

# HLT Internship professional website rubric

*Professional website option:* students may choose to prepare a professional website describing their internship work as well as relevant course-related work or even personal projects, for an audience that includes hiring managers as well as other technology workers. The goal is for students to provide a clear and adequately-documented presentation of code and other content that demonstrates their NLP skills, including the content of their internship and its learning outcomes.

Here are some examples of professional websites created by HLT students:

- <https://kelynnski.github.io/> : Kelynn Nowakowski
- <https://pbarrett520.github.io/> : Patrick Barrett
- <https://mc-wut.github.io/> : Matt Evans-McLaughlin
- <https://weezymatt.github.io/> : Matthew Hernandez
- <https://acooke82.github.io/> : Alexandra Cooke

Examples of professional websites of this type that have been created by NLP professionals are listed below. These examples may not meet all the requirements listed here, but they are intended as a guide to what is possible, while students must tailor their own website to meet the requirements of the HLT program.

- [maelfabien.github.io/portfolio](https://maelfabien.github.io/portfolio): Maël Fabien, portfolio and projects
- [DataDan.IO](https://DataDan.IO): Daniel Whitenack, a data scientist creating AI for good
- [chriskhanhtran.github.io/minimal-portfolio/](https://chriskhanhtran.github.io/minimal-portfolio/): Chris Tran
- [snknitin.github.io/portfolio/portfolio-2/](https://snknitin.github.io/portfolio/portfolio-2/) : Nitin Kishore Sai Samala
- [likarajo.github.io/Projects/portfolio/](https://likarajo.github.io/Projects/portfolio/) : Rajarshi Chattopadhyay

## Rubric and evaluation criteria

For the purposes of the UAZHLT program, this website should include:

- a professional introduction to the student of between 300 to 1000 words, focusing on professional background and skills (personal/non-professional interests are not prohibited, but should not be the focus)
- an updated copy of the student's resume or CV; the choice of resume or CV is up to the student, based on the kind of jobs that are in focus. ([What makes a CV and a resume different?](#))
- Descriptions and relevant supporting information for *at least two* projects that the student has contributed to. One of these projects will be the internship itself. The student's course project from LING 508 (especially for students who have taken the

online version of LING 508) would be a good candidate for a second project to present on the site. Additional projects may be included from other courses or from work outside of courses; only two projects will be required and evaluated as part of this degree requirement. Each project description will include:

**Project summary:** A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, of between 1000 and 3000 words. It should answer questions including

- What did you do in this project?
- What was the goal, and how did you plan to achieve it?
- What problems did you encounter, and how did you solve them?
- What libraries or tools did you use?
- What were you able to apply from past courses? What did you have to learn that was specific to this project?
- What was the state at the completion of the project? Are there future plans for what your internship host will do with your contributions, or with this project more generally?

Project or work descriptions in excess of 3000 words total are not prohibited, but if you choose to write a more detailed description of a project that exceeds 3000 words in all, you must still include a 1000 to 3000 word summary.

**Learning goals:** The project summary should clearly communicate how the student's experience in the project demonstrated the learning outcomes for the MS in HLT program. These learning outcomes are that the student will:

1. **Write, debug, and document readable and efficient code** in programming languages commonly used to develop, implement, and evaluate HLT models, as demonstrated through course projects and a professional internship.
2. **Select and apply appropriate algorithms and core concepts** in HLT to perform common tasks and solve realistic problems, as demonstrated through course projects and a professional internship.
3. **Apply common tools and libraries** used in HLT by integrating them into course projects and real-world applications or workflows, as demonstrated through course projects and a professional internship.
4. **Demonstrate professional skills** in the field of HLT, including effective teamwork, clear and concise communication, professional networking, understanding of business procedures and team-based code development, leadership, and critical thinking, as demonstrated through course presentations, projects, and a professional internship.

**Actual code you wrote:** The description of each project should include the actual code that was developed by the student for the project or that supported the project. This can be in the form of code snippets interleaved in the description (code snippets will not count against the 1000-3000 word target) or, if the amount of code is large or complex, a link to where this code can be accessed, such as a GitHub repository. If the function of the code is best illustrated with data, make sure to include some; if the actual data that you used cannot be shared, then provide some representative “toy” data. If the full code cannot be shared, then at a minimum, relevant and illustrative code snippets should be shared; another alternative is to share the *documentation* of the code where the code itself cannot be. Alternative considerations are discussed below.

- The descriptions of the internship and the student’s second project should adequately demonstrate that they were carried out with the attention to quality that we hope to maintain for our program. The faculty evaluators will provide appropriate feedback to students where this is not the case.
- Although the demonstration of skills and code is an important part of this website, the site is also a reflection of the professionalism of the student. For this reason, there should be no grammatical, mechanical, or stylistic issues that detract from the professionalism of the site.
- Since this website is intended to benefit students as a personal job-seeking tool, students are welcome, but not required, to include additional components that they feel will better present them and their work in a hiring context. These may include documentation and description of additional programming projects, or prose-only reflections on HLT tools, libraries, models, or approaches (ie, like traditional blog entries). These may be sourced from course assignments or may be written independently of courses.

