



**UNIVERSITY OF KELANIYA**  
**BACHELOR OF SCIENCE HONOURS**  
**IN**  
**SOFTWARE ENGINEERING DEGREE PROGRAM**

*Internship Handbook*

## **Mission Statement**

The Bachelor of Science Honours in Software Engineering degree programme aims to teach and prepare liberally educated, articulate, and skilled software engineers for leadership, professional careers, and advanced study. A central objective is to contribute to society by advancing the field and software engineering through innovations in teaching and research, thus enhancing student knowledge through interactive instruction, global engagement, and experiential learning. The programme will also serve as a resource to inform society about innovations related to the production and uses of computers and software.

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It is compulsory for all undergraduates following the Bachelor of Science Honours in Software Engineering degree programme to undergo a 24-week internship at either a government institution or a private enterprise (local or foreign) during the third year of their study period. The internship experience, where the undergraduate works as a trainee in a real-world environment, provides the opportunity to engage in the practical application of theories, best practices, and guidelines learned in the classroom.

## **1- Purpose of the Internship Handbook**

The Bachelor of Science Honours in Software Engineering (BSc Hons in SE) Internship Handbook is developed to provide specific details on the internship programme and describe guidelines for fulfilling the program's requirements. This handbook is designed to serve the following purposes:

1. To present a comprehensive description of the internship programme including its goals, policies and procedures, and documentary requirements.
2. To facilitate the undergraduate, the training organization, and the academic supervisors with specific details regarding the policies and procedures of the programme and the responsibilities to be fulfilled by each party.
3. To enhance effective communication and understanding between the undergraduate, the training organization, and the academic supervisors.

The undergraduate, the training organization, and the academic supervisors are expected to read and understand all the contents of the Internship Handbook before the commencement of the internship. It should also be referred to during the internship period and when compiling the final report and preparing for the final oral presentation. Any clarifications required could be obtained by consulting the internship coordinator of the BSc Hons in SE degree program.

## **2- Internship Programme Description**

The internship programme aims to provide a valuable opportunity to all undergraduates following the BSc Hons in SE degree programme at the University of Kelaniya to obtain practical training in the industry amidst their academic life at the university. The internship

programme also seeks to establish a mutually beneficial relationship between students, employers, and the university. The internship programme is offered in the second semester of the 3rd year of the SE degree program. Upon completion of this internship the student is expected to achieve the following learning outcomes:

- Relate concepts learned in the class to organizational and environmental management.
- Integrate and apply the theory, knowledge, skills and values acquired through the five semesters completed during first, second and third years in areas related to their interests and learning needs
- Identify the issues in making concepts operational, and acquire skills in resolving these issues
- Perform a range of work skills developed during the training
- Employ a range of soft skills
- Utilize the networks developed to advance their career opportunities.

For further details regarding the course syllabus, please refer to Section 10-1.

### **3- General Policies and Procedures**

The overall duration of the internship programme is twenty-four (24) weeks from the date of commencement of training under the supervision of two experts. The experts are the industrial supervisor appointed by the training organization and the academic supervisor appointed by the university. The university will appoint an academic supervisor. The supervisors must ensure that the undergraduate performs satisfactorily and that the training received is appropriate to the educational needs of the university. If the training received is not satisfactory, the academic supervisor and the internship coordinator should discuss the matter with the training supervisor to improve the situation.

#### **3-1- For the Undergraduate**

- I. The undergraduate is responsible for locating a suitable training organization to gain internship experience.
- II. The internship coordinator must approve the selected training organization before placement.

