CAPITAL UNIVERSITY OF SCIENCE & TECHNOLOGY (CUST), ISLAMABAD

Department of Computer Science, Faculty of Computing.

Internship Plan Summer 2021

# 1.	Internship workflow and important dates (Activity Calendar)

## 1.1	Online Registration on university portal

### 1.1.1	*Official requirements*

A student is required to be registered for Internship program using university portal. If registration was not done by university portal than it should be done manually through academic office of department. Student should contact the academic office by visiting his office for completion of registration process.

### 1.1.2	*Final Date **(official date is from 5th and 6th August, 2021 on Academic Calendar)***

### 1.1.3	*Procedure*

Register the internship on online portal or through manual process by contacting academic officer of department.

## 1.2	Apply for internship

Each student is required to apply on all possible channels to have maximum chances of getting an internship. These channels are:

1. Public Sector Organizations.

2. Private Sector Organizations.

3. Semi Government Organizations.

### 1.2.1	*Final Date **(by the end of 2nd week of summer 2021(20th August, 2021))***

### 1.2.2	*Procedure*

Start applying in different organizations for Internship.

## 1.3	Acquisition of Internship offer letter

### 1.3.1	*Final Date: **27th August, 2021***

### 1.3.2	*Procedure*

When a student is enrolled for Internship, he/she should produce an offer letter from the organization (on the official letterhead) which have offered him/her Internship. This letter should contain the starting and ending dates of internship (Minimum time for Internship is 6 weeks and recommended is 8 weeks), tasks assigned to Intern (it should be an IT related task). The letter should also be stamped by organization's official stamp. The starting and ending dates of Internship should fall in the dates of semester in which student was enrolled for Internship. This offer letter should be submitted in printed format to Internship coordinators office.

## 1.4	Progress Tracking

### 1.4.1	*Final Date: 2nd October, 2021*

### 1.4.2	*Procedure*

Student's internship progress is tracked by his/her supervisor/mentor/team lead/project supervisor at organization, where Internship is offered. This information is presented in the form of an evaluation performa available on University official web site (www.cust.edu.pk) for download. Evaluation performa duly filled by supervisor/manager/team lead/authority person under whose supervision Intern was working in the organization. Semester of registration for Internship should be mentioned at top of the evaluation performa. This performa should contain name of the evaluator, his/her official e-mail id, designation, cell number, signature and date of evaluation. The evaluation performa should also be stamped by official

stamp of organization. The evaluation performa completed in all manners should be submitted in printed format to Internship coordinator office.

Another document to track the student's progress will be his/her progress report (in form of Microsoft Word document), to be prepared by student. This report should contain the day wise progress of Intern in detail. This report should have 5 pages at minimum. Supervisor/manager/team lead/authority person under whom supervision Intern was working in the organization should also sign this report. This report should be submitted in printed format to Internship coordinator office.

1.5   Acquisition of internship completion certificates

*1.5.1   Final Date: **2nd October, 2021***

1.5.2   Procedure

Internship completion certificate (on the official letterhead) which have offered him/her Internship. This letter should state that Intern has successfully completed the Internship tasks in the time duration mentioned in the offer letter. This letter should be signed by concerned authority and stamped with official stamp of organization. This letter should be submitted in printed/hard copy format to Internship coordinator in his office.

1.6   Final Evaluation by department

*1.6.1   Final Date: **2nd October, 2021***

1.6.2   Procedure

Students will be evaluated on basis of three documents: (a) Internship evaluation performa filled and signed by supervisor of student from organization where internship was held. (b) Internship completion certificate (c) Internship progress report.

Internship coordinator will assign the internship evaluation task to faculty members from the concerned department. Faculty member should consider following rules in mind during evaluation.

(i)   No faculty member will evaluate an Intern student without written remarks for evaluation request on evaluation performa by Internship Coordinator.
(ii)   Faculty members should mention their name, signature, grade of evaluation (in Letter and Description), and date of evaluation on the evaluation performa.
(iii)   Faculty members can contact the supervisor/ team lead/manager under whose supervision student was working during his/her internship, to get feedback about the performance of student during Internship.
(iv)   The grade of Internship should be in form of Pass or Fail. The grade should be e-mailed to Internship Coordinators along with registration number and name of student.
(v)   Faculty member can ask student to appear for evaluation again after some time, if they are not satisfied from their task or progress during Internship.

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