



University of Computer Studies, Yangon

**Internship Programme
for
Final Year Students**

2016-2017 Academic Year

4. Responsibilities of UCSY Students

For students who do projects at UCSY, 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 a 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 UCSY 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 UCSY supervisor
- To communicate to company site supervisor and UCSY 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 UCSY supervisor.

No personal leaves would be allowed and seek approval from UCSY 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 UCSY supervisor. No local/oversea travel allowed during internship except it has been pre-approved by UCSY 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 students 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 UCSY, 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/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 an 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 Sample Internship Project Plan

Cover

Project Plan Report

Project Title: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Project Duration : xxxxxxxxxxxxxxxxxxxxxxxx

Students: 1. xxxxxxxxxxxxxxxxxxxx

2. xxxxxxxxxxxxxxxxxxxx

3. xxxxxxxxxxxxxxxxxxxx

Organization: xxxxxxxxxxxxxxxxxxxxxxxx

Contents (Suggested outlines - not limited to)

1. Introduction

- Objective of Company attachment
- Project Background

2. Overview of Activities

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

3. Recommendations

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

- Short term recommendation
- Long term recommendation

4. Things Learned

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

Attachment (optional): Necessary documents related project

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/ RollNo : _____

Student's signature : _____ Date _____

Appendix E : Suggested Outline of Internship Report

Internship Report: students' reflection on their experiences. Main content of the report must be at least 5 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.

- I. **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...
- II. **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.
- III. **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
- IV. **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?
- V. **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 Formatcover page

UNIVERSITY OF COMPUTER STUDIES, YANGON

INTERNSHIP REPORT
 xxxxxxProject Duration xxxx

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

Supervised By

UCSY SITE SUPERVISOR : SUPERVISOR NAME

Supervisor Rank/Designation

xxxx Department xxxxx

xxxx ucsyxx

Submitted By

Roll No-xx: Student Name

xxsubmitted Month, 2017 xxx

1. Page Arrangement

1. Cover Page
2. Acknowledgements
3. Abstract/Preface : Overview description of you internship project
4. Table of Contents
5. Chapters

2. 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 Times 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 Title : 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) xxxxxxxx, 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, Appendices 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** number of pages.

Appendix F : Sample Report Format

cover page



UNIVERSITY OF COMPUTER STUDIES, YANGON INTERNSHIP REPORT

May-July, 2017

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

Supervised By

U XXXXXXXX

Lecturer

SW Department

University of Computer Studies, Yangon

Submitted By

5CS 123 : MG KO KO

5CS 124 : MG XXXXXXXXXXXX

July, 2017