- III. Any subsequent change of the training organization after the initial placement is strictly discouraged. Such changes will be entertained only in exceptional circumstances. Request for such changes must always be coordinated through the internship coordinator for approval by the Head of the Software Engineering Teaching Unit.
- IV. The internship placement will be officially accepted only after submitting the signed contract document (Section 9-1). The signed contract document must be submitted to the internship coordinator within two weeks after the start date of the internship placement.
- V. The undergraduate must report their progress every two weeks by submitting the Fortnightly Progress Report (Section 9-2) to the university. The undergraduate must be fully occupied and make the maximum effort to actively engage in the work at the training establishment.
- VI. The undergraduate should satisfactorily perform the work assigned by the training organization also paying concern to their facilities, equipment, tools, machinery and other resources. Any misconduct would cause to take immediate disciplinary action.
- VII. During the 22<sup>nd</sup> week, undergraduates will be notified of a deadline to submit their Final Internship Report (Section 6). The Final Oral Assessment (Section 7) schedule will be informed after submitting the Final Internship Report. Additional time for submitting reports and re-scheduling of presentation dates will only be considered if such requests are made in writing and recommended by the Head of the Software Engineering Teaching Unit.
- VIII. An undergraduate who shows unsatisfactory progress during the internship or becomes unsuccessful at the final assessment will be subject to a re-assessment and may be required to repeat the internship for a further stipulated period.

### **3-2- For the Training Organization**

- I. To officially commence the internship, the training organization must sign and return the contract form (Section 9-1) within two weeks after the start date of the internship.
- II. The intern must be provided appropriate training to match both the undergraduates' abilities and interests and the learning outcomes of the internship course module. The intern's work experience should gradually increase in difficulty and responsibility while serving to the advantage of the training organization.

- III. Interns may be paid, in the form of a stipend, donation, or regular payroll, by the training organization during the time they are completing their internship.
- IV. An industrial supervisor must be appointed to ensure that the undergraduate performs satisfactorily.
- V. The industrial supervisor must provide feedback on the performance of the intern at the end of the 4<sup>th</sup>, 8<sup>th</sup>, 16<sup>th</sup> and 20<sup>th</sup> weeks by completing the Industry Supervisor's Feedback Form (Section 9-3). At the end of the internship period (24<sup>th</sup> week), the industry supervisor must provide an overall evaluation of the undergraduate's internship performance by completing the Final Evaluation Form (Section 9-4).
- VI. The training organization should issue an official internship completion certificate for the undergraduate at the end of the internship period to certify that the undergraduate has completed the internship with the training organization within the 24-week time period.

### **3-3- For the Academic Supervisor**

- I. The academic supervisor is expected to provide appropriate oversight, advice, and mentoring to the intern. Frequent contact with the undergraduate must be maintained during the internship period. If possible, a site visit is highly recommended.
- II. The academic supervisor is responsible for contacting the industrial supervisor a minimum of two times during the internship period.
- III. The academic supervisor is responsible for evaluating the Fortnightly Progress Reports (Section 9-2), Final Internship Report (Section 6) and Final Oral Assessment (Section 7). Feedback on the Fortnightly Progress Reports is encouraged to be provided within three to five days.

## **4- Internship Milestones**

### **4-1- Before Starting the Internship**

- Read and understand the contents of the BSc Hons in SE Internship Handbook.
- Locate a suitable internship organization.
- Inform company details and obtain approval from the internship coordinator.

#### **4-2- During the Internship**

- Get the contracts signed and return to the university no later than 2 weeks after commencing the internship.
- Submit the Fortnightly Progress Reports every two weeks.
- Get the Industrial Supervisor's Feedback Forms completed by the industrial supervisor at the end of the 4<sup>th</sup>, 8<sup>th</sup>, 16<sup>th</sup> and 20<sup>th</sup> weeks.
- Get the Final Evaluation Form completed by the industrial supervisor during the 24<sup>th</sup> week.

#### **4-3- After Completing the Internship Period**

- Within two weeks after completing the internship, complete and submit the Final Internship Report. The date of the Final Oral Assessment will be notified afterwards.

### **5- Assessment and Evaluation**

An undergraduate will be assessed during and after the completion of the internship period.

Assessment during the internship period will be based on the Fortnightly Progress Reports (Section 9-2) submitted by the undergraduate, the Industrial Supervisor's Feedback Forms (Section 9-3) and the Final Evaluation Form (Section 9-4) submitted by the industry supervisor.

