internship begins.
2. **Registration:** Students must formally register for the internship through the Internship Office.
3. **Approval of Placement:** Internships may be self-arranged by students; however, placements must be approved by the Internship Office.

4. **TOR Submission:** Terms of Reference are developed with input from the faculty and site supervisor to ensure that an internship continues as a learning situation and that the intended relationship between intern and host organization continues during the internship tenure. These will be reported as "Internship proposal / Design statement" referred in the Reports Required section.

5. **Engagement:** The internship period begins under the supervision of both designated supervisors.

6. **Reporting:** Students must submit the following documents (Details available at Annex A):

   ➢ Internship Proposal/Design Form (during first week of Internship)
   ➢ Progress Reports (every 3 weeks)
   ➢ Final Internship Report (within one week of completion)
   ➢ Reflective Summary (one-page along the Final Internship Report)
   ➢ Evaluation Form by Site Supervisor

7. **Final Evaluation:** Upon completion, students submit final documentation and await confirmation of internship completion.

12. Evaluation and Assessment

The final evaluation of the internship is based on a holistic review of student performance, incorporating feedback from both supervisors. The internship is recorded on a Pass/Fail basis. A minimum of 60 marks is required to pass.

On-site Internship/ Virtual Internship Evaluation

The evaluation is conducted using the following weightage scheme:

Site Supervisor Evaluations	40
Faculty Supervisor Review	40
Internship Office Internship Design Proposal Activity Log Completion (submitted every week) Final Internship Report	 5 5 10
Total	**100**

Freelancing-Based Internship (Fiverr/Upwork)

The evaluation criteria for freelancing based internships are as follows:

1. **Completion of Internship Project:** Successful completion of the assigned internship project as per the defined scope.

2. **Client Rating:** The client rating of the completed internship project will be factored into the evaluation.

Internship Supervisor	60
Internship Office	40
Total	**100**

13. Complaints and Grievances

Students encountering difficulties during their internship may report their concerns by submitting a Student Feedback Form, available through the Internship Office. All grievances will be reviewed and resolved by the Departmental Internship Committee in a timely and confidential manner.

The department emphasizes the importance of the internship as a critical academic and professional milestone. Students are expected to approach the internship with seriousness and integrity, recognizing it not only as a degree requirement but also as a valuable opportunity to initiate a successful career in the field of computing.

Annextures

Reports Required

1. Internship Proposal/Design Statement

Students are expected to take an active role in shaping their internship experience. As part of the initial planning process, each student must prepare a brief Internship Design Statement, in collaboration with their site supervisor at the host organization. This statement must be submitted within the first week of the internship, alongside the initial progress report.

The Internship Design Statement should include the following components:

- ❖ **Students' Career Goal:** A brief description of the student's intended career path within the field of Computer Science (e.g., software engineering, AI/ML research, cybersecurity, data science, etc.).
- ❖ **Learning Objectives:** Clearly defined goals for what the student aims to learn during the internship, aligning with broader computing concepts such as systems design, programming practices, database management, cloud computing, or IT project management.
- ❖ **Internship Placement Overview:** Name and brief description of the host organization, whether the internship is on-site, remote, or hybrid, the functional area within the company (e.g., software development, QA, DevOps, IT support, R&D lab).
- ❖ **Supervisor Details:** Name, designation, email, and contact number of the site supervisor at the host organization.
- ❖ **Scope of Work / Expected Deliverables:** A summary of the specific tasks, tools, platforms, and technologies the student will engage with. Examples include developing modules, debugging code, writing documentation, contributing to sprints, performing system analysis, or conducting penetration testing.
- ❖ **Academic Preparation:** A list of relevant coursework or academic projects that have prepared the student for this internship (e.g., Data Structures, Web Development, Artificial Intelligence, Software Engineering Project, etc.).
- ❖ **Additional Comments (Optional):** Any special considerations, expectations from the host organization, or observations the student would like to include.

2. Student Internship report

At the conclusion of the internship, students are required to submit a comprehensive Internship Report (8–10 pages (~3500 words), 1.5 line spacing, 11-point font, printed double-sided where applicable, and including relevant annexures). This report must provide a critical assessment of one or more aspects of the host organization, particularly focusing on the technical projects, tools, platforms, and systems the student engaged with during the internship.

