

**Checklist & General Guidelines for Online Project/Thesis/Internship for Spring 2021 for CSE Provided by Career Services Office (CSO)**

**Instructions for Project/Thesis/Internship**

1. Student must complete all the pre-requisites of Project/Thesis/Internship;
2. Students are recommended to go for single-semester Project/Thesis in the case where Spring 2021 is the last/final semester for the students:
   * If required, students can contact CSE Department or Admin Office for Course completion checklist to check their eligibility;
3. If the students require at least 2 or more semesters to complete graduation then the students are recommended for two-semester long Capstone Project:
   * Students must follow the guidelines of the Capstone Project;
   * Minimum number of group members is 3;
   * Industry attachment is a major criterion for the Capstone Project, hence students are allowed only if the students have confirmed attachment with related industry;
4. Due to the online academic activities in Spring 2021 and difficult to collect hardware devices/equipment, students are advised to choose such a Project/Thesis work that can be continued using simulator, software tools, etc.:
   * If the situation gets normal and easy to collect required hardware devices/equipment, the Students should collect them, complete their research works and add those parts in their report;
5. If any student has a confirmed appointment to do a physical or online Internship with an organization, he or she will be allowed to do an internship in Spring 2020:
   * Student is advised NOT to defer Internship with the hope of doing proper Internship in a future term (Spring 21 or later), since there is great uncertainty whether or when organizations will offer Internships in the light of the severe business and economic slump expected;
   * The CSO will cross-check with the host organization regarding the confirmation of the appointment;
6. Students must follow all the Department guidelines for Project/ Thesis/ Internship. They should contact to the Department Coordinator and Supervisor in these regards;

**General Guidelines for Project/Thesis/Internship**

1. □ **Sign-up with CSO for Project/Thesis/Internship:** Student will fill up google form for Sign Up. Sign Up form link: [https://forms.gle/9H3Xer6XvyYz4fG38](https://l.facebook.com/l.php?u=https%3A%2F%2Fforms.gle%2F9H3Xer6XvyYz4fG38%3Ffbclid%3DIwAR1wnQ3itFMRpD63hBdgbSd4cobxvY4ByvREVE5qPzBd1dqkeCihIBW5H3Y&h=AT2Fdwbb-PYBlHvW4YT8SeazVDlLLOd-Y4lBkhixZAfc7xImrCIoWDY2bOUadOuYH5CmHAe8xuZHaIoYoUX5FmVqoQZRited8UALIWUiq2eLlfj5ncIsjuCNDAUpB3Lnq8Y&__tn__=-UK-R&c%5b0%5d=AT3yIYA1vtTPuCa0RwbJhygKGEOgTrSlIddYC7Uidvgul1QOpDpRrf04-PRVFsqT6le9rVRUh5fjcnO_HLXkwB1sWVOSMOj6p-pqjOFHJXZVqIDxW5qaKOLcosh_Vqnb6kcOcqwLCIJYh758nYjxCmKW3xFWDXYEvO-sZ1VNOHi8jN6Zi45GMcvEFLrox7lnc-FYEAD_VNEFRoEen0guzXLNIA)
2. □ **Registration for Project/Thesis/Internship:** Student will complete registration through URMS and they can collect course completion checklist from Department Admin Office. Student must get approval for Internship from the Department.
3. □ **Collect Forwarding Letter for Internship from CSO:** To send a Forwarding Letter to the Internship organization, Student will collect soft copy of the forwarding letter through CSO via email.
4. □ **Submit Letter of Acceptance from Internship Host to CSO:** Student will send soft or scanned copy of Internship Organization’s Acceptance Letter to CSO and it must be endorsed/authorized by the Department internship coordinator or supervisor*.*
5. □ **Plagiarism checking of Project/Thesis/Internship report:** Student must check for plagiarism of the report. ULAB Library provides plagiarism check service through Turnitin. Student can send report to [turnitin@ulab.edu.bd](mailto:turnitin@ulab.edu.bd).
6. □ **Submit** **Soft Copy of Report to CSE Department:** Student will mail soft copy of the Project/Thesis/Internship report to the assigned supervisor after plagiarism is being checked and approved by the supervisor, and the report will be emailed to CSE Department.

If the situation becomes normal and the University opens physically in Spring 2021, the students should submit 2 hard bound copies of the report and 1 CD containing the PDF of the report to the Department.

1. **□ Intern Assessment by Host Organization’s:** After completion of Internship, Student will collect scanned copy of ‘Intern Assessment Form’ (duly signed by host organization supervisor) from host organization and email to CSO and the Department. *The CSO will cross-check with the host organization regarding the Assessment Form.*
2. □ **Central Orientation, Departmental Orientation, Seminar, Meeting & Defense/Presentation:** Central orientation, departmental orientation, seminar, meeting & defense/presentation will be held online (meeting platform and date will be announced via email as time proceed)
3. □ **Available Forms, Guidelines and Manual:** Students are advised to download i) Intern Assessment Form (from Host), ii) Internship/Project Manual from the link: <https://career.ulab.edu.bd/internship-information/>