



KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Career Development Center **(CDC)**

INTERNSHIP PROGRAM BOOKLET

January 2023

Policies, Procedures, and, Assessments

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PREFACE

An internship program aims to bridge the gap between the education providers and industry - the key to creating a solid platform for communication and transparency in allowing for reforms to ensure a modernized education to employment path. The mission of the Internship Program is to allow students to integrate their previous educational experience with more professional knowledge and skills gained through real-world work experience. Simultaneously, the program provides companies with access to valuable human resources and allows education providers to gain new knowledge to develop and implement new programs. After spending almost three years at Komar University of Science and Technology and earning 80 credit hours, students need to acquire hands-on experience in a real-work environment, where they have the opportunity to compare what they learn within the classroom with the actual and physical work conditions. This process is arranged for and orchestrated via the Internship Program (henceforth also referred to in this booklet as IP). It is a none- credit hour requirement that all students should complete before conducting their graduation project.

The Internship Program course is governed by the following principles:

- Coordination between KUST and industries, commercial businesses, and government agencies.
- Compliance on the part of students and hosting companies alike with KUST's policies and regulations regardless of without direct KUST supervision.
- Change cultural mindset about employment in the private sector.
- Create an unbiased recruitment and selection process.
- Encourage practical learning in universities

1 OVERVIEW

The Internship Program (IP) is a formal assignment conducted by students on an area related to the curriculum and involving out-of-class activities and development. It is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for a real-work environment at KUST-approved and officially registered companies, organizations, and institutions. The IP requires a variety of skills and fields of knowledge to be completed which are acquired during the three years of study at the university. It is important for students to follow the guidelines of this booklet carefully and accurately and to check with their academic chairmen frequently to be assured they are on the right track and to be informed about any updates and modifications made to the Internship Program. This assessment will be made by the hosting institution and the KUST department's chairman.

2 IP COMPONENTS

Below are the requirements for the completion of the Internship Program course at KUST:

1. A professional and effective CV to be written and submitted by the student,
2. The selection of a hosting organization,
3. The student's attendance at the workplace of the hosting organization. The minimum number of hours of actual attendance is to be determined by the KUST department,
4. Obtaining the hosting organization's satisfaction with the student's performance,
5. A report generated and submitted by the student upon completion of the internship period at the hosting organization
6. A presentation made and delivered by the student upon completion of the internship period

To pass the course, the student must obtain a "Satisfied" grade.

3 THE IP COURSE

3.1 Pre-Requisites:

1. The student should be in his / her junior year of study
2. A minimum of 80 credit hours covered by the student
3. Successful completion of two departmental junior courses (specified by the individual departments).

4. Successful completion of the Professional Communication course or Effective Communication for students of the Department of English.
5. Student eligibility for the Internship Program course must be checked by the Office of Career Development Center (CDC) and the Chairman at KUST.

3.2 Course Description and Objectives:

This course is a work-related experience in a private, public or governmental organization to enhance the student's knowledge of academic concepts and theories within his or her major area.

The course is designed to provide students with the opportunity of applying what they learn in their academic courses to real-world situations. It encourages exposure to career training and brings the knowledge and skills that KUST students acquire in their courses further down to earth. Students are given the chance to work in a professional setting of their choice a workplace supervisor, who will evaluate the intern's performance. KUST faculty is committed to making the internship a quality educational experience that involves integrating academic learning with practical hands-on experience.

The course also aims at providing the market with a potential workforce and providing the public and private industries and institutions with the opportunity to test the new generation at work; thus, injecting the workforce with young blood.

3.3 Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

- a. Think critically and creatively about her major
- b. Relate the academic concepts acquired at the university to the workplace
- c. Identify the strengths and weaknesses of the workplace and the work environment experienced
- d. Apply and practice problem-solving skills
- e. Apply and practice the knowledge and skills acquired in the Professional Communication course

3.4 Course Requirements:

Students must fulfill the course requirements by

- A. Registering their names in CDC office.
- B. Attending the workplace of the hosting organization and performing the tasks assigned to him or her based on a work schedule
- C. Submitting all required documents to the CDC office prior to the conclusion of the semester
- D. Earning a "Satisfied" grade upon completion of the course.

4 IP BENEFITS

1. It helps students decide if they are interested in a particular career or not.
2. It provides students with hands-on practical experience that improves their skills.
3. It provides the students with the opportunity to apply the knowledge they obtained in their course learning outcomes.
4. It helps students create a network of contacts.
5. It enriches their CVs by adding work experience to their credentials. This will render the students more competitive in the job market.
6. It might help them obtain recommendation letters from the institution they work for during their internship period.
7. It might guarantee the students permanent employment at the internship institution.

4.2 University Benefits

1. It helps the university assess its students more accurately since the internship compels the students to practice the skills they acquired in their academic courses.
2. It helps the university improve the learning outcomes and the curriculum of its departments to make them more practical.

4.3 Hosting Organization Benefits

3. To obtain information about the academic process in the country and can have their positive input on how to improve it.
4. The opportunity to test and shape the workforce of the future.
5. Injecting current work with new talents and skills.
6. Consolidating the business and social networks between the industries and the academic institutions.
7. Testing potential employees with a view to future recruitment.
8. Reduction of load on current employees
9. The opportunity to provide current employees with supervision tasks to test their leadership and professional skills.