The report must clearly address:

- ❖ The **nature of tasks and responsibilities** undertaken (Includes major duties designated to you and assignments you have completed.)
- ❖ The **technologies, frameworks, or methodologies** used

- ❖ **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship; lessons learned in technical and professional domains).
- ❖ **Challenges** (Detail major challenges in your role and how you tackled them.
- ❖ The **value and contributions** made to the host organization
- ❖ Reflections on how the experience connects with academic preparation

The report is to be submitted to the assigned Faculty Supervisor within one week of internship completion. Students are solely responsible for monitoring departmental announcements to ensure timely submissions.

3. One-page reflective summary

Students must submit a **one-page reflective summary**, which should include:

- ❖ A brief personal evaluation of the overall internship experience
- ❖ Insights on its relevance to their academic and career goals
- ❖ Suggestions for improvement of the experience (if any)

This summary is a separate document and must also be submitted to the Faculty Supervisor.

4. Intern Evaluation Form

The host organization and faculty supervisor is required to complete a standardized Intern Evaluation Form. This form will provide feedback on:

- ❖ The student's technical performance and deliverables
- ❖ Professionalism and workplace behavior
- ❖ Communication and teamwork
- ❖ Whether the student met the expectations set by the host organization

Annexture A

(Internship Approval Form)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

INTERNSHIP APPROVAL FORM

Section A: Organization Information	
Organization Name	
Address	
Industry Sector	
Contact Person Name	
Designation	
Phone Number	
Email Address	
Section B: Internship Position Details	
Number of Internship Positions	
Nature of Internship	☐ Software Development ☐ Data Science ☐ Networking ☐ Cyber Security ☐ Web/Mobile Development ☐ Other: _____
Internship Location	
Start Date	
End Date	
Working Days & Hours	
Mode	☐ On-Site ☐ Virtual ☐ Freelancing Based
Section C: For Internship Office Use Only	
Received By (Internship Office)	
Status	
Signature (Internship In-charge Officer)	
Date	

Annexture B

(Internship Assignment & Student Agreement Form)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

INTERNSHIP ASSIGNMENT & STUDENT AGREEMENT FORM

To be filled by the student	
Student Information	
Full Name	
Registration Number	
Degree Program	
Semester	
Contact Number	
Email Address	
Preferred Internship Field/Domain *(e.g., Software Development, AI/Data Science, Cyber Security etc.)*	

For Internship Office Use Only			
Company/Organization Name			
Internship Role/Position			
Faculty Supervisor Name & Designation			
Site Supervisor Name & Designation			
Duration of Internship			
Start Date		**End Date**	

Student Internship Agreement Statement

I, _____, a student of _____ at _____ hereby acknowledge and accept the internship opportunity assigned to me at [Organization Name] starting from [Start Date] to [End Date].

I agree to:

1. Abide by the rules, regulations, and code of conduct of the host organization.
2. Maintain punctuality, discipline, and professionalism throughout the internship period.
3. Complete the tasks and responsibilities assigned to me to the best of my ability.
4. Communicate regularly with my academic supervisor and provide updates on my progress.
5. Maintain confidentiality of any sensitive information encountered during the internship.
6. Submit all required internship reports, evaluations, and documents by the specified deadlines.

I understand that this internship is a vital part of my academic and professional development, and I will uphold the standards expected by my university and the host organization.

Student Signature	Faculty Supervisor Signature	Internship In-charge Officer Signature

Annexture C

(Internship Design)

Internship Design Proposal

Submitted By

<<Student Name>>

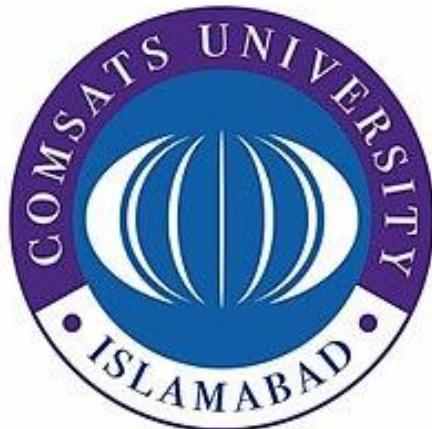**<<Registration No>>**

<<Program>>

<<Summer 20XX>>

<<Submission Date>>

(Bold, 16 font, Times New Roman style)

COMSATS University Islamabad, Islamabad Campus

1. Organization Overview & Role

Briefly describe the organization, its core functions, and the department or team where you will be placed. Also mention your expected role during the internship.

