

**SOUTHERN UTAH UNIVERSITY  
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.
- D. The following procedures must be completed to fulfill this internship agreement:
1. The Supervisor must summarize and evaluate the student's overall performance at midterm (7<sup>th</sup> week) and at the end of the semester using the attached form.
  2. The student must submit a written report (3 double-spaced pages per credit hour) to the Instructor (Department Chair). The report must include (a) a description of the completed internship experience and how it has augmented the student's knowledge, skills, and abilities, and (b) a self-evaluation of work performance. The report must be submitted one week before the end of the semester. If the report is submitted electronically, it must be in Microsoft Word format.

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**SECTIONS E THROUGH G MUST BE COMPLETED PRIOR TO REGISTRATION**

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**E. STUDENT INFORMATION**      Semester \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_

Rank:             Freshman     Sophomore     Junior     Senior

Program:        Major and Emphasis \_\_\_\_\_

                    Related Field \_\_\_\_\_

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**F. SUPERVISOR AND STUDENT AGREEMENT**

Printed Name of Supervisor \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Internship Permission Form

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

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

CRN	Course ID (ex. ENGL1010)	SEC	CREDITS	INSTRUCTOR SIGNATURE	DEPT CHAIR SIGNATURE

## Additional Information Required

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

State, Zip Code \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Work Supervisor Telephone \_\_\_\_\_

### Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the practicum/cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the practicum(s), cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

\_\_\_\_\_  
Student's Signature & Date

# 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 the intern worked: \_\_\_\_\_

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                   | ___ Dependability                      |
| ___ Quantity of Work Accomplished | ___ Enthusiasm                         |
| ___ Quality of Work Accomplished  | ___ Ability to Think/Act Independently |
| ___ Willingness to Learn          | ___ Ability to Get Along with Others   |
| ___ Skills                        |  |

3. Please rate each of the following skills (as applicable) that were used by the intern.

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

- |                   |                                   |
|-------------------|-----------------------------------|
| ___ Research      | ___ Workshop Facilitation         |
| ___ Writing       | ___ Inderdepartmental Relations   |
| ___ Layouts       | ___ Administrative/Organizational |
| ___ Communication | ___ Other (please specify) _____  |

4. Would you utilize this student again as an intern? \_\_\_\_\_

5. Please use this space to make any additional comments that you feel are appropriate about this intern. Indicate any particular strengths/weaknesses. (Please use the back of the page if necessary.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern Supervisor Signature: \_\_\_\_\_

Please retain a copy of this form and return the *original* to the intern, or mail it directly to the CSIS Department at the address below. Thank you.

CSIS Department  
Southern Utah University  
351 University Blvd, ELC 407  
Cedar City, UT 84720

**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: \_\_\_\_\_

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- |                                   |  |
|-----------------------------------|--|
| ___ Punctuality                   | ___ Dependability                      |
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| ___ Willingness to Learn          | ___ Ability to Get Along with Others   |
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3. Please rate each of the following skills (as applicable) that were used by the intern.

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- |                   |                                   |
|-------------------|-----------------------------------|
| ___ Research      | ___ Workshop Facilitation         |
| ___ Writing       | ___ Inderdepartmental Relations   |
| ___ Layouts       | ___ Administrative/Organizational |
| ___ Communication | ___ Other (please specify) _____  |

4. Would you utilize this student again as an intern? \_\_\_\_\_

5. Please use this space to make any additional comments that you feel are appropriate about this intern. Indicate any particular strengths/weaknesses. (Please use the back of the page if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern Supervisor Signature: \_\_\_\_\_

Please retain a copy of this form and return the *original* to the intern, or mail it directly to the CSIS Department at the address below. Thank you.

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351 University Blvd, .ELC 407  
Cedar City, UT 84720

**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. Sitting at a computer doing your homework, e-mail, etc. is not acceptable.

<u>Effectiveness</u>	<u>Point Value</u>	<u>Grade</u>
Excellent	1	A
	2	A-
Good	3	B+
	4	B
	5	B-
Average	6	C+
	7	C
	8	C-
	9	D+
Fair	10	D
	11	D-
	15	F
Unsatisfactory		

**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.

<u>Effectiveness</u>	<u>Point Value</u>	<u>Grade</u>
Excellent	1	A
	2	A-
Good	3	B+
	4	B
	5	B-
Average	6	C+
	7	C
	8	C-
Fair	9	D+
	10	D
	11	D-
Unsatisfactory	15	F