**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 by the last day of class of the term. 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**: Did you accomplish professional goals that you outlined at the beginning of your internship? If not, what additional learning did you gain during the experience? Did you meet any / all of your learning objectives? Did your experience align with your initial purpose statement? If not, how did it change?

f. **Updated resume**: The resume 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 the department internship coordinator to discuss the internship experience.

3. Internship portfolio to be submitted electronically to the internship coordinator, by the last day of classes for the term in which the student is enrolled in the internship.