



Al Qasimia University

Internship Manual

2019

Contents

Introduction	2
Duration of Internship	3
Registration, Qualification and Procedure	3
Aims of the Internship	4
What do BSECON students learn from their Internship?	6
Internship Activities of BSECON students:	8
Internship Learning Outcomes	9
Work Conduct during Internship	10
During Internship	11
Role of Academic and Site Supervisors while a Student is in Internship:	13
Effective Link with Employers for Successful Internship Program:	15
Collecting Feedback from Interns and Employers:	15
Frequently Asked Questions	15
Forms used in Internship	17

Introduction

Obtaining a degree in economics is advantageous, but to ensure that students derive the most from their education, the experience of an internship is essential. Internship offers real world experience, which is something that classroom teaching can never convey. This experience will also translate into confidence about the student's career path, including job opportunities after graduation. An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internship gives student the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. At Al Qasimia University, students may earn a minimum of three academic credits. This work/learning arrangement is supervised by a faculty member and by a designated employee of an organization. The internship is in the student's major field of study, usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives. Many jobs require previous work experience, and that can be something of a catch-22 for recent graduates. If a student does not have work experience, it's hard to obtain a job, obtain necessary work experience. This is where an economics internship comes in. An economics internship is one of the best ways for international students to get ahead in the job market. Although you may not get paid much (or at all), the non-financial benefits are numerous. You will have a taste of what it is like to actually work in the field, and this will make you more attractive to employers any part of the world.

An internship is a form of experiential learning that empowers students to integrate knowledge and theory learned throughout the curriculum with practical application and skills development in a professional setting. Al Qasimia University offers internship program as an integral part of most of its curricula. Internship is like a temporary job that offers a certain amount of training and supervision. Other words used to describe this experience are cooperative learning, on-the-job-training, or work-based learning focus on practical application of knowledge gained by studying various courses for Bachelor of Science in Economics. AQU will arrange for providing training sites for BSECON students through the student training office. The objective is to provide practical skills and exposure to real-life world work environment under close supervision. Economics internships in the UAE pay little to no hourly wage. You may have free meals or be reimbursed for your daily commute, but the biggest advantage of the internship is the experience you will gain. Economics jobs can be very fast-paced and require long hours. An economics internship can prepare you for the kind of day you will be experiencing in your day-to-day life, and let you speak with people in your field first-hand.

Eligibility

Students must complete at least 87 credit hours to be eligible for registering 0300400 Internship course.

Duration of Internship

Internships are typically longer than externships, but shorter than temporary jobs. The length of internship program will depend on a number of factors. Internship lengths are measured to aspects of the job, actually – the number of hours you work every week, and the number of weeks you agree to work. Internship can be part-time or full-time. For many required internships, you'll work full-time and even get a full-time salary. Others might be part-time, with the intern only having to work 5-20 hours every week. Students must undertake 120 hours of field training. 20 hours of training per week. In total students will be working six weeks at the respective organization and seventh week is reserved for the final report submission and the presentations at the University.

Sometimes, there is no set time at all and you're instead simply assigned projects. When you're finished with your assignments, you get to go home. Of course, companies offering internships can offer whatever lengths they want. Usually, they conform to the listed times in order to help students get credit whenever possible. Sometimes, if the college explain their specific needs to an employer, they can make the internship work for the college or university.

The internship program the College of Economics and Management will be for duration of seven weeks. Each intern is expected to complete seven-weeks period during the regular working hours of the selected private firm or public organization. the intern is expected to complete this seven-weeks period on a part time basis. The trainee will be supervised by an academic supervisor and a field work supervisor.

The internship program carries three (3) credit hours, which would require a minimum of actual 120 hours of training. The internship program will normally be offered for students in the summer term between the student's junior and senior year. However, for some practical reasons. The internship program may be offered between semesters toward the end of the student's junior year and during the student's senior year.

Registration, Qualification and Procedure

Getting an internship during the summer or during fall or spring semester requires diligence and planning. Application deadlines may be early for some internships and the process might require some time to get everything out before the deadline. Organizations may require a formal application, resume, cover letter, transcript, 2 or 3 letters of recommendation, as well as an essay on why you're interested in interning for the company or some other related question. Not all internships have the same requirements. Here are some things to check for when getting ready to apply for internships:

Application Deadline

Required Qualifications

Preferred Qualifications

Employers may prefer that students applying for the internship are a junior or senior and that they have specific skills or courses completed. Although they indicate a preference, they do not indicate these as a requirement to apply. If intern is interested in the internship and possess the necessary skills, go ahead and apply. You can always discuss your skills further with the employer if contacted for an interview.

At the College of Economics and Management, students who have a minimum cumulative grade point average (CGPA) of 2.00 and completed at least 87 credit hours of their program qualify to register in the internship program. The following procedures are used for registration:

1. The student shall obtain an application to register in the internship program from the Student Training Office (STO).
2. The student shall fill in the application – Appendix 1 and submit it to the student training office along with all needed documents. The documents needed include a copy of the passport (for non-UAE citizens) or a copy of the national ID card (for UAE citizens), an up-to-date resume, a copy of the university transcript, and parent/guardian permission in the case of a female applicant.
3. The student training office will make contacts with different firms and organizations to prepare a list of those firms and organizations that agreed to provide places for the internship program and the responsible field work supervisors.
4. The student training office will send to the Chair of the academic departments a list of the department's students who applied and met the qualifications for registration in the internship program. The student training office will also send to the concerned Chair the list of sites for the internship program of his department.
5. The Chair of the academic department will then refer the student to an academic faculty who will be the academic supervisor of the internship program for the student. The academic supervisor could be from the concerned department or any other department in the college based on consultation with the other Chairs and the approval of the College Dean.

Aims of the Internship

The internship aims are varied — to gain exposure and practical experience in their area of interest, to build a network of contacts in the employment sector, to acquire a recommendation letter to add to their CV, to gain school /college credit, and eventually to get recruited. But, lack of standards and oversight in internship structures at most of these places leaves a big question mark about the usefulness of internships. Internships usually fall into two categories — corporate sector internships and community development internships. Non-profit charities for community development often have unpaid, volunteer positions, whereas paid internships are, sometimes, available in professional fields only. However, employment at the completion of internship is not guaranteed.

Here are just a few reasons why internships are future investments:

Real world experience: Whether an internship is paid, for credit, unpaid or not-for-credit doesn't change its value. Internships are investments in your future. Often, students are reluctant to pursue internships because they worry they'll be stuck doing menial tasks like getting coffee or making copies and let's face it- no one wants to work for free.

Resume Builder: As a college student I know the importance of a strong resume. Without a solid resume it can be tougher to be considered for a position. Employers are much more likely to hire someone with internships and work experience rather than someone with a generic resume, lacking experience.

Time Management: As an intern you'll become a master of time management. When you're working in a fast paced professional environment you need to know every minute counts. Time management is vital in every circumstance whether you're attending meetings, finishing tasks on deadlines, making phone calls.

Career Foundation: Internships provide the students with the building blocks needed for future. Many internship opportunities help set the foundation for career. It is important that he/she choose internships based on own's interests and career prospects. An intern has the opportunity to get his/her foot in the door with a company. Keep in mind, employers often use internships as a recruitment tool to test out future employees and in many cases, companies hire interns after graduation.

Internships are great tools to improve your chances as a job applicant and help make you a better potential employee. So make the investment in your career and look into becoming an intern.

The College of Economics and Management internship program aims to enable the BSECON Intern to:

- Evaluate problems based on a thorough understanding of the nature of their discipline and make precise decisions in the management of these problems.
- Strengthen skills in obtaining data and interpreting the results.
- Learn how to effectively communicate with colleagues, superiors and other staff.
- Realize the importance of critical thinking and utilize effective methods of documenting information.
- Make efficient use of resources (in terms of cost, effort and time)
- Utilize available opportunities to be counseled by Colleagues/workplace supervisor on matters relating to work.
- Learn the importance of confidentiality of sensitive information and to show concern for the dignity and privacy of customers/organization.
- Respect for legal and ethical considerations when working as an Intern.
- Respect others beliefs, cultural and ethical values and develop the ability to effectively communicate in a manner that shows appropriate concern for these values.
- Learn one's own limit in making decisions and the importance of taking timely advice from seniors.
- Develop a conscientious effort to learn the work professionally.

What do BSECON students learn from their Internship?

Gain Knowledge of Field / Workplace:

Internships give a scoop on what it's really like to work in your desired workplace. Though the student may know the nuts and bolts of a field from his/her education, working in it will be a whole new experience. This is an opportunity to learn about and focus on the practical day-to-day work that's done at the field. Prior to completing the first degree is the best time to find out what roles and fields are the best for a student of BSECON.