After the completion of the training period, the final assessment will be made based on the Final Internship Report (Section 6) and the Final Oral Assessment (Section 7). The Final Oral Assessment panel shall comprise at least two of the following personnel:

- The internship coordinator
- The academic supervisor
- The industrial supervisor
- A permanent staff member from the Software Engineering Teaching Unit



To facilitate the members of the Final Oral Assessment panel, the following submissions must be completed by the stipulated deadline announced by the internship coordinator.

- i. Final Internship Report
- ii. All 12 Fortnightly Progress Reports
- iii. All 4 Supervisor Feedback Forms
- iv. Final Evaluation Form

Allocation of marks at the Final Assessment will be as follows:

Fortnightly Progress Reports, Industrial Supervisor's Feedback Forms and Final Evaluation Form	30%
Final Internship Report	30%
Final Oral Assessment	40%

Students must obtain at least 40% of the total marks allocated for each of the criteria listed above in order to qualify for completing the internship course module.

## **6- Guidelines on Preparing the Final Internship Report**

The final report should be submitted within two weeks after completion of the internship placement. The report must be word-processed, printed, cover page in the required colour and spiral ring bound at the time of submission. It is mandatory to adhere to the following instructions for preparing the report. Non-adherence will lead to either rejection or resubmission with a possible delay in the oral assessment.

### **Report Documentation Specification**

<b><i>Paper Size</i></b>	A4 (20.99cm x 29.7cm)
<b><i>Font</i></b>	Times New Roman 12pt
<b><i>Spacing</i></b>	1.5 line spacing for the main text, single line spacing for footnotes
<b><i>Margins</i></b>	Left : 3.0cm Right: 2.5cm Top: 2.5cm Bottom: 2.5cm
<b><i>Page Limit (excluding appendices)</i></b>	50

The report should include the following:

**I. Title Page**

Please follow the template in Section 9-5.

**II. Scanned Copy of the Letter of Internship Confirmation**

Attach the scanned copy of your internship confirmation certificate provided by the university.

**III. Scanned Copy of the Internship Completion Certificate**

Attach the scanned copy of your internship completion certificate provided by the training organization.

**IV. Declaration Page**

A statement of assertion to declare that the work contained in the report is original and has been done by the undergraduate under the general supervision of the industrial and academic supervisors. The declaration must consist of the name of the student, student number, signature of the student and date of submission of the report.

**V. Acknowledgement Page**

Appreciation for the contributions of individuals, whose names should be adequately spelt with initials and designations, and anybody else who may have assisted in the fulfilment of the internship programme and the report.

**VI. Table of Contents Page**

List the essential chapters, sections and sub-sections of the report with the corresponding page numbers.

**VII. Abbreviations and Acronyms Page**

Include a list of abbreviations used in the report, sorted in alphabetical order, and provide definitions.

**VIII. List of Tables and Figures Page**

A list of figures and tables should indicate the names and corresponding page numbers. Figures and Tables should have informative captions. Figures and Tables should be numbered according to the chapter. Do not number Figures & Tables according to section & subsection.

**IX. Chapter 1 - Overview of the Organization (3 – 5 pages)**

This chapter must contain information about the training establishment, a brief history, its main functions, organizational structure, policy of the organization and its primary stakeholders. Such information must be authentic information in the undergraduate's own words. Copying directly from a company brochure or a website is unacceptable.

**X. Chapter 2 – Training Experience (10 - 15 pages)**

In this chapter, the undergraduate must emphasize the entries made in Fortnightly Progress Reports, including observations, involvements, and work carried out. This chapter should include the following essential information sub-divided into relevant sections.

- a. Brief introduction of the branches/ area offices of the organization where the training took place, along with names and designations of crucial training personnel involved with the intern and periods spent in each area of exposure.
- b. Outline of duties and functions during training period, including details of assignments, research & design work and projects undertaken during the training period.
- c. Other opportunities provided for student learning while on placement (e.g., participation in staff meetings, conferences, staff development sessions, visits to other companies).
- d. Description of how the theoretical knowledge gained from the academic curriculum has helped during the training period.
- e. Information on trainees' exposure to new technologies and other areas of knowledge and skills such as leadership skills, communication skills, team work etc., which were improved in this placement.
- f. Description of problems and difficulties encountered during the training period and solutions found (if any).

