

**University of Arizona**  
**Department of Computer Science**  
**End of Internship Portfolio Guidelines**

1. Upon completion of a University of Arizona Department of Computer Science sponsored and approved internship, students are required to complete a portfolio based on the internship experience. The portfolio will be submitted to the internship course instructor. The portfolio will include the following:
  - a. **Project(s) Description:** Describe the project(s) participated in during the internship. Information in the description must remain within the accepted bounds of employer confidentiality and must not divulge employer proprietary information.
  - b. **Programming Languages:** List the programming languages learned or used during the internship.
  - c. **Problem(s) Solved or Researched:** Describe the problem(s) solved or researched during the internship. The problem(s) could include those related to the actual work performed or interactions of a professional nature with the supervisor, other employees, or other interns. Descriptions will adhere to employer guidelines concerning confidentiality and disclosure of proprietary information.
  - d. **Collaboration Experience:** The portfolio will include information regarding the number of people on the team(s) the student was a member of, as well as the most important contribution(s) by the student.
  - e. **Learning gained:** It is important that the student include a summary of what they learned as a result of having had the internship experience. Learning outcomes could include those things related to the actual tasks performed, related to work within an organization, or to being a contributing member of a team. Relate it to your coursework and indicate if the coursework completed prior to the internship contributed to the success of the internship.
  - f. **Updated résumé:** The résumé should be of the quality that it could be shown to a potential employer and discussed with any company representative.
2. In the event that the internship was not a positive experience, if the student was unsatisfied with the internship, or would not recommend an internship with the employer, the student is required to meet with Ed Smallman, Coordinator of Career Development, to discuss the internship experience.
3. Internship portfolio and letter of evaluation from internship supervisor to be submitted electronically to Bridget Radcliff, Manager of Academic Services and Student Support, by the last day of classes for the term in which the student is enrolled in the internship.