Learn Workplace Skills:

A. Focus on building professional relationships

The relationships built during internship will be the foundation of professional network. These connections you build during your internship have the best potential to positively impact Intern's career.

B. Networking:

Don't underestimate yourself; make sure you make the most of your internship and take advantage of all the opportunities that come with it. Also, unglue yourself from your desk every once in a while and get to know other interns / colleagues. Not only will you end up creating great memories and making friends, but you will widen your professional network.

C. Problem solving skills:

An internship introduces you to real-life work problems and hence develops your problem-solving skills.

D. Adaptability skills:

Being adaptive to your surroundings easily is one of the most useful soft skills not only desirable to employers but also important to Intern's self-growth. So, make the most of your internship experiences and learn adaptability skills while you are there.

E. Responsibility

Be proactive. Show up every day prepared to take on additional responsibilities and to help colleagues out without being asked and be a great teammate.

F. Negotiation skills

Create Career Goals:

Internships offer a priceless opportunity to get a taste of what the Intern could expect. Even if the Intern doesn't like current duties, look around the organization for something you might like or consider if you might enjoy your role more in a different department / organization. This may help the Intern to choose appropriate specialization for further education / career.

Score a job:

As your internship experience winds down, be sure to ask your supervisor whether they're willing to provide a reference and the best email or phone number for them to put on your resume or application. Leave successful impressions to score a job at the organization.

Taking constructive criticism:

Naturally, no one likes to be criticized and performance evaluations can be quite scary. You will probably make a few mistakes and receive constructive criticism about your work from both your colleagues and your boss. Always remind yourself that it's not personal. It is for your own good and growth and it will improve the quality of your work as an Intern.

You're more important than you think

Even though you are at the bottom of the career ladder, you're also needed and your basic work is appreciated. Intern life can be tough, and you only get a short time to make a lasting impression. However, it is a great opportunity to work hard and enjoy the internship.

Teamwork:

The first thing we need to mention is definitely team work. Your internship experience is unlike your college project where one or two persons did all the work and the grades were shared among the rest. Here, it is more professional and each one in a team needs to work together to complete the task. In an internship, you learn to work as a team without focusing entirely on yourself. You also develop patience in situations when you disagree with another member(s) of the team.

Work Ethics:

You won't really learn about work ethics until you are in a tangible work environment. In college education, we are used to making excuses for late submissions, short attendance and what not! But it is only when we are introduced to the actual environment that we learn work ethics.

Effective Communication Skills

It's one of the top listed skills that recruiters look for in a resume and something that can get you from bottom to top. Communicating well is a gem of a skill which you can learn during your internship experiences.

INTERNSHIP CLASS

0300400 Internship course offers an opportunity to receive on-the-job training through an approved fieldwork study program. The focus of the internship is for students to work on projects that develop skills and/or apply theory in various areas of business, economics, finance and management Internships must be off campus.

0300400 Internship class meetings are used to share internship experiences and assist students with any internship issues. Individual resumes are reviewed and interview skills are practiced. Selected classes have industry professionals provide first-hand guidance and offer meaningful transition information.

At the College of Economics and Management, every BSECON student intending to join the internship course must register for internship class through the registration process. This important step will get Student/Intern connected with his/her Faculty Internship Supervisor. The Internship class requirements are:

- Read internship syllabus or check with your Faculty Internship Supervisor for requirements
- Check for online resources Blackboard/Canvas, check your class regularly for requirements and assignments.
- Forms to submit within the first week of the semester:
 - Student – Workplace Internship Agreement
 - Internship Learning Objectives

To ensure a smooth transition for the workplace and the Intern, the Faculty Internship Supervisor will take the following actions:

- Ensure necessary paperwork is completed by the student and signed by the supervisor.
- Conduct a site visit or phone visit to ensure intern is meeting overall expectations.
- Assist the employer or intern with any issues that may arise during the internship.
- Make frequent visit to the workplace of the Intern to guide and assess the Internship process.

Collect all documentation regarding student performance and end of internship evaluations are completed by the student and the employer.

Internship Activities of BSECON students:

Internship activities have been developed to complement the classroom learning of BSECON students as they become professionals in the field of economics. To this end, the CEM combine the internship activities typical of a workplace hands on experience with close supervision at work of the intern and his/her Academic Internship Supervisor. As an intern progresses through the internship, experiences provide more opportunities based upon individual needs and abilities. Interns are supported in their professional activities by the CEM. The following Internship Activities are expected to be completed by the BSECON student/intern:

1. **Registration Process for Internship:**
2. **Internship Orientation:** The orientation process will be held in accordance with the internship class. For more details, please refer to Internship Manual.
3. **Weekly Journal:**
The Interns are expected to describe the activities of their work in the weekly journal. The entries should include tasks, observations, challenges and experiences for each week and, most importantly, learning outcomes from the week's experience.
4. **Internship Report and Presentation:**

The Internship Report must be uploaded through the blackboard/Canvas. The report must include all details of internship work in double-spaced, font size twelve. The report must follow the following outline, providing as much detail as possible and including specific examples:

- a. Introduction: State where and when Internship was performed with a brief description of the organization and its strategy.
- b. Work Performed: Include a summary of activities and tasks, initial job responsibilities, changes in job scope over the Internship.
- c. Internship Goals: Explain the goals of your Internship and which ones were achieved.
- d. Educational Value: Describe what was learned about chosen career field and the business environment through the work performed.
- e. Relationship to Academic Experience: Discuss any connections that were found between the works performed as an intern and one's classroom experiences prior to and during the Internship. Students have to be very specific.
- f. Professional Development: Highlight challenges and achievements.
- g. Conclusion: State what was learned from the Internship, its value and any impact on future career choice.
- h. Presentation: The Interns are expected to present their work as interns to the audience.

Internship Learning Outcomes

An internship course is considered a high impact practice and, therefore, must be a learning experience. Learning objectives may fall under a number of categories. They may be academic, competency-oriented, skill-oriented, career-exploratory, self-assessing, or workplace oriented in nature. Upon completion of this course students will be able to demonstrate the course learning outcomes (CLOs) based on the practical work setting.

The internship program offers the Intern an opportunity to broaden his/her horizon of experience that not only allows him/her to consolidate the knowledge and skills learned during his/her studies, but also allows for expansion of these skills and incorporation of competencies based on personal experience.

At the end of the internship program, the interns should have demonstrated to the satisfaction of the academic and field supervisors that he/she has acquired the following Course Learning Outcomes:

1. Relate knowledge learned in the classroom to the practical work in an off-campus work environment through guided experiential learning.
2. Effectively participate in individual and group tasks at the workplace.
3. Critically evaluate practices undertaken in the workplace based on knowledge gained in the classroom.
4. Expand network of professional contacts.
5. Work autonomously as well as a member of a team with effective communication.

6. Articulate positions to initiate solutions to problems with effective oral and written communication.

Work Conduct during Internship

Maintaining confidentiality of work-related projects and personnel, as well as all information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site by the interns is very important. Interns are expected to observe all established safety rules. At the internship site, the interns will report changes in work schedule, supervision or problems to on-site supervisor and to the internship

academic supervisor without any delay. All interns must be fair, considerate, honest, and cooperative when working with co-workers and clients/customers. Depending on the policy of the internship organization, the interns are familiarized with and adhere to relevant organization procedures and functions. Interns take responsibility for decisions and actions taken while at the internship site. Keeping a positive attitude and open mind, accept constructive criticism and strive to improve performance and acquire new skills must be the way of life for all interns.

At the College of Economics and Management, once BSECON student is selected as an intern, his/her employer is expected to provide with a safe and constructive learning experience. Intern may report any workplace issues to Workplace Supervisor/Faculty Internship Supervisor. Intern and the Workplace Supervisor will determine internship work schedule. Intern keeps track of his/her hours on the provided Internship Time Sheet. Intern must have a supervisor at workplace to approve hours at the end of each week. Intern is expected to treat the internship as he/she would do a paid job and hence will pay attention to the following:

- Dress appropriately.
- Always be prompt.
- Maintain a positive attitude
- Find out and follow organization rules and regulations.
- Respect the time of others and
- Complete the assigned tasks on time.

This booklet contains the following basic information of the practicum/internship program and its features:

- Aims of Internship program.
- Learning Outcomes
- Duration of the internship program
- Registration procedures
- Roles and responsibilities of parties concerned
- Evaluation procedures • Forms.

During Internship

How to Make the Most of his/her Internship?

Many students make the mistake of thinking that all they have to do now is show up and take it all in. Unfortunately, “It’s just an internship, not a real job” is something we hear all too often. But doesn’t it make sense that if you are going to be spending all that time working, you might as well learn as much as you can? If you prepare, an internship can be an amazing learning experience, can be a great resource for references and can sometimes lead to full-time employment. Here are a few tips to help the intern get the most out of his/her internship:

Set personal goals

Begin internship with an idea of areas the intern would like to learn more about, skills would like to build on and people would like to meet. Set realistic and attainable goals. Keep in mind that the goals will probably change as you progress through the internship.

Have regular meetings with supervisor

The initial meeting is a great time to ask about the dress code, work hours, and what will be expected of the Intern. Once you begin the internship, these meetings are a great opportunity for you to obtain feedback and direction from your supervisor – both positive and negative. Use this time to speak openly with your supervisor about your performance and goals. Take the initiative – if your supervisor isn't scheduling regular meetings with you, request that they be scheduled. Be sure to schedule a final meeting at the end of your internship.

Maintain a positive attitude and be professional.

Chances are, you will probably end up doing some menial office tasks. Approach all tasks with enthusiasm and professionalism. Your ability to successfully complete these menial tasks may be a stepping stone to more responsibility within the office. Say no to negativity! Avoid complaining, being rude, disrespecting your co-workers, and/or not performing your tasks on-time. Treat everyone in the office with respect. A common mistake among interns and new employees is to treat the secretaries and clerks as beneath them – don't do this! They are often the backbone of the organization.

Immerse yourself – take initiative – do your best work

Employers love interns who jump at the chance to tackle tough problems and can provide unique solutions to their problems. Work closely with your supervisor – share your successes and try not to over-step your boundaries. If you finish projects and have nothing else to do, ask your supervisor and/or other members of your department if they have additional work for you.

Don't be afraid to ask questions

It will not reflect poorly on you if you ask questions. In fact, it shows that you are interested in doing the best job possible. An internship is a learning experience and while your employer expects certain things from you, they do not expect you to know everything. Seek advice and ask questions whenever you need clarification.

Keep track of accomplishments

Start a journal to help you keep track of your accomplishments throughout the internship. This will help you update your resume and/or create or update your portfolio.

Leave on a positive note

Be sure to thank everyone who helped you. Write a formal thank you letter to your supervisor.

At the College of Economics and Management, throughout the duration of 0300400 Internship, students are required to maintain a weekly journal. Weekly journal is used to enter of internship tasks, observations, challenges and experiences for each week. Each entry should be explained in at least one hundred words.

It is recommended that the intern take a few minutes at the end of each week to reflect on his/her challenges and achievements. The weekly journal is intended to provide the Faculty Internship Supervisor with a good understanding of what the routine was like during the Internship, and your reactions.

Role of Academic and Site Supervisors while a Student is in Internship:

Internships for credit entail supervision at the employer site as well as oversight by a faculty member. Students earn their grade based on several criteria, including attainment of a minimum number of hours worked, assessment of faculty internship supervisor and site supervisor feedback on student attainment of course learning objectives. The following outlines the roles of the Employer / Site Supervisor and Faculty Internship Supervisor when a student is earning credits for his/her internship.

The employers will agree to:

- Supervision by a professional with expertise and educational and/or professional background in the field of the experience. Typically, a bachelor's degree from a reputed university in a related degree is required.
- Ensure student is fully oriented to the organization, staff, policies and procedures.
- Provide resources, equipment, and facilities that support learning objectives/goals.
- Ensure intern work schedule allows for attendance of courses at Al Qasimia University.

Site supervisor and faculty supervisor will agree to:

- Assist the student in attainment of goals and objectives on the internship program. This is co-developed by the site supervisor and student and approved by the faculty supervisor prior to start of the internship for credit.
- Provide necessary training, one hour of weekly supervision and routine feedback on performance and expectations.
- Monitor and approve minimum 120 hours for the entire internship period, divided into weekly hours worked toward the required number of hours for the internship
- Communicate with the faculty supervisor as warranted. Report immediately to the faculty internship instructor any student problem that develops.
- Provide written evaluation of student.

Intern's Evaluation:

While the Internship is available to the students who meet the set criteria, the interns are expected to register for further action. This is completely new course for the interns because they will learn and work at the same time. They need to liaise with many persons at internship site. Therefore, the interns should be aware of the process of evaluation. At the end of internship, the interns get feedback from the employer about their performance.

Evaluations

BSECON interns at the College of Economics are evaluated on the basis of the following:

- A. Intern's Portfolio – Weekly Journal 25% (Appendix – 2)
 - 1. Punctuality
 - 2. Subject Knowledge
 - 3. Reporting skills
 - 4. Accuracy and Thoroughness
 - 5. Teamwork
- B. Internship Project and Presentation 25% (Appendix – 2)
 - 1. As per the matrix on project shown in the syllabus
 - 2. As per the matrix on presentation shown in the syllabus
- C. Internship Site Supervisor Evaluation 25% (Appendix – 3)
 - 1. Quality of work
 - 2. Communication at work
 - 3. Timely completion of assigned tasks
 - 4. Computing analytical skills
 - 5. Application of subject knowledge
 - 6. Creative thinking
 - 7. Work ethics
 - 8. Interpersonal skills
- D. Internship Faculty Supervisor Evaluation 25% (Appendix – 2)
 - 1. Attendance and participation during internship class
 - 2. Discussion – Problems and solutions for Internship issues at work

Every intern will be evaluated against 100 marks; the break-up of the marks is shown as above will determine the grade of intern at the end of the semester. (Appendix – 4)

Effective Link with Employers for Successful Internship Program:

Many organizations in Sharjah, UAE offer internship positions, which can be a great learning experience for students of BSECON. Sometimes, these programs are simply regarded as an opportunity for employers to benefit from an extra body to complete time-consuming tasks such as photocopying or scanning the documents. That being said, robust and well-designed internship opportunities can be greatly beneficial for both employers, the College of Economics and Management and students. By hiring students into internship opportunities, companies can receive valuable project support while also building their future talent pipelines.

Internship programs are a popular solution, as they are beneficial for both employers and students. These programs benefit employers because they bring in new talent, and when well-designed, internships often transition to full time jobs for interns. In addition, student interns expose members of the organization to the modern thoughts, ideas and cutting edge research currently discussed in academic environment of the College of Economics and Management. These interns also tend to be technologically savvy and can provide creative and innovative suggestions for revising traditional processes and procedures at the organizations to more efficient task completion methods. Create a written plan and discuss with the employers that includes details on all aspects of the internship experience. Important points for the success of internship program include the following:

- Length of internship
- Specific start and end dates
- Work location and travel expectations
- Onboarding plan
- Position responsibilities
- Learning objectives
- Supervision
- Mentoring
- Compensation if any,
- Evaluation and feedback procedures

Collecting Feedback from Interns and Employers:

Students / Interns Feedback:

The College of Economics and Management through its quality department collects the such information with the help of standard questionnaire and analyze the data. Therefore, there is no need to design another questionnaire at this point in time.

Employers Feedback:

The College of Economics and Management would like to use the questionnaire Appendix - 5 to obtain the feedback from all employers of the Interns.

Frequently Asked Questions

1. What is BSECON internship program?

Sometimes referred to as on-the-job training, cooperative education, or work-based learning; internship is a time limited, intensive learning experience outside the classroom. Students work with faculty, staff, and employers to locate suitable positions for a planned set of learning objectives.

2. Why should BSECON students complete an internship?

Students benefit from internships by receiving practical work experience in their field of study, meeting Bachelor of Science in Economics degree requirements, and being able to apply classroom learning to the workplace.

3. Can BSECON students receive academic credit for an internship?

Yes. Internship is completed under the guidance of an Academic Internship Supervisor. The designated faculty member will determine if the placement meets the College of Economics and Management's requirements with regard to the terms and conditions revolving around hours required to work, compensation, academic based assignments and grading system.

According to the AQU/CEM guidelines, academic credit is awarded to the student based on the number of hours worked in the semester, completion of the learning objectives, meeting the Workplace Supervisor's expectations, and submitting all paperwork to your Academic Internship Supervisor at the end of the semester. A student will earn 3 credits for 120+ hours worked at their internship site.

4. Will the Intern be paid for his/her time during an internship?

Internships may be offered for an hourly wage or a previously agreed upon semester stipend or it may be unpaid (as in a volunteer position). Many students wish to complete an internship to gain knowledge and practical experience that would help them further their professional career.