_____

_____

_____

_____

2. Scope of Work

Summarize the technical tasks and outputs expected during your internship. Include tools/technologies you plan to use and what you aim to deliver.

2.1. Key Activities (check all that apply):

☐ Coding   ☐ Testing   ☐ Documentation   ☐ Data Analysis

☐ Research   ☐ Technical Support   ☐ Dashboard/Report Creation

☐ Other (please Specify)

2.2. Tools/Technologies to be used:

_____

2.3. Expected Deliverables:

_____

_____

_____

Student Signature: _____   Date: _____

Internship Supervisor (if any): _____   Date: _____

Annexture D.1

(Internship Report for On-Site/ Virtual Internship)

Internship Report

Title of the Project Completed
(Bold, 16 font, Times New Roman style)

Submitted By
<<Student Name>>
<<Registration No>>
<<Program>>
<<Summer 20XX>>
<<Submission Date>>
(Bold, 16 font, Times New Roman style)

COMSATS University Islamabad, Islamabad Campus

Declaration Form

I, **[Student Name]**, Registration No. **[_____]**, enrolled in the **[Program Name]**, hereby declare that I have successfully completed an **online internship of [_____] weeks** through **[Platform Name – e.g., Fiverr/Upwork]**, working with various clients in a professional freelance capacity.

This report has been prepared based on the tasks and experiences gained during the internship period. The internship was carried out under the supervision of **[Supervisor Name / Faculty Advisor]**.

I affirm that this report is original work and has not been submitted elsewhere for academic credit.

Student: _____   Signature:_____

1. Acknowledgement

(Page No 1)

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the employees, department, instructor, family, or any other person).

2. Executive summary

(Page No 2-Half a page maximum)

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, you should briefly mention everything important that you have done, discovered and concluded.

3. Table of contents

(Page No 3)

List the important section titles and sub-titles in the report with their respective page numbers in a tabular format.

Part No 1:

4. A brief introduction of the freelancing internships
(Page No 4: 1 page maximum)
Provide a brief overview of:

- ❖ The importance of online freelancing internships
- ❖ Your objective for doing the internship
- ❖ Overview of the freelancing platform used (Fiverr, Upwork, etc.)

5. Internship Details
(Note: 2 pages maximum)
5.1 Duration and Timeline:
- ❖ Mention start and end dates, and weekly hours committed.
5.2 Nature of Work:
- ❖ List the services you offered and project types.
5.3 Client Interaction:
- ❖ Explain how you communicated and managed clients.
5.4 Tools & Technologies Used:
- ❖ Mention software or tools (e.g., Canva, Excel, WordPress, Python, etc.)

Part No 2:

6. Work Samples / Project Summaries

(Note: 1-2 pages)
Provide at least 2-3 detailed examples of completed tasks, including:

❖ Client requirements
❖ Your approach and tools used
❖ Outcomes achieved
(Avoid any client-sensitive data or private information.)

Part No 3:

7. Learning Experiences

(Note: 1 page)

a. **Knowledge acquired:** Briefly describe the knowledge you gained through your internship experience and relate this knowledge to what you learned in specific courses at CUI.

b. **Skills learned:** Describe the skills and any career-specific abilities that you gained during your internship. Discuss any of the skills that you learned as part of courses at the CUI that were helpful during the internship. (Note: the skill means the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).

c. **Observed attitudes and gained values:** Describe the manners, mindsets or values that you found, and you perceive as important, in your internship program, for a successful career (e.g. hard work, dependability, honesty, etc.)

d. **The most challenging task performed:** Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it.

Note: Sections 6 and 7 8 are important sections of this internship report. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. Also note that **descriptions given in bullet points will NOT BE ACCEPTABLE: you must provide explanations.**

8. Challenges Faced & Solutions

(One paragraph)
Describe any major issues encountered during the internship and how you addressed them.
Examples:
❖ Difficult clients
❖ Time zone differences
❖ Technical limitations

9. Reflection & Conclusion

(Note: 1 page)

25

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience. For example, discuss:

- ❖ Value of freelancing as a career
- ❖ Impact of internship on your professional growth
- ❖ Any future goals or improvement areas

Note:

Sections 4-9 are **NOT** expected to be copied from anywhere. You must provide information in these sections based on **your** personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report will be completely rejected as per the **Collusion and Plagiarism Policies** of the university.