**XI. Chapter 3 – General Discussion (3-5 pages)**

In this chapter, analyse the strengths, weaknesses, opportunities and threats (SWOT) of the training organization. The SWOT analysis can be based upon the training organization's present performance, sustainability, usefulness to the country in general, suggestions to improve its performance further and possible constraints to achieve such objectives. In addition, provide information on the commitment of the training organisation in fulfilling the expected learning outcomes of the internship module

(Section 2). Any deficiencies and weaknesses of the training provided by the organization and possible suggestions to improve training may also be discussed.

An overall assessment by the undergraduate on the internship programme must also be included in this chapter. Discuss both positive and negative aspects and provide suggestions to mitigate such negative elements and improve the entire process of the internship program.

## **XII. Chapter 4 - Conclusion (1-2 pages)**

This chapter should summarize the intern's overall training experience. Any areas of weaknesses of the undergraduate that were identified at the end of training and the measures intended to take during the final year at the university to overcome these identified weaknesses must be discussed in this chapter.

## **XIII. Annexes**

Separately include all Annexes that supplement the report. Annexes should immediately follow Chapter 4. Branches should be numbered as 1, 2, 3 etc. (E.g. Annex. 1), and their sections and subsections can be numbered using a decimal system.

## **7- Guidelines for the Final Oral Assessment**

After completing the Final Internship Report (Section 6), an assessment panel will conduct an oral assessment of the undergraduate. The Final Internship Report must be submitted at least one week prior to the date of the oral assessment.

- This oral assessment will constitute a presentation and a brief question and answer session. The presentation should last no longer than 15 minutes. The question-and-answer session will be 5 minutes.
- The presenter is required to dress formally in professional attire.
- A presentations tool such as PowerPoint should be used to prepare and deliver the presentation.

- The presentation should demonstrate the internship experience of the undergraduate as discussed in the Final Internship Report. The presentation should highlight the following:
  - Introduction to the training organization
    - main functions and background of the organization
  - Training experience
    - project(s) assigned during the internship
    - new methods, skills, and technologies learnt about and/or used to carry out the work or project/s assigned
    - areas of knowledge previously learned in university that was applied and improved during the placement
    - experience gained by participation in staff meetings, conferences, staff development sessions, visits to other companies
    - challenges experienced
  - Conclusion and suggestions
    - analysis of the training establishment's present performance and suggestions to improve its performance
  - Future plans
    - description of how the internship experience will be applied in the future

## 8- Marking Schemes for Evaluation of Internship Documents

### 8-1- Final Internship Report Marking Scheme

Category	100%-81%	80%-61%	60%-41%	40%<
Overview of the Organization (20 Marks)	Accurate and complete reflection of the organization and its structure is provided. Writing demonstrates originality.	For the most part, reflections of key concepts related to the organization are accurate and complete. Writing demonstrates originality.	Reflections of key concepts related to organization and its structure are inaccurate or incomplete. Writing demonstrates originality.	Any type of reflection related to the organization and its structure are clearly lacking. The information is directly extracted from a company brochure or web page.
Training Experience (30 Marks)	The internship responsibilities are clearly identified and explained in detail. When appropriate, problems, challenges and/or positive aspects are discussed. Several examples are included on integrating theory with practice.	The internship responsibilities are clearly identified and explained in some detail. When appropriate, problems, challenges, and/or positive aspects are discussed but may be incomplete. Some examples are included on integrating theory with practice.	The internship responsibilities are briefly discussed but vague in a few instances. The discussion about problems, challenges and/or positive aspects of the internship experience is briefly mentioned. One or two examples are included on integrating theory with practice.	The internship responsibilities are either not discussed or too vague for understanding. The discussion about problems, challenges and/or positive aspects of the internship experience is absent or only briefly mentioned. Examples of integrating theory with practice are not included.
General Discussion (20 Marks)	A thorough overall assessment on the training establishment and the internship programme is provided.	A partially complete assessment on the training establishment and the internship is provided.	A brief, incomplete assessment on the training establishment and the internship programme is provided.	There is little or no satisfactory assessment on the training establishment and the internship program.

Category	100%-81%	80%-61%	60%-41%	40%<
Conclusion (10 Marks)	An attractive and informative summary is provided and future goals that are descriptive and insightful about the internship experience is discussed.	A summary is provided and future goals that are descriptive and insightful about the internship experience is discussed.	A summary is provided and future goals that are somewhat descriptive and insightful about the internship experience is discussed.	The summary is not informative and future goals are vague and do not connect with the internship experience.
Content and Organization of the Overall Report (10 Marks)	All required chapters are included and are in the required order. The report is very well-presented and is interesting to read.	All required chapters are included but not in required order. The information is well presented, and the reader can follow.	Some of the required chapters are missing and the chapter organization is sometimes not as instructed. The information is well presented, and the reader can follow.	Some of the required chapters are missing and the report lacks a logical sequence. The reader has considerable difficulty understanding the information.
Grammar, Spellings and Sentence Structure (10 Marks)	Sentences are grammatical and vocabulary is precise and meaningful. The tone is consistent and highly professional.	Most sentences are grammatical and vocabulary is meaningful. The tone is mostly professional and appropriate for the topic.	Most sentences are grammatical and vocabulary is limited, but fitting. The tone varies between professional and conversational.	There are many incomplete sentences and grammatical errors and vocabulary are inappropriate. The tone is largely unprofessional and/or inappropriate.

### 8-2- Final Oral Assessment Marking Scheme

Category	100%-81%	80%-61%	60%-41%	40%<
Introduction to the Training Organization (20 Marks)	The student fully describes the main functions and background of the organization.	The student partially describes the main functions and background of the organization.	The student provides minimal description of the main functions and background of the organization.	The student does not provide any information on the main functions and background of the organization.



Category	100%-81%	80%-61%	60%-41%	40%<
Training Experience (30 Marks)	The student provides an accurate and complete description of what is learned from the internship experience by illuminating details on projects assigned, new methods/skills/technologies learnt, other opportunities achieved, and challenges tackled.	The student provides an accurate but partially complete description of what is learned from the internship experience by illuminating details on some of the projects assigned, new methods/skills/technologies learnt, other opportunities achieved, and challenges tackled.	Student provides a minimal description on what is learned from the internship experience and little attempt is made to discuss the projects assigned, new methods/skills/technologies learnt, other opportunities achieved, and challenges tackled.	The student does not provide any type of description on what is learned from the internship experience and no attempt is made to discuss the projects assigned, new methods/skills/technologies learnt, other opportunities achieved, and challenges tackled.
Conclusion and Suggestions (15 Marks)	Displays thoughtful, strong evaluation, analysis, and reflection of the evidence presented.	Ends with a summary of main points showing some evaluation, analysis, and reflection of the evidence presented.	Ends with a summary or conclusion with very little evaluation, analysis, and reflection of the evidence.	Presentation is unclear and disjointed, no apparent logical order of presentation. Ends without a summary or conclusion.
Future Plans (15 Marks)	Student clearly articulates and thoroughly expresses how the internship experience will be applied in the future.	Student provides a list of future options but partially described how the internship experience will be applied in the future.	Student provides a list of future options but did not describe how the internship experience will be applied in the future.	Student does not provide any information on his/her future plans.
Overall descriptive competence (10 Marks)	The presenter is poised and displayed a high level of enthusiasm with clear pronunciation, correct grammar and appropriate volume.	The presenter seems slightly uncomfortable, but the presentation can be clearly heard with clear pronunciation and correct grammar.	The presenter seems uncomfortable. The audience occasionally has trouble hearing the presentation and displays incorrect use of vocabulary and grammar.	The presenter shows little or no expression and enthusiasm for the topic consistently uses incorrect grammar and mispronounces multiple words.
Response to questions (10 Marks)	Clearly provides accurate answers to all questions with confidence.	Clearly provides accurate answers to some questions.	Provides answers by jumping around the topic and the answers were not correct.	Does not answer any of the questions.

