



**Title: Internship Procedures**

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**Review:** This document is subject to a periodic review as per amendments of university policies and regulations

(Note: This document replaces the “Internship Procedures”, GU-PR05INT, Version 2.1 - September 2018)

## 1. Purpose

The purpose of this document is to describe the procedures used by Gulf University to guide and give directions to manage the internship process in all related placements.

## 2. Scope

The procedures apply to internship in all programs offered at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>CILOS</b>	Course Intended Learning Outcomes
<b>NQF</b>	National Qualifications Framework

## 4. Definitions

**Internship:** Internship is a mandatory course related to work-based learning practice, considered to be a part of the degree requirements for all students at Gulf University. The internship aims to provide students with a work-based learning opportunity in which they can develop intellectual, professional, and personal skills to function well in a diverse working environment in the various job sectors. It requires students to draw upon multi-disciplinary knowledge, skills and theory acquired from their previous studies.

**Intern:** The intern is a student at Gulf University, who shall work for a period of time at an external organization to gain practical experience as part of the requirements of his/her degree.

**Academic Advisor:** The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

**Internship Academic Supervisor:** The internship academic supervisor is a faculty member appointed by Gulf University to arrange with the field supervisor and the intern for preparing the internship plan, supervise and follow up with them according to the plan.

**Field Supervisor:** A field supervisor is an individual appointed by the organization where the internship takes place, who shall supervise the work of the intern according to the agreed plan.

## **5. Internship Assessment**

The total mark comprises various assessment tasks and instruments aligned to the relevant assessment criteria, which in turn are developed from the relevant CILOs:

- 30% is allocated to interns' work by the academic supervisors.
- 40% is allocated to interns' fieldwork by the field supervisors.
- 30% is allocated to interns' final examination by the panels.

## **6. Procedures Details**

### **6.1 During the Preceding Semester to Internship:**

- 6.1.1 Heads of Departments shall review feedback reports on previous internship processes, provided by Career Development Office (at Unit of Students Services). Also, shall prepare a list of internship workplaces (Form GU-PR05INT-F01) taking into consideration any case of special needs students, and send it to academic advisors, preferably within the 4<sup>th</sup>-5<sup>th</sup> Weeks of the semester.
- 6.1.2 Academic Advisors shall review student's progression, shall determine students eligible for internship, invite them to discuss proposed internship workplaces according to their career plans and goals taking into consideration any case of special needs students, and send the recommended list to Heads of their Departments, (Form GU-PR05INT-F02), preferably within the 6<sup>th</sup> - 7<sup>th</sup> Weeks of the semester.
- 6.1.3 Heads of Departments shall assign Internship Academic Supervisors and send the list of interns, their academic supervisors and internship organizations (Form GU-PR05INT-F03) to Career Development Office within 8<sup>th</sup> -9<sup>th</sup> Weeks of the semester.
- 6.1.4 The Career Development Office shall issue internship request letters, (Form GU-PR05INT-F04) to external organizations, shall receive their approvals and shall send to relevant Heads of Departments, within the 10<sup>th</sup> - 12<sup>th</sup> Weeks of the semester.
- 6.1.5 Department Councils shall Approve the final list of interns, their academic and field supervisors, and internship organizations; shall send the list to Internship Academic Supervisors, Career Development Office, and Staff Development Unit, within the 13<sup>th</sup> Week of the semester.
- 6.1.6 Staff Development Unit shall conduct induction sessions for internship academic supervisors based on feedback from previous internship processes, within the 14<sup>th</sup> - 15<sup>th</sup> Weeks of the semester.

## **6.2 During the Internship Semester:**

- 6.2.1 Students enrolled in Internship course shall receive induction from the department about the roles and responsibilities of the students, academic supervisor, field supervisor, and Internship and Career Development Officer.
- 6.2.2 Internship Academic Supervisors shall arrange with field supervisors and interns to prepare plans for the internship phases, relevant to interns' study level and their special needs, if any, (Form GU-PR05INT-F05), at the first week of the semester.
- 6.2.3 Internship Field Supervisors shall implement the internship plans and supervise the work of the interns at their organizations.
- 6.2.4 The interns shall write and submit a report every internship phase to their internship academic supervisors.
- 6.2.5 Internship academic supervisors shall visit their interns at workplaces twice in the semester for follow up, preferably during the 5<sup>th</sup> - 6<sup>th</sup> and 11<sup>th</sup> -12<sup>th</sup> Weeks of the semester,
- 6.2.6 Heads of Departments shall prepare a list of recommended Internship Assessment Panels for all interns in their Departments in consultation with the Internship Academic Supervisors, within the 9<sup>th</sup> - 10<sup>th</sup> Weeks of the semester.
- 6.2.7 Department Councils shall approve the recommended internship Assessment Panels for all interns in their departments, within the 11<sup>th</sup> - 12<sup>th</sup> Weeks of the semester.

## **6.3 At the end of the Internship Semester:**

- 6.3.1 Internship academic supervisors shall prepare their final assessment forms, (Form GU-PR05INT-F06).
- 6.3.2 Internship field supervisors shall prepare their final assessment forms, (Form GU-PR05INT-F07).
- 6.3.3 Interns shall prepare and submit the final reports and presentations to their academic supervisors.
- 6.3.4 Assessment panels shall conduct the final oral assessments for the interns, (Form GU-PR05INT-F08).
- 6.3.5 Internship academic supervisors shall finalize marks and grades to be approved by the Department and College Councils and shall upload the approved grades to the system.
- 6.3.6 Career Development Office shall contact the interns, academic and field supervisors for feedback to be analyzed and reported to Department Heads, (Forms GU-PR05INT-F09, GU-PR05INT-F10, GU-PR05INT-F11).

## **7. Responsibilities**

### **Students are responsible for:**

- following this document appropriately.

### **Academic Advisors and Supervisors are responsible for:**

- appropriate implementation of this document.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

### **Career Development Office is responsible for:**

- appropriate implementation of this document.

### **Staff Development Unit is responsible for:**

- appropriate implementation of this document.

### **The Vice President for Academic Affairs is responsible for:**

- ensuring that this document is appropriately implemented.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## **8. Related Policies**

- Academic Advising Policy
- Assessment Policy
- Disability Policy
- Plagiarism and Academic Misconduct Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy
- Teaching and Learning Policy

## **9. Related Procedures**

- Academic Advising Procedures
- Assessments Procedures
- Plagiarism and Academic Misconduct Procedures
- Teaching and Learning Procedures

## 10. Related References and Standards

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook