

## GRADUATE COMPUTER SCIENCE PROGRAM INTERNSHIP STATUS REPORT

At the end of each quarter of the internship, the student must submit a written report of what they actually did for the internship and complete this form with their supervisor.

### SECTION 1. COMPLETED BY THE STUDENT

Name: \_\_\_\_\_ PSU ID# 

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Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Term: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address of Work Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

#### Description of Actual Internship Duties:

- For each week of the internship, the student must keep a written report of what they actually did during their internship.
- At the end of the term, the student will compile their weekly summaries into one document, complete this form, and submit it to their internship supervisor.

By signing below, I acknowledge that my written internship report and the information provided above are true and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2. COMPLETED BY THE INTERNSHIP SUPERVISOR

What were the student's average hours per week: \_\_\_\_\_

The attached written report of the internship accurately reflects the student's duties during the internship period, and the student's work during the internship met our expectations. ☐ Yes ☐ No

The student's written report and this form must be submitted to the Department of Computer Science no later than the last day of finals week of the term. Email the documents to the CS Graduate Advisor (gccs@pdx.edu) with the following subject line: Student's Name, CS Internship Status Report. If this step is not completed by the deadline for the term, the student may be prevented from receiving a grade or credit for the internship.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_