**Guidelines for Computer Science Undergraduate Internship**

**TITLE PAGE**

**INTERNSHIP REPORT**

**at**

**Name of organization**

**Presented to**

Department of ………………………

School of Management & Social Sciences

Pan-Atlantic University, Lagos

in partial fulfillment of the requirement for the degree of

Bachelor of Science in ………………………………

**Faculty Supervisor:**

**By**

**Intern’s name**

**Day/month/year**

**Internship report release form**

I wish to give my permission to allow students and other members of faculty at the Pan-Atlantic University to have access to my report to enable them benefit from my internship experience and guide others in achieving a rewarding experience.

Name:

Signature:

Date:

I *do not* wish to give my permission to allow students and other members of faculty at the Pan-Atlantic University to have access to my report to enable them benefit from my internship experience and guide others in achieving a rewarding experience.

Name:

Signature:

Date:

***Internship Report****: This is the intern’s final report, which must be type-written in font size 12, Arial, 1.5 line spacing, a maximum length of 9 pages (excluding pages two and three of this document which must form part of the report), and submitted to the school supervisor at the end of the internship period. The report should have the following sections:*

**Organisation interned in**: This is a brief but well thought-out description of the organization in which the student carried out the internship. It should describe in no more than two pages, the organisation’s primary business (including range of products and services), profile, geographical location, units or departments and staff strength. It should also explain the specific work condition of the intern and the number of people he/she worked with on a daily and weekly basis.

**Learning points**: This is a broad description of the opportunities provided for the intern to hone existing skills and acquire new ones. Explanations of projects worked on and specific duties performed within teams or alone should be given clearly. In addition to the intern’s unique narrative on learning points, the following questions must be answered in this section. What abstract or theoretical knowledge (e.g. obtained in the class) was put to use during the internship? What theory and practice gaps did your work as an intern enable you to see and how did you work around or fill them? Which of the courses in the six semesters you have spent at PAU did you draw on most frequently to support the tasks assigned to you in the organization and why? This should take two to five pages.

**Self-assessment**: The intern is expected to evaluate him/herself objectively. It is a pre- and post-internship assessment of one’s skills and behaviour, and should be documented in line with the company’s and school’s expectations. What accomplishments and mistakes were made and how have those consolidated the acquisition of new knowledge? The self-assessment should not exceed two pages.

**Submission of internship report**: The report must be submitted to your school supervisor one week after School resumption. The intern is expected to produce an error-free and high quality report. You can expect to be asked for revisions if any of the points above is omitted or if language use is poor.

**Filling of the Logbook**

**Log book**: The log book should be completed and sent via email to the school assigned supervisor on a weekly basis.

The intern should provide a clear and readable summary of the key duties performed and the learning activities that occurred during the week. Some examples of the expected entries in the logbook are:

* Searched for information on the Internet as required.
* Undertook a training programme in the unit assigned to me
* Handled customer complaints
* Assisted my supervisor in carrying out credit analysis
* Used the company’s accounting software to record sales
* Wrote a report with recommendations on improving office safety
* Co-organized a conference
* Participated in an orientation programme for interns

Note that each point should begin with a verb in the past tense.

**Grading**: The internship will be graded as follows:

* Company supervisor’s assessment: 30%
* School supervisor’s assessment: 10%
* Log book: 30%
* Internship report: 30%