10.   Appendices

Attach supporting documents such as:

- ❖ Screenshots of Fiverr/Upwork profile
- ❖ Client reviews (blurred or anonymized)
- ❖ Sample work (if permitted)
- ❖ Certificate of Completion (if available)

General Instructions for the report:

Complete all the required parts as stated in the Internship Report Template. Remember: DO NOT skip any part since each part is important.
There should be harmony between the ideas that you describe throughout the report (e.g. in the internship experience, conclusions and recommendations).

The hard copy of Internship Report should be submitted within the due date to internship office for evaluation and provide soft copy to faculty supervisor. **Submissions made after the due date will not be considered.**

The Internship Report should be typed with the following formatting:

- ❖ Page limit: 10-15
- ❖ Font size = 12
- ❖ Font style = Times New Roman
- ❖ Space= 1.5
- ❖ Left align
- ❖ Spiral binding

Annexture D.2

(Internship Report for Freelancing Based Internship)

Internship Report

Title of the Project Completed
(Bold, 16 font, Times New Roman style)

Submitted By
<<Student Name>>
<<Registration No>>
<<Program>>
<<Summer 20XX>>
<<Submission Date>>
(Bold, 16 font, Times New Roman style)

COMSATS University Islamabad, Islamabad Campus

Declaration Form

I, **[Student Name]**, Registration No. **[_____]**, enrolled in the **[Program Name]**, hereby declare that I have successfully completed an **online internship of [_____] weeks** through **[Platform Name – e.g., Fiverr/Upwork]**, working with various clients in a professional freelance capacity.

This report has been prepared based on the tasks and experiences gained during the internship period. The internship was carried out under the supervision of **[Supervisor Name / Faculty Advisor]**.

I affirm that this report is an original work and has not been submitted elsewhere for academic credit.

Student:_____   Signature:_____

1. Acknowledgement

(Page No 1)

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the employees, department, instructor, family, or any other person).

2. Executive summary

(Page No 2-Half a page maximum)

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, you should briefly mention everything important that you have done, discovered and concluded.

3. Table of contents

(Page No 3)

List the important section titles and sub-titles in the report with their respective page numbers in a tabular format.

Part No 1:

4. A brief introduction of the freelancing internships
(Page No 4: 1 page maximum)
Provide a brief overview of:

- ❖ The importance of online freelancing internships
- ❖ Your objective for doing the internship
- ❖ Overview of the freelancing platform used (Fiverr, Upwork, etc.)

5. Internship Details
        (Note: 2 pages maximum)
5.1 Duration and Timeline:
6. Mention start and end dates, and weekly hours committed.
5.2 Nature of Work:
- ❖ List the services you offered and project types.
5.3 Client Interaction:
- ❖ Explain how you communicated and managed clients.
5.4 Tools & Technologies Used:
- ❖ Mention software or tools (e.g., Canva, Excel, WordPress, Python, etc.)

Part No 2:

7. Work Samples / Project Summaries

(Note: 1-2 pages)
Provide at least 2-3 detailed examples of completed tasks, including:

- ❖ Client requirements
- ❖ Your approach and tools used
- ❖ Outcomes achieved

(Avoid any client-sensitive data or private information.)

Part No 3:

8. Learning Experiences

(Note: 1 page)

a.   **Knowledge acquired:** Briefly describe the knowledge you gained through your internship experience and relate this knowledge to what you learned in specific courses at CUI.

b.   **Skills learned:** Describe the skills and any career-specific abilities that you gained during your internship. Discuss any of the skills that you learned as part of courses at the CUI that were helpful during the internship. (Note: the skill means the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).

c.   **Observed attitudes and gained values:** Describe the manners, mindsets or values that you found and you perceive as important in your internship program, for a successful career (e.g. hard work, dependability, honesty, etc.)

d.   **The most challenging task performed:** Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it.

Note: Sections 6 and 7 8 are important sections of this internship report. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. Also note that **descriptions given in bullet points will NOT BE ACCEPTABLE: you must provide explanations.**

9. Challenges Faced & Solutions

(One paragraph)
Describe any major issues encountered during the internship and how you addressed them. Examples:

- ❖ Difficult clients
- ❖ Time zone differences
- ❖ Technical limitations

10.   Reflection & Conclusion

(Note: 1 page)

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience. For example, discuss:
- ❖ Value of freelancing as a career
- ❖ Impact of internship on your professional growth
- ❖ Any future goals or improvement areas

Note:

Sections 4-9 are **NOT** expected to be copied from anywhere. You must provide information in these sections based on **your** personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report will be completely rejected as per the **Collusion and Plagiarism Policies** of the university.

