**University of Computer Studies, Meiktila**

**Internship Programme**

**for**

**Final Year Students**

**2016-2017 Academic Year**

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1. **Overview of the Internship Program**

Final year students at the University of Computer Studies, Meiktila (UCS(Mtla)) are required to complete Internship or Project to fulfill their graduation requirements. UCS(Mtla) computer science internship program is an important part of the Computer Science curriculum. The purpose of the program is to provide students an opportunity to integrate classroom studies with work-based learning that is related to the student’s academic course work and career goals. Students can also obtain a better understanding of the professional environment and get an opportunity to self-evaluate her/his career goals before they are graduated.

UCS(Mtla) internship is a three-month program, from May to July, 2017. To receive academic credit for an internship/project, a student must satisfactorily complete the following minimum requirements:

* Complete the project/tasks assigned by Internship course supervisor/instructor
* Receive satisfactory evaluations on all progress reports
* Complete an internship report
* Complete a final presentation to the faculty

1. **Responsibilities of the Organization/Company**

The organization is responsible to:

* provide job related project(s) which will enable the students to apply the concepts, methodologies, and techniques acquired during the course
* provide supervisor(s) for each of the company attachment teams assigned to their organization
* provide work space and other necessary resources for the students
* provide access to information and personnel required to complete the company attachment project
* submit the Intern Project Plan which describes the overview of the project to UCS(Mtla) supervisors at the second week of the beginning of internship.
* Maintain a journal of daily activities of students throughout the internship and submit a weekly student’s progress report summarizing daily activities during the previous week to UCS(Mtla) supervisor’s email.
* Send student appraisal form to UCS(Mtla) supervisor at the end of the intern attachment

The company should have to fill out the necessary forms/appraisals and these will enable UCS(Mtla) to improve our course and internship program. These forms and appraisals are

* Internship Project Plan (see in Appendix A) : describes the overview/detail of the project plan and to be sent to UCS(Mtla) supervisor at the end of the first week of the beginning of project
* Student Progress Report(see in Appendix B) : describe Daily activities of the student and to be sent to UCS(Mtla) supervisor weekly
* Student Appraisal Form (see in Appendix C) : to be sent to the UCS(Mtla) supervisor within last week of the internship

If the internship project is different from the original proposal, please inform the UCS(Mtla) internship coordinator for approval in advance.

1. **Responsibilities of UCS(Mtla) Supervisors**

All students, both intern students and students who do project at UCS(Mtla), have assigned a supervisor. Supervisors of intern students have to cooperate with the company site supervisors from UCS(Mtla) site. The UCS(Mtla) supervisor has to collect all filled forms/ appraisal from company site supervisors and performs final review/evaluation of the intern students.

Supervisors of students who do projects at UCS(Mtla) have to supervise their projects and evaluate their performance. Supervisor’s responsibilities are as follows.

* To assist student in preparing the project proposal form and establish a schedule of work activities
* To monitor the student attendance and performance during the project
* To conduct with the student periodic evaluation sessions to assess the student’s performance and progress, to review the projected work schedule, and to discuss matters of concern.
* To maintain a journal of daily activities of students throughout the project period
* To complete and submit the supervisor’s evaluation form and make final student’s evaluation

Supervisors of students who do projects at UCS(Mtla) have to fill the following forms/appraisal and make final evaluation.

* Internship Project Plan(see in Appendix A)
* Student Progress Report (see in Appendix B)
* Student Appraisal Form (see in Appendix C)

1. **Responsibilities of UCS(Mtla) Students**

For students who do projects at UCS(Mtla), their responsibilities should be

* To notify his/her supervisor in advance, of necessary absences.
* To write a project proposal form and develop a formalized schedule of work-related activities in consultation with the supervisor
* To carry out all assignments in prompt and professional manner.
* To keep a detailed daily log of his/her work activities
* To submit a final project report by the deadline specified by the supervisor.
* To give a 20 minutes presentation on his/her project at the end of the project time

Students must comply with the above responsibilities and must complete his/her project. Students who do not complete his/her project will be assigned fail project grade.

