



## Internship Guide

### Internships Unit



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## **Introduction**

The imperative for practical training arises from Al Qasimia University's commitment to its mission and objectives of thoroughly equipping its students in their respective fields of specialization. This preparation is complemented by practical training that enhances their expertise and skills acquired during their tenure at the university. Consequently, graduates of Al Qasimia University emerge as distinguished individuals, both in their proficiency and performance, in accordance with the United Arab Emirates' vision for contemporary, high-quality higher education. Situated in Sharjah, Al Qasimia University endeavors to enrich its academic programs by

## **University Vision**

Al Qasimia University shines as a beacon of excellence in higher education and academic research. Rooted in the principles and teachings of tolerant Islam, it fosters dialogue among religions and cultures, aiming to advance sciences, literature, and arts across all societies.

## **University Mission**

Al Qasimia University is committed to fostering excellence in its academic sphere, attracting students and researchers globally. It endeavors to provide its students with knowledge and the optimal application of Islamic teachings as a lifestyle and a methodological approach across eras. The university consistently evolves its academic and research agendas to align with the continuous expansion of knowledge boundaries while upholding the enduring Islamic values of its community. With proficient

## Unit Vision

**To be a fundamental support pillar at Al Qasimia University ensuring that students receive training in civil society institutions that aligns with their academic programs.**



## Unit Mission

**To leverage collaborative ties with both governmental and private community institutions, whose operations align with the university's disciplines, facilitating the provision of high-quality opportunities for university students. These opportunities enhance students' specialized knowledge and equip them with practical fieldwork skills, enabling them to**



## UNTRANSLATED\_CONTENT\_START

1. Strengthening the relationship between the university and private and government companies and institutions.
2. Providing appropriate training opportunities in coordination with the relevant colleges and entities that provide training opportunities inside and outside the country.
3. Preparing a database on the entities and companies cooperating with the Unit in the field of practical training.
4. Integrating students into the job market and equipping them with the necessary skills for discipline, facing challenges, and dealing with work requirements.
5. Finding training opportunities by organizing internship fairs of companies and institutions.



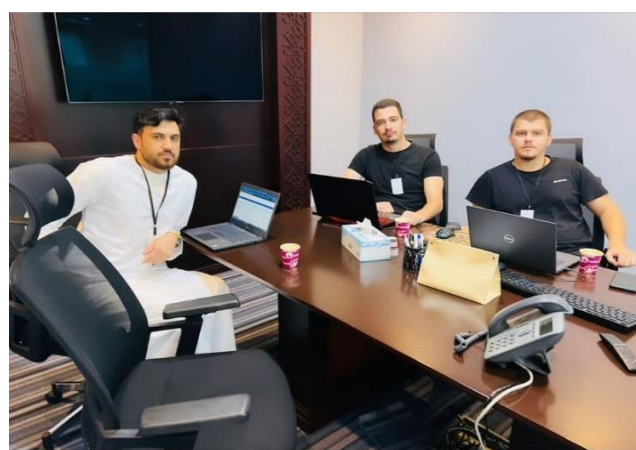
## The Concept of Internship

Through the internship, students in all specializations are required to complete 120 working hours, spanning no less than eight weeks and no more than ten weeks, in both government and private sectors (related to their fields of specialization). This program aims to deepen the theoretical concepts they have learned by linking them to practical realities, understanding their nature, and providing trainee students with scientific experience and enhancing their job capabilities.