## **9- Internship Forms and Documents**

### **9-1- Internship Contract Document**

Software Engineering Teaching Unit  
Faculty of Science  
University of Kelaniya  
Dalugama  
Kelaniya

#### **Training Agreement**

Training Agreement Number :  
Training Period : Second Semester (6 months) – Academic Year 20XX/20XX

The institute made at Kelaniya, Sri Lanka on this X<sup>th</sup> DAY OF MONTH YEAR between the Faculty of science, University of Kelaniya and student who will obtain the training (Herein after called the “Trainee”) on one part and COMPANY NAME (Herein after called the “Training Organization”) as the other part.

#### **WITNESSETH**

1. The trainee agrees to undergo practical training for the second semester, required under the examination regulations of the Faculty of Science, University of Kelaniya, commencing from DATE. In consideration of the undertaking by the said trainee to undergo practical training, the said training organization agrees to provide training facility and COMPANY NAME, ADDRESS during the request period.
2. The trainee should be trained by a qualified person (Herein after called the “Supervising member”) who is a permanent employee of the training Organization.
3. The said supervising member undertakes to instruct, guide and supervise the said trainee in accordance with the programme of practical training in accordance with the course manual.
4. It is further declared, and agreed that the trainee shall faithfully, comply with the instructions of the said supervising member with the regard to the content of practical training. The trainee shall, during the period of training further comply with the rules, regulations and directions of the training organization and shall not at any time commit any act of omission or commission detrimental to the interest of the training organization and shall keep in the strict confidence and not divulge the name and / or affairs of the training organization and or of its clients and shall readily and cheerfully obey and execute its lawful and reasonable commands and shall not depart or absent himself from the service or employ of the said training organization at any time during the said period without its consent first obtained and shall, at all times conduct himself with all due diligence, honesty, propriety and faithfully serve the said training organization and follow the instructions of the said supervising member at all times during the said period as a trainee ought to do on all trainings what so ever.

5. The said trainee shall maintain true records of the work performed daily in the form and content prescribed by Faculty of Science from time to time as required by it with the certification of the said training organization.
6. The said trainee is required to obtain prior written permission of the training organization and of the said supervising member and written approval of the Faculty of Science to suspend his / her training.

**Trainee Student**

**Signed by said Trainee**

Student Number :

Student Name :

Trainee Title / designation :

Address :

Phone Number :

Email Address :

Date :

Signature :

**Trainee Organization**

**Signed by said Training Organization**

Name :

Address :

Name of the supervisor :

Designation :

Phone Number :

Email Address :

Signature and Official Stamp :

**Faculty of Science**

**Signed by Head**

Name :

Address : Software Engineering Teaching Unit, Faculty of Science, University of Kelaniya.

Signature .....

Date .....

## 9-2- Fortnightly Progress Report Form



**BACHELOR OF SCIENCE HONOURS IN SOFTWARE ENGINEERING  
INTERNSHIP PROGRAMME 2019  
FACULTY OF SCIENCE  
UNIVERSITY OF KELANIYA**

### **Fortnightly Progress Report by the Intern**

Student No :  
Name of the Intern :  
Internship Organization :  
Name of the Industry Supervisor :  
Name of the Academic Supervisor :  
Report No :  
Period Covered (dates) :

**Instructions:**

- This fortnightly report should be completed every two weeks, and must be submitted to the LMS no later than 11:59 p.m. on the Monday following the week in review.
- The answer to each question must contain at least fifty (50) words, and be typed in paragraph form. Use complete sentences.
- Interns are strongly encouraged, but not required, to discuss their reports with their industry supervisor each week.