Website component checklist		
Component	Feature	Points
Professional introduction to the student	Length: 300 to 1000 words	2: length within range 1: non-zero length outside range 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present

Website component checklist		
Component	Feature	Points
	Above and beyond: How well does this component engage readers?	+1: Superior content and presentation style
CV	Up to date with recent content from enrollment in UAZHLT	2: includes relevant content from undergrad career through most recent academic year 1: noticeably out of date 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
Coding Project 1 (eg, internship)	Length: A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, between 1000 and 3000 words (not counting code)	2: length within target range 1: non-zero length outside range 0: component not present
	Content: student's experience demonstrates the learning outcomes for MSHLT program	3: all learning outcomes are clearly demonstrated 2: at least two learning outcomes are clearly demonstrated 1: one learning outcome is clearly demonstrated 0: component not present
	Code: Code is contained in the site, or a link to the code (such as in a GitHub repository) exists on the site.	2: code snippets present in text (not counted in word count) clearly demonstrate the extent of the project, or a URL for most or all of the code base is present 1: at least some code is present, but significant aspects of the project code are not exemplified 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present

Website component checklist		
Component	Feature	Points
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
Coding Project 2 (eg, 508 project)	Length: A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, between 1000 and 3000 words (not counting code)	2: length within target range 1: non-zero length outside range 0: component not present
	Content: student's experience demonstrates the learning outcomes for MSHLT program	3: all learning outcomes are clearly demonstrated 2: at least two learning outcomes are clearly demonstrated 1: one learning outcome is clearly demonstrated 0: component not present
	Code: Code is contained in the site, or a link to the code (such as in a GitHub repository) exists on the site.	2: code snippets present in text (not counted in word count) clearly demonstrate the extent of the project, or a URL for most or all of the code base is present 1: at least some code is present, but significant aspects of the project code are not exemplified 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
	<b>Total</b>	30 points possible

## Alternative considerations

### Q: What if I already have a personal or professional website?

Students may already have some kind of personal or professional website. A preexisting website *can* be used to satisfy this MSHLT requirement, but the website will be evaluated

based on the criteria here. It *must* include the components described above, and may optionally include other components of the student's choosing, without penalty. If a student's website cannot be modified to satisfy the requirements listed here, then the student should create one that *can* satisfy these requirements or use the traditional internship report option.

**Q: What if I don't need this site for a job search?**

Students may already have a job that they've held during the HLT program, or they may have a job offer resulting from their internship and may not need to seek employment right now. A lack of an imminent job search does not alter these requirements for evaluation of the professional website. A professional website will still serve a student well for future job changes or job advancement and should be built with these goals in mind.

**Q: What if I can't share code from my internship?**

It is possible that code or other specific details of a student's internship will not be publicly shareable due to NDAs or other restrictions around their internship work. This consideration is not limited to students who choose the public website option for their internship reporting and occurs for students who prepare the written internship report as well. Regardless of the mode of their internship reporting, students are encouraged (1) to obtain clearance from their supervisor or hosting entity to share code *before* starting their internship, and/or (2) to be creative in finding what they *can* share publicly from their internship work that would satisfy the requirements outlined above, especially when describing their internship work and demonstrating the learning outcomes of the MSHLT program. Students who are unable to meet these requirements with what they can share publicly may choose the traditional internship report option, which need not be publicly released and may give the student more flexibility when the public sharing of information is not permissible.

**Q: What if I don't want to create a public site like this?**

Students who for any reason oppose the creation and sharing of information about their internship and personal coding projects are welcome to choose the traditional internship report option, which need not be publicly released.

## **Faculty review process**

Although the requirements and structure of the professional website described here are quite different from the *ePortfolio* option that is used within the iSchool, we will model our faculty review process closely on the *ePortfolio* review.

One faculty member from the HLT program will have primary responsibility for reviewing and evaluating students' professional websites according to the criteria described above. This faculty member will evaluate the professional websites that students have completed following the completion of their internship according to the rubric outlined above:

- professional introduction to the student
- up-to-date CV or general resume

- description and code for the internship
- description and code for at least one other project
  - Both project descriptions adequately demonstrate that they were carried out with the attention to quality that we hope to maintain for our program
  - All materials present the student in a professional manner and are free from grammatical, mechanical, and stylistic issues that would detract from the professionalism of the site.

Students who plan for their internship report to be approved in a given term will have a submission deadline several weeks before the end of the term as determined by this faculty member; this deadline minimally allows time for review by a faculty member, feedback to the student, and revisions by the student before the end of that term. Any issues identified by the evaluator will be made clear to the student, and the student will be given an opportunity to remedy any problems with the site before a final evaluation is made and approval is given.

The result of this evaluation will be passed to the faculty member who is supervising the student's internship and who is responsible for filing a grade for the student's internship hours, recorded as LING 593. This evaluation will stand in lieu of the internship report and constitute 50% of the grade for the internship. It is possible that the faculty evaluator and the faculty member supervising a student will be the same person; it is also possible that these will be two different faculty members. If the faculty member supervising the internship is not the faculty member who evaluated the professional website, the internship supervisor is welcome to independently evaluate the student's professional website. Disagreements in evaluation between the two faculty members must be resolved before the student will be considered to have completed the internship, in the same way that current faculty members on the student's internship committee currently resolve any differences in the evaluation of the traditional internship report. (In practice, where multiple faculty members are involved in this way, their evaluation will best proceed in parallel until a consensus is reached that the professional website is satisfactory.)

### Some tips as you prepare your portfolio website

- It will save time in the review and revision process if you make sure your site is free of spelling mistakes, punctuation errors, usage errors, and other mechanical issues before submitting it for review. A grammar and spelling checker like Grammarly can be useful for this task.
- Since you'll be creating these pages as HTML documents, your site will benefit from a judicious use of links to relevant sites. If your internship was for a particular company, link to their site. If your code for a project is in a GitHub repository, include a link to that repository.
- Speaking of links: Including things that are URLs as text-only strings gives your site an unprofessional look. If something is a URL, it's intended to be opened in a browser, so make it a live link.
- Before you submit your website for review, use the rubric (given above) to evaluate the site yourself. If you score 25 or less, try to make improvements on your own that you think might give your site a score of 26 or more.