

**EFFAT UNIVERSITY INTERNSHIP HANDBOOK  
FOR ALL MAJORS**

**INTERNSHIP HANDBOOKS**

**2015**

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## INTRODUCTION

The Effat Undergraduate Internship program provides undergraduate students with the opportunity to apply knowledge obtained through coursework to an on-the-job work experience. An internship allows students to “try-out” an occupation to determine whether or not they intend to pursue that career. Internships provide work experience that can enhance a student’s valuable repertoire of transferable skills and increase their marketability in any field. Additionally, some students have been offered full-time jobs following an internship.

An internship is a period of training whereby students work off-campus, under supervision, in a school, factory, hospital, business, laboratory, government agency or a specialized program to allow students to learn practical applications of classroom material.

Effat University offers undergraduate degrees in three colleges, the College of Engineering, the College of Business and the College of Humanities and Social Sciences. Each college offers internships during the Junior/Senior year of the student. Internship requirements vary from each college. Internships are usually offered during summer and the regular semesters.

### Intended Learning Outcomes:

#### Knowledge:

By the end of the training sessions, the students are expected to:

- Apply/ connect theory to practical work situations.
- Decide their interest areas in a particular career before permanent commitments are made.
- Persist when faced with difficult business situations until they achieve success or accomplish the task successfully.
- Enhance their employment opportunities.

#### Cognitive:

- To acquire the experience and skills necessary for full-time employment in their area of specialization upon graduation.
- To become aware of state-of-the-art facilities, equipment and professional practices in chosen career fields
- To develop job search techniques and develop skills and confidence in interviewing.
- Provide students with an in-depth knowledge of the formal functional activities of a participating organization.

## Career Development Office

- Provide students with plenty of opportunities to understand informal organizational interrelationships.
- Enhance advancement possibilities of graduates.
- Enhance students' higher levels of academic performance.

### **Interpersonal**

The students are expected to:

- Show sense of responsibility by fulfilling the tasks in accordance with criteria and standards.
- Demonstrate confidence, maturity, responsibility and human relation skills in personal and professional areas.
- Function with ethical, confidential and sensitive issues relating to work situations.
- Show attitudes conducive to effective interpersonal relationships

### **Communication**

- Communicate their ideas, knowledge, and experience clearly
- Implement their social communication skills in work situations
- Speak in public fluently and adequately

## **Roles and Responsibilities:**

### **A. Student:**

- Students must review the internship prerequisites in the Undergraduate Catalogue to determine eligibility for the Undergraduate Internship Program. Prerequisites are listed in the descriptions for courses.
- It is the Student's responsibility to inquire about internship possibilities within her department. She is encouraged to initiate the process with the Department Chair or the faculty teaching the Internship course. An Internship Worksheet is provided to help students complete the process.
- Students must discuss an internship proposal with the Department Advisor, prior to registration in order to receive permission to register for internship credit. The Department Advisor should determine whether the intern meets all of the course prerequisites before giving the student permission to register for the internship.

## Career Development Office

- Maintain professional behavior and attitude at all times while performing the duties of the internship (including wearing proper attire and using appropriate language)
- Follow the work schedule agreed upon by the internship Off-Campus Supervisor and the intern. (Note: Interns typically are required to work even when Effat University classes are not in session, e.g., spring break).
- Maintain regular contact with the Faculty Supervisor throughout the duration of the internship
- Submit a copy of the Learning Internship Contract to the Career Development Office and to the Faculty Supervisor
- Follow the guidelines established here and those established by the sponsoring department.
- As part of the evaluation procedure, the student must submit to the Course Supervisor a paper, log journal, report, portfolio, tape, and/or examples of the work performed. The type of material submitted may vary with the nature of the internship; however, some tangible basis for evaluation is required. The Faculty Supervisor will determine the specific requirements.

## B. Academic Department

- Each department has the responsibility for the approval of interns. Students cannot participate in an internship without the approval of Department Chair.
- The Department Chair will have final authority in determining internship requirements and evaluation of performance, including assigning the grade for the internship
- Recommends qualified students to the CDO for Internship placement at least one semester before the Internship.

## C. Course Supervisor

- At least twice during the semester, once the internship begins, the Course Supervisor must meet with or call the Off-Campus Supervisor to discuss the student's progress.
- Make sure that the students fulfill the required internship hours by the department in addition to any other requirements of the department chair or course supervisor.
- Help the Student set goals for the internship prior to the start of the internship.
- Approve the Student's Learning Contract. It is suggested that the Adviser discusses with the Off-Campus Supervisor and the Student to establish the Student's responsibilities for the internship.

## Career Development Office

- Assure that the student has **the requisite GPA** before registering her for the internship.
- Confirm that a copy of the completed Internship Learning Contract is submitted to the Career Development Office prior to registration.
- Assist the Student in assessing her progress in achieving the goals of the internship throughout the duration of the internship.
- Complete the Faculty Supervisor Final Evaluation.
- Hold a review session with each intern, either individually or during a departmental intern session, at the end of each semester.
- Provide and supervise the duties to be performed by the student and evaluate the student in writing at the conclusion of the internship. A copy of this evaluation will be sent to the Faculty Supervisor.

### D. Site Supervisor

- Provide the student with an orientation that includes familiarizing the student with all company policies and procedures. Students have the right to know corporate policy on ethical standards and sexual harassment issues.
- Meet in person or communicate by telephone or email with the Faculty Advisor and/or the Director or Coordinator of Career Planning and Development to discuss the progress of the student. The first discussion with the Faculty Advisor will take place within the first two weeks of the internship; a second contact will occur midway through the semester.
- Meet with the student periodically to discuss his/her performance as an intern and complete all required forms, including midterm and final evaluations of the student.

### E. Career Development Office/Student Affairs

- Maintain centralized records for the academic internship program.
- Meet with students interested in pursuing internships for credit to review policies and procedures, eligibility for academic internship program, and assist with professional skills development (e.g., resume writing, interview and on-the-job skills).
- Provide resources to help students find internships related to their academic programs
- Provide employers with information on the academic internship program, including requested letters and documents.
- Issue registration forms for academic internships to students.
- Serve as a resource for students regarding professional development/workplace issues during the time at the worksite.

## Career Development Office

- Assist with employer site visits as requested by faculty advisor; assist with resolution of any problems that may develop during the assignment.
- Receive completed employer evaluation forms; forward copies to faculty advisor.
- Receive and review completed Student Worksite Evaluation and Faculty Evaluation of Placement forms.
- Meet with department chairs periodically to review/assess academic internship program

### **F. Employer**

Employers agree to serve as Site Supervisors for Effat University student interns. Specifically, they will:

- Agree to complete the “Employer” portion of the Career Development Office contract. This consists of the name and title of the work supervisor, the organization’s location and phone number, and the job duties that the student will perform. The employer also certifies that the firm’s hiring policies are non-discriminatory.
- Provide a safe work environment and adequate supervision.
- Should dissatisfaction with the student intern develop during the assignment, the employer should:
  - a. Discuss the problem directly with the student. Provide requirements and a timeline for a change in behavior.
  - b. If sufficient change does not occur as prescribed, the employer should contact the
  - c. Manager of the Career Development Office, Manager of the Career Development Office will consult with the Faculty Advisor, help the student address the problem, or remove the student from the assignment.
- The employer’s commitment to provide the work assignment is limited to the term specified in the Learning Agreement. The employer is not subject to any unemployment claim or claim to employment beyond that specified.

## POLICIES AND PROCEDURES

### Step by Step Process

The Career Development Office of Effat University helps students identify and plan their career goals and paths.

- Career Development Office (CDO) sends email to all Department Chairs about prospective interns for the semester/summer.
- Department Chairs submit names of students to the CDO.
- CDO writes to companies who can accept interns
- Students apply for internship fill all pertinent documents, including their CV
- CDO sends names of students for internships to companies. Companies have different criteria in accepting interns.
  - a. Submission of CV
  - b. Interview by the company
  - c. MOU
- The students submit all pertinent documents to the company
- The student is accompanied to the company by the Intern Supervisor to discuss the procedures of internship and assessment
- The student meets the Intern Supervisor at the university once a week, to follow-up the different activities and discuss problems being encountered by the students.
- The Site Supervisor fills in the assessment form and submits it to the students.
- The Student Intern prepares for a presentation regarding her internship experiences.
- Submits the internship assessment to the CDO and does the survey.
- The faculty grades the internship.



## 1| College of Humanities and Social Science

- Psychology Department
- English and Translation Department

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College Of Humanities and Social Science  
**Psychology Department**

**STUDENT INTERNSHIP MANUAL**  
*(Guideline and Specifications)*

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## **Internship Specifications and Requirements College of Humanities and Social Sciences Psychology Department**

### **Introduction**

Field experience in Psychology requires that students are provided with top quality internship experiences that provide them with an opportunity to utilize the knowledge they gained, and the skills they learned throughout their academic years. Through these internships, students will have the opportunity to gain: a) work experience, and b) research opportunity.

- a) The work experience provides students with a real- life experience of working in potential work settings where they engage in daily real interactions, and immerse in authentic daily encounters.
- b) In addition, students are required to produce a mini research on a topic or area that the student herself chooses to pursue based on her research interest, or in an area which the internship place needs to improve. The results of this research will be presented in a report to a panel at the end of the internship experience upon which the student's work is evaluated.

Psychology students can get internship placements in clinical/ counseling settings, or business/ corporate settings. Students are given the freedom to choose one of these areas based on their academic focus and area of interest, as well as future career plans. Psychology interns who choose to complete their internships in clinical settings can be at risk of developing psychological and physical distress due to some hazardous situations they may encounter while doing their internships.

A departmental decision, **DC# PSY DC#21/ 5MAR.11/5.3**, was taken to develop the Psychology Safe Internship Policy that governs the process by which psychology students are being placed and trained while completing their internship. This manual outlines the policies and procedures that need to be followed to ensure a safe internship experience for the Psychology students. It provides information on the following:

1. Psychology Training Program Specifications (Clinical/ Counseling Settings)
2. Psychology Training Program Specifications (Organizational/ Corporate Settings)
3. Selection Criteria for Internship Program Experiences
4. Policy for Eliminating Psychological and Physical Risks Associated with Psychology Internships
5. Internship Expectations
6. Internship Project/ Research Grading

## 1. Psychology Training Program Specifications (Clinical/Counseling Settings)

Psychology students seeking training in Clinical/Counseling Psychology should have completed courses covering a wide spectrum of areas such as Clinical Psychology, Abnormal Psychology, Personality Psychology, Counseling Psychology, Child Clinical Psychology, Research Methods, Assessment and Measurement). Students are required to complete a total of **9** credit training hours in Clinical/Counseling Psychology before being awarded a B.Sc. degree in Psychology.

### I. The Main Objectives of the Training Program

- To expose students to a wide spectrum of psychopathology, disabilities and mental / behavioral problems /symptoms.
- To allow students to observe therapy sessions, group sessions, family therapy sessions, and inpatient rounds, without any formal participation.
- To permit observation of children, adolescents, and families in clinical settings.
- To expand students' knowledge about different therapeutic and interventions techniques as well as involve them in psychosocial assessment of mild/ moderate mentally challenged children and/ or patients, etc., depending on the site they have been placed at.
- To have a realistic view of employment in the area of interest, learn about the educational requirements, work settings, time-commitment, and interpersonal work related issues, etc.

## **2. Psychology Training Program Specifications (Organizational / Corporate settings)**

Internships in Organizational / Corporate settings involve practical training in applied settings such as human services, business, and private corporate and governmental sectors. Students are given the opportunity to experience how psychological principles are applied to a variety of corporate settings such as Human Resources, Public Relations, and/or Consumer Behavior and Marketing Research.