**1. Describe your main assignments and responsibilities for this report period.**

**2. What responsibilities were particularly rewarding during this report period?**

**3. What experiences were particularly challenging/disappointing/frustrating?**

**4. Describe other professional growth opportunities (e.g., conferences, field trips, directed readings, meetings, research...) that you were able to capitalize on this week.**

**5. Briefly describe your plan for the next week.**

### 9-3- Industrial Supervisor's Feedback Form

## Industrial Supervisor's Feedback

Week No (Please underline or circle):

- Please be kind enough to complete this at the end of each 4<sup>th</sup> week (excluding 12<sup>th</sup> and 24<sup>th</sup>) and return the completed form to the university.
- Please express your candid opinion of this intern as an employee by checking the appropriate boxes. Your feedback is earnestly solicited and appreciated.

4   8   16   20

Personal Qualities	Satisfactory	Needs Improvement
Punctuality is as expected		
Learns and progresses very quickly		
Work attitude is enthusiastic and industrious		
Shows initiative and resourcefulness		
Relationship with staff and others		
Accepts constructive criticism		
Communication Skills		
Use written communication effectively		
Use oral communication effectively		
Has good listening skills		
General Performance		
Has expected level knowledge of field		
Work quality is high		
Has a good attitude to work		

Any other comments:

Name of the supervisor :

Signature :

Date :

## 9-4- Final Evaluation Form



**BACHELOR OF SCIENCE HONOURS IN SOFTWARE ENGINEERING  
 INTERNSHIP PROGRAMME FOR ACADEMIC YEAR 20XX/20XX  
 FACULTY OF SCIENCE  
 UNIVERSITY OF KELANIYA  
 FINAL EVALUATION FORM**

*This form is to be completed by the industry supervisor and submitted to the internship coordinator at the completion of the internship period.*

Student No :  
 Name of the Intern :  
 Internship Organization :  
 Name of the Industry Supervisor :  
 Name of the Academic Supervisor :  
 Intern's Position or Assignment :  
 Starting Date of Internship :  
 End Date of Internship :

### Part I - Performance of Intern

Please use the table below to evaluate your Intern's performance in the areas shown. Please place an appropriate 'x' by the relevant score.

Key Criteria	Satisfactory	Needs Improvement
Maintained punctuality at all times		
Behaved in a professional manner		
Effectively performed assigned tasks		
Attention to accuracy and detail		
Ability to adapt to a variety of tasks and activities		
Took initiative to get a task done, including overcoming obstacles		
Team player		
Willingness to ask for help and guidance		
Self-motivated, showed initiative and creative		
Oral communication skills		
Written Communication skills		
Analytical skills		

**Part II Recommendation for interns**

Please provide the answers to the questions below. This section gives you the opportunity to make recommendations that would help in the professional development of the intern.

What do you consider the main strengths of this Intern?
What areas need improvement?
What development have you observed in the intern's skills, knowledge, personal and/or professional performance?

**Part III Benefits to host Organization and Recommendations**

Please provide answers to the questions below. This section gives you the opportunity to make recommendations for the internship programme in general.