# General Objectives of Internship

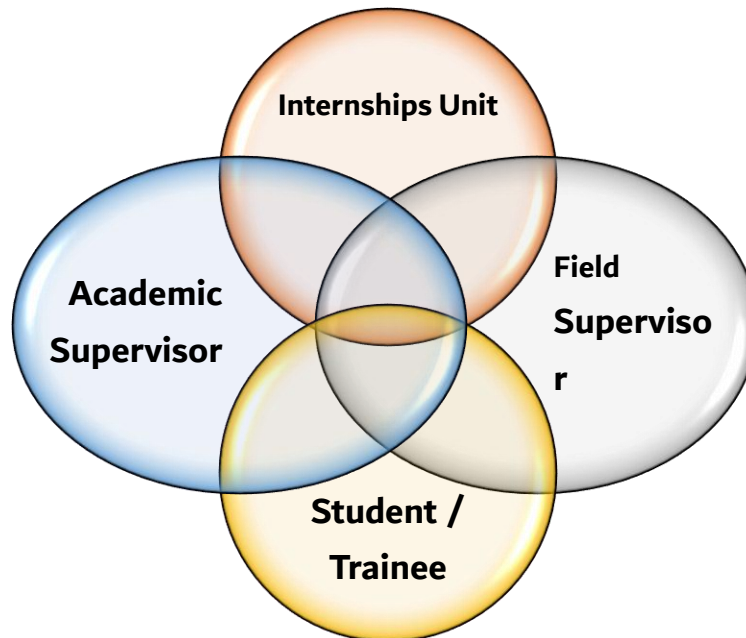


1. Realizing the goals of Al Qasimia University by producing graduates with a high level of proficiency and expertise in their respective fields of study.
2. Closer relations between the university and the business community, which reflects positively on study plans.
3. Preparing students to integrate into practical life after university and bridging the gap between the university life and the work field.
4. To deepen the student's understanding of the theoretical sciences he/she has received in the field of specialization.
5. Providing the training entity with the opportunity to evaluate the performance of the college student and to get to know him closely during the training period and to know the extent of benefiting from him and employing him after his graduation.
6. Provide an opportunity for male and female students to discover their professional interest in their academic field.
7. Offering trainees the chance to acquire new skills by fostering creative thinking and confident decision-making in practical scenarios.



# Participants

The success of the training process relies on the coordination of relationships among all involved parties, including the trainee student, the academic supervisor at the university, the field supervisor, and the Internships Unit at the university. It emphasizes that the conviction and commitment of each of these parties are integral to fulfilling their duties and responsibilities.



## 1.The Role of Internships Unit

- Preparing a database with the names of the internal and external trainers who have training opportunities that match the specialties of the colleges at the university, and updating it periodically.
- Providing information and forms related to training entities, academic and field supervisors and students to all concerned parties, in order to ensure easy communication between them and the smooth flow of the training process.
- Providing recommendations to colleges and departments that will improve the training process in light of the information obtained from the parties involved in the training process.
- Holding meetings with various labor market institutions, and corresponding with them in sufficient time to coordinate with them the acceptance of student trainees .
- Organizing internship fairs and inviting external parties and students.

- Periodic review of the entities providing training opportunities, evaluation of their capabilities and qualifications for training after the end of each training period in coordination with the colleges, and identification of those not suitable for training.
- Organizing introductory workshops for students before the start of the training.
- Organizing lectures and seminars on how to write a CV, how to find suitable job opportunities.
- Preparing the annual plan of the unit, which includes all the activities expected to be carried out.

## **2.The Role of Academic Supervisor**

- Selecting the institution in which the student will be trained from the list sent by the Internships Unit, or proposing an entity that is not included in the Unit's database.

**The Role of Academic Supervisor**



- Determine the training topics, objectives and timetable for their completion , according to specific dates related to the training manual, in coordination with the field supervisor in the training entity.
- Provide the Internships Unit at the university with the detailed steps to train the student (the proposed training program) in order to send it to the institution in the absence of a special training program.
- Coordinate with the field supervisor to determine the training plan for the student in line with the training objectives and the capabilities of the training entity.



- Undertakes the process of qualifying students during the pre-training period by providing them with information about the training course and its objectives, the most important points to focus on during the training process, and the date of the start of the training in coordination with the Internships Unit in this regard.
- Periodically visits the training site, and fills out the trainee's weekly report follow-up form.
- Discussion with the field supervisor about the progress of students and trying to overcome the difficulties and problems facing them.
- Submit a final report at the end of the training period, including the various activities and work carried out by the student and the extent to which the student benefited from the training.
- Answers students' questions and inquiries about certain professional practices in a way that ensures quality performance in this field.
- Ensure the completion of the file for the trainee in terms of the weekly reports follow-up form, the student's evaluation form for the trainer , the field supervisor's evaluation form for the student and the final report prepared by the student.
- Approve the results from the internship in coordination with the college to be sent to the Admissions and Registration Department.