### **I. The Main Objectives of the Training Program**

The primary goal of the internship experience is to expose students to a range of corporate areas and settings such as the following:

- Personnel Selection, and Placement
- Job-Analysis and Performance Appraisal
- Consumer Behavior / Marketing Research
- Employee Management and Development
- Research Design, Data Collection and Analysis
- Survey Design, Administration, Analysis, Interpretation ( e.g., developing and analyzing an employee attitude survey)
- Job Satisfaction, Job Productivity and Organizational Commitment
- Occupational Stress: Developing and Administering a Wellness Program
- Psychological Testing and Measurement
- Creating an Employee Handbook
- HR Policies and Procedures

### 3. Selection Criteria for Internship Program Experiences

In collaboration with the Career Development Office (CDO) at Effat University, the department of Psychology ensures that the following criterion should be met when selecting internship places for students:

- The agency/ organization should allow the intern to work full-time and provide a minimum of 120 hours of professional practice over a period of 8 to 10 weeks in a given semester.
- The intern should practice a wide range of responsibilities during their work experience that will provide the intern with challenging and practical experiences that promote personal growth and development. These include opportunities to employ routine administrative skills, techniques and practices that are relevant to their intended career goals;
- At least one site supervisor should be available to supervise the intern's work on a weekly basis in order to assess progress, work schedule, and evaluate the intern's fulfillment of their work expectations;
- The organization should supply the student with relevant materials including guidelines and regulations as well as a tentative schedule of assignments;
- The organization should provide the intern with appropriate office space and resources to carry out their daily assignments and duties;
- The Intern should be integrated as a full participant in all operations, including meetings, programs, projects and training sessions;
- Mental Health service sites should utilize highly skilled and competent professionals who engage in a legal, ethical, and accountable practice with high potential of occupational risks involved, and should provide interns with the opportunity to 'explore' mental health settings
- Students completing their internship in clinical settings, **should be fully supervised** when given access to observe or deal with mentally-ill people
- Students completing their internship in clinical settings **should not be allowed** to administer psychological tests and/ or provide services for which they were not trained to do during their academic years in the Psychology department.
- The organization should agree to provide an evaluation of intern's performance by completing a Midpoint as well as Final Internship Performance Assessment Form

## Career Development Office

- Students should receive training in sites that provide them with an optimum learning experience without exposing them to any potential psychological or physical hazards. [Please see Section 4 below]
- The internship experience should enable the intern to have a better understanding and appreciation of the role, duties, and responsibilities of a professional in their chosen field.

### **4. Policy for Eliminating Psychological and Physical Risks Associated with Psychology Internships**

#### **a. Examples of tasks and duties that involve potential physical and psychological risks psychology students may encounter while doing their internships:**

- Giving the students full and unsupervised access to mentally-ill patients with violent tendencies.
- Asking the students to administer psychological tests and/ or provide services they were not trained to administer during their academic years in Psychology department. (This involves risks to patients as well)
- Leaving the students unsupervised while collecting their observational notes on moderate to severe mentally-ill patients.

#### **b. Signs of Psychological and Physical Risks**

Students undertaking their internships should be carefully monitored and observed by the site supervisor and their course supervisor for any of the following psychological or physical stress-related signs or symptoms:

- Stress related behaviors such as irritation and moodiness
- Short temper or Agitation
- Feeling overwhelmed
- Sense of guilt and/or repressed grief
- Emotional exhaustion
- Depression or a general feeling of unhappiness
- Physical problems such as back pain, general aches



If a student is developing any of these symptoms, the course supervisor should immediately report it to the Psychology Internship Committee where a detailed report should follow on the case and the strategies implemented to deal with the situation depending on the severity of the case.

**c. Strategies for Eliminating Psychological and Physical Risks Associated with Psychology Internships**

**I. Selecting Safe Psychology Internship Sites**

In collaboration with Career Development Office (CDO) at Effat University, the Psychology department ensures that only the internship sites and organizations that give students the opportunity to complete their learning experience without being exposed to any psychological or physical risks are selected. Following are examples of such settings:

- Small and medium sized business organizations (e.g., HR, PR, Marketing divisions)
- Social welfare and non-profit/ non-governmental organizations (NGOs)
- Advertising, Marketing, and Public Relations (PR) companies
- Counseling and Special Education Centers
- Schools and Child Development Centers
- Information Technology & Multimedia companies, etc
- Mental health service and clinical settings that utilize highly skilled and competent professionals who engage in legal, ethical, and accountable practice with high potential of occupational risks involved, and which provide interns with the opportunity to 'explore' rather than 'engage' in hazardous mental health related activities and tasks.

## II. The Visitation Process

On-site visits are one of the most effective means of monitoring an intern's progress as well as observing their safety. The internship coordinator and the course supervisor should all be involved in carrying out regular visitations to the internship sites through which a close supervision over the students' field experience is monitored and maintained. These should be scheduled as follows:

- A minimum of one visit should be carried out by the Department Chair, and/or the Internship Coordinator to the internship place at the commence of the internship experience.
- A minimum of two visits should be carried out by the course instructor during the internship experience.

## III. The Visitation Reporting Process

A visitation reporting system should be in place to document the whole internship experience. A minimum of 2 detailed reports should be completed and signed both by the onsite supervisor and the course instructor during these visitations. The reports should:

- Outline the specific objectives of each visit
- Ensure that the safety guidelines specified in the internship contracts are monitored and closely observed and followed in the internship place.
- Provide instant feedback on the students' progress in the internship (e.g., personal traits and qualities, intellectual and professional growth, development of communication skills, and general performance, and other areas the student needs to improve)
- Provide instant feedback on the appropriateness of the internship places, and the improvements that need to be made to the Psychology internships policy and practice to accommodate for any unexpected risks.

## 5. Internship Expectations

### I. Expectations of the Trainee:

- The intern is expected to spend a minimum of 15 hours/week working at the placement site. The hours should be spread over 13-16 weeks (depending on the length of the semester), and must be documented through an attendance sheet/ logs that should be signed by the site supervisor, and the intern.
- The intern is expected to attend an Integrating Seminar led by the course instructor who is typically an Effat University faculty member. The seminar will meet for at least 32 hours during the semester. Interns will discuss their experiences and will learn about theoretical aspects of the course and the skills involved in practice, as well as professional ethics and conduct.

### II. Expectations of the Course Instructor (from Effat University)

- A course instructor from Effat University will provide the site supervisor with information regarding the student's/trainee's learning needs.
- The course instructor will monitor the trainee's progress by remaining in constant contact with the site supervisor.

### III. Expectations of the Site Supervisor (at Placement Site)

- The site supervisor will provide the course supervisor with a record of the clinical /counseling activities.
- The site supervisor will provide the course supervisor with a record of the trainee's attendance at the training/placement site.
- The site supervisor will submit an evaluation of the trainee's work at the end of the training. Forms will be provided by the course instructor at Effat University.

## 6. Internship Project/ Research Grading

### I. Progress Reports [40%]

Students enrolled in the training course must submit weekly journals and progress reports and any other assignments/ home-work to the Instructor. In addition, the site-supervisor might give some mini-research projects or case-studies or some other course-related work. These will be considered in grading. (The grading rubric could be worked out together by the course instructor and the site-supervisor) .The work of the student during the semester will be evaluated based on their:

- Submission of Reports
- Punctuality
- Site supervisor's Evaluations

### II. Written Reports [40 %]

Each student must complete a written report, which meets the specific requirements of the course instructor and the Department. This report must follow the commonly accepted rules and the format for academic writing. Although individual reports may vary in length, a standard training report should not be less than 50 pages and at least 15 references with their citations.

Hard copies of the completed report should be available to the Examiners Committee at least a week before the final presentation. Along with the final hard copy, an electronic copy of the research, and all related files (on CD or similar media). The contents of the CD must be described in the report.

Evaluation criteria:

- Quality of writing
- Quality of structure
- Quality of content

Although the overall structure of training report, sections or chapter titles may vary, Effat University expects that students will satisfactorily integrate the following essential elements into all written senior research projects/ training reports:

- Introduction
- Research Objectives.
- Literature Review
- Research Methodology
- Results, Findings, Data Analysis, Discussion, Critique, etc.
- Conclusions, Recommendations, and Final Remarks, etc.
- Limitations of the Research
- References (minimum of 15)

### **III. Final Presentation [20 %]**

Each intern must present her internship project, research experience, as well as any other aspect of the internship before the Examiners Committee which includes:

- Chair of the Psychology Department
- Psychology Internship Coordinator
- Course Instructor
- Site- supervisor
- External Examiner (A Faculty member from the College of Humanities and Social Sciences)
- Other students
- Other persons the student may wish to invite

The internship presentation should take place in a conference room in Effat University, or any place deemed appropriate.

## Career Development Office

The presentation should:

- Include visuals (posters, graphs, charts, models, handouts, PowerPoint, etc.)
- Be a minimum of 20 minutes in length.
- Allow for a question and answer period

A rubric will be used to evaluate the students' presentation in which the following are considered evaluation criteria:

- Quality and Mastery of Content
- Quality of Delivery and Presentation Skills

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College Of Humanities and Social Science  
**English and Translation Department**

**STUDENT INTERNSHIP MANUAL**  
*(Guideline and Specifications)*

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## **Internship for English and Translation Students**

### **Guidelines and Intended Learning Outcomes**

Effat University's students who are specialized in English and translation are capable of many or all of the following:

1. Translating documents from English to Arabic and vice versa.
2. Interpreting (English-Arabic) in different communication situations (in banks, hospitals, foreign affairs, media, conferences, etc.).
3. Writing memos, letters, and reports, and proofreading documents.
4. Undertaking instructor-trainee duties in such fields as language, linguistics, translation, journalism, and media.
5. Using the computer to process documents and surf the internet for work-related information.
6. Doing some clerical duties, such as filing and taking notes.

We should be very grateful to any organization that would offer to use our students' services and expertise. At the same time, we would like to ensure that the students have quality time during their internship and that they gain the most from their work experience. The conditions under which our students would like to conduct their internship duties include the following:

1. Working day shifts (morning or afternoon) rather than night shifts.
2. Being responsible for only the duties specified in their contract with the organization willing to use their skills.
3. Having an agreement with the organization regarding the number of hours, days, and weeks spent doing the specified internship work.



**Major intended learning outcomes to be developed through the internship include the following:**

1. Apply knowledge gained from undergraduate studies in the fields of linguistics, literature, translation, and/or TEFL to the work performed at the internship workplace;
2. Acquire professional experience from work undertaken in schools, translation firms, and other language-related industries.
3. Write and/or translate texts, edit material, review documents, and perform other tasks requiring good writing skills;
4. Prepare professional application letters and resumes.
5. Be able to write about the work experience to supervisors and produce a properly formatted written report about the internship experience.
6. Present the project orally to a committee of supervisors/evaluators.

**Duration of internship:** A minimum of 180 hours spread over two to three months.

### **Description:**

Students apply skills learned in the program to a semester-long internship in the specialization.

### **OBJECTIVES:**

#### **Students undertaking internship are expected to do the following:**

1. Fill in all the forms required by the Department, the CDO, and the internship workplace;
2. Apply knowledge gained from undergraduate studies in the fields of linguistics, literature, translation, and/or TEFL to the work performed at the internship workplace;
3. Acquire professional experience from work undertaken in schools, translation firms, or other language-related industries.
4. Be able to write about the work experience to supervisors and produce a properly formatted written report about the internship experience.
5. Present the project orally to a committee of supervisors/evaluators.
6. Write and/or translate texts, edit material, review documents, and perform other tasks requiring good writing skills;
7. Prepare professional application letters and resumes.

## COURSE OUTLINE:

The internship requires the student to complete 180 hours of work experience and to meet the course supervisor once a week to discuss issues or to find solutions to problems pertaining to the internship. The timetable is subject to change depending on the number of weekly hours the student dedicates to her internship.

Week	Topic	Assignments
1	Discuss the internship with course supervisor	
2	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
3	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
4	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
5	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
6	Meet course supervisor for a focused discussion of the written report.	Weekly log file and short report
7	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
8	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
9	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
10	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
11	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
12	On-site work / Weekly discussion with course supervisor	Weekly log file and short report
13	Meet course supervisor for final discussion of written report and oral presentation.	Weekly log file and short report
14	Draft final report	
15	Oral Presentations	
16	Submission of final report	
17	Submission of internship portfolio	

## Criteria for Training Placement Sites:

These settings must meet the criteria listed below:

- a) The primary activities for the trainee in the setting involve translation, interpreting, writing and editing of documents, teaching English Language and Literature.
- b) The setting affords the trainee opportunity to use knowledge learned in E&T courses as part of the training activities.
- c) The setting is similar to those in which students might reasonably expect to find employment after attaining either an undergraduate or graduate degree in English & Translation.
- d) The setting provides a minimum of 20 hours/week or 180 hours in total of on-site work spread over two to three months.
- e) At least one site supervisor is available to provide a written evaluation of the intern's work.

## Requirements:

The students are seniors, registering for the last semester at Effat University or close to completion of their course work. In addition, the student must have a cumulative 2.0 GPA.

## Assessment criteria:

**Practical experience** (weekly journals, site supervisor's evaluation, and oral exam conducted by the instructor): **80%\*** (\*specific grade breakdown will depend on the instructor and the nature of the internship placement)

**Final report/portfolio and presentation: 20%**

### **Expectations placed on the trainee:**

- The intern is expected to spend a minimum of 20 hours/week working at the placement site. The hours should be spread over 13-16 weeks (depending on the length of the semester), and must be documented on an attendance sheet signed by the site supervisor.
- The intern is expected to attend an Integrating Seminar led by the course instructor who is typically an Effat University faculty member. Interns will discuss their experiences and will learn about theoretical aspects of the course and the skills involved in practice, as well as professional ethics and conduct.
- The intern will complete written assignments assigned by the course instructor (e.g., journal recording activities of the placement site, reports, forms etc.)
- The student is to submit a final report/portfolio to the University upon the completion of training and is to arrange a presentation at the end of her internship.

### **Expectations placed on the course instructor (from Effat University)**

- A course instructor from Effat University will provide Site Supervisor with information regarding the student's or trainee's learning needs.
- The course instructor will monitor the trainee's progress by remaining in constant contact with the Site Supervisor.
- Since it is a credit-bearing internship, it also involves an academic component that is supervised by the course instructor.

## **FIELD EXPERIENCE: WEEKLY JOURNALS, EVALUATION BY SITE SUPERVISOR, AND ORAL EXAM (Q&A SESSION) CONDUCTED BY EFFAT INSTRUCTOR**

Students enrolled in the training course must submit the weekly journals to the instructor. In addition, site-supervisor might give some mini-research projects or case-studies or some other course related work. The grades could be adjusted accordingly (the rubric could be worked out together by the course instructor and the site-supervisor). To evaluate the practical experience gained by the end of the internship and to see how well the student could use her theoretical knowledge gained in Effat University, the intern will be examined by her Effat instructor in a Q&A session. The oral exam will be recorded and graded according to the instructor's rubrics. The site supervisor's evaluation will form the final component of the assessment of the student's field experience.

The exact distribution of grades for field experience will depend on the instructor and the nature of the internship placement.

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## **FINAL REPORT AND PRESENTATION**

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The following is a guideline proposal on **how to write the final report for the internship**. You can change the order of the sections and/or the arrangement of the report as long as you have all the listed information in your report.

**The report must be maximum ten pages long.** The content is expected to be closely connected with the internship, and must be presented in clear and correct English. A poorly written paper will not be accepted and will be returned for revisions and rewriting. The final copy of your report should include the following:

### **I. Cover Page**

- Student Name
- Name of the company/Organization
- Internship Supervisor's Name.
- Address and Telephone Number of Company/ Organization.
- Current Date

## II. Executive Summary

The executive summary is one of the most important elements of the report and should be formulated after the body of the report has been completed in order to provide an overview of what has been included in the whole report. In your executive summary, you should be able to give your reader a clear idea of the report before he/she has attempted to read the details in the body of the report. Although the summary may not be more than one page, it should be concise and descriptive. Its contents, however, need not follow the order of the report itself.

The Executive Summary should include the following:

- A brief history of the workplace.
- A brief description of the department in which you worked.
- The role you played during the internship experience.
- The reason for selecting the company or department.
- A brief description of the project(s) or work done for the company.
- The experience you gained from doing the training.

## III. Body of Report

**The body of the report may vary according to the nature of the project and the workplace. It may contain some or all of the following:**

### Section I

- An explanation of your goals and objectives for the internship.
- A commentary on the extent to which these goals and objectives have been met and the reasons, if any, for not being able to achieve them.

### Section II

- A description of the workplace and its products / services; in other words, a workplace profile.
- A detailed description of the work you performed during internship.
- If your internship is project based, outline and describe its nature, objectives, the methodology you used and your conclusions and recommendations.
- Analyse and explain your contribution to the workplace.
- Analyse and enlist your strengths and weaknesses in doing your job.

### Section III

- A description of the general roles of the people whom you worked with in the context of the organizational structure of the company. Explain the location of the department of your placement with respect to the overall structure.
- A commentary on how your fellow workers have influenced you personally and professionally.

### Section IV

- Compare and contrast your perceptions and expectations at the beginning and at the end of your internship.
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## Career Development Office

- Analyse the experience gained from the internship, that is, the ideas, skills and knowledge learnt from your placement.
- List the challenges you faced during your training and how you dealt with these challenges.
- Discuss the influence of the internship experience may have on your academic decisions or career choices for the near future.
- List conclusions and recommendations of the whole work done and experience gained during the training.



## 2| College of Engineering

- Architecture Department
- Computer Science Department
- Information System Department
- Visual and Digital Production Department
- Electrical and Computer Engineering Department

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College Of Engineering  
**Architecture Department**

**STUDENT INTERNSHIP MANUAL**  
*(Guideline and Specifications)*

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## Internship Guidelines and Specifications:

Students in the department of Architecture at Effat University may choose between two internship options. Students may participate in a summer internship or the more intense internship study program. Students will be required to participate in an experiential education internship by working for 5 - 8 weeks at an approved organization. This program is designed to provide students the opportunity to achieve career related experience by integrating the learning outcomes of the design studio with the practical knowledge gained from work settings. This experience should provide an understanding of architecture in the public sector or private agencies.

### **Summer Internship**

The summer internship is designed to give student the opportunity to develop skills in different areas of architecture and to practice projects related to the Effat curriculum. The summer internship is comprised of two components. The first component includes 120 hours of formal training and/or supervised project work. This formal training takes place during a 5 - 6 week period at an approved organization.

The second component takes place during the subsequent semester in the course ARCH 557: Professional Practice. Additional details about the course may be found in the course description available from the Department of Architecture.

### **Internship Study Program**

The internship study program is modular and taught in parallel blocks during the course of a 16 week academic semester. The program modules are designed to give students an opportunity to develop skills in different areas of architecture and to practice projects related to the Effat curriculum. Sections of the modules are assigned credit values; the complete program is worth 12 credits. The modules include design studio, working details, project management, and professional practice. Additional details about the program modules may be obtained from the Department of Architecture.

The professional practice module is formal training based upon a supervised work project. Students will be placed at an approved agency to carry out their formal training. The formal training lasts eight weeks for a total of 240 internship hours.

Following the training phase, students return to the classroom to complete research work and project development. This research project is carried out during the remaining weeks of the academic semester. Candidates are assessed on their project work performance, reports, and research work.

## **Policies:**

1. Approval for participation:
  - a. Students must obtain approval from the Department of Architecture to participate in either a Summer Internship or an Internship Study Program.
  - b. Students must also contact the CDO staff to ensure they are eligible for an internship program, complete assigned paperwork and discuss the internship requirements.
2. Course requirements:
  - a. For the Summer Internship, students must enrol in ARCH 557: Professional Practice (3 credits). Students enrol in the course the semester following their summer experience.
  - b. For the Internship Study Program, students must enrol in ARCH 557: Professional Practice as well as the accompanying courses which total 12 credits. Students enrol in these courses during the semester when they are participating in the program.
3. The students registering for the internship course should meet the following criteria:
  - a. The student must be enrolled at the University.
  - b. The students must have senior level standing or should have completed at least 130 credit hours.
  - c. The student must have a cumulative 2.0 GPA or above.
4. Students are required to complete of 120 hours of work.
5. Research project:
  - a. For the Summer Internship, a research project related to the internship work must be submitted by the end of the following semester. The content, layout and presentation of the project are instrumental in assigning a grade to the internship course.
  - b. For the Internship Study Program, students will be required to complete a research project by the end of the semester. The content, layout and presentation of the project are instrumental in assigning a grade to the internship course.
6. The course instructors and site supervisors will be required to complete forms reflecting an assessment of students' performance during the internship.

## Requirements for Companies

Architecture students are required to complete a minimum of 120 or 240 hours of work for 5 or 8 weeks depending on which experience the student selects. Students who are interested in a more comprehensive training opportunity may make arrangements for a cooperative work experience. Cooperative experiences tend to be longer in duration and involve more intense work assignments.

### Course Objectives:

The internship course attempts to provide students with opportunities to learn and develop on four major fronts: Academic Learning, Career Development, Skill Development and Personal Development.

- **Academic Learning:** Internship helps students to draw a clear link between the knowledge gained in the academic design studio and the real world work environment.
- **Career Development:** Internship provides an opportunity to evaluate the knowledge, skills, and qualifications needed for practicing architecture and thereby allows students to further explore their creative ability in integration with professionalism.
- **Skill Development:** Students gain an understanding of the skills and knowledge required at the workplace by participating in hands-on professional practice and project management.
- **Personal Development:** Students gain critical thinking skills, interpersonal skills, decision-making skills, and increased confidence and self-esteem.

Above all, they learn about professional responsibilities and experience how to conduct themselves in the working world.

### Companies are requested to:

- Help students to meet the objectives of the training.
- Provide an appropriate working environment.
- Treat students as junior colleagues by involving them in projects and tasks according to their educational backgrounds.
- Provide adequate support, guidance, and supervision.
- Consult with the course instructor (course supervisor) as necessary.
- Keep a record of the students' working hours (a time sheet can be provided).

## Career Development Office

- Provide students with feedback throughout the internship period and complete an evaluation form at the end of the assignment.

### **Requirements of Career Development Office:**

- Provide students with information on all possible and available opportunities for internships.
- Inform students about the program requirements.
- Serve as a liaison between student, employer, and instructor.
- Assist with processing paperwork and placing student at an internship site.
- Liaise between students who have finished their internships successfully and those who are starting.

### **Requirements of Course Supervisor:**

- Inform students about program policies and requirements.
- Be available to communicate with the site supervisor if needed.
- Provide guidance on technical and non-technical issues.
- Help resolve any problems that may arise.
- Assign additional work in case the student is not able to fulfil the required internship hours at the company.
- Guide students in preparing presentation and project.
- Evaluate the students' work according to their project achievements, time fulfilment, teamwork, and success in performing the assigned duties.
- Assign a course grade based on the site supervisor's and instructor's evaluation.

### **Requirements of Students:**

- Attend all required training for internship.
- Work on finding internship placements using resources available and apply directly to work place.
- Behave as junior colleagues to CDO staff and at the work place at all times.
- Maintain consistent communication with work site.
- Discuss problems with supervisor.
- Understand the company/organization mission.
- Communicate skills, talent, interests and course requirements (if applicable) to the company/organization through an application, CV or interview.
- Schedule an appointment with supervisor before beginning assignment to discuss what is expected of you and to sign Part I of the evaluation form.
- Abide by company policies, rules, and regulations including established work hours and breaks.
- Schedule an appointment with supervisor after completing the course and internship placement to discuss evaluation and sign Part II of the evaluation form.
- Maintain a time sheet or time card which shall be monitored by course instructor and forwarded to CDO at the end of placement.
- Demonstrate appropriate professional behaviour which reflects on Effat University.

This is an academic program which is paid for by your academic tuition and the duration of the program is counted toward the students' academic record during an academic semester.

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College Of Engineering  
**Computer Science Department**  
&  
**Information System Department**  
**STUDENT INTERNSHIP MANUAL**  
*(Guideline and Specifications)*

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## **Policies and Guidelines**

- a. The student must be enrolled in the University.
  - b. The student must have a senior level standing or should have completed the required credit hours according to their major.
  - c. The student must be in good academic standing / GPA 2 out of 4 or above.
2. The supervised internship is accompanied by a four credit hour course. Students enrolled in the course are required to complete a minimum of 180 hours of work for IS students and 240 for CS students.
  3. A written report of the internship experience must be submitted at the end of the period. The content, layout and presentation of the written report are instrumental in assigning a grade to the internship course.

The placement supervisor will be required to complete a form reflecting an assessment of students' performance during the internship

## **Part 1: Student Background**

CS and IS students who take summer training will have completed at least two years of academic work. Listed below are examples of their capabilities as well as some of the tasks that they can be assigned to do. The internships can combine tasks from multiple areas. The proposed work must be evaluated and approved by the course instructor.

### **A - Multimedia and Web Design**

*Sophomores and juniors:*

#### **Knowledge and Skills -**

1. Designing a website.
2. Making a website using FrontPage, Flash or similar tools.
3. Managing and maintaining a web site.
4. Using multimedia hardware (scanner, etc.).
5. Using graphics and image editing software.
6. Using presentation tools (PowerPoint).
7. Using desktop publishing tools (Publisher).

#### **Expected Tasks -**

1. Designing, implementing, and managing a website

## Career Development Office

- using Flash and/or FrontPage
  - working on their own or with others, depending on the scope of the project
2. Creating graphics and editing pictures for digital (web) applications.
  3. Creating presentations and other multimedia applications, for example training materials or product presentations.
  4. Creating business graphics, such as brochures or advertising materials.

### **B- Database**

#### *Sophomores:*

#### **Knowledge and Skills -**

1. Using and maintaining a database
2. Designing and creating a simple database application, using Access
  - a. Creating tables
  - b. Making forms
  - c. Creating queries
  - d. Making reports

#### **Expected Tasks -**

1. Observe or assist DB staff in designing, implementing, and managing databases.
2. Assist users, interface with customers who access the database.
3. Assist with data entry and report generation.

#### *Juniors*

#### **Knowledge and Skills -**

1. Using and maintaining a database
2. Designing databases
  - a. Specifying requirements
  - b. Creating ER diagrams
3. Creating databases using Oracle or Access
  - a. Creating tables
  - b. Making forms
  - c. Creating queries – using QBE or SQL
  - d. Making reports

#### **Expected Tasks -**

1. Assist DB staff in designing, implementing, and managing databases.
2. Assist users, interface with customers who access the database.
3. Assist with data entry and report generation.

## **C- Information Systems Development**

### *Juniors*

#### **Knowledge and Skills**

Information systems students are expected to gain knowledge and improve their skills in different information systems development phases, e.g., systems analysis, design, construction, testing, operation, and maintenance. Among the required knowledge that they seek is one or more of the following:

1. Identify business requirements using different fact finding techniques.
2. Develop analysis and design specifications:
  - a. Develop system models, logical and physical, using modern structured analysis and design, information engineering, and/or object oriented techniques.
  - b. Develop data dictionaries and process descriptions.
  - c. Using CASE tools to develop system models and specifications.
  - d. Constructing prototypes.
3. Conduct input, output, and interface design using different tools.
4. System testing and construction.
5. System installation and maintenance.

#### **Expected Tasks -**

1. Assist in requirement identification and development of requirement statements.
2. Observe and assist systems analysts in developing logical and physical system models.
3. Assist in preparing analysis and design specifications.
4. Assist in developing system data base and repositories.
5. Assist in choosing a new commercial system.
6. Assist in customizing and integrating the bought system with the old system, if applicable.
7. Assist in developing user and system interfaces, e.g., windows and web interfaces.
8. Observe and assist in developing the conversion plan from the old to the new system.
9. Assist in system support, e.g., user support and system recovery.
10. Observe and assist in other system activities, e.g., documentation and presentation, feasibility analysis, process management, and project management activities.

## **D- System Administration and Networks**

### *Sophomores*

#### **Knowledge and Skills -**

1. Basics of computer systems
2. Using operating systems
3. Using a network

## Career Development Office

### **Expected Tasks -**

1. Assist with system administration tasks, such as
  - a. creating accounts
  - b. monitoring and maintaining computers
  - c. installing software
  - d. assisting users

### *Juniors:*

### **Knowledge and Skills -**

1. Computer systems
2. Operating systems (Windows, some with Unix)
3. Networks – Local Area Networks and Internet

### **Expected Tasks -**

1. Assist with system administration tasks, such as
  - a. creating accounts
  - b. monitoring and maintaining computers
  - c. installing software
  - d. assisting users
  
2. Assist with network administration tasks, such as
  - a. designing and configuring a network
  - b. connecting computers to a network
  - c. monitoring and maintaining the network
  - d. installing software

Career Development Office

## **E- Programming (Computer Science students)**

*Sophomores*

### **Knowledge and Skills -**

1. Object-oriented programming in C++
2. Data structures and algorithms

### **Expected Tasks -**

1. Writing simple C++ programs
2. Testing and maintaining simple programs
3. Documenting programs, writing user support materials

*Juniors:*

### **Knowledge and Skills -**

1. Object-oriented programming in C++ (advanced)
2. Data structures and algorithms (advanced)
3. Programming in Visual Basic
4. Human factors and user interfaces

### **Expected Tasks -**

1. Creating applications in C++ or Visual Basic
2. Testing and maintaining programs
3. Documenting programs, writing user support materials

## **Part 2: Requirements for Companies**

Computer Science majors are required to complete a minimum of 240 hours of work in addition to meeting with the course professor at least once per week. In general, the 4-credit summer CS training courses last for a maximum period of 8 weeks.

Information Systems majors complete a minimum of 180 hours of work in addition to meeting with the course professor at least once per week. In general, the 2-credit summer training IS course lasts for a maximum period of 4 weeks.

If a company cannot accommodate a student for the entire number of hours, the course Instructor may assign her additional work on campus to make up for the missing hours.

### **Course Objectives:**

The aim of the internship course is to allow the students to:

- Apply their knowledge and skills in the Information Technology field to situations in a real-world setting
- Supplement their education in IT for example by learning how to use new software products, programming languages, and system platforms, or by learning advanced features of software they have used in class
- Gain added practice and experience in using their IT skills
- Observe different applications of IT, and see how IT is used in different organizations
- Enhance their problem solving abilities
- Improve their communication skills
- Improve their interpersonal skills by interacting with a variety of people
- Gain a deeper understanding of the social dimensions of IT (managerial, financial, legal, ethical, personal, cultural, etc.)
- Learn how different organizations function
- Learn about professional responsibilities and how to conduct themselves in the working world

### **Companies are requested to:**

- Help students to meet the objectives of the course
- Provide an appropriate working environment
- Involve students in projects and tasks according to their educational background
- Provide adequate support, guidance and supervision
- Consult with the course instructor as necessary
- Keep a record of the students' working hours (a time sheet can be provided)
- Structure working hours to allow students time to meet the course instructor weekly
- Provide students with feedback throughout the internship, and complete an evaluation form at the end.

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College Of Engineering  
**Visual and Digital Production Department**  
**STUDENT INTERNSHIP MANUAL**  
*(Guidelines and Specifications)*

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## **Internship Guidelines and Specifications:**

### **Introduction**

All Visual and Digital Production (VDP) Department students have to participate in film, video, television, audio, new media, telecommunications, or radio industry experience prior to graduation. Internships are of vital importance to VDP students preparing for careers in media. Internships bridge the gap between theory and practice, and provide students with practical, field-based, real-world experience in addition to their coursework at Effat University.

According to the Visual and Digital Production Department's curriculum, students should participate in at least two internships during their undergraduate years, typically during the summer, and after completing 64 credit hours in the Department. The Career Development Office (CDO) and the Department of Visual and Digital Production work collaboratively to identify and develop opportunities for students.

### **Summer Internship**

The summer internship is comprised of two components. The first component takes place in the course VDP 260. It includes 240 hours of formal training and/or supervised project work. This formal training takes place over a period of 8 weeks at an approved organization.

The second component takes place during the subsequent summer in the course VDP 360. Students are placed at an approved agency to carry out their formal training. The formal training lasts eight weeks for a total of 240 internship hours. Additional details about the courses may be found in the course description available from the Department of Visual and Digital Production.

### **Policies:**

7. Approval for participation:
  - a. Students must obtain approval from the Department of Visual and Digital Production to participate in either a Summer Internship or an Internship Study Program.
  - b. Students must also contact the CDO staff to ensure they are eligible for an internship program, complete assigned paperwork, and discuss the internship requirements.
8. Course requirements:
  - a. For the Summer Internship I, students must enroll in VDP 260 (3 credits).
  - b. For the Summer Internship II, students must enroll in VDP 360 (3 credits).
9. Students registering for internship courses should meet the following criteria:



## Career Development Office

- a. The student must be enrolled at the University.
  - b. The students must have senior-level standing or should have completed at least 65 credit hours.
  - c. The student must have a cumulative GPA of 2.0 or above.
10. Students are required to complete of 240 hours of work.
11. The course instructors and field supervisors will be required to complete specific forms for the assessment of students' performance during the internship.
12. A written report of the internship experience must be submitted at the end of the period. The content, layout, and presentation of the written report are required for assigning a grade to the internship course.

## Requirements for Companies

VDP students are required to complete a minimum of 240 hours of work for 8 weeks depending on which experience the student selects. Students who are interested in a more comprehensive training opportunity may make arrangements for a cooperative work situation. Cooperative situations tend to be longer in duration and involve more intense work assignments.

## Course Objectives:

The internship courses attempt to provide students with opportunities to learn and develop on four major fronts: Academic Learning, Career Development, Skill Development and Personal Development.

- **Academic Learning:** Internships help students to draw a clear link between the knowledge gained in academic settings and professional environments.
- **Career Development:** Internships provide an opportunity to evaluate the knowledge, skills, and qualifications needed for media production and thereby allow students to further explore their creative ability within a professional context.
- **Skill Development:** Students acquire an understanding of the skills and knowledge needed in their desired profession by participating in actual hands-on situations and projects.
- **Personal Development:** Students gain critical thinking skills, interpersonal skills, decision-making skills, and confidence.

Most importantly, they acquire a sense of professional responsibility and discover how to conduct themselves in the working world.

### **Companies are requested to:**

- Help students to meet their training objectives.
- Provide an appropriate work environment.
- Treat students as junior colleagues by involving them in projects and tasks according to their educational focus.
- Provide adequate support, guidance, and supervision.
- Consult with the course instructor (course supervisor) as necessary.
- Keep a record of the students' working hours. (A time sheet can be provided.)
- Provide students with feedback throughout the internship period and complete an evaluation form at the end of the internship.

### **Prior to the beginning of the internship, the company representative/trainee will:**

- Familiarize the student with the company's procedures, policies, and resources.
- Guide the intern/student in organizing her tasks and determining management procedures.
- Discuss the internship specifics with the supervisor and the student.
- Establish a positive relationship with the intern, promoting good will for all concerned.

### **During the internship the company representative will:**

- Develop positive, proactive relationships with the intern, the university supervisor, and the Career Development Office personnel at Effat University.
- Become sensitive to the intern's needs and provide consistent, high-quality mentoring that will ensure a successful performance. **A minimum of 10 hours of mentoring support per week is required at the beginning of the internship experience; the number of mentoring hours may be gradually reduced to 4 as the intern becomes competent.**
- Monitor and report the intern's/student's progress to the Supervisor and the Career Development Office. **Alert the student and the University supervisor immediately regarding any concerns.**
- At the midpoint of the internship, discuss indications of progress as specified on the evaluation form with the intern/student and her supervisor.
- Complete and sign the final evaluation form and obtain the intern's signature; submit the signed form to the University supervisor. (The form can be downloaded from Effat University's internal website.)

### **Requirements of Career Development Office:**

- Provide students with information on available opportunities for internships.
- Inform students about the program requirements.
- Serve as a liaison between students, employers, and internship supervisors.
- Assist with processing the necessary paperwork and placing students at appropriate internship sites.
- Establish communication between students who have finished their internships successfully and those who are just starting.

### **Requirements of Course Supervisor:**

- Inform students about program policies and requirements.
- Be available to communicate with the site supervisor if necessary.
- Provide guidance with technical and non-technical issues.
- Help resolve any problems that arise.
- Assign additional work if the student is unable to fulfill the required internship hours at the company.
- Guide students with preparing presentations and completing projects.
- Evaluate the students' work according to their project achievement, time fulfillment, teamwork, and success in performing assigned duties.
- Assign a course grade based on the site supervisor's evaluation.

### **Prior to the internship the course supervisor will:**

- Sign the Intern Clearance Form, verifying that the applicant's academic standing qualifies her to pursue an internship.
- Consult with company administrators and review conditions at the internship site to ensure that all necessary mentoring requirements and support conditions are in place.
- Provide the Career Development Office with a list of his/her interns/students and their internship sites, as soon as the hiring process is completed.
- If any intern/student proves unsuitable for any reason, provide Field Services with a recommendation for a replacement.
- **NOTE: The intern-hiring process must be completed no later than the specified dates.**

### **Requirements of Students:**

- Attend all required training for the internship.
- Work on finding internship placements using all resources available and then apply directly to the internship site or company.
- Behave as a junior colleague with CDO staff and at the internship site at all times.
- Maintain consistent communication with your assigned internship site.
- Discuss any concerns or problems with your supervisor.
- Familiarize yourself with the internship company's mission.
- Communicate your skills, talent, interests, and course requirements (if applicable) to the internship company/organization via the appropriate application, resume, or interview.
- Schedule an appointment with your supervisor before beginning the internship to discuss what is expected of you and then fill in Part I of the Evaluation Form.
- Abide by company policies, rules, and regulations, including specified work hours and breaks.
- Schedule an appointment with your supervisor after completing the internship placement to discuss the evaluation procedure and then sign Part II of the Evaluation Form.
- Maintain a time sheet or time card, which shall be monitored by your internship supervisor and forwarded to CDO at the end of the internship.
- Demonstrate appropriate professional behavior, according to Effat University standards.
- To earn a letter grade for the internship, you must submit a folder, which includes: a description of your daily tasks, any/all progress reports on your performance, a list of all completed projects, and a report of any/all activities reflecting effective participation in team-oriented activities.

This is an academic program paid for by your academic tuition fees. The duration of the program is applied toward the students' total course units during an academic semester.

## **Specifications for the Visual and Digital Production Department:**

This section describes the available internship tracks for VDP students, according to the four concentrations offered by the VDP Department. Internship supervisors may combine tasks from multiple tracks. All proposed work must be evaluated and approved by the internship supervisor.

### **1. Production Track**

#### **Knowledge and Skills:**

Students hoping to enter the entertainment industry in terms of either feature-filmmaking or television must acquire practical experience beyond the confines of the university campus. In the professional world, small groups are no longer the norm for producing media products, and, more typically, a production involves a complex delegation of responsibilities among dozens of personnel. Ideally, a student within the production track will have already identified which general function appeals the most among producing, directing, cinematography, gaffing, audio recording, and editing. Having established such a preference in advance will allow options to be narrowed to either “above the line” (business and preproduction) or “below the line” (actual filming) opportunities, as well as that of postproduction. If, for example, a student is interested in producing, she could be assigned to an actual producer as an office assistant, who would then be in a position to observe any number of dimensions to the planning stage of a film or television show. And, by the same token, if a student has her sights on being a director or otherwise involved in the actual filming process, she would probably function as a production assistant, who could, in turn, observe what each of the essential crew members do on a real film set. Whatever the case, interns should expect to answer to a primary supervisor, whose own function most closely matches the student’s interest. This supervisor will be responsible for organizing the intern’s time and duties toward the most productive learning outcomes.

#### **Expected Tasks: (depending on the student’s interests)**

- Executive Producer’s Assistant
- Casting Director’s Assistant
- Line Producer’s Assistant
- Wardrobe, Costume, and Make-Up Assistant
- Art Director’s or Set Designer’s Assistant
- 2<sup>nd</sup> or 3<sup>rd</sup> Assistant Director
- Camera/Grip Assistant
- Gaffing Assistant
- Sound Assistant
- General Production Assistant
- Editor’s Assistant

## **2. Screenwriting Track**

### **Knowledge and Skills:**

It is impossible to produce a film without a carefully constructed script, since this is the foundation for what appears onscreen. Whether greeted with an established, pre-written story or just a basic premise, it is the primary role of a professional screenwriter to transform narrative content into a polished, workable form. Screenwriting involves a different process than writing a normal story because the communication is audio-visual, not literary. Accordingly, screenwriters employ such strategies as using minimal dialogue to communicate emotions, and, in general, maintaining a heightened sensitivity toward the visual medium. At the same time, screenwriters must adhere to certain fundamental aspects of good storytelling, such as strong character development and plot points. Ultimately, the screenwriter's role in the overall media-making process is absolutely vital, since the functions of everyone else involved, including the producer, director, actors, and crew, emanate from his/her screenplay.

### **Expected Tasks:**

- Write and revise short-form and feature-form scripts.
- Demonstrate writing skill across several film and television genres.
- Develop the ability to critique colleagues' projects and assimilate their critiques.
- Write in treatment form, as well as shot outline, split script, and master scene formats.
- Turn an idea into a story, and the story into a screenplay.
- Write interactive stories with plot structure, dialogue (if any), narratives, etc.
- Write television scripts in various software formats (chats, dialogues, investigations, variety shows, etc.)
- Write and structure docudramas to communicate ideas effectively.
- Develop the idea, story structure, and character development for games.
- Demonstrate an understanding of technical strategies, such as single-camera scripts and multi camera scripts.

## **3. Animation Track**

### **Knowledge and Skills:**

With the increasing use of computer-generated imagery (CGI) in both live-action films and animated movies, animation careers are becoming increasingly technical. Nowadays, these jobs allow one to walk a fine line between art and technology, all within a larger storytelling context. Accordingly, the student must be introduced to both the creative and technical skills required to become a professional animator. The student will learn the necessary skills for designing animated media, as well as animating models, using state-of-the-art computer applications. Students will learn the principles of graphic design, as well as practice 2D animation. Eventually, students will use modeling tools to build 3D objects and worlds, and will learn to program interactive 3D environments such as games. In addition,

## Career Development Office

the student will be taught how to be an effective storyteller. This includes developing a good sense of timing and pacing, and learning how to make animated characters express emotions believably. Also, the student will acquire experience working within teams on various projects, which is inherent to current professional environments.

### **Expected Tasks:**

- Drawing storyboards for key scenes and creating realistic models for animated shorts.
- Designing an animated environment that includes backgrounds, sets, and objects.
- Designing believable characters.
- Photographing actors' movements and then animating them as 3-D characters.
- Working out the timing for any/all movement, and making sure everything meets the script and soundtrack requirements.
- Using computer software such as Toon Boom, Maya, Lightwave, and Softimage.
- Working as part of a team (directors, game designers, actors) to create games, movies, and visual effects.
- Working with clients (pitching ideas, developing concepts and timelines, and monitoring deadlines).

## **4. Interactive Media Track**

### **Knowledge and Skills:**

It is highly desirable in today's business world to communicate information through the Internet, CD-ROM/DVD-ROM, kiosks, computer displays, digital signage, and other digital equipment. This track is intended to meet these demands, and, accordingly, students will be trained for careers as interactive multimedia developers in a variety of web and CD-ROM/DVD-ROM-producing environments. Special emphasis will be placed on web developing, digital imaging, authoring, animation, photography, and video. The program will cover the creative and technical aspects for multimedia planning and development through cross platforms, including Mac OS, Windows, and mobile devices. Students are expected to complete both individual and team-based multimedia projects.

### **Expected Tasks:**

- Know current usability and accessibility standards and practices.
- Develop various interfaces for all customer interviews, and perform required usability tests.
- Implement and manage different platforms for multimedia projects.
- Design and develop website layouts, landing pages, microsites, email marketing collateral, as well as effective media banners.
- Collaborate with design and art teams for multimedia project presentation and layer development.

## Career Development Office

- Integrate general project elements like ad tags, tracking, global inclusions, and plug-ins.
- Present new functionality and technologies for web sites and projects.
- Write codes and test functionality of final products.
- Utilize industry-standard multimedia and graphics software packages.



## Appendix

### 1. Internship Report

#### **Internship Report Format:**

- Cover page (1 page)
- Preface (1 page)
- Acknowledgement (for company, organization, and trainer) (1 page)
- Organization Introduction, including business product, organization policy, process, etc. (3-5 pages)
- Job Training Description and Process (10 pages)
- Summary and Suggestions, including experience gained, applied knowledge, problems, etc. (5 pages)

(Students should provide details clearly and cover the entire internship period.)

#### **Basic Document Specifications:**

- Paper: SIZE A4
- Font: Times New Roman 12
- Paragraphing: double-spaced

#### **Margin :**

- Left: 3.0 cm
- Right: 2.5 cm
- Top: 2.5 cm
- Bottom: 2.5 cm
- Gutter: 0 cm
- Header and Footer: 1.25 cm

Career Development Office

### Template shots:

## INTERNSHIP REPORT

by

STUDENT NAME

Submitted to: Faculty of Engineering, ECE

Effat University,

August 2008

Organization/Company: (name and address)

Duration of the Internship: 12 weeks (dd-mm-yy – dd-mm-yy)

Supervisors during the Internship: (name, title, address)

(This page should be signed and stamped by the supervisor of the intern student)

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College Of Engineering  
**Electrical and Computer Engineering**  
Department

**STUDENT INTERNSHIP MANUAL**  
*(Guideline and Specifications)*

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## Introduction

All Electrical and Computer Engineering students have to participate in an engineering work experience prior to graduation. Internships are of vital importance to engineering students who prepare for careers in private industry, consulting, government and research. Internships bridge the gap between theory and practice, and provide students with practical, field-based, real-world experiences during their years of study at Effat University.

According to the Electrical and Computer Engineering Department's curriculum, students should participate in at least two internships during their undergraduate years, typically during the summer after completing 65 credit hours in the Department. The Career Development Office (CDO) and the Department of Electrical and Computer Engineering work collaboratively to identify and develop opportunities for students.

## Course Objectives

The internship course attempts to provide students with opportunities to learn and develop on four major fronts: Academic Learning, Career Development, Skill Development and Personal Development.

- **Academic Learning:** Internship helps students to draw a clear link between the textbook knowledge gained in the classroom and the real world work scenario.
- **Career Development:** Internship provides an opportunity to evaluate the knowledge; skills and qualifications needed for specific positions and thereby allows students to further explore their interests in those fields.
- **Skill Development:** Students gain an understanding of the skills and knowledge required in the workplace.
- **Personal Development:** Students gain critical thinking skills, interpersonal skills, decision making skills, increased confidence and self-esteem. Above all, they learn about professional responsibilities and how to conduct themselves in the working world.

## Requirements for the Students

Electrical and Computer Engineering students are required to complete a minimum of 240 hours of work in addition to meeting with the course professor at least once per week. In general, the 4-credit ECE internship lasts for approximately 6 - 8 weeks. Students who are interested in a more comprehensive training opportunity may make arrangements for a cooperative work experience. Cooperative experiences tend to be longer in duration and involve more intense work assignments.

## Policies and Guidelines

4. To enrol in the Supervised Internship ECE 390/ ECE490, students need to contact the Electrical and Computer Engineering Department and/or the Career Development Office to ensure they are eligible for an internship program, complete assigned paperwork and discuss the internship requirements.
5. The students registering for the internship course should meet the following criteria:
  - a. The student must be enrolled in the University.
  - b. The student must have a senior level standing or should have completed at least 65 credit hours.
  - c. The student must be in good academic standing / GPA 2 out of 4 and above.
6. The supervised internship is accompanied by a four credit hour course. Students enrolled in the course are required to complete a minimum of 240 hours of work.
7. A written report of the internship experience must be submitted at the end of the period. The content, layout and presentation of the written report are instrumental in assigning a grade to the internship course.
8. The placement supervisor will be required to complete a form reflecting an assessment of students' performance during the internship.

## Companies Are Requested To:

- Help students to meet the objectives of the course.
- Provide an appropriate working environment.
- Involve students in projects and tasks according to their educational background.
- Provide adequate support, guidance, and supervision.
- Consult with the course instructor (course supervisor) as necessary.
- Keep a record of the students' working hours (a time sheet can be provided).
- Structure working hours to allow students time to meet the course instructor weekly.
- Provide students with feedback throughout the internship period and complete an evaluation form at the end of the assignment.

**Prior to the beginning of the internship the company representative / trainee will:**

- Consult with the student regarding company's procedures, policies and resources.
- Assist the intern/student in organizing her tasks and determining management procedures.
- Discuss the internship plan with the supervisor and the student.
- Establish a relationship with the intern that will promote success for all concerned.

**During the internship the company representative will:**

- Develop a positive and trusting relationship with the intern, the university supervisor and the Career Development Office at Effat University, promote effective communication with all of these team players.
- Become sensitive to the intern's needs and provide consistent, high-quality mentoring that will ensure a successful performance. **A minimum of 10 hours of mentoring support per week is required at the beginning of the internship experience; the number of mentoring hours may be gradually reduced to 4 as the intern acquires proficiency.**
- Following are some ideas for providing assistance:
  - Give model tasks/projects to the intern.
  - Provide ideas and materials for tasks/projects; review plans and provide feedback.
  - Assist student with task/project management.
  - Assist with assessment of learning, including data collection and record keeping;
  - Guide the intern/student in the appropriate use of data.
  - Promote collegial relationships with other staff members; assist with other assignments, field trips, assemblies and other duties.
- Monitor and report the intern's/student's progress to the Supervisor and the Career Development Office. **Alert the student and the university supervisor immediately regarding any concerns.**
- At midpoint in the experience, discuss progress as identified by indicators on the evaluation form with the intern/student and the supervisor.
- Complete and sign the final evaluation form and obtain the intern's signature; submit the signed form to the university supervisor. The form can be accessed, completed and downloaded for signature at the internal Effat University Website.

## Requirements from the Course Supervisor

- Meet with students at least once a week to discuss their work.
- Be available to communicate with the site supervisor if needed.
- Provide guidance on technical and non-technical issues.
- Help resolve any problems that may arise.
- Assign additional work in case the student is not able to fulfil the required internship hours at the company.
- Guide students in preparing presentation and report.
- Evaluate the students' work according to their project achievements, time fulfilment, teamwork, and success in performing the assigned duties.
- Assign a course grade based on the site supervisor's and instructor's evaluation.

### **Prior to the internship the course supervisors will:**

- Sign the Intern Clearance Form, verifying that the applicant is qualified to be an intern based on the academic performance.
- Consult with company's administrators and review conditions at company/internship place to ascertain that all necessary mentoring requirements and support conditions are in place.
- Provide the Career Development Office with a list of interns/students, their internship places and their trainees as soon as the hiring process is completed by the district. If an internship does not result, provide Field Services with a recommendation for a student replacement.
- **NOTE: The intern hiring process must be completed no later than the specified dates.**

### **During the internship the course supervisors will:**

- Meet with the students and the trainee regularly to observe performance and discuss progress.
- Provide orientations for company representatives/trainees as needed.
- Participate in partnership conferences and meetings as invited.
- Provide written evaluation at each observation.
- At the midpoint of the experience, discuss with the intern/student and the trainee progress based on criteria listed on the evaluation form. The midpoint evaluation is not part of the intern's permanent file; however, information from the conference should be preserved by the student, teacher and the supervisor.
- Request the assistance of the Career Development Office as needed; all concerns which could result in unsuccessful completion of the internship must be reported to the Director of the Career Development Office.

## Career Development Office

- Obtain, review and sign the company representative / trainee's completed and signed final evaluation form; attach it to the supervisor's final evaluation form; have the intern/student sign both forms and submit them to the Career Development Office.
- To earn a letter grade for the internship, students should submit a folder including: a description of their daily work during the internship, all the progress reports written on their performance, a report on all the projects done, and a report on activities that reflect effective participation in multi-disciplinary teams.

### Requirements from the Internship Students

- Regular attendance.
- Arriving on time.
- Being prepared.
- Maintaining a regular schedule.
- Maintain a time sheet or time card which shall be monitored by course instructor and forwarded to CDO at the end of placement.
- Completing all assignments.
- Maintain consistent communication with work site.
- Discuss problems with supervisor.
- Understand the company/organization mission.
- Communicate skills, talent, interests and course requirements (if applicable) to the company/organization through an application, CV or interview.
- Schedule an appointment with supervisor before beginning assignment to discuss what is expected of you and to sign Part I of the evaluation form.
- Schedule an appointment with supervisor after completing placement to discuss evaluation and sign Part II of the evaluation form.
- Consult with the company representative/trainee and the supervisor regarding needs of students in the classroom, curriculum planning, classroom management, assessment of learning, parent.
- Perform all responsibilities/ tasks/ projects assigned.
- Invite ongoing evaluation and keep a record of conferences and recommendations.
- Discuss professional growth and concerns with the company representative/ trainee and the supervisor; notify the Department and the Career Development Office regarding any unresolved concerns.
- Participate in the final evaluation process; sign the representative's and the supervisor's final evaluation forms.
- Establish an employment file (if required by the company); the final evaluation forms will be forwarded to the Career Development Office for inclusion in the file.
- To earn a letter grade for the internship, students should submit a folder including: a description of your daily work during the internship, all the progress reports written on



your performance, a report on all the projects done, and a report on activities that reflect effective participation in multi-disciplinary teams.

## Specifications for Electrical and Computer Engineering:

This part describes the Internship areas for ECE students according to the four Concentrations offered at the ECE Department. Internship supervisors may combine tasks from multiple areas. All proposed work must be evaluated and approved by the course instructor.

### 5. Digital Systems

#### Knowledge and Skills:

Digital Systems primarily involves the design and utilization of digital system hardware and software. Almost every electronic device made today contains a digital system in the form of application-dependent digital interfaces or microprocessors. Digital systems involve discrete, quantized electrical signals which are represented by strings of binary digits. The major topics include Boolean algebra, combinational logic design, sequential logic design, digital integrated circuits, programmable logic devices, computer design, and microprocessor hardware and software. Typical end-products of a digital system designer are computers, microprocessors, video games, industrial data acquisition and control systems, medical instrumentation, and automobile instrumentation. The ultimate products developed within many of the Electrical and Computer Engineering areas are often implemented with digital systems, including control systems, telecommunications systems, and signal processing systems.

#### Expected Tasks:

- Design, construction, operation and maintenance of computer systems.
- Development, testing and evaluation of software for systems
- Constructing and maintaining general computer applications software and specialized utility programs.
- Team work in designing hardware, software and digital systems.
- Handling Graphic workstations and electronic publishing utilities
- Controlling Specialized computer labs
- Interfacing computers in measurement and control applications, control systems and data logging applications.
- Computerized automotive systems.
- Computer Aided Design and Computer Aided manufacturing systems.
- Building management information systems.
- Development of operating systems for special applications.
- Database system design, operation, and maintenance.

## **6. Communications**

### **Knowledge and Skills:**

The field of communications is concerned with processing signals and finding the best way to transmit and receive signals, which may be voice, picture, or computer data. Communications engineering is a rapidly growing field. In just one century, it has progressed from telegraph systems capable of sending only a few letters per second over wires. Now, wired and wireless communications systems are capable of sending voice, pictures, and digital data anywhere in the world at very high rates. Advances in communications make possible modern devices such as the telephone, radio, television, computer modems, FAX machines, and radio navigation systems. Other devices, such as Compact Discs (CDs), computer disks, and magnetic tapes are also communication systems since they transfer a message through time via an optical or magnetic medium. Communication technologies like fibre optics, satellite, mobile devices, cellular networks and wireless interfacing has made the communication faster and convenient.

### **Expected Tasks:**

- Modify, maintain and repair telecommunication equipment's.
- Operate complex communication systems
- Operating radio and television transmission systems
- Operating satellite receiver systems, microwave transmitters and receivers and switchers.
- Making coaxial and fibre optic cable distribution systems
- Monitoring and troubleshooting communication test equipment's.
- Planning, designing and development of communication networks
- Controlling and managing network operating systems and network computers.
- Telecommunication device designs and production.
- Installing and configuring Networked information infrastructure technology.
- Design of protocols for local area and wide area networks

## 7. Microelectronics

### Knowledge and Skills:

Electronic devices form the building blocks of most computers and electrical systems. Some examples of systems are telephones, radios, television, controllers, oscilloscopes, logic gates, memories, digital systems, computers, power circuits, integrated circuits and instrumentation systems. Analysis of devices and circuits is an essential task in the evaluation of these systems. The designers and engineers of this field conceive and design these building blocks while engineers in other areas develop systems using these building blocks.

Very Large Scale Integration (VLSI) is the product of the latest revolution in the development of integrated circuits. VLSI is becoming the basic building block for digital and computer electronics. Customized VLSI signal processing chips have been used, for example, to improve functionality of modern systems since microprocessor-controlled instrumentation is already a reality.

### Expected Tasks:

- Circuits and System testing
- Electronic product development
- Prototype construction and testing
- Circuit and System modification
- System operation and Manufacturing
- PCB designing
- Developing chips and microscopic devices
- Microprocessor and microcontroller design
- Electronic Instrumentation
- System designing and troubleshooting
- Wired and Wireless hardware interface design
- Building Electronic entertainment device
- Hardware and Software interfacing and configuration of electronic systems

## **8. Control Systems and Robotics**

### **Knowledge and Skills:**

Control systems permeate life in all advanced societies today. Control systems are integral parts of applications such as automatic toasters, heating and cooling systems, washers and dryers, space vehicles, robots and industrial processes. Control systems concern with methods to regulate and optimize quantities such as force, stress, temperature, altitude, and speed over time. For example, control methods are used to control work process of many equipment's such as launch processes of space ships, airplanes, automobiles, heater temperature, elevators, machines, power plants, and medical treatment devices. The system quantities being controlled are sensed, fed back and used to control the system. The theory of control is based on firm mathematical foundations including differential equations, optimization and stability theory. Due to advances in computer technology, many industrial companies use computers for control purposes. The control systems area affects, in one way or another, all other engineering disciplines.

Robotics is a diverse field of study that incorporates many aspects of science and technology. It's a multi-disciplinary hybrid technology that involves computer science with artificial intelligence, mechanical, electrical and electronic engineering aspects aimed at performing repetitive and diverse functions programmed beforehand. Its application is in the field of clinical research and particularly in the area of medical robotics, medical automation, bio-robotics, miniature-robotics and rehabilitation robotics where it benefits in bringing the much sought after relief in improvement of human health, welfare and wellbeing.

### **Expected Tasks:**

- Design and implementation of control systems
- Developing and organizing complex artificial systems
- Analysing control process.
- Designing Electric servo systems
- Installing Sensor-dependent systems
- Operating Navigational systems
- Operating Safety and Security systems
- Operation and maintenance of Bio medical equipment's
- Designing special purpose robots

Career Development Office

## Appendix

### **1. Personal Software Process Time Recording Log**

It is an excel sheet has the information shown in this snapshot

	A	B	C	D	E	F	G
1	ECE 390 Time Recording Log						
2							
3	Student/Team:				Date Submitted:		
4	Instructor:				Project/Program:		
5							
6				Work Time	Interruption		
7	Date	Start Time	Stop Time	(Stop-Start)	Time	Phase	Comments
8							
9							
10							
11							

**2. An example of how to fill out the Time Recording Log is at this link.**

	A	B	C	D	E	F	G
1	ECE 390 Time Recording Log						
2							
3	Student/Team:	Student Name				Date Submitted:	9-Sep-12
4	Instructor:	Mohamed Shehata				Project/Program:	Project you are working on
5							
6				Work Time	Interruption		
7	Date	Start Time	Stop Time	(Stop-Start)	Time	Phase	Comments
8	5/2/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
9	5/3/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
10	5/4/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
11	5/5/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
12	5/6/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
13	5/9/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
14	5/10/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
15	5/11/2005	7:30 a.m	12:00 p.m		4.5		What you did during this time
16	5/12/2005	8:00 a.m.	12:00 p.m		4		What you did during this time
17	5/13/2005	8:00 a.m.	12:00 p.m		4		What you did during this time
18	Total Hours for this reporting period				44		
19							
20							

### 3. Internship Report

#### Internship Report Format

- Cover page (1 page)
- Preface (1 page)
- Acknowledgement (for company, organization and trainer) (1 page)
- Organization Introduction (Business, Product, Organization policy, Process, etc.)(3-5 pages)
- Job training description and process (10 pages)
- Summary and suggestions (Experience gained, Applying knowledge, Problems, etc.) (5 pages)

Students should give the details in clearly and cover all internship period.

#### The basic document specifications

- Paper SIZE A4
- Fonts Text Times New Roman 12
- Fonts Times New Roman 12

#### Margin :

- Left 3.0 cm
- Right 2.5 cm
- Top 2.5 cm
- Bottom 2.5 cm
- Gutter 0 cm
- Header and Footer : 1.25 cm

Career Development Office

## Template shots

### INTERNSHIP REPORT

by

STUDENT NAME

Submitted to: Faculty of Engineering, ECE

Effat University,

August 2008

Organization/Company: (name and address)

Duration of the Internship: 12 weeks (dd-mm-yy – dd-mm-yy)

Supervisors during the Internship: (name, title, address)

(This page should be signed and stamped by the supervisor of the intern student)

### TABLE OF CONTENTS

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### Figures, Tables and Link to Them in Content

Figures are used to display pictures, diagrams, charts... Generally, each figure is a *stand-alone* piece of information. The figure's title is center alignment, separately numbered in each chapter and placed after the figure. The list of abbreviations and essential explanation or notes about the figure can place after the figure's title and formatted different to normal text. Figures can have border to separate to text. A sample of figure representation can be seen in Figure 2.1.

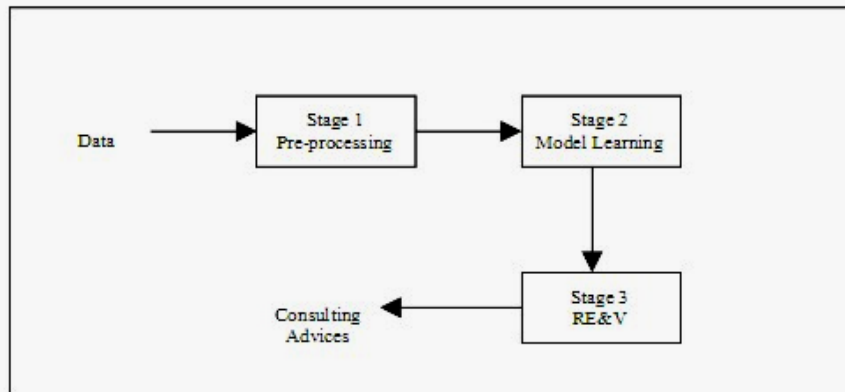


Figure 2.1 – A sample of figure representation

#### Notes:

RE&V: Rules Extraction and Validation.

Whenever a figure is placed in the document, links to this figure have to made in the content. Common mistakes are placing a figure without any link or wrongly link as “the diagram is display in the following figure:” or “the above/following figure displays...”. The correct way to link to figure in content can be one of following cases:

## Career Development Office

- Figure 2.1 displays the model of processing data.
- Data is processed in several consequent stages as in Figure 2.1.
- Data is processed in several consequent stages (see Figure 2.1).