11. Appendices

Attach supporting documents such as:

- ❖ Screenshots of Fiverr/Upwork profile
- ❖ Client reviews (blurred or anonymized)
- ❖ Sample work (if permitted)
- ❖ Certificate of Completion (if available)

General Instructions for the report:

Complete all the required parts as stated in the Internship Report Template. Remember: DO NOT skip any part since each part is important.

There should be harmony between the ideas that you describe throughout the report (e.g. in the internship experience, conclusions and recommendations).

The hard copy of Internship Report should be submitted within the due date to internship office for evaluation and provide soft copy to faculty supervisor. **Submissions made after the due date will not be considered.**

The Internship Report should be typed with the following formatting:

- ❖ Page limit: 10-15
- ❖ Font size = 12
- ❖ Font style = Times New Roman
- ❖ Space= 1.5
- ❖ Left align
- ❖ Spiral binding

Annexture E

(Faculty Supervisor Evaluation Form)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

FACULTY SUPERVISOR INTERNSHIP EVALUATION FORM

Student Internship Details

Student Name			
Student ID			
Internship Duration	☐ 6 weeks	☐ 8 weeks	☐ More than 8 weeks
Internship Type	☐ On-site	☐ Virtual/Remote	☐ Hybrid/Partially Remote
Organization Name			
Faculty Supervisor			
On-site Supervisor			

Document Submission Checklist

Document Name	Submission Deadline	Submitted (✓/✗)	Submission Date
Internship Assignment & Student Agreement Form			
Internship Design Proposal			
Week 01 Activity Log/Reports			
Week 02 Activity Log/Reports			
Week 03 Activity Log/Reports			
Week 04 Activity Log/Reports			
Week 05 Activity Log/Reports			
Week 06 Activity Log/Reports			
Week 07 Activity Log/Reports			
Week 08 Activity Log/Reports			
Final Internship Report (max 3,500 words)			

Student Progress Evaluation

1. **Faculty Supervisor Evaluation (Total: 40 Marks Equivalent)**

Rating Scale:
5 = Excellent │ 4 = Good │ 3 = Satisfactory │ 2 = Needs Improvement │ 1 = Poor

Criteria	Marks Allocated	Rating (1-5)	Calculated Score (Rating × Marks Allocated ÷ 5)	Comments
Timely submission of all documents	5			
Quality of Internship Design Proposal	7			
Consistency and detail in Weekly Activity Logs	8			
Reflective summary	5			
Quality and comprehensiveness of Final Internship Report	10			
Professionalism and Communication	5			
Total Marks (out of 40):				

Instructions:
- For each criterion, assign a rating from 1 to 5 based on the student's performance.
- Calculate the score for each criterion by multiplying the rating by (Marks Allocated ÷ 5).
- Sum all calculated scores to get the total marks out of 40.

---

2. **Evaluation by Organization Supervisor (Qualitative Feedback)**
- **Student's Work Quality:**
- **Overall Performance:**

Faculty Supervisor Final Remarks:

_____

_____

_____

Faculty Supervisor Name: _____

Signature: _____ Date: _____

Annexture F

(Internship Coordinator/Office Evaluation Form)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

INTERNSHIP COORDINATOR/OFFICE EVALUATION FORM

Internee Name	
Internee Registration	
Internship Duration	
Internship Start Date	
Internship End Date	
Title of Project	

Instructions: Mark only one oval per row. Each criterion carries a maximum of 10 marks.

Criteria	Excellent (10)	Good (8)	Satisfactory (5)	Needs Improvement (3)
Internship Report (Logbook)	Logbook/report is detailed, reflective, well-structured, and free of errors.	Well-written report with minor issues.	The report is brief or somewhat disorganized.	Poorly written or missing report/logbook.
Portfolio Evidence (Screenshots, Files, Chat Logs)	All portfolio evidence is complete, verified, and professionally presented.	Most portfolio evidence is included and clear.	Portfolio is basic with minor missing elements.	Little or no supporting portfolio evidence provided.
Time Management & Deadline Compliance	Always meet or beat deadlines; proactive planning.	Mostly on time with minor delays.	Occasional delays or time mismanagement.	Frequently late or failed to meet deadlines.
Overall Internship Impact	Internships have made a strong contribution to career growth and confidence.	Positively influenced technical and freelancing skills.	Some benefits, but impact limited.	No clear value or contribution to career.

