

COMPUTER SCIENCE/INFORMATION SYSTEMS INTERNSHIP POLICIES AND PROCEDURES

Students need an edge to stand out in today's competitive job market. Internships help students bridge the gap between the college classroom and the world of work. Students gain valuable work experience that enhances their education. In addition, they bring back to the classroom insights gained from first-hand experience in the daily world of work.

The attached internship agreement states the responsibilities of each party. The sponsor (employer) is requested to complete a mid-term and final performance evaluation. The student must complete weekly logs, submit them to the Mathematics, Computer Science, and Information Systems department representative, and present a written report after the conclusion of the internship. The student's university internship advisor will determine the final grade based upon the sponsor's evaluation, the written report, and weekly logs.

The length of internships varies. Starting and ending dates are determined by the student and sponsor. Responsibilities and duties assigned to the intern should be similar to those encountered by a professional employee. As a basic rule one hour of credit requires at least fifty hours of work time. The internship is a learning experience and should provide challenges to the student.

NORTHWEST MISSOURI STATE UNIVERSITY COMPUTER SCIENCE INTERNSHIP AGREEMENT

The Student agrees to:

- Do an honest day's work, recognizing that the employer must profit from the student's labor in order to justify providing the internship experience.
- Keep the employer's interest in mind and be punctual, dependable, and loyal.
- Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.
- Be courteous and considerate of the employer, co-workers, and customers.
- Do all jobs assigned to the best of one's ability.
- Be alert to perform unassigned tasks which promote the welfare of the business.
- Notify the employer prior to any absence.
- Keep records of the work experience and complete all reports the school and employer require
- Report to the University Supervisor any problem, in regard to the training, prior to any termination.

Intern Sponsor agrees to:

- Provide the student with opportunities to learn how to do well as many jobs as possible, with particular reference to any arrangements stated specifically.
- Help the internship supervisor make an accurate evaluation of the student's performance.
- Avoid subjecting the student to unnecessary hazards.
- Notify the parents and the university immediately in case of an accident or illness and if any other serious problem arises.
- Consult with the University Internship Supervisor if the trainee is no longer desired in the business.

University Internship Supervisor agrees to:

- Assist the student in finding an internship sponsor.
- Assist both the student and cooperating employer in establishing the internship and provide and explain all information concerning the program and the responsibilities of each party involved.
- Maintain contact on a regular basis with the student and sponsor.
- Work with the sponsor and the student to insure that the student benefits from the internship experience and the sponsor's interests are considered.

Instructions for Internship Logs

Logs are due by midnight Monday following each week of the internship. Name the log using your last name followed by Log, with extension xls, (SmithLog.xls for example) and email to your university supervisor.

A log template will be provided by your university supervisor. The log for each day must contain:

- The date
- The amount of time it took you to complete the activity
- A brief description of the activity for the day

In addition, the hours for each week should be totaled. The log must be cumulative, so that each new log is identical to the preceding one, with an extra week added. The cumulative total hours worked should also be included.

An entry for a single day should be several sentences.

Logs are graded on timeliness (handing them in on time), completeness (following the bulleted instructions above), clarity, and grammar and spelling. Write complete sentences.

Specifications for Internship Paper

Submission instructions: The report is due within one week of completion of internship. Name the report using your last name followed by the word Report, with extension doc (SmithReport.doc, for example).

The internship paper counts 40% of your grade. It will be graded on content, clarity, organization, grammar and spelling, and conformation to the required format. You must adhere to the following requirements:

- The paper must be at least four (4) pages in body length, but no more than 10 pages
- The paper must be word-processed, double-spaced with standard margins of 1" each. Use Times New Roman font, with a font size of 12
- Pages must be numbered. Put page number in the center bottom of each page. Do not number the cover page.
- The paper must contain the following sections in the order specified, and with the headings (written in bold) specified.
 - Cover page with name, company, location, and date of internship
 - Short description of activities (**Activities**). This should be approximately one-two pages, and should not be simply a re-statement of your log entries. Rather, it should provide an overview of the types of activities you participated in and provide a "big picture" view of the internship. It should be written as though you are describing the internship activities to someone who has not read your daily logs, has no information about this internship program, but is interested in participating in the internship in the future.
 - Student's evaluation of his/her internship (**Goals**)
 - what goals were set? That is, what were you hoping to learn from this internship experience?
 - which goals were met? How?
 - which were not met? Why?
 - Description of how course work is related to the internship; describe how course work contributed to your performance, or how the coursework and the internship complement each other (**Course Work and Its Relationship to the Internship**)
 - Did this internship experience help you to choose a career you wish to pursue? Explain. (**Career Choices**)
 - Explain the benefits of this internship and internships in general and any changes you would make if you could to it again. (**Benefits**)

Grading Criteria

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| • Sponsor evaluation | 30% |
| • Written paper | 40% |
| • Logs complete and on time | <u>30%</u> |
| | 100% |