

During the Internship:

Students are required to work 8 hours per week, or 1 day per week, during the semester, for a total of 120 hours for the semester.

Students should submit an activity report every two weeks to the faculty supervisor, including the following information:

Number of hours completed each day, during the two weeks, and total number of hours.

A short summary of activities.

A short description of progress towards the educational goals of the internship proposal.

The faculty supervisor will assign a grade to the report, based on timeliness for submission, fulfillment of required hours, use of time, and thoughtfulness and persistence in achieving learning objectives.

At The Conclusion of the Internship:

The student shall prepare a final report. Generally, this report should give a description of the internship, and a self-evaluation describing how well the educational goals outlined in the internship proposal were achieved, as well as any unexpected educational benefits. Specifically, the report should:

Describe the practices of the company at which you worked.

Describe your position within the company.

Explain the details of the computer systems on which you worked, and how they are related to the practices of the company.

Explain in detail the project on which you worked during your internship.

If possible, present documentation for the systems and packages on which you worked.

Give a detailed description of any programs or software that you wrote or maintained during your internship.

Explain how your project could result in benefits for the company.

Explain the educational benefits which you derived from your internship, including any unexpected benefits.

The final report must be approved and signed by the employer and faculty supervisor.

In addition to the final report, your employer will be asked to prepare a written evaluation of your progress and performance. An evaluation form is on the following page. Based on your activity reports, your final report, and your employer's written evaluation, the supervisor will assign a course grade.



Faculty of Arts and Sciences • Department of Mathematics and Computer Science
Smith Hall • Room 216 • 101 Warren Street • Newark • New Jersey 07102-1811
Telephone: (973) 353-1004 • Fax: (973) 353-5270

Employer's Evaluation - Computer Science/Information Systems Internship
This section to be completed by student:

Date: _____
Name: _____
Address: _____
Phone Number: _____
E-mail Address: _____

Faculty Supervisor's Name: _____
Phone Number: _____
E-mail Address: _____

Company Name: _____
Address: _____
Supervisor's Name: _____
Phone Number: _____
E-mail Address: _____

This section to be completed by employer:

Please give a written evaluation on your company's letterhead of the intern's experience at your company. Your evaluation should address:

How the intern performed.

How the intern related with other employees.

What the intern learned about computer systems and software packages.

How this project benefited your company.

Although it is the faculty supervisor who assigns a grade for this project, your input would be especially helpful in making a decision about the student's grade. Please indicate what letter grade you feel would be appropriate for the intern.

Please attach this form to your written evaluation and return it to the faculty supervisor no later than December 1st (for fall semester) or May 1st for spring semester).

Thank you for your cooperation.