**Checklist & Guidelines for Online Project/Thesis/Internship for Spring 2021**

**for USB Provided by Career Services Office (CSO)**

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 registered student’s course completion checklist will be collected through Registrar Office.
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. □ **Submit Project/Thesis/ Internship Proposal to CSO:** Student will email soft copy of Project/Thesis/ Internship proposal to the assigned supervisor after approval of the supervisor, proposal will be sent to CSO at [careerservices@ulab.edu.bd](mailto:careerservices@ulab.edu.bd)
6. □ **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).
7. □ **Submit** **Soft Copy of Report to CSO:** Student will mail Project/Thesis/ Internship report (soft Copy) to the assigned supervisor after plagiarism is being checked and approved by the supervisor, report will be emailed to CSO at careerservices@ulab.edu.bd
8. □ **Host Organization’s Evaluation:** Host organization’s evaluation will be collected through email for internship students. (*Student must provide organization’s email address to CSO and Department)*
9. □ **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)*
10. □ **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/>