Tables are used to represent data required to be displayed in columns and rows. The format and link of tables are similar to figures. The only different point is the table's title is placed **in front of** the table.

### Reference

#### **Format of your document:**

Your document should be written using Times New Roman 12-point, double spacing.

### References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ... .” Unfortunately the IEEE document translator cannot handle automatic endnotes in *Word*; therefore, type the reference list at the end of the paper using the “References” style. Remember that **only cited references are added into the reference list**.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors' names; do not use “*et al.*” unless there are three authors or more. Use a space after authors' initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been submitted for publication should be cited as “submitted for publication” [5]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

### REFERENCES

- [1] G. O. Young, “Synthetic structure of industrial plastics (Book style with paper title and editor),” in *Plastics*, 2nd ed. vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.
- [2] W.-K. Chen, *Linear Networks and Systems* (Book style). Belmont, CA: Wadsworth, 1993, pp. 123–135.
- [3] H. Poor, *An Introduction to Signal Detection and Estimation*. New York: Springer-Verlag, 1985, ch. 4.
- [4] B. Smith, “An approach to graphs of linear forms (Unpublished work style),” unpublished.
- [5] E. H. Miller, “A note on reflector arrays (Periodical style—Accepted for publication),” *IEEE Trans. Antennas Propagat.*, to be published.

### 3| College of Business

- \* Department of Entrepreneurship
  - \* Department of Finance
  - \* Department of Human Resources Management
  - \* Department of Marketing
  - \* Department of Operations & Information Management
- 

## **STUDENT INTERNSHIP MANUAL** *(Guideline and Specifications)*

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## Internship Guidelines and Specifications:

Students of the College of Business at Effat University are required to participate in an internship program. The goal of an internship is to apply knowledge acquired in the classroom to real-world situations, as well as gain the skills and experience that is necessary to prepare the student for a successful career in their field.

### Policies:

1. To enroll in the Supervised Internship course, the student needs to contact CDO staff in order to: ensure that she is eligible for the course, complete assigned work and discuss the internship requirements.
2. The student registering for the internship course should meet the following criteria:
  - a. She must be enrolled in the University.
  - b. She must have completed at least 90 credit hours.
  - c. She must be in good academic standing/ a minimum of GPA 2 out of 4.
3. The supervised internship is offered as a three-credit hour course. Students enrolled in the course are required to complete a minimum of 300 hours of work.
4. The grading of the course considers the oral presentation as well as a written report in a specified format describing the internship experience.
5. The placement supervisor will be required to complete a form reflecting an assessment of the student's performance during the internship.

### Requirements for Companies:

Business students are required to complete a minimum of 300 hours of work in addition to meeting with the course professor at least once per week. In general, the 3-credit internship course lasts for approximately 6 – 8 weeks. Students who are interested in a more comprehensive training opportunity may make arrangements for *cooperative work experience*. *Cooperative experiences* tend to be longer in duration and involve more intense work assignments.

**Course Objectives:** The internship course attempts to provide students with opportunities to learn and develop on four major fronts: Academic Learning, Career Development, Skill Development, and Personal Development.

- **Academic learning:** Internship helps students to draw a clear link between the knowledge gained in the classroom and the real word work scenario.

## Career Development Office

- **Career Development:** Internship provides an opportunity to evaluate the knowledge; skills and qualifications needed for specific positions and thereby allows students to further explore their interests in those fields.
- **Skill Development:** Students gain an understanding of the skills and knowledge required at the workplace by participating in hands-on professional practice and project management.
- **Personal Development:** Students gain critical thinking skills, interpersonal skills, decision-making skills, communications skills and increased confidence and self-esteem. Above all, they learn about professional responsibilities and experience how to conduct themselves in the working world.

### Companies are requested to:

- Help students to meet the objectives of the training.
- Provide an appropriate working environment.
- Treat students as junior colleagues by involving them in projects and tasks according to their educational backgrounds.
- Provide adequate support, guidance, and supervision.
- Consult with the course instructor (course supervisor) as necessary.
- Keep a record of the students' working hours (a time sheet can be provided).
- Structure working hours to allow students time to meet the course instructor weekly.
- Provide students with feedback throughout the internship period and complete an evaluation form at the end of the assignment.

### Requirements of Career Development Office:

- Provide students with information on all possible and available opportunities for internships.
- Inform students about the program requirements.
- Serve as a liaison between student, employer, and instructor.
- Assist with processing paperwork and placing student at an internship site.

## Career Development Office

- Liaise between students who have finished their internships successfully and those who are starting.

### **Requirements of Course Supervisor:**

- Inform students about the program policies and requirements.
- Meet with students at least once a week to discuss their work.
- Be available to communicate with the site supervisor if needed.
- Provide guidance on technical and non-technical issues.
- Help resolve any problems that may arise.
- Assign additional work in case the student is not able to fulfil the required internship hours at the company.
- Guide students in preparing presentation and report.
- Evaluate the students' work according to their project achievements, time fulfilment, teamwork, and success in performing the assigned duties.
- Assign a course grade based on the site supervisor's and instructor's evaluation.

### **Requirements of Students:**

- Attend all required training for internship.
- Work on finding internship placements using resources available and apply directly to a workplace.
- Behave as junior colleagues to CDO staff and at the work place at all times.
- Maintain consistent communication with work site.
- Discuss problems with supervisor.
- Understand the company/organization's mission.
- Communicate skills, talent, interests and course requirements (if applicable) to the company/organization through an application, CV or interview.
- Schedule an appointment with supervisor before beginning assignment to discuss what is expected and to sign Part I of the evaluation form.

## Career Development Office

- Abide by company policies, rules, and regulations including established work hours and breaks.
- Schedule an appointment with supervisor after completing placement to discuss evaluation and sign Part II of the evaluation form.
- Maintain a time sheet or time card which shall be monitored by course instructor and forwarded to CDO at the end of placement.
- Demonstrate appropriate professional behaviour which reflects on Effat University.

### **Specifications for the internship by department:**

This part describes by department, the capabilities of the students and the various types of work to which they may be assigned. Internship supervisors may combine tasks from multiple areas. All proposed work must be evaluated and approved by the course instructor.

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#### **1. ENTREPRENEURSHIP INTERNS**

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##### **Possible areas of Industry**

- Banking ( Services)
- Trading sector
- Manufacturing sector
- Government Organization

##### **Working areas/Departments**

- Banks-Financing of loans to Small and Medium Enterprises (SME's)
- Banks- Transferring of funds between different accounts pertaining same clients.
- Banks- Record keeping of each family member's account within a family owned business.
- Trading sector- Research and development department.
- Trading sector – Competitive strategies
- Trading section – Expansion of Business
- Manufacturing sector – Creativity and innovations
- Manufacturing sector – Physical Plant
- Government Organizations – Trainings for start –ups
- Government Organizations – Feasibility Study
- Government Organizations – Consultancy for SME's.

##### **Typical tasks**

- Banks – Assess credibility of clients and calculate amount of loan client qualifies for.
- Banks – Client portfolio



## Career Development Office

- Banks – Family members portfolio
- Trading Sector – Create new products
- Trading Sector – Screening and analyzing competitors.
- Trading Sector – Projections plans.
- Manufacturing Sector – Product design and development
- Manufacturing Sector – Plant layout
- Government Organizations – Design training programs
- Government Organizations – Executing Feasibility study
- Government Organizations – Accept consultancy clients.

### Required knowledge and skills

- Communication skills
- Problem solving skills
- Creativity and innovation skills
- Self-confidence
- Team-building skills
- Motivational skills

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## 2. FINANCE INTERNS

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### Possible areas of industry

- Banking
- Corporate Finance
- Financial Services
- Real Estate Finance and Investment
- Accounting and Auditing
- Financial investment management

### Work types

- Credit Officer
- Bank Manager
- Financial Analyst
- Auditor
- Risk Manager
- Market Analyst
- Accounting Officer
- Financial Planner
- Stock Broker
- Real Estate Manager
- Financial Advisor
- Portfolio Manager

### Typical tasks

- Analyzing and interpreting financial statements
- Advising in relation to investment opportunities and wealth management
- Assisting the finance department in preparation of various financial statements
- Preparing performance reports based on financial statements analysis and market data.
- Handling bank deposits and withdrawal activities
- Advising the clients in relation to financial plans and targets
- Assisting in issuing and selling financial instruments
- Participating in the development of new financial assets or products
- Managing the credit analysis process for different clients
- Assisting in credit approval functions from receiving the application to the submission of credit report to the committee
- Assisting the financial institution in risk management and profit maximization

### Required knowledge and skills

- Interpersonal communication skills
- Ability to synthesize
- Problem solving skills
- Leadership
- Decision making
- Flexibility and adaptability
- Awareness of global environment.
- Performance analysis and evaluation
- Ability to work to time and budget constraints
- Market forecast
- Good business judgment
- Ability to control cost and risk

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## 3. HUMAN RESOURCES INTERNS

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### Possible working areas

- Job Specification
- HR Planning
- Recruitment, Selection and Placement
- Compensation and Benefits Management
- Training and Development
- Performance Appraisal and Management
- Employee Relations

### Typical tasks

- Collecting information about the organization on history, type of business, activities, products / services, mission, goals and objectives
- Studying Organizational Structures and ways of communication
- Conduct a research on HR functions of the organization
- Recommendations to improve the effectiveness and efficiency of HR department

### Required knowledge and skills

- Principles of Management
- Organizational Behavior
- Managing HR
- HR Functions
- Communication skills
- High flexibility and adaptability
- Ability to synthesize
- Good business judgment
- Leadership ability
- Problem solving ability

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## 4. MARKETING INTERNS

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### Possible areas and different work types

- Marketing
  - Coordinator/ Assistant Manager/ Manager
- Branding
  - Coordinator/ Assistant Manager/ Manager
- Sales
  - Coordinator/Executive/Representative/Assistant Manager/ Manager
- Advertising
  - Account executive/ Account Assistant Manager/ Account Manager/Copywriter
- Media
  - Booking Agent/ Media Planner/Assistant Manager/ Account Manager
- Strategic Planning
  - Assistant/Officer/Assistant Manager/Manager
- Market Research
  - Assistant/Officer/Assistant Manager/Manager
- Public Relations
  - Officer/Assistant Manager/Manager

### Typical tasks

- Design promotional campaigns
- Contact advertising agencies
- Participate in designing brochures, pamphlets and advertisements
- Participate in designing product packaging
- Manage and assist call centers to enhance customer relations
- Participate in pricing products by virtue of offering discounts, rebates, allowances and gifts
- Assist with planning and delivering presentations, workshops, etc, intended to create customer awareness of particular products
- Answer and forward customer enquiries and questions
- Conduct market analyses
- Conduct market research

### Required knowledge and skills

- Interpersonal communication skills
- Creativity and visualizing
- Selling
- Basic financial knowledge
- Communication skills
- High flexibility and adaptability
- Ability to synthesize
- Good business judgment
- Leadership ability
- Problem solving ability

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## 5. OPERATIONS AND INFORMATION MANAGEMENT INTERNS:

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### Work areas

The lists of typical jobs in the Operations Management track and the Information Management track below apply to almost any company/organization operating in either the industrial or the service sector (e.g. hospitals, hotels, airports, banks, etc.)

#### 5.1. Operations Management Interns:

##### Work Types

- Operations management officer
- Business analyst

## Career Development Office

- Internal auditor
- Supply chain manager
- Resources traffic manager
- Distribution and logistics planning officer
- Materials manager
- Inventory planning and control officer
- Project manager
- Quality control manager
- Business process improvement or reengineering officer

### Typical tasks

- Assist with forecasting, inventory planning, scheduling, purchasing, and new product development
- Define and assist in improvement initiatives
- Participate in decision making processes
- Prepare Quality Audits
- Analyze various types of data and recommend costs savings
- Conduct data gathering, mapping and analysis of processes
- Create standardized operating procedure documentation
- Assist with creating process control and training documents that will be entered into a quality management system
- Review price changes and analyze impact
- Assist with period reporting
- Assist with the supervising and coordination of the activities of all department employees such as :
  - analyzing staffing requirements,
  - scheduling personnel,
  - teaching technical processes,
  - ensuring workload and needs of customers are met, identifying and eliminating safety concerns,
  - developing a plan to improve quality and output within the departments

### Required knowledge and skills

- Forecasting techniques
- Statistical quality control
- Total quality management
- Decision making
- Process analysis
- Project management skills
- Problem solving skills

## Career Development Office

- Communication skills
- Flexibility and adaptability
- Ability to synthesize
- Good level business judgment
- Interpersonal skills /Employee relations

### 5.2. Information Management Interns:

#### Typical works

- Database administrator
- Business analyst
- System analyst
- IS project manager
- Systems Analyst
- End-user Support Analyst
- Technical Support Network Analyst
- Application Developer
- Information Security Manager
- Web/E-commerce System Developer

#### Typical tasks

- Assist in developing data models
- Assist in developing process models
- Participate in decision making processes
- Observe and/or assist database staff with designing, implementing and managing databases
- Assist with data entry and report generation
- Create databases
- Participate in managing an IS project.
- Assist in requirement identification and development of requirement statements
- Observe and assist systems analysts in developing logical and physical system models
- Assist in preparing analysis and design specifications
- Assist in developing system database and repositories
- Assist with selecting or testing new commercial system
- Assist in developing an e-commerce site/business applications

#### Required knowledge and skills

- Analysis and design specifications
- Data analysis and quantitative modeling

## Career Development Office

- Problem solving skills
- Process analysis
- Database management skills
- Project management skills
- Simple database applications
- Communication skills
- Ability to synthesize
- Good level business judgment
- Flexibility and adaptability
- Interpersonal skills /Employee relations

### **Our Best Wishes...**

...goes to you. And don't forget, we are always here, and happy to assist you in case you needed any help. We hope you enjoy your internship and gain the experience you aspire for.



## Tips for Success:

### ▪ **Internship Commitment “Brand yourself”:**

Once you turn in the internship contract and agree to the requirements stated on the form and the guide book. Remember that you are not only representing yourself, you are also representing Effat University. This is an opportunity for you to create an impression or your University in the professional community. Please let it be a good one.

### ▪ **Be Ready..:**

Be prepared for every interview by researching the organization in advance and preparing answers to interview questions. Also prepare the questions that you want to ask in case you were inquired about any, pay attention to the questions directed to you and take your time in answering them, keep your answers short precise and to the point as you don't have much time to elaborate on each question.

### ▪ **Professionalism:**

Your professionalism is expected at all times during your internship towards your site supervisor and all staff members you are working and interacting with. You are now representing yourself along with everything you studied and worked for your entire life along with the image of Effat University.

### ▪ **Dress to Success:**

Dressing properly and professionally is an important key to success, how you dress gives a first impression on your personality, and first impressions are always important. Wear something comfortable yet practical, you should be able to move easy, dark and cold colours are more appealing, fluorescent colours are always annoying and will cause a distraction to you and the people around. Don't wear too much or too bright make up, simplicity always equals elegance especially when you are working.

In a mixed environment, wear an appropriate unrevealing Abaya that gives you more freedom when you are moving and gives a respectful impression about you that shows a decent Effat ambassador picture.

### ▪ **Attendance and Punctuality:**

Make sure you devote exactly the number of hours you agreed on to the tasks assigned to you. If you are ill and can't go, notify your site supervisor a day before, this is not just a matter of common courtesy. The site supervisor is responsible for your attendance and safety. It is your responsibility to make up for the hours you missed. Absence without notifying the site supervisor will be reported to the CDO office and you will be held responsible for it. Punctuality and appropriate behaviour are expected from you as an intern.

## Career Development Office

- **Confidentiality:**

When you start your internship at an organization, you become a part of it. Some offices in the organization will include you in areas of discussion or in projects which require confidentiality if you were given access to confidential information about clients or patients or even the organization's files system. It might involve a computer project with private information concerning company policies or data on clients. You must use discretion when discussing your internship with others. Confidentiality must be respected at all times.

- **Passing the Torch:**

At the end of your internship you are required to write a report about your experience and hand it to the CDO office in addition to a Power Point Presentation in the Internship Forum of the Year for future interns to benefit from.

## APPENDICES

- A. Career Development Office Internship Registration Form
- B. Integrated Internship Application / Contract
- C. Internship Time Sheet
- D. Students' Intern Performance Evaluation
- E. Internship Self- Evaluation

## Appendix A Career Development Office Internship Registration Form

### Internship Registration Form

Name: ..... Student ID: .....  
Major: ..... Level: .....  
Concentration (Example: OB in PSY, HR in Business): ..... GPA: .....  
Nationality: ..... Mobile No.: .....

Please answer the following questions:

- When are you supposed to start your internship?  
.....
- Is this going to be your first internship?  
.....
- What is the type of Industry / Company would like to join? Name them. (Example: Effat University/ NCB/ Saudi Aramco etc.)  
.....  
.....

- This form is to give an idea on how to help you. However, we do not guarantee the placement that you are looking for.
- You will need to fill the contract before/within the first week of starting your internship.
- Internship Eligibility:
  - GPA: 2.0 +
  - You have fulfilled all prerequisite courses to be eligible for internship (Pls. refer to the updated Course Catalogue)

I acknowledge that the information above is valid. I understand that if I give wrong/false information, my internship is invalid.

Student's Name:

Signature

Date

Career Development Office:

Name

Signature

Date

## Appendix B

### Integrated Internship Application / Contract

- Please read carefully, before filling out and signing the form.
  - Incomplete forms will not be accepted.
  - This form has to be signed by all involved parties and handed to the Career Development Office within 30 days before internship starts.
1. An integrated internship is a form of independent study. It enables you to examine a topic which can best be studied through a combination of field work and regular academic work with a faculty supervisor. The field work will be integrated with your academic study by means of the reading and writing you do for the professor. The internship normally earns one course credit.
  2. Discuss your internship requirements with your supervisor or head of department. **THINK ABOUT YOUR EDUCATIONAL OBJECTIVES** and how you hope to achieve them. Decide how you want to integrate the field work and academic work. Agree with your supervising professor on the academic part of the contract: Papers, meetings, etc.
  3. **GET SIGNATURES.** The form must be signed after it is filled out by: yourself, your guardian, your supervisor, head of department, field supervisor and the Career Development Office. **MISSING SIGNATURES MEAN THE CONTRACT WILL NOT BE ACCEPTED**
  4. The signature of the chair entails that the placement fits the requirements, specifications and guidelines of the departments Internship
  5. Please sign forms in the order listed in the contract as approvals are based on the previous person's approval.
  6. Your registration will be valid only if your internship contract has been approved.
  7. Give copies of the contract to your supervisor and field supervisor. Keep one for yourself and hand in the original to CDO.

**PLEASE BE SURE THAT YOUR CONTRACT IS LIGEBLE AND COMPLETE.**

Career Development Office

**Please fill the following application, read carefully before signing:**

**1. Student Information:**

**Name:**.....  
.....

**Student ID:** .....

**University Major:** ..... **Level/ Year:** .....

**Telephone:**..... **Mobile:**.....

**Fax:** .....

**Email:** .....

- a. I will maintain constant communication with the Career Development Office before and during my internship regarding any updates of placement issues.
- b. I will not change my internship placement without updating my supervisor and the Career Development Office, present a legit reason approved by both Course supervisor and CDO.
- c. I will maintain consistent communication with my course supervisor and site supervisor.
- d. I understand the company / organization mission where I am placed for my internship.
- e. I have communicated my skills, talent, interests and course requirements through an application, CV and interview (If applicable).
- f. I will maintain a time sheet record to be submitted to my course supervisor and the CDO at the end of my internship. The sheet will be provided by the CDO.
- g. I will fill out an evaluation form at the end of my internship and submit it to my course supervisor. A copy of the evaluation form will be submitted to the CDO.
- h. I will carry out all my internship responsibilities in a professional manner.
- i. If a problem arises, I will discuss it with my course supervisor and/or CDO personnel
- j. At the end of my internship; I will be responsible to deliver the report form that I receive from the CDO.

**JUST TO ADD TO THE FORM (personal feedback about the company - working atmosphere - her benefits from the internship - the negative points about the internship (if any) - and overall experience)**

**I have read and understood the terms above in addition to the student internship guide and agreed to abide by them. So, accordingly, I accept penalties (presented in the guide) that result in the case I violate the terms of the agreement.**

**Student's Name:** .....

**Signature**

**Date**

**2. Effat University Course Supervisor:**

**Name of Supervisor:** ..... **Department:**.....

**Position:**.....

**Telephone:** ..... **Ext:** .....

**Mobile:** .....

**Fax:** .....

**Email:** .....

Career Development Office

- a. I will meet with the intern at least once a week to discuss their work.
- b. I will be available to communicate with the site supervisor if needed.
- c. I will help resolve any problems that may arise.
- d. I will assign additional work in case the intern is not able to fulfill the required internship hours at the company.
- e. I will guide the intern in preparing their presentation and report.

Course Supervisor:

Name:

Signature

Date

**3. On-Site Supervisor Information:**

Company/Organization: .....

Supervisor of Student: .....

Position: .....

Telephone: .....Ext: .....

Mobile: .....

Fax: .....

Email: .....

Site Address: .....

Site P.O.Box: .....City: .....Zip Code: .....

- a. I will maintain consistent communication with the intern.
- b. I have provided information about the mission of our company / organization.
- c. I have submitted a summary of the training program to the student's supervisor and the Career Development Office of Effat University.
- d. I am aware of the student's skills, interests and course requirements and will seek to utilize those to meet the need of our company / organization.
- e. If a problem arises I will discuss it with the intern, her supervisor or the Career Development Office if needed.
- f. I will meet the intern before she begins her work to discuss what is expected of her.
- g. I will meet with the intern after she finishes her work to discuss the evaluation of her performance.

Site Supervisor

Name .....

Signature

Date

**4. Internship Placement Description**

Semester/Year:.....

Start Date: ..... End Date:.....

Times: .....

No. of Required Hours: .....

Career Development Office

### 1. Head of Department:

I have read all the information above and agree on the student's internship placement.

Head of Department:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 2. Parent Approval:

I ..... the undersigned is the guardian of the student..... I permit her to do her internship / training in..... (place) from ...../..... /..... to ..... /...../..... during the following hours ..... to .....

Guardian Name

Signature

Date

أفيدكم علما بأني ولي أمر طالبة .....  
أسمح لها بأن تؤدي العمل التطبيقي في (..... اسم المكان)  
من ..... إلى ..... (التاريخ)  
من ..... إلى ..... (الوقت)  
التوقيع  
اسم ولي الأمر  
التاريخ

### 3. Career Development Office:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Career Development Office

## Appendix C Internship Time Sheet

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

-

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

-

Course Supervisor: \_\_\_\_\_

-

Internship Site: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Contact Information:

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date	Time In	Time Out	Time In	Time Out	Total Hrs.

On Site Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Effat University Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D Students' Intern Performance Evaluation

Intern Name: \_\_\_\_\_

-

Position: \_\_\_\_\_

--

Supervisor: \_\_\_\_\_

--

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

-

Course Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

--

To be completed by the supervisor of the internship and discussed with the intern.

Directions: objectively evaluate this student's performance using the scale shown below:

**E** = Excellent 5    **A**= Above Average 4    **S**= Satisfactory 3    **N**= Needs Improvement 2

**U** = Unsatisfactory 1    **N/A**= Not Applicable 0

Performance Item	Rating	Comments, Examples
Quality of Work (Accuracy, Thoroughness)		
Quality of Work (Speed, Deadlines)		
Oral Communication, Expression of Ideas		
Written Communication Skills		
Completion of Assignments		
Acceptance of Responsibility		
Resourcefulness, Creativity		
Working Relationship with Others		
Initiative, Drive		
Enthusiasm, Interest in Job		
Appearance, Dress		
Attendance, Punctuality		

Career Development Office

Understanding, Adhering to Rules, Procedures		
<b>OVERALL PERFORMANCE RATING</b>		

## Appendix E Internship Self- Evaluation

Intern Name: \_\_\_\_\_

-

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

-

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

--

Site Supervisor: \_\_\_\_\_

--

Course Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

--

To be completed by the intern and discussed with the intern's course.

Directions: objectively evaluate this student's performance using the scale shown below:

**E** = Excellent 5    **A**= Above Average 4    **S**= Satisfactory 3    **N**= Needs Improvement 2

**U** = Unsatisfactory 1    **N/A**= Not Applicable 0

Evaluation Items	Rating	Comments, Examples
<b>Work Experience</b>		
Relationship to Work to Career Goals		
Training Received		
Supervision Received		
Level of Responsibility Assigned		
Abilities Utilized		
<b>Learning Experience</b>		
Learning Information, Skills or Techniques That is Not Learned in Class		

Career Development Office

Gained Career, Professional Knowledge		
Relationship of Academic Assignments to Work		
<b>Personal Development</b>		
Gained Greater Self-Confidence		
Improved Understanding of Strengths, Weaknesses		
Met People who Contributed to Professional Growth		
<b>OVERALL PERFORMANCE RATING</b>		