5. How long will it take to find an internship?

The amount of time it takes to find an internship varies greatly depending on your specific interests and needs, as well as the current job market. Sometimes it just takes a few days, and sometimes it takes few weeks. It is always best to plan ahead!

6. What are the requirements to complete an internship?

An intern must be registered at College of Economics and Management as a full time student. Internships will be assisted by an Academic Internship Supervisor at the college and qualify for three credits.

7. What documents will Intern need to provide?

Submit a Student Internship Application, resume, cover letter, and an unofficial transcript to your Faculty Internship Supervisor/Academic Advisor.

8. When should Intern start planning for his/her internship?

Speak to your advisor during the semester advising session. You will need to submit your application, cover letter, resume, and transcript.

9. Will the Intern be interviewed for the position?

Most internship organizations will require an interview. Each organization will have its own process for intern selection.

10. When should a student complete an internship?

It is best to plan for an internship during the third year of college. Third-year students will have more skills and knowledge to better relate to the internship position.

11. Is an internship required to graduate?

Yes. BSECON program do require successful completion of an internship.

12. How long do internship last?

An internship is generally the length of an academic semester (120+ hours) or when the student meets the needs of his/her course and the employer. Students earn 3 credits and get a grade as per the policy of the University.

Forms used in Internship



Al Qasimia University
College of Economics and Management

Student Internship Application Form

Student Particulars	
Full Name:	Student ID:
Academic Year: 20 /20	Semester: Summer
E-mail:	Contact Number:
Program Title:	Internship Course Code:
Credit Hours Completed:	Current CGPA:

Contact Details of Internship Organization:

- A. Name of Company/Organization:

- B. Name of the Site Supervisor & Designation:

- C. Supervisor's Email and Mobile number:

I solemnly declare that the above details provided in this application are correct. I read and understood the Internship Course Syllabus and Internship Manual. I fully understand that the Dean and Faculty Internship Supervisor - CEM decision regarding the choice of internship location, site supervisor and faculty advisor are acceptable to me.

Name and Signature of Student:	Date:
Application is Received By:	Date:

INSTRUCTIONS:

Student who wish to apply for the internship program at the College of Economics and Management must fill in all

the sections of this form and hand it over to the Faculty Internship Advisor of your college for further action.



Al Qasimia University
College of Economics and Management

Internship Faculty Supervisor Evaluation Form

Student Particulars	
Full Name:	Student ID:
Academic Year: 20 /20	Semester: Summer
E-mail:	Contact Number:
Program Title:	Internship Course Code:
Organization Name:	Site Supervisor Details:
Visit Date(s): 1. 2. 3.	Feedback to the Intern: Attach a sheet if needed

Evaluation Parameters	Allocated Weight	Score
Student Portfolio (Weekly Journal)		
Punctuality	5	
Subject knowledge	5	
Reporting skills	5	
Accuracy and thoroughness	5	
Teamwork	5	
Total:	25	
Internship Project and Presentation		
As per the Matrices attached in syllabus (Project & Presentation)	25	
Internship Faculty Supervisor Evaluation		
Attendance and participation during internship class	15	
Discussion – Problems & solutions for Internship issues at work	10	

Internship Faculty Supervisor Name and Signature

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INSTRUCTIONS:

Internship Faculty Supervisor must fill the relevant sections. The faculty supervisor is required to visit the internship location at least twice during the entire duration of internship assignment preferably once in the beginning and subsequently towards the end of the

internship. A third visit is preferred during the middle of the Internship. He/she is required to review the internship progress and document appropriate feedback to student and supervisor.



Al Qasimia University
College of Economics and Management

Site Supervisor Evaluation Form

Student Particulars	
Full Name:	Student ID:
Academic Year: 20 /20	Semester: Summer
E-mail:	Contact Number:
Program Title:	Internship Course Code:
Organization Name:	Site Supervisor Details:
Internship Commencement Date: Internship Completion Date:	Reasons for Extension if any:

Evaluation Parameters	Allocated Weight	Score
Quality of work	4	
Communication at work	3	
Timely completion of assigned tasks	3	
Computing and analytical skills	3	
Application of subject knowledge	3	
Creative thinking	3	
Work ethics	3	
Interpersonal skills	3	
Total:	25	

Site Supervisor Comments:
Intern's strengths and areas for improvement:

Please suggest ways that would make our program more meaningful to the employer:

Site Supervisor Name and Signature

Seal of the Organization



Al Qasimia University College of Economics and Management

Final Evaluation of Internship Form

Student Particulars	
Full Name:	Student ID:
Academic Year: 20 /20	Semester: Summer
E-mail:	Contact Number:
Program Title:	Internship Course Code:
Organization Name:	Site Supervisor Details:
Visit Date(s): 1. 2. 3.	Feedback to the Intern: Attach a sheet if needed

Final Evaluation of Internship:

Details	Allocated Marks	Score
Marks awarded by site supervisor	25%	
Marks awarded – Weekly Topics / Journal	25%	
Marks awarded – Internship Project and Presentation	25%	
Marks awarded by faculty supervisor evaluation	25%	
Total Marks		
Overall Grade		
Signatures:		
Name of Faculty Supervisor:	Signature:	Date:
Approval of Dean – College of Economics and Management:		

Name: Dr. Tarek Roshdy Gebba

Signature:

Date:

For Registration Office Use Only:

Grade has been entered by:

HOD:



Al Qasimia University College of Economics and Management

Employer's Feedback Form

Thank you for supporting our program by offering internship. It represents an important part of our students' professional training. This questionnaire is for obtaining feedback from employer on the student's performance during internship. The feedback collected will contribute to the assessment of the student concerned. Name of the Organization:

Size of the Organization: 200 – 500 Staff

500 – 1000 Staff

More than 1000 Staff

Nature of the Organization: Banking & Finance, Government, Utilities, Company or Others. Student

Name:

Internship Dates:

Student's Responsibilities:

Feedback on the performance of the student:

(Please tick the appropriate box) (1 = Strongly Agree, 2 = Agree, 3 = Neutral, 4 = Disagree, 5 = Strongly Disagree)

Questions	1	2	3	4	5
1. The student demonstrated the ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs					
2. The student performed his/her function effectively in teams.					
3. The student demonstrated the ability to analyze a problem, and identify and define the computing requirements appropriate to its solution					
4. The student was able to understand professional, social, legal and ethical responsibilities					
5. The student was able to communicate effectively with a range of audiences.					
6. The student was able to understand the impact of computing in a local, global and societal context					
7. The student demonstrated an ability to recognize the need for, and to engage in lifelong learning.					
8. The student demonstrated an ability to put knowledge into practice in this internship					

9. The student was capable of using current techniques, skills, and tools necessary for computing practice with an understanding of the limitations.					
10. The overall performance of the student was satisfactory.					

Compliments / Comments:

Name & Signature of supervisor:

Date:

ALQASIMIA UNIVERSITY
COLLEGE OF ECONOMICS AND MANAGEMENT
INTERNSHIP
STUDENT WEEKLY REPORT / JOURNAL

From / / to / /

Student Information

Student Name	
AQU ID	

Activities Performed by the Student during the Week:

Day	Activities	Department	No. of Hours

Comments:

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Student Name:

Student Signature:

Site Supervisor Name:

Site Supervisor Signature:

No of Days Absent:

No of times being late:

ALQASIMIA UNIVERSITY
COLLEGE OF ECONOMICS AND MANAGEMENT
INTERNSHIP
ACADEMIC SUPERVISOR'S TRACKING FORM

Student Information

Student Name	
AQU ID	
Major	
Mobile	
Email Address	

Training Organization	
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Training Period	
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Item	Submitted	Submission Date
Weekly reports:		
☐ First		
☐ Second		
☐ Third		
☐ Fourth		
☐ Fifth		

Final Report		
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ALQASIMIA UNIVERSITY COLLEGE OF ECONOMICS AND MANAGEMENT INTERNSHIP STUDENT EVALUATION OF THE TRAINING ORGANIZATION

Organization Name	
City	
Site Supervisor Name	
Site Supervisor Job Title	

General Evaluation:

Items	Excellent	Very Good	Good	Fair	Poor
Seriousness of training					
Experience in training					
Suitability of the place for training					
Supervisor's experience					
Supervisor's seriousness					
Time allocated for training					
Adherence to the plan					
Cooperation of employees					
Benefit from training					

Please answer briefly the following questions:

1) What were your duties and responsibilities?

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2) Did you work on projects? What is it?

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3) What are the positives and negatives of your training experience?

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4) Did you have enough academic preparation prior to joining in training?

Intern Name and Signature

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