



Internship Record Book
ITC 4344 - Internship in Information Systems
B.Sc. in Business Information Systems (Special)
Degree Programme

Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura
Gangodawila, Nugegoda
Sri Lanka

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This book is a revised edition of the Internship Record Book Prepared by Dr. S.M. Samarasinghe (Coordinator, ITC 4308, ITC 4327) in 2013, which has integrated changes made to the Internship programme by the Department of Information Technology in 2020-21.



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Abbreviations Used in this Book

DIT	Department of IT
USJ	University of Sri Jayewardenepura
IRB	Internship Record Book
IGB	Internship Guidelines Book
IIS	Internal Internship Supervisor
EIS	External Internship Supervisor
IC	Internship Coordinator

Instructions for the Interns

1. This Internship Record Book (IRB) is the property of the Department of IT(DIT), University of Sri Jayewardenepura.
2. Interns will be issued this book prior to the commencement of the fourth year second semester (i.e. the semester in which internship is offered). They are expected to proceed with an approved Internship Contract to commence the internship. They are expected to maintain updated records on their internship using this book throughout their internship period.
3. Once the Internship Contract has been signed, the intern will be officially assigned the External Internship Supervisor as per the Internship Contract. The intern will also be assigned an Internal Internship supervisor from the DIT Academic Staff.
4. The book needs to be returned at the end of the internship period or whenever requested by the Internship Coordinator/Internal Internship Supervisor.
5. At all times during the internship period, the intern needs to adhere to the Internship Guidelines published by the DIT (in the Internship Guidelines Handbook).
6. Interns are expected to record tasks assigned and carried out during the internship period daily in the IRB. It is important that entries should be made in the IRB at the end of each working day, and the IRB should be maintained neatly. A Seven-day weekly format is introduced, but one should only record the days which were spent on assigned tasks, either working at the organization or working from home. A 40-hour cap is indicated for the weekly log; however, an intern may be assigned tasks beyond this limit.
7. At the end of each workweek, the intern needs to get a certification from the External Internship Supervisor on work carried out by him/her in the IRB.
8. Interns are required to communicate with the Internal Internship Supervisor at least once a month during the internship period and submit the stipulated progress reports (Form C and D).
9. The intern should handover the duly completed IRB to the Department according to the deadlines stipulated in Internship Course page of the Learning Management System (lms.mgt.sp.ac.lk).
10. Late submission of IRBs, Incomplete IRBs will be noted by the Internal Internship Supervisor and result in penalties determined by the department.

Declaration by the Intern

I have read the above instructions and hereby declare that I will follow the instructions fully. I am aware that failure to follow the above instructions as well as information in the Internship Guidelines Book may lead to penalties determined by the department.

Signature of the Intern:

Date:

Instructions – This form (A) is to be filled by the Intern prior to commencement of Internship.

**DEPARTMENT OF INFORMATION TECHNOLOGY
UNIVERSITY OF SRI JAYEWARDENEPURA**

FORM A - INTERNSHIP APPLICATION

Surname	
First Name / Other Names	
Reg. No. (MC)	
Index No. (CPM)	

Residence Address During Internship	
Permanent Address (If different to the “Residence Address” specified above)	
Primary Contact Number	
Supplementary Contact Number	
Email	

Grade Point Average					
Year 1		Year 2		Year 3	

<p>Internship Preference: Indicate your preference for Internship in the space provided below by considering the following points:</p> <ol style="list-style-type: none"> 1. Specialist Domain in relation to Internship in Information Systems. You may indicate multiple domains in the order of preference. 2. Special qualification/experience which may benefit you for your selected domains. 3. If you have already secured an Internship Organization which you prefer for above #1, Indicate the Name and Address of the Organization.

I certify that the above particulars are accurate to the best of my knowledge. Falsification of details may lead to penalties determined by DIT in accordance with the guidelines for Internship in IS.

Signature of the Intern:

Date:

Instructions – This form (B) is to be filled by the Intern with the assistance of the External Internship Supervisor prior to formal commencement of the Internship

**DEPARTMENT OF INFORMATION TECHNOLOGY
UNIVERSITY OF SRI JAYEWARDENEPURA**

FORM B - INTERNSHIP CONTRACT

Surname	
Other Names	
Reg. No. (MC)	
Index No. (CPM)	

This indenture made between Department of Information Technology, University of Sri Jayewardenepura, Gangodawila, Nugegoda

and

.....
(Name of the Internal Internship Supervisor together as first party)

on this (Date in Number) Day of (Month) Two Thousand
Twenty-One at Gangodawila, Nugegoda

and between

.....
.....
.....
(Full Name & Contact Address of Intern)

Registered at Department of Information Technology, University of Sri Jayewardenepura and

.....
.....
.....
(Full Name & Address of Training Organization)

and

.....
(Full Name of the External Internship Supervisor) together as the second party

WITNESSETH

The Intern specifically agrees to and acknowledge the following:

The minimum requirement of training under internship is 420 hours (or equivalent in 8-hour workdays) for the final year semester II. The Intern can commence internship on any day of the second semester of the final year or earlier with the permission of the DIT, provided he/she completes 420 hours (or equivalent days) prior to commencement of the study leave period of the final year semester II.

The Intern shall faithfully, comply with the regulations and requirements of the Internship and with the instructions of the said External Internship Supervisor with regard to the content of practical training. The Intern shall during the period of training further comply with the rules, regulations and directions of the training organization and shall, at all times conduct himself with all due diligence, honesty, propriety and faithfully serve the said training organization and follow the instructions of the said External Internship Supervisor at all times during the work period.

The said Intern shall maintain, a true record of the work performed daily in the form and content prescribed by the department and submit such record regularly to the Internal Internship Supervisor.

The said Intern further undertakes to obtain prior written permission of the Department via the Internship Coordinator, training organization and of the said External Internship Supervisor to suspend his/her training or continue such training under another training organization or External Internship Supervisor.

.....
Signature of Intern

For the purpose of assisting the above said Intern to obtain work experience under the terms agreed by the Intern above, we as Internal Internship Supervisor and External Internship Supervisor have agreed to offer necessary assistance to the Intern.

.....
Signature
Internal Internship Supervisor

.....
Signature
External Internship Supervisor

Note – If the parties to the contract (Such as Training Organization and External Internship Supervisor) are changed due to any reason, a new contract should be signed between all parties and indicated as such in the Modifications to Internship Contract Section (Page 28). Further the new contract document should be attached to the inner cover of the IRB. New Contract Documents can be accessible via <https://mgt.sjp.ac.lk/itc/internship-and-career-guidance>

Instructions – This form (C) is to be filled by the Intern during the initial two weeks of the Internship together with the External Internship Supervisor

**DEPARTMENT OF INFORMATION TECHNOLOGY
UNIVERSITY OF SRI JAYEWARDENEPURA**

FORM C – INITIAL PROGRESS REPORT

SECTION I - TO BE COMPLETED BY THE INTERN

Name of the Intern:	
Training Period	From (Date): To:
Number of Hours Expected to Cover:	
Company Name:	
Department:	

SECTION II - TO BE COMPLETED BY EXTERNAL INTERNSHIP SUPERVISOR

Name:	
Position:	
Contact No:	
E-mail Address:	

What is the nature and extent of internship responsibilities	
What are the dates and hours during which the work will be performed?	
What specific results are expected for the intern?	
What professional skills do you expect the intern to develop?	
What professional contacts will be available to the intern?	
What Information Systems related resources will the intern be able to use during the internship?	

Signature of the External Internship Supervisor.....

Instructions – This form (D) is to be filled by the Intern after the completion of 200 hours of Internship Training and certified by both Internal and External Internship Supervisors.

**DEPARTMENT OF INFORMATION TECHNOLOGY
UNIVERSITY OF SRI JAYEWARDENEPURA**

FORM D – INTERIM PROGRESS REPORT

Name of the Intern:	
Training Period	From (Date): To:
Company Name:	
Department:	

Date of Submission	
Is your daily training records up to date?	Yes () No ()
If not, explain the reasons.	
What is the most pleasant aspect of the training organization and the Internship ?	
What is the most challenging aspect of the training organization and the Internship ?	

.....
**Signature
Intern**

.....
**Signature
Internal Internship
Supervisor**

.....
**Signature
External Internship
Supervisor**

Instructions – This form (E) is to be filled by the External Internship Supervisor (Confidentially) once the Intern completes the 420-hour Internship and sent to the Internship Coordinator via email (internship.dit@mgt.sjp.ac.lk)
The form can be downloaded via
<https://mgt.sjp.ac.lk/itc/internship-and-career-guidance/>



**DEPARTEMENT OF INFORMATION TECHNOLOGY
 UNIVERSITY OF SRI JAYEWARDENEPURA**

FORM E – EXTERNAL INTERNSHIP SUPERVISOR’S EVALUATION

Name of the Intern:	
Training Period	From: _____ To: _____
Number of Hours Covered:	
Company Name:	
Department:	

External Internship Supervisor’s Details:

Name:	
Position:	
Contact No:	
E-mail Address:	

For questions 1-16, please circle the answer which best reflects your opinion.

01. How would you rate the Intern’s attitude to work?

- a. Excellent
- b. Very Good
- c. Average
- d. Marginal
- e. Unsatisfactory

02. How would you rate the Intern’s resourcefulness? (i.e. ability to overcome difficulties)

- a. Excellent
- b. Very Good
- c. Average
- d. Marginal
- e. Unsatisfactory

03. Comment on the maturity possessed by the Intern when carrying out tasks delegated to him/her.
- Far higher maturity than required
 - Slightly higher maturity than required
 - The exact maturity required
 - Slightly lesser maturity than required
 - Far lesser maturity than required
04. How would you rate the Intern's Technical Proficiency?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
05. How would you rate the Intern's Ability to Learn new concepts and procedures?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
06. How would you rate the Quality of Tasks Performed by the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
07. How would you rate the Quantity of Tasks Performed by the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
08. How would you rate the Verbal Communication Skills of the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory

09. How would you rate the Written Communication Skills (including email) of the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
10. How would you rate the Personal Relationships maintained by the Intern with other employees?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
11. How would you rate the decision-making skills of the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
12. How would you rate the Professionalism of the Intern?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
13. How is the punctuality of the Intern in relation to accomplishing his/her day-to-day tasks?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory
14. How would you rate the Intern's ability to work with your organization's Information Systems?
- Excellent
 - Very Good
 - Average
 - Marginal
 - Unsatisfactory

15. How would you rate the Intern's etiquette?

- a. Excellent
- b. Very Good
- c. Average
- d. Marginal
- e. Unsatisfactory

16. In your opinion, is the Intern regular in attendance?

- a. Yes, Regular
- b. No, Irregular

17. In your opinion what is the most praiseworthy characteristic of the Intern?

18. In your opinion what characteristic should the Intern focus on improving the most?

19. Any Further Comments:

Signature of the External Internship Supervisor:

Date:

This form (E) is to be filled by the External Internship Supervisor (Confidentially) and A scanned copy sent to the Internship Coordinator via email (internship.dit@mgt.sjp.ac.lk)

The form can be downloaded via

<https://mgt.sjp.ac.lk/itc/internship-and-career-guidance/>

Training Record for Week 1		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor:	
Date:		Date:	

Training Record for Week 2		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 3		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 4		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 5		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 6		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 7		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 8		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 9		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 10		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 11		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 12		(2021/...../..... to 2021/...../.....)	Time Spent in Hours
Date	Tasks Performed		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)	
Signature of Intern		Signature of External Internship Supervisor	
Date:		Date:	

Training Record for Week 13 (2021/...../..... to 2021/...../.....)		Time Spent in Hours
Date	Tasks Performed	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)
Signature of Intern		Signature of External Internship Supervisor
Date:		Date:

Training Record for Week 14 (2021/...../..... to 2021/...../.....)		Time Spent in Hours
Date	Tasks Performed	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Special Remarks 📌		Total Number of hours for the Week (Maximum 40 Hours per Week)
Signature of Intern		Signature of External Internship Supervisor
Date:		Date:

Training Record for Week 15 (2021/...../..... to 2021/...../.....)		Time Spent in Hours
Date	Tasks Performed	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Special Remarks 🕒		Total Number of hours for the Week (Maximum 40 Hours per Week)
Signature of Intern		Signature of External Internship Supervisor
Date:		Date:

Training Summary

Details of Tasks Performed		Time Spent in Hours
Signature of Intern	Signature of External Internship Supervisor	
Date:	Date:	

Details of Tasks Performed		Time Spent in Hours
Signature of Intern	Signature of External Internship Supervisor	
Date:	Date:	

Modifications to Internship Contract	
Date	Remarks