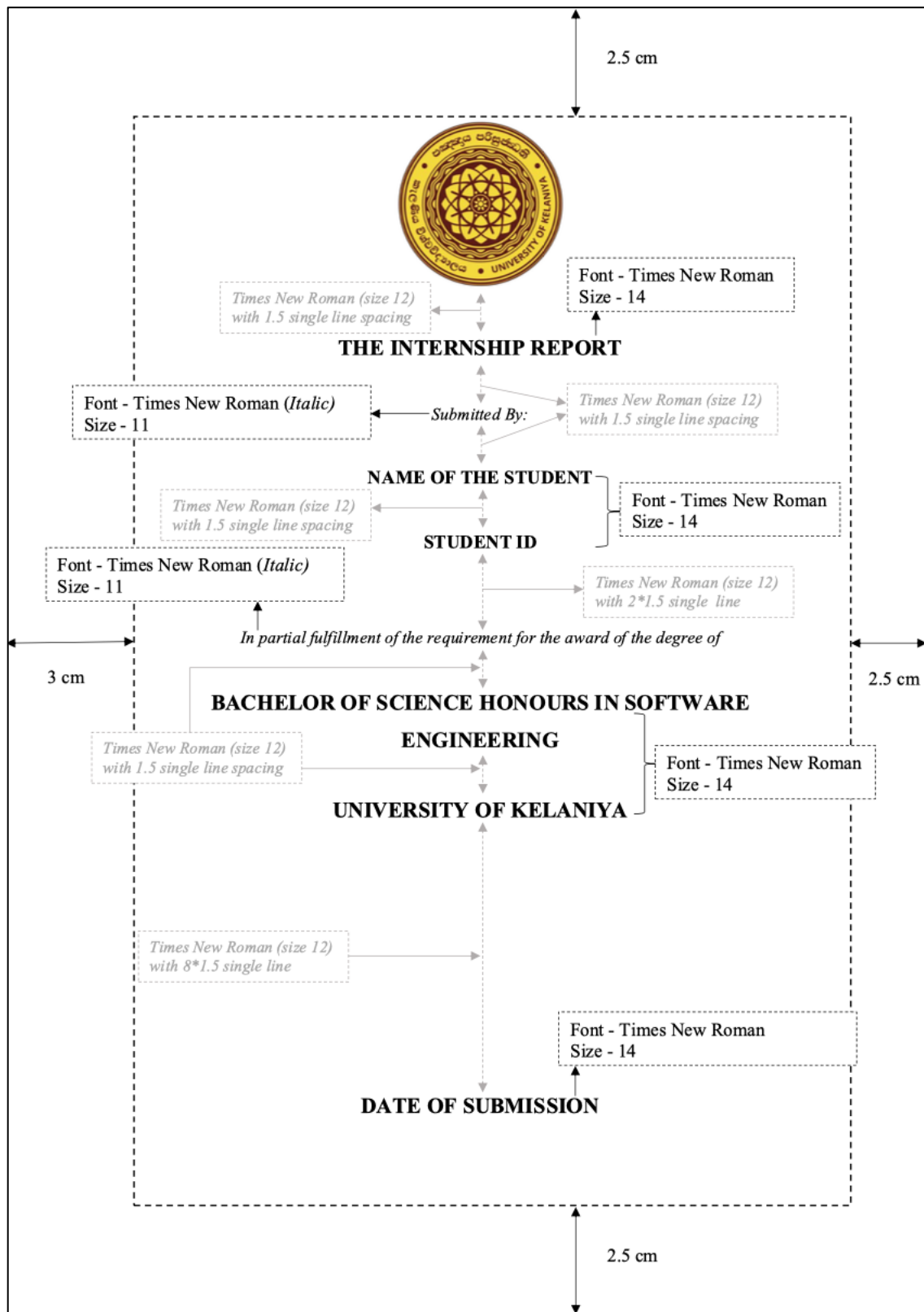
Describes the ways in which the intern's performance benefited your organization.
Do you have any suggestions for improving the internship programme?
Based on your experience and that of your organization in general, would you participate in this internship programme again or would you recommend this programme to other? Please provide comments.

Industry Supervisor's Signature:

Date:



### 9-5- Internship Report Cover Page Template



## 10- Appendices

### 10-1- Course Syllabus

**Course Code : SENG 32216**

**Course Title : Internship**

**Prerequisites : All Previous Core SENG modules**

#### **Learning outcomes:**

On completion of this industrial training, the student should be able to:

- Relate concepts learned in the class to organizational and environmental management
- Integrate and apply the theory, knowledge, skills and values acquired through their first and second years in areas related to their interests and learning needs
- Identify the issues in making concepts operational, and acquire skills in resolving these issues
- Perform a range of work skills developed during the training
- Employ a range of soft skills
- Utilize the networks developed to advance their career opportunities.

#### **Course content:**

Development of learning needs and objectives within the framework of industrial training and student expectations, Pre-training orientation: work ethics, professional conduct, Placement organization: history, products, organizational goals, organizational structure, personnel profile, operational policies, values, function and place of organization in the community, Exposure and participation in organizational processes, Identification and analysis of practical industrial problems.

#### **Method of teaching and learning:**

Exposure to the world of work, active participation in organizational processes, self-study, analysis of industrial problems, interactive group discussions and presentations

#### **Assessment:**

Fortnightly progress reports, final report, oral presentation and feedback from industrial training supervisor