

UNIVERSITY OF NEBRASKA OMAHA
The Peter Kiewit Institute

COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY

Student Internship Agreement for Course: **CSCI 4950**

This form must be completed and signed before the end of the second week of class. Failure to do so may result in Administrative Withdrawal from the course waiving any refund of tuition.

Route To: Student Internship Coordinator

Date: _____

Student Information:

Name: _____ SSN: _____ - _____ - _____ Phone: (H) _____
Phone: (W) _____

Address: _____ E-mail: _____

I have obtained an internship job with _____
My job title will be: _____ (Position Description is Attached). I will be working at
least _____ hours/week; my start date is: _____; and my termination date is: _____.
Supervisor's name: _____
Supervisor's address: _____
Supervisor's telephone number: _____ and e-mail address: _____
I would like to receive _____ hours academic credit toward my degree during the _____ semester 20__.

Internship Information:

The employer is required to evaluate the student intern and to forward that evaluation to the Faculty Advisor at least two weeks prior to the end of the semester for which the student has registered for academic credit. The student is required to complete a project or paper in accordance with the Faculty Advisor's instruction and to submit that to the Faculty Advisor as instructed. The IS&T Internship Coordinator and/or the Faculty Advisor will visit with the student and his supervisor at the work site at least once during the Internship.

Academic Course Information:

(To be completed by the appropriate Program Chair)

Your Internship is approved for _____ hours academic credit toward your degree. Your Faculty Advisor will be: _____ E-mail address: _____
Telephone number: _____ Chair's signature: _____

Signatures:

As participants, we agree to the responsibilities of this internship.

Student: _____ Date: _____

Supervisor: _____ Date: _____

CSCI Chair/ Assistant Chair: _____ Date: _____

Cc: Student, Faculty Advisor, Computer Science Chair, IS&T Internship Coordinator, Business Supervisor

Method of Evaluation

Each student who enrolls in CSCI 4950 will be evaluated using the following components. The weight of each component towards the overall evaluation may vary, but the first two components will invariably constitute the principle factors affecting the evaluation.

Internship Supervisor's Evaluation

The student's supervisor at the organization sponsoring the internship will be asked to provide a brief written evaluation of the student's contribution during the period of the internship. This evaluation may be similar to that used for other employees, or may be a special evaluation solely for the Computer Science intern. The Career Resource Center at The Peter Kiewit Institute will provide an intern evaluation form to the supervisor if requested.

Intern's Written Report

Each student intern will prepare a report about his or her internship experience. This report is normally between ten and fifteen double-spaced pages of text in length; illustrations are acceptable but will not substitute for carefully written text. The report must be delivered to the administrative assistant for the Peter Kiewit Institute (in room PKI 301, phone 554-3333) on or before 5:00 PM on the Friday preceding the last week of classes (April 21 for the Spring 2000 semester). Submissions by electronic mail are not acceptable. Do not expect to receive an extension of the due date; no late submissions will be accepted. The report must be submitted both in printed form and in machine-readable form as a Microsoft Word Document using one-inch top and bottom margins, 1.25-inch left and right margins, and 12-point body text. The report may be published on the computer science department's web pages. The report must be of professional quality (organization of the report, grammar, and spelling are all important). The report should have a single title page giving at least the name of the student intern, the time period covered by the internship, and the company or organization for whom the student intern worked. The pages in the report must be sequentially numbered at the bottom of each page. The majority of the report must be original writing done by the intern. Any material included (e.g. copied or paraphrased) from other sources must be identified and the source attributed. The faculty advisor and the department chair or associate chair will evaluate the report. The report must address at least the following subjects:

Goals of the internship

Provide a brief summary of the organization and its expectations of you as an intern. Identify the organization's goals, and to the appropriate extent, the organization's computational infrastructure as it affected your work. Do not simply copy "boilerplate" text from the organization. If you wish, you may attach such material to your report as an appendix.

Your role in achieving those goals

Describe the work you did for the organization. Indicate the extent to which your activities were directed, and the extent to which you were permitted to use your own judgment and academic experience in making decisions. Identify specific hardware and software you used in achieving the organization's goals. As with the internship goals, do not simply copy text from the organization's documents describing the position. Similarly, do not provide extensive technical descriptions of systems or algorithms. Instead, focus on your activities as they related to the internship.

The relevance of your academic background to the internship

From your perspective, what courses or topics were of the most value to you in completing your internship? What additional courses, or topics in existing courses might have been useful in completing your work?

Conclusion

Indicate if your internship was successful. Describe the criteria you used in evaluating your success.

Meeting Between Faculty Supervisor and the Intern

There will be one or more meetings between the faculty internship supervisor and the intern. During these meetings the progress of the internship will be evaluated to ensure appropriate academic goals are being met.

Meetings Between The Faculty Supervisor and the Organization's Representative

There will be one or more meetings between the coordinator of the PKI career resource center and the representative of the organization that is providing the internship (usually the intern's immediate supervisor). During these meetings the intern's progress will be evaluated to ensure the organization's goals are being met. The intern may be provided with a written report of this component of the evaluation, although it is expected that the organization will provide this information on an ongoing basis.