Faculty of Computing
Department of Computer Science

CS4100: Internship
Internship Coordination Activities Calendar
Summer 2023

Note: The following deadlines will strictly be observed so please comply with these deadlines.

Date	Activities
10th and 11th July, 2023	**Internship Registration on University Portal**
12th to 18th July 2023	**Manual Registration of Internship through Academic Office** of Head of Department (In case if student was unable to register for Internship through University Portal)
17th July 2023 [Monday]	**Orientation Session for Internship for Summer 2023, Distribution of Internship Request Letters to students.**
28th July, 2023	Submission of Internship Offer Letter to Coordinator's office. The letter should contain the SECP (Security Exchange Commission of Pakistan) Registration Number and FBR (Federal Board of Revenue) National Tax Number (NTN).
11th September 2023 to 15th September, 2023	**Evaluations of Interns.** Students should appear for evaluations along with following documents. 1. **Internship Evaluation Form** filled downloaded from university web site and filled by supervisor or team lead of organization at which student does the Internship. 2. **Internship Completion Certificate** from Organization containing starting and ending dates of Internship and Internship Task. 3. **Internship Progress Report** containing day wise activities accomplished during Internship. 4. **Developed Software/System.**
18th September, 2023	Final Grades of Internships will be submitted to Controller of Examination's office.

Dr. Qamar Mahmood
Internship Coordinator
Department of Computer Science

Capital University of Science and Technology
Department of Computer Science

Basic Instructions Regarding Internship for CS Graduates of BS(CS) Program [Summer 2023]

1. Students have to **register for Internship** as the registration for Summer 2023 will be opened.
2. Students have to register for Internship in course CS4100: Internship on university portal.
3. If the option of Internship registration is not available on portal, then student have to register for the Internship on a paper form provided by Academic Officer of Head of Department.
4. A student should have earned at least 90 credit hours to be qualified for registration of Internship.
5. The duration of Internship must be 8 weeks along with a 40 hours per week workload.
6. An orientation session for registered students will be conducted by Internship Coordinator in Summer 2023. The date for orientation will be announced later.
7. Students have to seek the Internships from different private, semi-government and government organizations. The private organizations and semi-government organizations should be registered by Security Exchange Commission of Pakistan (SECP). Students have to produce the SECP Registration number. The organizations should also be registered with Federal Board of Revenue (FBR). Students have to produce the organization's National Tax Number (NTN) as well.
8. The organizations will assign students IT related tasks. Following is a list of IT related tasks on which students should be working during their internship:
    a. Desktop Application Development.
    b. Web Application Development.
    c. Mobile Application Development.
    d. Cloud and Edge based Application Development.
    e. Networking and Network Communication Related.
    f. Software Quality Assurance (SQA).
    g. Database Programming using SQL or other languages.
    h. Data Science, Machine Learning, AI based tasks.
9. Please note that following task will <u>NOT</u> be allowed for Internship:
    a. Digital Marketing
    b. Search Engine Optimization
    c. E-commerce based product selling.
    d. Web development using Content Management Systems like WordPress, Joomla.
    e. Working on Microsoft Excel.
10. The complete Internship Plan for Summer 2023 will be discussed and provided to students during Orientation session.

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