

# Computer Science Graduate Program Professional Internship Final Report

Student ID

Student Name

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Student CU Email Address

Major

Term/Year (Fall/Spring  
Summer)

Degree Pursuing

Industry Supervisor Name

Industry Supervisor Email

CU Supervisor Name

Dates of Internship

CU Faculty Supervisor Email

## Executive Summary:

Location of Assignment- (company, division, location); Specific assignment (1-2 sentences of work performed); Conclusions (a few sentences about the overall experience)

**Description of the Employer:** Identify the employer, location, division, size, product, and other information that depicts the working environment of the student. This section should include references to websites, texts, journal articles, and other information that provides background information about the employer business.

## Relationship to the Internship student -

Describe the role of the internship/co-op student for the employer. Report the total number of internship/co-op students at the worksite and if possible, the total number of internship/co-op students hired by the employer for the year at all sites. Describe the role of engineering internship/co-op students. Discuss the role of mentors, teams, and other technical staff for students.

## Specific Internship Duties, Projects and Assignments:

- i. Day-to-day responsibilities – Describe routine work including purpose, procedures, equipment, frequency, etc.
- ii. Projects – Describe projects requiring extended duration of work time to complete, working in teams, use of special equipment, etc. Describe the goals, technical experience required, problem-solving approaches, applicable equations and engineering theory, data generated, data acquisition methods, and the data analysis techniques and results. Provide the technical conclusions or suggestions for improvement, and if incomplete, when this project will be finished. Use a separate subheading for each project.
- iii. Special Assignments – Describe any work that you were assigned that was outside the basic job description. For instance, if you were asked to serve on a special committee or traveled to another site to perform duties.

**Personal Evaluation of the Internship/  
Co-op Work Session**

- i. Relevance of Academic Courses – Describe the completed courses most and least relevant to the duties and projects described in the previous section. Discuss the differences in learning for academic courses and for professional work settings. Address whether the work assignments used existing technical knowledge or required learning new subject matter and the way in which the learning was accomplished. Discuss the future courses that are relevant to the student's work.
- ii. Explain in Detail the Deliverables for each of the Planned Learning Objectives – Also include a self-assessment of how well this objective was met.
- iii. Assessment of Internship/Co-op Student's Work Performance – Summarize the assessments received from your supervisor on project work, oral presentations, and written reports.
- iv. Evaluation of the Internship/Co-op Work Experience Compared to Academic Learning – Describe how this professional learning experience compares to your normal academic, classroom learning experiences.
- v. Suggestions for Improvement – Provide any suggestions for improving the internship/co-op work assignments or other important factors to consider.
- vi. Debriefing after any project is an excellent process– List 10 lessons learned throughout the work session.

**AGREEMENT: By signing this, I agree to abide by the requirements stated above. Also, I verify that this internship does not overlap significantly with a work-study, independent study or any other paid work that I am undertaking, if any.**

**Student Signature**

**Date**

**Industry Supervisor  
Signature**

**Date**

**Faculty Supervisor  
Signature**

**Date**

**Final Grade Assigned**