

**Eastern Illinois University**  
**Mathematics and Computer Science Internship**  
**General Guidelines**

Congratulations on your internship. This is a wonderful opportunity for you to see how many of the topics you have been studying for the past few years can actually be used in "the real world." The purpose of this document is to give you a written record of what is expected of you from us here at Eastern, of the deadlines that you might face, and to provide you with a checklist of things you should be taking care of during the course of your internship.

By far, your most important responsibility is to your employer and supervisor. In general, if your supervisor is happy with your performance, we will be too! Other than that, your main responsibility in completing your internship is to write a report on your internship. Guidelines for this report are available on the same website where this document is placed. To assist you in writing your report, it is an excellent idea to keep a journal of what you are doing. Daily entries are best, but the important thing is to regularly record (informally, in point form is fine) what you have been doing, what projects you have worked on, what meetings you attended, what new ideas you have seen/learned. The effort expended to keep this journal will more than pay off when you try to summarize a 10 week collection of activities into a 5-10 page paper.

Registration is handled here in the Mathematics Department. We create seats for the course as we approve internships—so you cannot register for MAT 4275 by phone. The course is graded Credit/No-Credit. Your grade will be based on your report, on an evaluation from your supervisor, and on the observations and judgment of the intern coordinator. If all reports and evaluations are complete by the end of the semester in which you are registered, you will get a grade in that semester. If some of these pieces are still outstanding you will get an Incomplete. This will be removed and replaced with the correct grade as soon as all the details are complete. If it is crucial for you to get a grade at the end of the semester then you must make sure that your report is in on time.

Here are a few other key points:

- When you get settled in your internship (the first week or so) send the coordinator e-mail addresses and/or phone numbers for yourself and your supervisor.
- Keep a journal of your activities.
- About  $\frac{1}{2}$  to  $\frac{2}{3}$  of the way through the 10 weeks we will do our best to arrange a visit to your site. We like to speak with you and with your supervisor at this time.
- Your supervisor will be asked to submit a brief evaluation of your performance.
- You need to submit a report of your internship.
- We will look after registration. You are responsible for paying the advance registration fee all other tuition and fees billed to you. Regardless of where you are for your internship, you are responsible for all fees.

If you have any questions or concerns, be sure to contact the coordinator. Once again, congratulations and have a great experience!