The role of the students in the company attachment program is to fulfill requirements from the Internship Company and University. For company attached intern students, their responsibilities should be

* To follow policies and procedures defined by the attached company
* To always be on time for his/her duties and to notify both company site supervisor and UCS(Mtla) supervisor, in advance, of necessary absences.
* To dress appropriately all the times.
* To cooperate with his/her supervisor and work colleagues and carry out all assignments in a prompt and professional manner.
* To prepare a final project report and presentation related to the internship project
* To maintain a regular contact with assigned UCS(Mtla) supervisor
* To communicate to company site supervisor and UCS(Mtla) supervisor if any problems are encountered during the internship
* To give a 20 minute presentation on his/her internship experience at the end of the internship
* To submit a final project report by the deadline specified by the UCS(Mtla) supervisor.

No personal leaves would be allowed and seek approval form UCS(Mtla) supervisor first and then the company site supervisor in advance for any urgent personal leaves. When the student resumes his/her work, a medical record has to be presented to his/her attached supervisor and scan and email the medical record to UCS(Mtla) supervisor. No local/oversea travel allowed during internship except it has been pre-approved by UCS(Mtla) and the company. In the event, due to some unforeseen condition with valid reasons, the students should still continue working till the end of the internship. Failure to comply with the above responsibilities could result in termination of the internship and the student may be assigned ‘fail’ grade in the case of termination before the end of the internship time.

All students are required to submit final Internship Report about the internship project and make presentation.

Intern Student need to submit the following documents to his/her supervisor.

* Student’s Remarks on Internship program : within last week of the internship (see in Appendix D) and
* Internship Report : within last week of the internship (See in Appendix E)

Students, who do projects at UCS(Mtla), need to submit the following document to his/her supervisor

* Student’s Remarks on Internship program : within last week of the internship (see in Appendix D) and
* Internship/project Report : within last week of the internship (See in Appendix E)

5. Evaluation of Student’s Performance

A final grade of pass/fail is based on the reviews by the supervisors and the quality of the final report and presentation.

A student will pass his/her internship/project if his/her performance as and intern is found to be satisfactory upon the Internship Supervisor’s review of the following documents and his/her presentation.

* Student Appraisal Form/Student Evaluation Form
* Weekly Progress Report
* Internship Report

A student who does not complete the internship/project will be assigned fail grade. A student will fail his/her internship if his/her performance is deemed unsatisfactory for any of the following reasons.

* Failure to comply with the internship guidelines
* Failure to submit post-internship documents by the deadline
* A dissatisfactory Employer/Supervisor Evaluation report
* A dissatisfactory Internship Report

**Evaluation Scheme**

Grades will be determined based on the student’s presentation, final report and the supervisor’s evaluation with the following weights.

* mid-point assessment of reflective daily activities (progress report) : 40%
* Student Appraisal form : 20%
* Oral presentation : 20%
* Final project report : 20%

**Appendix A Simple Internship Project Plan**

Cover

**Project Plan Report**

Project Title: xxxxxxxxxxxxxxxxxxxx

Project Duration: xxxxxxxxxxxxxxxxx

Students: 1. xxxxxxxxxxxxxxxxxxx

2. xxxxxxxxxxxxxxxxxxx

3. xxxxxxxxxxxxxxxxxxx

Organization: xxxxxxxxxxxxxxxxxxxxxxx

Contents (Suggested outlines – not limited to)

1. Introduction

* Objective of Company attachment
* Project Background

1. Overview of Activities

* Project Plan and schedules
* Phases/activities/deliverables (high level description ONLY!)

1. Recommendations

This section should state any recommendation for the system and the future phases of Development

* Short term recommendation
* Long term recommendation

1. Things Learned

Describe what the students have learned/gained from this company attachment project.

Attachment (optional): Necessary documents related project

**Appendix B : Student Progress Report**

The purpose of this form is to maintain a brief memo of student’s progress and supervisor reviews. The supervisor who monitors the student’s performance during this period should fill out the form and mail this form to the UCS-(Mtla) supervisor or place it in a sealed enveloped and give it to the student to bring it back to the UCS-(Mtla).

