## Assessment details

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| --- | --- | --- | --- | --- |
| **Item no.** | | **Description** | **Value** | **Due date\*** |
| 1 | | Midterm report | 30% | Week 7 |
| 2 | | Final report and presentation | 70% | Week 14 |
| \* | Due date is the last date for assessment items to be received at the University. | | | | |

### Project Proposal and Contract

**Worth : 0%**

**Date Due : Week 2**

**Project Proposal**

The project proposal should describe a project that you will have substantial involvement in as part of the internship. The proposal should describe:

* Project Aims and Objectives
* Expected Outcomes
* Your role in the project
* Tools and Facilities to be used
* Project Schedule

**Contract**

A contract between the internship supervisor and the intern is to be signed. A copy of the contract is included in Appendix A. An indemnity form is also to be signed by the intern – refer Appendix B.

### Midterm Report

**Worth : 30%**

**Date due : Week 7**

### ****Expected Learning Outcomes Assessed****

* discuss real-world issues in their experience of work in the information technology industry;
* describe the role of information technology in the organisational culture;
* describe the role of participants in commercial software development; and
* describe the use and importance of standards in the industry.

**Requirements**

The midterm report is to describe the project that the student is involved in as part of the internship. The paper should be professional in both form and content.

The midterm report should include the following items:

**A. Monthly Progress Reports**

During the student’s entire internship, progress reports must be completed and turned in via email to the internship coordinator by the first Monday (at noon) of each month. These reports should be included in the midterm report.

Progress reports should contain the following information:

* + How the internship is going;
  + Any questions or concerns the student may have;
  + Any difficulties that the student may be experiencing;
  + Any changes in the terms of the internship, such as:
    - End date;
    - Scope or type of project is different from contract;
    - Unexpected termination of the project;
    - Change of employer status;
* Summary of tasks completed in prior month;
* Any other information that might be important.

A template for the progress report is available in Appendix C.

**B. Project Report**

The student must write a report (about 1,500 words) that describes a substantial project that he/she has completed thus far. The paper should be professional in both form and content. Documentation written as part of the employment activities is often suitable as the basis for this paper.

The content of the paper should emphasise the project—it should not be a diary. That is, the report should discuss what had been achieved. The following is a *guide* of topics that the paper may address—it is not meant to be either exhaustive or required, although it is typical of most projects.

* + Organizational context: a description of the company and computing environment for which the project was undertaken.
  + Goals: describe the reasons for which the project is undertaken, that is the intended benefits and results.
  + Specification: describe how the project will achieve those goals.
  + Methodologies: describe tests, procedures, and tools used by the organization, describing how these are used to achieve the project goals.
  + Product: describe the deliverables produced to achieve the project goals, which may be software, multimedia, web pages, information analysis, etc.
  + Role and Reponsibilities: describes the role of the intern in the project and what he/she has achieved.
  + Conclusion and plans for next half of internship.

The marking scheme is as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Assessment Criteria** | **Weightage** |
| A: Progress Reports | Progress Reports from Month 1 and 2 complete and clear:  Project Status  What’s going well and why  What’s not going well and why  Suggestions | 20% |
| B: Project Report | Organizational Context  Project Goals  Methodologies, tools and standards used by organization  Role and responsibilities of the intern  Conclusion and future plans | 80% |
| TOTAL |  | 100% |

### Final Report

**Worth : 70%**

**Date Due : Week 14**

### ****Expected Learning Outcomes**** Assessed

* discuss real-world issues in their experience of work in the information technology industry;
* describe the role of information technology in the organisational culture;
* describe the role of participants in commercial software development; and
* describe the use and importance of standards in the industry.

The final report should be an update of the mid-term report to reflect the status of the project as at Week 14. It should include a hard copy of the progress report for month 3 which was emailed to the internship coordinator. The student will also be required to prepare an internship report and a presentation to summarize the internship and the project undertaken.

**A. Project Evaluation Report**

The student must write a report (about 1,500 words) that describes the outcome of the project that he/she has completed. The paper should be professional in both form and content.

The content of the paper should emphasise the project—it should not be a diary. That is, the report should discuss what had been achieved. The following is a *guide* of topics that the paper may address—it is not meant to be either exhaustive or required, although it is typical of most projects.

* + Goals: review of goals for which the project is undertaken that is the intended and actual benefits and results.
  + Specification: describe how the project has achieved those goals.
  + Methodologies: describe tests, procedures, and tools used by the organization, describing how these are used to achieve the project goals. These should be an update on the methodologies produced in the Midterm Report.
  + Product: describe the *actual* deliverables produced to achieve the project goals, which may be software, multimedia, web pages, information analysis, etc.
  + Role and Reponsibilities: describe the role of the intern in the project and what he/she has achieved.
  + Conclusion.

**B. Internship Report**

As part of the internship course, the student should write a short (about 1,500 words) report that:

* + Describes the structure of the employer and employees within the organisation.
  + Summarizes the student’s accomplishments during employment (this need not repeat material covered in the project report).
  + Discusses the relationship between the academic coursework and internship.
  + Identifies those skills that have been developed as a result of the internship.
  + Establishes a relationship between the internship and the student’s future career goals.

The marking scheme is as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Assessment Criteria** | **Weightage** |
| A: Progress Report | Progress Report for Month 3 complete and clear:  Project Status  What’s going well and why  What’s not going well and why  Suggestions | 10% |
| B: Project Report (updated) | Organizational Context  Goals  Specification  Methodologies, tools and standards used by organization  Product  Conclusion | 20% |
| C. Internship Report | Organizational Stucture  Student’s Accomplishments  Relationship between coursework and internship  Skills developed  Conclusion | 60% |
| D. Final Presentation | Summary of project goals and outcomes, lessons learned.  Summary of internship goals and outcomes, lessons learned | 10% |
| TOTAL |  | 100% |

**C. Evaluation Reports**

The intern must also submit a Student Evaluaion Report (Appendix D) and a Supervisor Evaluation Report (Appendix E).