5 RESPONSIBILITIES

5.1 Student Responsibilities:

Students are responsible for completing the Internship Program following all the instructions and regulations provided in this booklet and given by the CDC and the department chairman. The student's responsibilities include:

- (a) Writing a professional and effective CV
- (b) Deliver a presentation before his or her department after the completion of the internship period (if required by the department)
- (c) Having an interview
- (d) Selecting a hosting organization

- (e) Accepting the hosting organization’s area of work
- (f) Abiding by the hosting organization’s rules and regulations
- (g) Fulfilling the hosting organization’s assignments on time
- (h) Completing IP course hours required in this booklet
- (i) Submitting all documents as per CDC instructions.

5.2 CDC Responsibilities:

The Career Development Center's (CDC) responsibilities include:

- (a) Offering guidance to students
- (b) Addressing any difficulties and issues students might face throughout the internship program
- (c) Evaluating the student’s performance

5.3 Department Chairman Responsibilities:

- (a) Reading and evaluating the student’s final report
- (b) Evaluating the student’s presentation
- (c) Filling out the chairman’s evaluation form with the final result, signing it, and submitting it to the Career Development Center (CDC).
- (d) Assigning a full-time faculty to supervise the student’s performance throughout the program.

6 IP PERIOD AND CREDIT HOUR REGISTRATION

Students have the right to enroll in the Internship Program for the summer semester, the fall semester, and the spring semester. According to University Order F15-101-102 of July 13, 2016, students’ registration and participation in the Internship Program are based on the following regulations:

Semester	Number of registered Credit Hours	Number of IP hours/week	Total Number of IP Hours
Summer	6	20	100-150*
Spring	15	20	100-150*
Fall	15	20	100-150*

7 IP GRADING SYSTEM

The two grading options available which are “Satisfied” and “Unsatisfied”. Either grading option should be clearly stated by the Career Development Center (CDC) on the IP Grade Form and sent in time to the department chairman and the Office of Student Affairs and Registration (OSAR). Below is the interpretation of these grading options:

- Satisfied: It means that the student has fulfilled the IP requirements and may register in courses whose pre-requisite is the IP course.
- Unsatisfied: It means that the student has failed to fulfill the IP requirements and cannot register for any course whose pre-requisite is the IP course. In this case, the student must repeat the IP course in the following semester.

8 RELATED ISSUES

- (a) Interruption of the Internship Program. If a student cannot complete the period required in the Internship Program, he or she will earn “Unsatisfied”.
- (b) KUST does not finance or cover the expenses of any part of the Internship Program for any student. Therefore, it is the student’s responsibility to cover IP-related expenses and costs.
- (c) Some companies provide stipends, transportation, food, etc. This matter is entirely up to the hosting organization to manage. KUST is not obliged to interfere or intervene in it.
- (d) KUST itself may and could be used as a hosting organization for IP students. In this case, several factors should be taken into consideration including the workplace relevance to the student’s major and pinpointing the exact internship workplace within KUST. These factors should be closely examined by the student’s department.

Appendix I: The Internship Program Application Form

Name/Code of Students:	Department
	Date of Filling out the Form:
<p>Pre-Requisites:</p> <ol style="list-style-type: none"> 1. Total Credit hours and GPA: Minimum 80 C.H. 2. Successful completion of the Professional Communication/Effective Communication. 3. Two Departmental Junior Courses: To be specified by the department. 4. Supervisor's name (Department/ College) 	<p>1. Chairman Verification: All pre-requisites are fulfilled. () Yes, () No If not, the student is missing: <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p> <p>Name/Signature/Date:</p> <p>2. CDC Verification: All pre-requisites are fulfilled. () Yes, () No If not, the student is missing:</p> <p>Name/Signature/Date:</p>
<p>Student's Acceptance Statement: I accept to fulfill all the responsibilities related to completing the Internship Program according to the instructions stated in the <i>Internship Program Booklet</i> and set by the department and CDC.</p> <p>Name/Signature/date:</p>	

Appendix II: CDC Assessment

(This form should be filled out by the Chairman and CDC then submitted to the Office of student affairs and registration (OSAR))

Student's Name and ID:

Department:

Semester: Fall Spring Summer 202_

Name of the Hosting Organization:

Report Commencement Date:

Report Completion Date:

Several Working Hours:

Total Grade: Satisfied or Unsatisfied

If the student obtains a minimum grade of C -, he or she receives "Satisfied". If the student obtains a grade below C-, he or she receives "Unsatisfied"

Name and Signature:

Date:

Cooperative Contract

This internship agreement is between.....from.....
Student Name University Name
and.....
Company Name

This agreement provides a basis for mutual understanding between the above parties in matters relating to Internship students who are enrolled in bachelor's degree programs.

PURPOSE OF THE AGREEMENT

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives by adhering to its responsibilities as outlined in the Program Handbook. For the institution, it is recognized that such objectives are primarily educational in nature. While concerned with the enrichment of curriculum and student learning, the organization (company) must also be primarily concerned with utilizing the Internship Program to meet its short-term and long-term staffing needs. Mutual support between the parties of these primary objectives may be expected to result in many other benefits, not only to the parties of the agreement but also to each participating student.

REQUIRED SIGNATURES

Student.....

Sign.....Date.....

Company Representative.....

Sign.....Date.....

University Representative.....

Sign.....Date.....

INTERNSHIP PROGRAM TIMESHEET & DAILY LOG

Student Name:

Site:

Faculty Supervisor:

Company:

Student Evaluation of Internship

Mid-

Date	Time	Time		Activity/Work Conducted	way

Total Hours:

I certify that I have worked the hours indicated above

____ Intern Signature _____

____ Supervisor Signature _____