Company/Organization Name: -------------------------------------------------

Student Name ------------------------------------------------------------

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date | Assigned Tasks/ Description of work | Completion | Remarks |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Supervisor’s Comment

Please comment on the intern’s work during this period

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C : Student Appraisal Form/ Evaluation of Internship Student**

The purpose of this form is to provide feedback on student performance during the Internship program. The supervisor who monitors the student’s performance during this period should fill out the form and mail this appraisal form to the UCS(Mtla) supervisor or place it in a sealed enveloped and give it to the student to bring it to the UCS(Mtla). Your intern student will not receive credit until this form is completed and returned.

The supervisor should evaluate should the student objectively with other students comparable academic level, with other personnel assigned to the same (or to similarly classified) jobs, or with individual standards.

**Student Appraisal Form/Evaluation of Internship Student**

Student Name/Roll No: ----------------------------------------------------------------------

Company/Organization Name: -------------------------------------------------------------

Work Period from -------------------------------------- to ----------------------------------------

Total Leaves taken: Medical Leaves \_\_\_\_\_\_\_\_\_\_days, Personal Leave\_\_\_\_\_\_\_\_\_\_days

1. Please rate the intern student on the following chracteristics by checking the box which most represents your evaluation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Characteristics | Excellent | Above average | Average | less than average | Poor | Very poor |
| Initiative |  |  |  |  |  |  |
| Judgment/Maturity/  Professionalism |  |  |  |  |  |  |
| Resourcefulness |  |  |  |  |  |  |
| Attendance and Punctuality |  |  |  |  |  |  |
| Quality of work |  |  |  |  |  |  |
| Completing Tasks |  |  |  |  |  |  |
| Ability to learn new concepts and ideas |  |  |  |  |  |  |
| Willingness to learn |  |  |  |  |  |  |
| Can work independently |  |  |  |  |  |  |
| A positive work attitude |  |  |  |  |  |  |
| Can work with others(Team work) |  |  |  |  |  |  |
| Communication skills |  |  |  |  |  |  |
| Skill (Problem solving/decision making technical skill |  |  |  |  |  |  |
| Overall Performance |  |  |  |  |  |  |

1. Please describe the work/tasks that the student accomplished and how well did the student preform these tasks from a professional view point.
2. Any additional comments on the student.eg. about the intern’s work characteristics, technical knowledge and skills, ability to adapt to work environment/hardware/software etc
3. Any comments on the internship program. Your suggestions for improving UCSY’s internship program.eg. technical knowledge and skills, academic/curricular preparation, methodology, programming, networking, etc, to include in our curriculum to best prepare our students for the industry
4. Other comments
5. This report has been discussed with the student intern: ( ) Yes ( ) No

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D : Student’s Remarks on Internship Program**

An essential part of a successful internship program is providing students with high quality internship experiences. In order to maintain this quality it is imperative that we receive feedback from our student interns. Please complete this confidential form and return to the UCSY course coordinator. You will not receive credit for this course until this form is completed and returned.

**Student’s Remarks on Internship Program**

Organization : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Any comment on your supervisor(s) and co-worker; accessible and approachable, provide learning opportunities, interest in your development, etc.
2. Comments on opportunity to learn new skills
3. How well the internship experience made use of what you have learned in your computer science courses?
4. What were the greatest benefits you received from this internship? What did you like best about the internship?
5. What were the biggest problems you encountered in this internship? What did you like least about the internship?
6. Would you recommend your employer to other internship students? Yes/No. If not. Explain why.
7. What suggestions do you have for improving the internship program?
8. Based upon your experience, what additional instructional content or revision should be included within the curriculum?
9. Any additional comments? Your overall feelings about this internship.

Student’s Name/Roll No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E : Suggested Outline of Internship Report**

Internship Report: Students’ reflecton on their experiences. Main content of the report must be at least pages. Sample Report format can be seen in Appendix F.

The report has to follow the following outlines. The suggested outline is meant to prompt thinking not limit to. The outline chapters may be broadly divided into 3 parts (i) Organization/Introductory of project chapter, (ii) Chapters developing the main theme of the project work and (iii) Conclusion.

1. **Introduction/ Organization:** state where and when internship was performed with a brief description of the company and its strategy. eg. brief profile of organization, history, vision, mission and values, characteristics, products and services, the overall business of the industry, future prospects for the industry, the types of technology they use etc…
2. **Tasks, Projects and Activities:** include a summary of activities and tasks, initial job responsibilities, tasks, observations, challenges and experiences from each task and learning outcomes, student’s responsibilities, project materials, code, design, print screens, etc. Content of the project depends on the project type. Design, methodology used, implementation, etc… would be different.
3. **Learning Through the Internship Experience/Educational Value:** describe what was learned about chosen career field and the business environment through the work performed. Internship experience summary and describe any connections that were found between the works performed as an intern and one’s classroom experiences prior to and during the internship. Different between Theory and practice, New skills gained from internship.
4. **Overall Perspective/Conclusion:** state what was learned from the internship, its value and any impact on future career choice, your final perspectives on the internship experience, suggestions for future interns. Recommendations for the internship company and university. Eg. What would you advise to other students in an internship program? What would you tell other students who want to enter a career in this industry? How would you feel about a full-time career with this organization?
5. **Reference and Appendices:** samples of written work, letters of evaluation, project materials, project references documents, screen shoot, source code, technical manuals, etc.

**Appendix F: Sample Report Format**

Cover page

<Font Style Times New Roman – size:16, bold>

**UNIVERSITY OF COMPUTERSTUDIES,YANGON**

<Font style Times New Roman – size:14>

In Partial Fulfillment of the Requirements for the Degree of Bachelor of Computer Science

<Font Style Times New Roman – size:14, bold, underline>

**Supervised By**

<Font Style Times New Roman – size:14, bold>

**UCSY SITE SUPERVISOR : SUPERVISOR NAME**

<Font Style Times New Roman – size:14>

Supervisor Rank/Designation

xxxx Department xxxx

xxxxx ucsy xxx

<Font Style Times New Roman – size:14, bold, underline>

**Submitted By**

<Font Style Times New Roman – size:14, bold>

**Roll No-xx:Student Name**

<Font Style Times New Roman – size:14>

xx submitted Month, 2017 xxx

1. **Page Arragement**
2. Cover Page
3. Acknowledgements
4. Abstract/Perface : Overview description of you internship project
5. Table of contents
6. Chapters
7. **Page Layout**

Margins : Top : 1, Bottom : 1, Left : 1, Right : 0.7

Size : A4

**3.Text Format**

**Cover Page** – As specified in sample Cover page above

**Acknowledge** – Acknowledge should be one page typed 1.5 line spacing, Font Style Times New Roman and Font Size 14.

**Abstract** – Abstract should be one page typed 1.5 line spacing, Font Style Times New Roman and Font Size 14.

**Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The acknowledge and abstract will not find a place among the items listed in the Table of contents but the page numbers of which are in lower case Roman letters. All text should be in Time New Roman and Chapter Titles should be in font size: 14, bold and subtitles is in font size 12.

**Chapters** – The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

**Chapter Titles**: Times New Roman, bold, size-14, space-1.5 lines, Align-center

**Section Titles**: Times New Roman, bold, size-14, space-1.5 lines, Align-left

**Section Text**: Times New Roman, size-12, space-1.5 lines, Align-Justify

**Figures and Table Title**: Times New Roman, size-12, space-1.5 lines, Align-center.

Each Table and figure should be placed in the immediate vicinity of the reference where they are cited. Figure and Table numbers should be given by chapter number they occurred. eg. In chapter 1, first figure name should be, Figure(1.1) xxxxxxxx and next figure should be Figure(1.2) xxxxxxxxx. In chapter 2, first figure name should be, Figure (2.1) xxxxxxxx and next figure should be Figure (2.2) xxxxxxxx,etc.

**Reference and Appendices** – Appendices are provided to give supplementary information, project materials, Appendies should be numbered using Arabic numerals, e.g.Appendix 1, Appendix 2,etc. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

**4. No of pages**: Main content of the report should have at least 5 numbers of pages.

**Appendix F : Sample Report Format**

Cover page

**UNIVERSITY OF COMPUTER STUDIES, MEIKHTILA**

**INTERNSHIP REPORT**

May-July, 2017

In Partial Fulfillment of the Requirements for the Dgree of Bachelor of Computer Science/Technology

**Supervised By**

**U xxxxxxxx**

Lecturer

SW Department

University of Computer Studies, Meiktila

**Submitted By**

5CS 123 : **MG KO KO**

5CS 124 : **MG xxxxxxx**

July, 2017