### **3.The Role of Field Supervisor**

- Explain the mechanism of work and the policies of attendance in the institution receiving the trainee.
- Coordinating with the academic supervisor to determine the training plan for the student in accordance with the training objectives and the capabilities of the training institution.
- Supervising the trainee behaviorally, cognitively, communicatively and skillfully to ensure that he responds to advice and guidance.
- Address problems and difficulties that may face the student's training plan.
- Evaluate the trainee according to the required interim forms fairly and objectively. (Field Supervisor's Student Assessment Form)

#### **Role of Field Supervisor**



#### **4.Role of the Trainee Student**

- **Enrol in the Internship course based on passing the required conditions, and under the guidance of the academic advisor.**
- **Compliance with the regulations of the university regulating this matter, including what is stated in this manual, as well as the systems followed in the training entity.**
- **Attend the training preparation program organized by the college in cooperation with the Internships Unit at the beginning of the training semester.**
- **Preparing the student's CV. The student can seek assistance from the Internships Unit if the CV is requested by the trained institution.**
- **Good representation of the university with training institutions and commitment to work ethics.**
- **Commitment to devote time to the training process outside school hours.**
- **Maintain the confidentiality of the information that is shared with the trainee at the training site.**
- **Not to be absent from the training for any reason. In the event of absence due to a medical condition or a compelling excuse, the training entity as well as the academic supervisor must be informed immediately.**
- **Paying attention to the implementation of the tasks assigned to trainee in the departments in which the training is conducted.**
- **The student is not allowed to change the training entity except with the approval of the Internships Unit and with the recommendation of the concerned college, and this is only if it is absolutely necessary.**
- **Fill out the weekly reports and send them at the end of each week to the academic supervisor, and attend the meetings called by the academic supervisor.**
- **Type up the final report.**

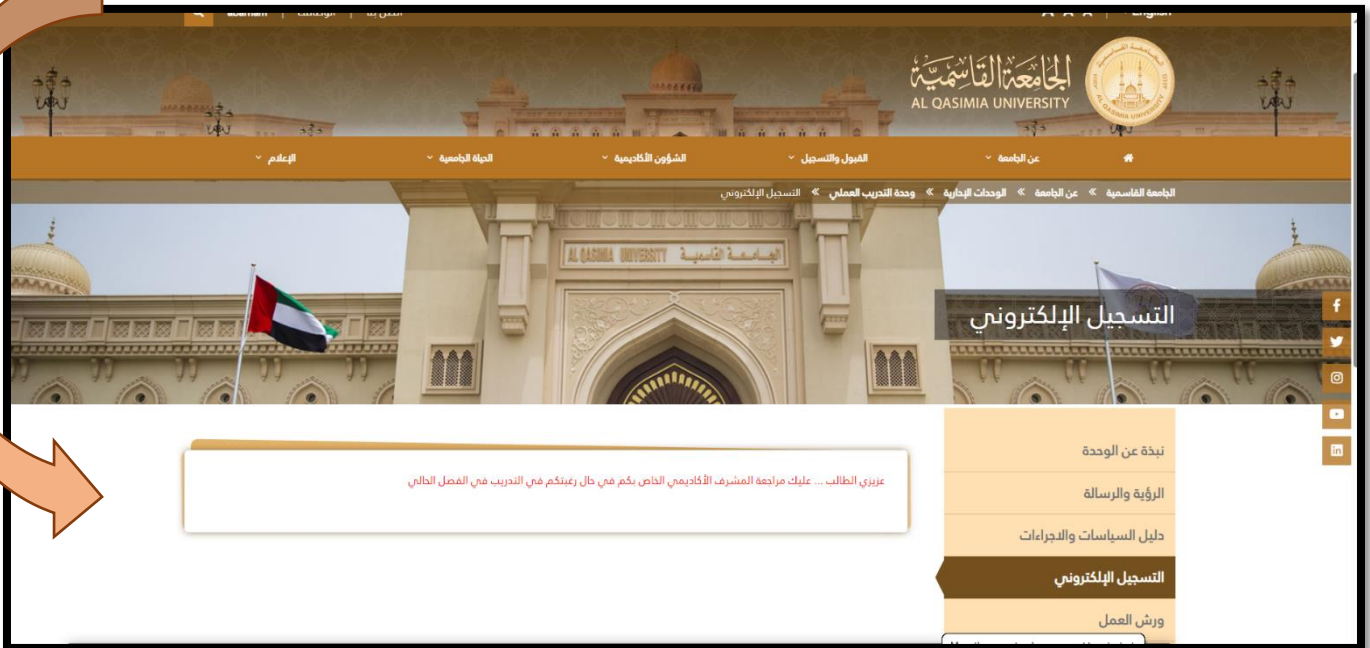
- **Ensuring the full completion of the training process in a way that ensures the comprehensive use of the various experiences provided by the training in the various departments of the training place and avoiding resorting to selection in a way that prevents the use of important practical skills and capabilities.**
  - **Informing the academic advisor about the problems the trainee may face during the training process through the communication technology dedicated to this purpose on the computer system.**
  - **Preparing a presentation on the progress of the training process in general.**
-



# The Process of Registering the Student for the Internship

❖ The student must check with the academic supervisor before starting the registration process for the internship to ensure that he/she has completed all the conditions related to the internship. After that the student takes the following steps:

1. **Accessing the online registration on the university's website (Practical Training Unit), as shown in the image below,** indicates that the student has fulfilled the required number of remaining hours in advance to enroll in the practical training course.



2. **The trainee fills out their personal information on the website.** If you are from the College of Economics and Management or the College of Communication, you have the right to choose your training entity after obtaining approval from your college dean ("written approval"), which you upload to the website.
3. **The Internships Unit will receive your application and select the appropriate training entity if you have not already done so.** They will then send an email containing all the relevant information regarding your training, including the location, start date, and field supervisor's contact details. Students are not allowed to change their training entity except under extreme circumstances and with a recommendation from the relevant college.
4. **View the attached forms on the Internships Unit.**

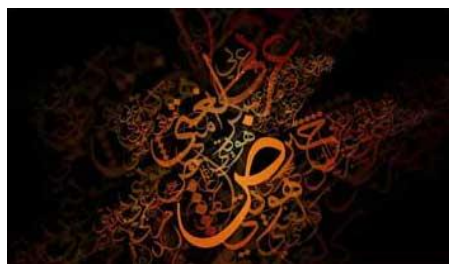
# Training in Different Colleges of the University

## Training in Different Colleges of the University

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1. College of Arts and Humanities
2. College of Shari'a and Islamic Studies
3. College of Economics and Management
4. College of Communication
5. College of the Holy Qur'an





## College of Arts and Humanities

Internship	Course Name
0201308	Course Code
(0) teaching hours	Credit Hours

### Time Duration for the Training

This program is offered in the fall and spring semesters , over a full semester, requiring the trainee student to spend (120 hours) at the training site and during the specified period.

### Prerequisites :

Successfully completing 75 credit hours of the plan in addition to the following courses:

1. Applied Grammar Course 3
2. Abbasid Literature Course

### Brief Description

This course serves as practical training to fulfill the requirements of a bachelor's degree in Arabic language. It takes place in suitable institutions with a focus on Arabic language, such as schools. The student trainee is expected to attend teaching sessions, participate in preparation and teaching, and complete specific forms, excluding those completed by the trainer on the receiving end. Supervision is provided by colleagues in the university's Arabic language department. The student assists the trainer as required for training, including conducting sessions with the trainer present at all times and occasionally with the supervisor's presence.

### Grading System:

Course grades are given as pass OR fail.

**Note :** For more information on internship, please refer to your college's Internship Guide on the university website.



## College of Shari'a and Islamic Studies

	<b>Internship</b>	<b>Course Name</b>
	<b>0103491</b>	<b>Course Code</b>
	<b>(0) teaching hours</b>	<b>Credit Hours</b>

### Time Duration for the Training

This program is offered in the fall and spring semesters , over a full semester, requiring the trainee student to spend (120 hours) at the training site and during the specified period.

### Prerequisites :

Successfully passed 80 credit hours of the study plan.

### Brief Description

This course aims to enhance students' practical skills and apply theoretical frameworks and knowledge domains in practical settings through field training in specialized workplaces like mosques, preaching centers, public speaking venues, religious advisory bodies, educational institutions, and others. The objective is to equip students with the essential skills to fulfill religious responsibilities, tackle challenges, and resolve issues. This is accomplished through collaboration between the college and specialized institutions.

### Grading System:

Course grades are given as pass OR fail

**Note :** For more information on internship, please refer to your college's Internship Guide on the university website.





## College of Economics and Management

Internship	Course Name
0300400	Course Code
(3 Credit Hours)	Credit Hours

### Time Duration for the Training

This program is offered in the fall and spring semesters , over a full semester, requiring the trainee student to spend (120 hours) at the training site and during the specified period.

### Prerequisites :

Successfully passed 87 credit hours of the study plan.

### Brief Description

The training program includes three credit hours. Students complete on hundred and twenty training hours (120) or twenty hours (20) per week.

The duration of the training shall be six (6) weeks in the approved place, provided that the report is submitted in the seventh week for presentation to the university. Each trainee is expected to complete seven weeks of training during the normal working hours of the private company or the approved public institution, so that an academic supervisor and a field supervisor are determined for the students expected to graduate in the fall, spring and summer semesters, provided that this does not conflict with any other courses.

### Grading System:

Course grades are given as pass OR fail

**Note :** For more information on internship, please refer to your college's Internship Guide on the university website.



## College of Communication

Internship in Media	Course Name
0402490	Course Code
(3 Credit Hours)	Credit Hours

### Time Duration for the Training

The practical training process usually takes place during the summer semester, and in some cases the training program can be implemented during the first and second semesters, and requires the trainee student to spend (120 hours) at the training facility during the specified period.

### Prerequisites :

Successfully passed 90 credit hours of the study plan.

### Brief Description

This course ensures that the students of the Faculty of Communication have the opportunity to be trained in various media skills, and seeks to introduce them to the practical and applied reality in media institutions: (radio , television , newspapers, magazines) as well as public relations departments in government and private institutions, and provide the trainees with the opportunity to experience the media work environment, through which he produces visual, audio and printed media materials , proving his/her ability with the work environment in the media institution in which he/she trains.

### Grading System:

Course grades are given as pass Or Fail

**Note :** For more information on internship, please refer to your college's Internship Guide on the university website.



## College of Holy Quran

	<b>Internship</b>	<b>Course Name</b>
	<b>0501490</b>	<b>Course Code</b>
	<b>Credit hour</b>	<b>Credit Hours</b>

### Time Duration for the Training

This program is offered in the fall and spring semesters , over a full semester, requiring the trainee student to spend (120 hours) at the training site during the specified period.

### Prerequisites :

Successfully passed 80 credit hours of the study plan.

### Brief Description

The course involves practically and skillfully training students in the sciences of the Holy Quran by assigning them to a specific period of time in a governmental entity, such as some schools within the Ministry of Education, in the vicinity of the university community after coordination with the relevant authorities and obtaining necessary approvals in accordance with the training procedures and requirements in the Ministry of Education sector in the country. Additionally, training may be obtained from suitable non-governmental entities after coordination and compliance with their requirements, such as the Sharjah Institute for Holy Quran and Sunnah, the Holy Quran Complex in Sharjah, and the Sharjah Quran Radio, to gain practical experience and develop their skills.

### Grading System:

Course grades are given as pass OR fail .

**Note :** For more information on internship, please refer to your college's Internship Guide on the university website.