Total Marks Obtained (Out of 40)	Evaluator Signature

Annexture G

(Site Supervisor Evaluation Form)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

SITE SUPERVISOR EVALUATION FORM

The organization's representative is required to fill out the following information & return to the Institute.

Internee Name					
Internee CUI Registration					
Internship Duration		**Start Date**		**End Date**	
Host Organization/Department(s) Interned at					

Instructions: Mark only one oval per row. Each criterion carries a maximum of 4 marks.

Assessment Criteria	Excellent (4)	Very Good (3)	Satisfactory (2)	Unsatisfactory (1)
Punctuality and Attendance	O	O	O	O
Ability to link theory to practice	O	O	O	O
Demonstrated critical thinking and problem-solving skills	O	O	O	O
Technical Knowledge	O	O	O	O
Creativity / Conceptual Ability	O	O	O	O
Ability to adapt to a variety of tasks	O	O	O	O
Time Management & Deadline Compliance	O	O	O	O
Behaved in a professional manner	O	O	O	O
Effectively performed assignments	O	O	O	O
Oral & Written communication skills	O	O	O	O

Total Marks Obtained (out of 40): _____

Supervisor Comments:

_____

_____

_____

_____

Supervisor Name & Signature: _____ Date: _____

Stamp (if applicable)

Annexture H

(Faculty Supervisor Evaluation Form for Freelancing Based Internship)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

FACULTY SUPERVISOR EVALUATION FORM FOR FREELANCING BASED INTERNSHIP

Internee Name	
Internee Registration	
Internship Duration	
Internship Start Date	
Internship End Date	
Title of Project	

Please grade the following on a scale of 1-10 (10 being the highest and 1 being the lowest):

Evaluation Criteria	Score
Platform Activity & Engagement	/10
Completion of Internship Project(s)	/10
Earnings Achieved	/10
Skill Development & Learning	/10
Client Rating and Feedback	/10
Professionalism & Communication (*Consistency and Time Management***)**	/10

Total Marks Obtained (Out of 60)	Supervisor Signature

Annexture I

(Internship Coordinator/Office Evaluation Form for Freelancing Based Internship)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

INTERNSHIP COORDINATOR/OFFICE EVALUATION FORM FOR FREELAUNCING BASED INTERNSHIP

Internee Name	
Internee Registration	
Internship Duration	
Internship Start Date	
Internship End Date	
Title of Project	

Instructions: Mark only one oval per row. Each criterion carries a maximum of 10 marks.

Criteria	Excellent (10)	Good (8)	Satisfactory (5)	Needs Improvement (3)
Internship Report (Logbook)	Logbook/report is detailed, reflective, well-structured, and free of errors.	Well-written report with minor issues.	Report is brief or somewhat disorganized.	Poorly written or missing report/logbook.
Portfolio Evidence (Screenshots, Files, Chat Logs)	All portfolio evidence is complete, verified, and professionally presented.	Most portfolio evidence is included and clear.	Portfolio is basic with minor missing elements.	Little or no supporting portfolio evidence provided.
Time Management & Deadline Compliance	Always met or beat deadlines; proactive planning.	Mostly on time with minor delays.	Occasional delays or time mismanagement.	Frequently late or failed to meet deadlines.
Overall Internship Impact	Internship had strong contribution to career growth and confidence.	Positively influenced technical and freelancing skills.	Some benefit, but impact limited.	No clear value or contribution to career.

Total Marks Obtained (Out of 40)	Evaluator Signature

43

Annexture J

(Internship Result)

COMSATS University Islamabad
Islamabad Campus
Department of Computer Science

INTERNSHIP RESULT

Internee Name	
Internee Registration	
Internship Duration	
Internship Start Date	
Internship End Date	

Evaluation Summary

1. Onsite /Virtual Internship Model

Evaluator	Maximum Marks	Marks Awarded	Status (Pass/Fail)
Faculty Supervisor	40		
Site Supervisor	40		
Internship Office	20		
Total	**100**		

2. Fiverr / Upwork Model

Evaluator	Maximum Marks	Marks Awarded	Status (Pass/Fail)
Faculty Supervisor	60		
Internship Office	40		
Total	**100**		

Submitted By:

Internship Coordinator Name _____

Signature _____

HoD Signature _____

Date _____