

**DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS  
INTERNSHIP APPLICATION FOR CSIS 4890**

- A. This CSIS 4890 is the internship designation for the CSIS Department.
- B. Grading is pass/fail. The student must have a Supervisor who is willing to evaluate his/her performance and provide feedback.
- C. Approval for an internship may be granted **ONLY** after this formal application has been made to the CSIS Department and has been signed by the student, the Supervisor, and the Department Chair.

1. The Supervisor must summarize and evaluate the student's overall performance at midterm (7<sup>th</sup> week) and at



Internship Decision Form

Name: \_\_\_\_\_ T Number \_\_\_\_\_

FALL     SPRING     SUMMER     YEAR \_\_\_\_\_

CPM

# INTERNSHIP PERFORMANCE EVALUATION FORM

\*This form is to be completed by the Internship Supervisor\*

*Southern Utah University*

CSIS Department

INTERN'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

1 Total number of hours \_\_\_\_\_

2. Please rate each of the following aspects of the intern's performance.

1-Poor, 2-Below Average, 3-Average, 4-Above Average, 5-Excellent

\_\_\_\_ Punctuality  
\_\_\_\_ Quantity of Work Accomplished  
\_\_\_\_ Quality of Work Accomplished

\_\_\_\_ Dependability  
\_\_\_\_ Enthusiasm

**INTERNSHIP PERFORMANCE EVALUATION FORM**

**\*This form is to be completed by the Internship Supervisor\***

*Southern Utah University*

**CSIS Department**

INTERN'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

2. Please rate each of the following aspects of the intern's performance

**SOUTHERN UTAH UNIVERSITY  
DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS  
MIDTERM INTERNSHIP PERFORMANCE FORM FOR CSIS 4890**

**ATTENDANCE**

**50%**

This portion of your grade will be determined according to the scale below:

<u>Labs Missed (per hour)</u>	<u>Point Value</u>	<u>Grade</u>
0	1	A
1	2	A-
2	3	B+
3	4	B
4	5	B-
5	6	C+
6	7	C
7	8	C-
8	9	D+
9	10	D
10	11	D-
11 and above	15	F

**EFFECTIVENESS OF INTERN**

**50%**

This portion of your grade will be determined according to the scale below. Your grade will be based upon your initiative and willingness to assist the instructor and/or students.

**SOUTHERN UTAH UNIVERSITY  
DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS  
FINAL INTERNSHIP PERFORMANCE FORM FOR CSIS 4890**

**ATTENDANCE**

**50%**

This portion of your grade will be determined according to the scale below:

<u>Labs Missed (per hour)</u>	<u>Point Value</u>	<u>Grade</u>
0	1	A
1	2	A-
2	3	B+
3	4	B
4	5	B-
5	6	C+
6	7	C
7	8	C-
8	9	D+
9	10	D
10	11	D-
11 and above	15	F

**EFFECTIVENESS OF INTERN**

**50%**

This portion of your grade will be determined according to the scale below. Your grade

will be based upon your initiative and willingness to assist the Instructor and/or students. Sitting at a computer doing your homework, e-mail, etc. is not acceptable.

## **INTERNSHIP AGREEMENT**

This SUU Standard Internship Agreement (“Agreement”) is made and entered into by and between Southern Utah University, a Higher Education Institution of the State of Utah (SUU), the SUU Student



2.5.1 While the duties are



5.5 Report serious problems, including physical, safety, personnel, and other observed risk issues to the Employer Internship supervisor and the SUU/Departmental Internship Coordinator.

5.6 Accept risks involved during the internship program. Participation as an Intern may involve risks not found in study at the Institution. These include risks involved in traveling to and from the place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. The Intern represents that he/she has conducted a risk investigation and

7. **Authorization.** The persons executing this Agreement on behalf of a party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such party.
8. **Counterparts; Electronically Transmitted Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or email shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

SUU/Department:

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Employer: