HLT Internship professional website rubric

> *Professional website option*: students may choose to prepare a professional website describing their internship work as well as relevant course-related work or even personal projects, for an audience that includes hiring managers as well as other technology workers. The goal is for students to provide a clear and adequately-documented presentation of code and other content that demonstrates their NLP skills, including the content of their internship and its learning outcomes.

Examples of professional websites of this type that have been created by NLP professionals are listed below. These examples may not meet all the requirements listed here, but they are intended as a guide to what is possible, while students must tailor their own website to meet the requirements of the HLT program.

- maelfabien.github.io/portfolio: Maël Fabien, portfolio and projects
- DataDan.IO: Daniel Whitenack, a data scientist creating AI for good
- chriskhanhtran.github.io/minimal-portfolio/: Chris Tran
- snknitin.github.io/portfolio/portfolio-2/ : Nitin Kishore Sai Samala
- likarajo.github.io/Projects/portfolio/ : Rajarshi Chattopadhyay

Rubric and evaluation criteria

For the purposes of the UAZHLT program, this website should include:

- a professional introduction to the student of between 500 to 1500 words, focusing on professional background and skills (personal/non-professional interests are not prohibited, but should not be the focus)
- an updated copy of the student's resume or CV; the choice of resume or CV is up to the student, based on the kind of jobs that are in focus (What makes a CV and a resume different?)
- Descriptions and relevant supporting information for *at least two* projects that the student has contributed to. One of these projects will be the internship itself. The student's course project from LING 508 (especially for students who have taken the online version of LING 508) would be a good candidate for a second project to present on the site. Additional projects may be included from other courses or from work outside of courses; only two projects will be required and evaluated as part of this degree requirement. Each project description will include
  - **Project summary:** A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, of between 1000 and 3000 words. It should answer questions such as: What did you do in this project?

What was the goal, and how did you plan to achieve it? What problems did you encounter, and how did you solve them? What libraries or tools did you use? What was the state at the completion of the project? Project or work descriptions in excess of 3000 words total are not prohibited, but if you choose to write a more detailed description of a project that exceeds 2000 words in all, you must still include a 1000 to 3000 word summary.

- **Learning goals:** The project summary should clearly communicate how the student's experience in the project demonstrated the learning outcomes for the MS in HLT program. These learning outcomes are that the student will:

1. demonstrate programming skills for the workplace.
2. be able to use fundamental algorithms and concepts in Natural Language Processing
3. show knowledge of tools and packages used in Natural Language Processing

- **Actual code you wrote:** The description of each project should include the actual code that was developed by the student for the project or that supported the project. This can be in the form of code snippets interleaved in the description (code snippets will not count against the 1000-3000 word target) or, if the amount of code is large or complex, a link to where this code can be accessed, such as a GitHub repository. If the full code cannot be shared, then at a minimum, relevant and illustrative code snippets should be shared; another alternative is to share the *documentation* of the code where the code itself cannot be. Alternative considerations are discussed below.

- The descriptions of the internship and the student's second project should adequately demonstrate that they were carried out with the attention to quality that we hope to maintain for our program. The faculty evaluators will provide appropriate feedback to students where this is not the case.
- Although the demonstration of skills and code is an important part of this website, the site is also a reflection of the professionalism of the student. For this reason, there should be no grammatical, mechanical, or stylistic issues which detract from the professionalism of the site.
- Since this website is intended to benefit students as a personal job-seeking tool, students are welcome, but not required, to include additional components that they feel will better present them and their work in a hiring context. These may include documentation and description of additional programming projects, or prose-only reflections on HLT tools, libraries, models, or approaches (ie, like traditional blog entries). These may be sourced from course assignments or may be written independently of courses.

Website component checklist		
Component	***Feature***	***Points***
Professional introduction to the student	Length: 500 to 1500 words	2: length within range 1: non-zero length outside range 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component engage readers?	+1: Superior content and presentation style
CV	Up to date with recent content from enrollment in UAZHLT	2: includes relevant content from undergrad career through most recent academic year 1: noticeably out of date 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
Coding Project 1 (eg, internship)	Length: A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, between 1000 and 3000 words (not counting code)	2: length within target range 1: non-zero length outside range 0: component not present
	Content: student's experience demonstrates the learning outcomes for MSHLT program	3: all three learning outcomes are clearly demonstrated 2: at least two learning outcomes are clearly demonstrated 1: one learning outcome is clearly demonstrated 0: component not present

Website component checklist		
Component	***Feature***	***Points***
	Code: Code is contained in the site, or a link to the code (such as in a GitHub repository) exists on the site.	2: code snippets present in text (not counted in word count) clearly demonstrate the extent of the project, *or* a URL for most or all of the code base is present 1: at least some code is present, but significant aspects of the project code are not exemplified 0: component not present
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
Coding Project 2 (eg, 508 project)	Length: A summary of the project goals, technology used, and outcomes, as appropriate for a general technical audience, between 1000 and 3000 words (not counting code)	2: length within target range 1: non-zero length outside range 0: component not present
	Content: student's experience demonstrates the learning outcomes for MSHLT program	3: all three learning outcomes are clearly demonstrated 2: at least two learning outcomes are clearly demonstrated 1: one learning outcome is clearly demonstrated 0: component not present
	Code: Code is contained in the site, or a link to the code (such as in a GitHub repository) exists on the site.	2: code snippets present in text (not counted in word count) clearly demonstrate the extent of the project, *or* a URL for most or all of the code base is present 1: at least some code is present, but significant aspects of the project code are not exemplified 0: component not present

Website component checklist		
Component	***Feature***	***Points***
	Professionalism: Free of grammatical, mechanical, and stylistic issues	2: At most 1-2 minor issues 1: 3 or more minor issues, or 1 or more major issues 0: component not present
	Above and beyond: How well does this component communicate the most relevant features?	+1: Superior content and presentation style
	Total	30 points possible

Alternative considerations

Q: What if I already have a personal or professional website?

It is possible that students may already have some kind of personal or professional website. A preexisting website *can* be used to satisfy this MSHLT requirement, but the website will be evaluated based on the criteria here. It *must* include the components described above, though it may optionally include other components of the student's choosing, without penalty. If a student's previous website cannot be modified so as to satisfy the requirements listed here, then the student is welcome to create one that *can* satisfy these requirements or to fall back to the traditional internship report option.

Q: What if I don't need this site for a job search?

It is possible that students may already have a job offer as a result of their internship and may not have an immediate need to seek employment–or they may have a job that they've held during the HLT program and do not intend to find a new one immediately. A lack of an imminent job search does not alter these requirements for evaluation of the professional website. A professional website will still serve a student well for future job changes or job advancement and should be built with these goals in mind.

Q: What if I can't share code from my internship?

It is possible that code or other specific details of a student's internship will not be publicly shareable due to NDAs or other restrictions around their internship work. This type of consideration is not limited to those students who choose the public website option for their internship reporting and occurs for students who prepare the written internship report as well. Regardless of the mode of their internship reporting, students are encouraged (1) to obtain clearance from their supervisor or hosting entity to share code *before* starting their internship, and/or (2) to be creative in finding what they *can* share publicly from their internship work that would satisfy the requirements outlined above, especially when it comes to describing their internship work and demonstrating the learning outcomes of the MSHLT program. Students

who are unable to meet these requirements with what they can share publicly are welcome to choose the traditional internship report option, which need not be publicly released and may give the student more flexibility when the public sharing of information is not permissible.

Q: What if I don't want to create a public site like this?

Students who for any reason oppose the creation and sharing of information about their internship and personal coding projects are welcome to choose the traditional internship report option, which need not be publicly released.

Faculty review process

Although the requirements and structure of the professional website described here are quite different from the *ePortfolio* option that is used within the iSchool, we will model our faculty review process closely on the *ePortfolio* review.

One faculty member from the HLT program will have primary responsibility for reviewing and evaluating students' professional websites according to the criteria described above. This faculty member will evaluate the professional websites that students have completed following the completion of their internship according to the rubric outlined above:

- professional introduction to the student
- up-to-date CV or general resume
- description and code for the internship
- description and code for at least one other project
    - Both project descriptions adequately demonstrate that they were carried out with the attention to quality that we hope to maintain for our program
    - All materials present the student in a professional manner and are free from grammatical, mechanical, and stylistic issues that would detract from the professionalism of the site.

Students who plan for their internship report to be approved in a given term will have a submission deadline several weeks before the end of the term as determined by this faculty member; this deadline may typically be around the middle of the term, but minimally allowing for time for review by a faculty member, feedback to the student, and revisions by the student before the end of that term. Any issues that are identified by the evaluator will be made clear to the student, and the student will be given an opportunity to remedy any problems with the site before a final evaluation is made and approval is given.

The result of this evaluation will be passed to the faculty member who is supervising the student's internship and who is responsible for filing a grade for the student's internship hours, recorded as LING 593. This evaluation will stand in lieu of the internship report and constitute 50% of the grade for the internship. It is possible that the faculty evaluator and the faculty member supervising a student will be the same person; it is also possible that these will be two different faculty members. If the faculty member supervising the internship is not the faculty member who evaluated the professional website, the internship supervisor is welcome to independently evaluate the student's professional website. Disagreements in

evaluation between the two faculty members must be resolved before the student will be considered to have completed the internship, in the same way that current faculty members on the student's internship committee currently resolve any differences in the evaluation of the traditional internship report. (In practice, where multiple faculty members are involved in this way, their evaluation will best proceed in parallel until a consensus is reached that the professional website is satisfactory.)