

CIS Internship Summary Report

(Form CIS2980-6)

Note: This Report is to be completed and delivered to the Coordinator at the conclusion of the Internship, and is due by the last scheduled class meeting day of the term. The Intern will first complete the form, then the Supervisor will provide his/her assessment and comments and forward it to the Coordinator.

Intern Name: Jeff Lindgren ID: _____

Supervisor: Scott Josephson Organization: FMG Suite

Internship Dates: Begin: 2/4/2019 End: 2/27/2019

Total hours worked in this term: 49

Intern and Supervisor, please rate the Intern's performance on a four-point scale, where 4=Excellent, 3=Good, 2=Fair, 1=Poor, 0=Unacceptable

Criterion		Assessments: 4 (Excellent) to 0 (Unacceptable)	
		Intern	Supervisor
1	Reported regularly and on-time	4	4
2	Managed time well	3	3
3	Took appropriate initiative	4	4
4	Conducted self professionally	4	4
5	Did high quality work	3	4
6	Communicated Effectively	4	4

Briefly summarize the duties you performed and skills you utilized during this Internship:

The first project was to catalog all the webforms on the site.

The second project was I had to create an app that redirected to different google meet links depending what solbfolder they used.

What new technical skills did you learned, or what existing skills did you strengthen?

I learned more about project management and how to use lambda with AWS.

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How have your professional skills (interpersonal, communication, other conduct) improved?


I learned that communication is key to a good workflow.

Describe the biggest challenges or problems you encountered during this Internship, and your responses:


My biggest challenge was keeping up with everything that was going on around the company.

Supervisor's Comments:

Jeff did a great job taking the lead on the tasks I gave him. They required some critical thinking and learning new tech such as AWS.

Intern's Signature: 

Date: ~~2/22/2019~~ 2/27/2019

Supervisor's Signature: 

Date: 2/28/2019

Coordinator's Signature: _____

Date: _____