	<h1>Form</h1>







## Weekly Report Template

Week:

From     /     /     m

to     /     /     m

University ID:	Student Name:
Academic Supervisor	Major:
Field Supervisor's Name	Name of the Training Entity

Work I did during the week:

Number of Hours	Section	The work and activities you have carried out	Day
			Monday
			Tuesday
			Wednesday
			Thursday

Field Supervisor Signature	Excused Absence
	Unexcused Absence
/ Date:	Total Absence Count

✚ This report is filled out by the trainee, and must submit the report at the end of each week to the academic supervisor.



## **Academic Supervisor's Evaluation Form of the Training Entity**

<b>Name of the Training Entity</b>	
<b>Major:</b>	<b>Number of Student Trainees:</b>

The academic skills the internee was trained on:

Available					None	Evaluation
Unsatisfactory	Average	Good	Very good	Excellent		
						1. Training program for university students
						2. Technical and administrative staff for training students
						3. Plans of the training entity to attract distinguished students after graduation
						4. The training entity follows up with the trainee

**Suggestions of the Academic Supervisor:**

.....

.....

<b>Signature:</b>	<b>Name of Training Supervisor</b>
	<b>Date:</b>



## **Undertaking to Adhere to Training Policies and Procedures**

I ..... pledge University ID: of the following:

- I commit to attending the entire practical training period according to the specified schedule provided to me by the institution where I will be undergoing training.
- To immediately inform both the academic supervisor at the university and the field supervisor at the institution if I am unable to attend or absent from the practical training for any reason, and I take full responsibility for the consequences of my absence from the training.
- To adhere to Islamic customs and traditions during my internship.
- To make every effort to be at the level of work entrusted to me during the internship period.
- To represent Al Qasimia University in a decent and honorable manner.
- To be committed to performing my duties to the fullest and to respond to the directives of the field supervisor on my training.
- I take responsibility for my behavior during my training period, and I absolve any party - whoever it is - of this responsibility .
- I understand and undertake to abide by all that is stated in this declaration and therefore I sign .

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**Student Signature**

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**Date**



### Student Evaluation Form of the Instructor

From      /      /      m

to      /      /      m

Training Place	Name of the Training Entity
Job	Field Supervisor's Name

Grade					General Assessment:
Unsatisfactory	Acceptable	Good	Very good	Excellent	Duration
					Seriousness of Training
					Training Experience
					Reason for Choosing the Training Entity
					Experience of the Training Officer
					Training Officer's Commitment
					Time Allocated for Training
					Follow up of the Training Plan
					Assisting employees of the training entity.
					Benefit attained from the internship program.

Please answer the following questions briefly :

1. List your responsibilities Have you worked on projects? :  
.....
2. What are the pros and cons of the internship?  
:.....
3. Were you sufficiently prepared academically before joining the training?  
.....

Student Name:



### Field Supervisor's Assessment Form of the Student

From / / m

to / / m

Dear Field Supervisor: Please fill out the attached form and email directly to the academic supervisor in confidentiality

University ID:	Student Name:
Major:	College:
Field Supervisor's Name	Name of the Training Entity

Grade					General Assessment:
Unsatisfactory	Acceptable	Good	Very good	Excellent	Duration
					Academic Readiness
					Mental Readiness
					Good Listening
					Ability to Comprehend
					Accuracy of Performance
					Rapport with Colleagues
					Rapport with Heads of Departments
					Adherence to Rules and Guidelines
					Punctuality

#### The Development of Student's Skills

Unsatisfactory	Acceptable	Good	Very good	Excellent	
					Communication Skills
					Analytical Skills
					Creative Thinking Skills
					Adaptability
					Teamwork Skills
					Computer Skills



### Weekly Reports Follow-Up Form by Academic Supervisor

From / / m to / / m

University ID:	Student Name:
Major:	College:
Field Supervisor's Name	Name of the Training Entity

Date Received:		Weekly Report Number..... .....
		First
		Second
		Third
		Fourth
		Fifth
		Sixth
		Seventh
		Eighth
		Ninth
		Tenth

		Final Report
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Grade :

Signature of Academic Advisor: