



جامعة خليفة
Khalifa University

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KU INTERNSHIP HANDBOOK

ACADEMIC YEAR 2021 – 2022



Career and Alumni Services Office
Student Services Department



جامعة خليفة
Khalifa University



TABLE OF CONTENTS

UNDERSTANDING INTERNSHIPS	06
WHAT IS AN INTERNSHIP?	07
AIM OF THE INTERNSHIP	07
INTERNSHIP OBJECTIVES	07
COURSE LEARNING OUTCOMES	08
INTERNSHIP COURSE GRADE	08
INTERNSHIP COURSE – TUITION FEE	08
INTERNSHIP ELIGIBILITY REQUIREMENTS	08
GUIDELINES & POLICIES	10
INTERNSHIP GUIDELINES	11
DEFERRING THE INTERNSHIP	11
INTERNSHIP OF SPONSORED STUDENTS	12
STUDENTS STANDARDS OF CONDUCT	12
INTERNATIONAL INTERNSHIPS	12
TRAVEL COSTS AND REIMBURSEMENTS (FOR INTERNATIONAL INTERNSHIPS)	12
WORKING HOURS	13
DRESS CODE	13
HEALTH AND SAFETY AT THE WORKPLACE	14
CONFIDENTIALITY AT WORK	14
STUDENT ACCOMMODATION	15
INTERNSHIP EVALUATION	15
INTERNSHIP COMPLETION REQUIREMENTS	15
PREPARING FOR THE INTERNSHIP	16
ATTENDING CAREER SESSIONS	17
INTERNSHIP DURATION (8 WEEKS)	17
INTERNSHIP PLAN	17
INTERNSHIP WEEKLY FORMS	17
LOG BOOK	17
INTERNSHIP REPORT	18
ASSESSMENT FORMS	18

APPLICATION PROCESS AND SELECTION PROCEDURE	20
.....
INTERNSHIP HANDBOOK	21
.....
INTERNSHIP ORIENTATION MEETING	21
.....
SYMPPLICITY CSM	21
.....
INTERNSHIP PLACEMENT SELECTION	21
.....
CONFIRMING INTERNSHIP PLACEMENTS	22
.....
INTERNATIONAL VS. LOCAL INTERNSHIPS	22
.....
PARTICIPANTS IN THE INTERNSHIP PROCESS	22
.....
ROLE OF THE CAREER SERVICES OFFICE	22
.....
ROLE OF THE REGISTRAR OFFICE	22
.....
ROLE OF ACADEMIC COORDINATORS	23
.....
LIST OF INTERNSHIP ACADEMIC COORDINATORS - MAIN CAMPUS	24
.....
ROLE OF ORGANIZATION SUPERVISORS	24
.....
ANNUAL KU INTERNSHIP FAIR	25
.....
INTERNSHIP FORMS	25
.....
INTERNSHIP PROGRAM - SAN CAMPUS	26
.....
INTRODUCTION	27
.....
PROGRAM OBJECTIVES	27
.....
BENEFITS	27
.....
COURSE DESCRIPTION	27
.....
COURSE PREREQUISITE	28
.....
ADNOC SCHOLAR APPLICATION PROCEDURES	29
.....
HEALTH ISSUES	29
.....
ASSIGNMENTS	29
.....
EVALUATION THROUGH SURVEYS	29
.....
EVALUATION BY AGC MENTORS	30
.....
EVALUATION BY SAN COORDINATORS	30
.....
LIST OF INTERNSHIP ACADEMIC COORDINATORS - SAN CAMPUS	30
.....
FACILITIES	30





UNDERSTANDING INTERNSHIPS

WHAT IS AN INTERNSHIP?

An Internship is a period of work placement conducted with an appropriately selected organization. This experiential learning requires students to undertake a tailored and mapped work plan to match the content covered in the student's program of study. Internships can be physical or online. The online internship program allows students to gain practical experience while working in a remote setting, not physically present at the actual placement location.

Students at Khalifa University must complete a minimum of 8 weeks of internship placement in order to graduate. Host organizations will treat internship students as regular employees, following the same working hours as the employees of the host organization.

AIM OF THE INTERNSHIP

The overall aim of internship is to:

- a. Link the conceptual and analytical abilities developed during the degree course with their wider practical applications in the industry
- b. Give students a sound base for professional development
- c. Ensure that graduates of Khalifa University gain needed industrial experience and exposure before applying for their first job after graduation
- d. Gain a valuable experience with potential and future employers in the market

The internship experience must be directly related to the student's major and should closely correlate "practice" with "theory." However, students are also encouraged to seek out learning opportunities which can be complementary to their education, particularly where the experience gained is in areas such as marketing, management and/or related domains. Students should view their internship placement as an opportunity to experience real world situations in organizations they are placed in and work towards developing personal, business, and technical skills.

INTERNSHIP OBJECTIVES

During the student internship period, industry exposure is expected and students will be required to have identified a set of specific objectives. These objectives must include some, but not necessarily all, of the following:

- Provide an appreciation of the practices of various engineering, art, science and technology fields, including processes, quality assurance, technology transfer, organization of production, testing, installation, commissioning, servicing, etc.;
- Provide a practical understanding of the specific engineering, art and science disciplines to which the student is exposed during the internship;
- Provide an understanding of the managerial, financial, legal and contractual aspects in an enterprise and to appreciate the importance of meeting market needs and customer requirements;
- Develop personal skills in working with people, within and outside the organization;
- Develop safety awareness and an early appreciation of personal rights, responsibilities and obligations;
- Encourage consideration of the range, suitability, reliability and costs of the resources and components used in a wide variety of processes;
- Provide a sound appreciation of the skills employed in, how these skills are acquired and the conditions under which people using them operate; and
- Create an awareness of the need for safe working conditions and for the requirements of appropriate health and safety legislation.

Students should use their internship period to develop their communication skills. Professional engineers, scientists, and technologists employed in many fields work closely with teams and other offices to collectively perform the expected tasks. In industry, this translates to working with superiors, subordinates, colleagues, suppliers, and customers. In every case, the success of a relationship and a project will depend on that interaction. Students should work on developing personal qualities such as credibility, professionalism, sensitivity, and teamwork. Opportunities to develop personal skills in the workplace will occur throughout your placement.

COURSE LEARNING OUTCOMES

In addition to the above-described objectives, the internship experience has the following specific course learning outcomes (CLOs). It is expected that at the conclusion of the internship experience, students will be able to:

NO	COURSE LEARNING OUTCOMES
1	Show an ability to participate in professional peer relationships with qualified practitioners, and to function autonomously in a technical role
2	Show knowledge and application of accepted professional and cultural standards of ethical behavior
3	Evaluate own contribution to professional practice and manage ongoing learning in a professional context
4	Describe clearly and concisely the relevant and potentially complex organizational, financial, and/or legal aspects of the business or field in which the internship took place

INTERNSHIP COURSE GRADE

The internship is a graduation requirement and counts as a one credit hour course with a PASS or FAIL (unsatisfactory) grade. The grade will not affect the students' GPA.

To graduate with a Bachelor of Science degree from Khalifa University students must spend a minimum of 8 consecutive weeks as an intern at some point during their junior (third) year.

INTERNSHIP COURSE – TUITION FEE

Internship course tuition fee is applicable. For UAE National students, their scholarship covers this tuition fee. For expatriate students, payment will depend on their scholarship (100%, 50%, etc.). For more information, please refer to your sponsorship contract.

INTERNSHIP ELIGIBILITY REQUIREMENTS

Students need to meet the following requirements to be eligible for an internship:

1. A minimum of 75 credits, of which 15 credits must be from their major, by the end of the fall semester preceding the year in which the internship will be taken.
2. The student must not be on academic probation. Under special circumstances, an exception may be given by approval from the academic department.
3. Students with a minimum CGPA of 2.0 by the end of the preceding spring semester are eligible for a Summer Internship. Enrolment of students with a CGPA below 2.0 is based solely on the recommendation of the respective Program Chair.

4. Students must agree to spend eight weeks with the assigned organization on-site and/or in offices except for off-shore sites where the respective company's policy prevails.
5. Other prerequisites might apply depending upon the student's major or program.

The internship will normally be carried out during the summer. Students can opt to do their internship nationally, internationally, or a combination of both. For international internships, please check the eligibility requirements found in the International Internships section.





GUIDELINES & POLICIES

INTERNSHIP GUIDELINES

- Internships will normally be carried out during the summer. Students can opt to do their internship nationally, internationally, or a combination of both.
- Sponsored students are required to intern with their sponsor. In special cases and with written approval from their sponsor, sponsored students can intern with other organizations.
- Internships should be taken by the end of the student's junior year.
- Internships can be postponed, under special circumstances and with permission from the Dean's Office.
- Students are not allowed to intern in family-owned organizations or work in organizations with family members.
- Students need to devote their time to the internship process and are not allowed to attend any other academic activities, such as taking summer courses or other activities during the internship period.
- Students must have passed all courses from the previous semester, and if there is a need to take any make up exam(s), Student Services and Registrar Office must be informed in order to make the necessary arrangements.
- Students need to decide if they want to source their own internship placement OR be assigned one through the University.
- Change of placement after selection by an organization is not allowed unless a written justification for the change is presented to the Internship Committee.
- Students may choose three organizations at which to complete their internship. The order of the granted choice of the organization is independent of the sequence or preference of the listed organizations.
- All offered internship opportunities provide equal exposure to industrial experience. All opportunities provide students with a rich learning experience.
- By working with students, faculty and industry, Career Services aims to secure internship placement for students as aligned with their major of study and program learning outcomes.
- In the event of choosing to complete a second internship during the period of study, the Career and Alumni Office will take on an advisory role, however the student will have to pursue the logistics to and approvals from his/her end.

DEFERRING THE INTERNSHIP

Normally students are expected to do their internship by the end of the third summer of their university program. Delaying or postponing internships is not allowed due to the following consequences:

1. Delaying your internship until the last summer of your academic year would delay your graduation until the end of the following fall semester as the Registration Department only reviews graduation requests a few times a year.
2. Delaying your internship until the following fall or spring could possibly require the student's full responsibility to find a relevant placement on their own. Career Services has a workflow which prioritizes students doing internships during the summer.
3. You may be required to repeat some course(s) from the previous fall or spring, which means your graduation could be delayed.

Deferring your internship due to health conditions or extreme family circumstances may be permitted if you get approval from the Dean's Office. Students need to fill the Internship Deferral Request Form and provide necessary evidence to the stated case.

INTERNSHIP OF SPONSORED STUDENTS

Sponsored students are required to intern with their sponsoring organizations. This is a general requirement of the sponsoring organization. In some cases, the sponsor may allow the sponsored student to intern with another organization, provided that the student gets a written approval from their sponsor. However, the sponsoring organization is always the default placement for the sponsored student, which will be indicated in the internship online application. The duration of the internship program is 8 weeks, although the sponsoring organization has the right to extend this period as needed.

Important Note: Sponsored students who may be qualified to apply for international internships will not, by default, be permitted to apply for these internships until they get written approval from their sponsoring organization allowing them to do so. Interested students need to get this approval ahead of time in order to be able to do their site selection as soon as they are available on Symplicity.

STUDENTS STANDARDS OF CONDUCT

Students need to recognize that, during their communication with their assigned organizations, and during their internship placements, they assume an important personal obligation to conduct themselves in a manner compatible with local laws and regulations.

Students are expected at all times and during their internship period to adhere to Khalifa University's policies for student conduct (including, without limitation, those set forth in the KU Student Handbook 2018-19 and, the Student Code of Conduct Policy, STL 5410) and follow the policies of the host institution (and with any instructions given by the Academic Internship Coordinators and Organization Supervisors). Students must act responsibly and become informed of, and will abide by, all such laws, regulations, policies and standards.

INTERNATIONAL INTERNSHIPS

Khalifa University works collaboratively with a number of organizations from various industries in different countries to secure proper internship placements for eligible students. The University pays careful attention when selecting eligible students who can best represent the University abroad.

- International internship opportunities are limited and competitive
- Opportunities are funded by the University and organizations

Eligibility Criteria for International Internships

- Open to UAE National students only
- Open to Khalifa University sponsored students
- Students need a GPA of 2.5 and above
- Female students need to get guardian permission
- Students need to pass the University screening process
- Students need to pass the organization's interview process

Should non-National students choose to complete their internship abroad, they will need to cover the expected expenses during this experience.

TRAVEL COSTS AND REIMBURSEMENTS (FOR INTERNATIONAL INTERNSHIPS)

Selected students who go on an international internship need to plan to cover part of their travel cost, such as daily expenses and or transportation to and back from the host company. Khalifa University will work with the host organizations to partially cover the costs related to air fare, appropriate accommodation, and travel insurance as per the University policy.

Students need to note that all travel arrangements should be done through the University. In case the student needs to do this on their own, a prior approval must be obtained. In cases where reimbursement is applicable and approved, students must submit all original receipts including boarding passes and booking details. Reimbursements will be made according to University policy.

WORKING HOURS

Students of Khalifa University are expected to complete 40 hours per week. They must adhere to the working hours of the organization they are interning with. Students should not change their hours or days of work with the organization. Students should never leave work early (unless with prior permission from their Organization Supervisor). Participating in any of the previously mentioned acts will result in failure to complete the internship satisfactorily.

Absences may occur due to the following unforeseen circumstances: death in the family, sudden illnesses, medical operations, car accidents, etc. Each case will be handled individually and with the discretion of the Organization Supervisor. Should the student become unable to complete the internship; he/she must inform the Organization Supervisor immediately.

DRESS CODE

An internship could be your gateway to potential employment so make sure you uphold the standards of a qualified and professional candidate. As they say, first impressions are the most lasting. Therefore, dress code is important to many organizations and it is used to communicate a certain corporate image. In some organizations, dress code is designed to comply with health and safety measures.

According to Colleen Sabatino, a leader in the career development industry and The Intern Coach, "Performance should represent 95% of business success, but the reality is that the split is 33% performance, 33% image, and 33% positive publicity (what people know about you)." How you look is important since people draw immediate conclusions about you on first sight. She also recommends that on the first day, interns should dress a bit more formally until they get a sense of the culture and style of the organization. She concludes, "a good rule of thumb is to avoid extremes in terms of clothing, jewelry, or scents at the start of your internship."

Some useful guidelines about recommended dress codes, described in the following table:

	MALE INTERN	FEMALE INTERN
LOCAL INTERNSHIP	<u>Emirati intern</u> : Wear Kandora and Ghutra during work inside of the office, or the appropriate clothes for working onsite or outdoors.	<u>Emirati intern</u> : Wear Sheila and Abaya and avoid wearing excessively high heels. Also, it is not a good idea to wear excessive make up.
	<u>Non Emirati intern</u> : Wear formal clothes (full suit, or shirt and tie) or smart casual, whatever is appropriate at your organization, or the appropriate clothes for working onsite or outdoors field. Avoid wearing jeans, casual caps or open- toe sandals and flip-flops.	<u>Non Emirati intern</u> : Wear conservative and appropriate clothing, and avoid short skirts, tight slacks and low necklines. Also, it is not a good idea to wear excessive make up.

INTERNATIONAL INTERNSHIP	MALE INTERN	FEMALE INTERN
	<p><u>Intern (all nationalities):</u> Wear formal (full suit, or shirt and tie) or smart casual, whatever is appropriate at your organization, or the appropriate clothes for working onsite or outdoors. Avoid wearing jeans or casual caps.</p>	<p><u>Intern (all nationalities):</u> Wear conservative and appropriate clothing, and avoid short skirts, tight slacks and low necklines. Also, it is not a good idea to wear excessive make up.</p>

HEALTH AND SAFETY AT THE WORKPLACE

1. As part of our commitment toward a healthy and safe environment for our students, we encourage all student interns to familiarize themselves with the health and safety protocols of their host company and adhere to them upon commencing an internship with the organization.
2. Consider yourself as any employee of the host company from the very first day of your internship.
3. Ensure that you are given an introduction and/or training regarding the company's health and safety policies and procedures at the beginning of your internship, preferably within the first week. Inform your internship coordinator if you are not given any training or guidance regarding health and safety policies.
4. Ask for a copy of the company's safety rules and protocols on the first day of your internship and make sure you read and understand them.
5. Ask about current COVID-19 protocols at the host company.
6. Ask if the job you are performing requires any personal protective equipment (PPEs) such as helmets, gloves, safety shoes, or goggles. It is the company's responsibility to provide you with the necessary PPEs.
7. Familiarize yourself with emergency and evacuation procedures.
8. Ask for guidance before using any heavy machinery or specialized equipment.
9. Follow the host company's health and safety processes all the time and encourage others to do the same. Refrain from doing anything that may be harmful to yourself or other's safety, health, or security.
10. Work closely with your supervisors to ensure you are well prepared to conduct your internship tasks safely.
11. Do not hesitate to report any safety concerns. Immediately notify your direct supervisor, KU internship coordinator, or any KU internship officer.
12. If you encounter any harassment whether verbal or physical, please report it to your supervisor.

Students must follow the host company's safety rules and regulations. Students who violate these protocols may have their internship immediately terminated.

For more information about health and safety and COVID-19 procedures at the internship workplace, please visit ([Health and Safety at Internship](#)).

CONFIDENTIALITY AT WORK

It is very important that students adhere to the rules and regulations regarding confidentiality and maintaining privacy of the products and procedures of their internship organization. If in doubt, the student should check with their supervisor(s) at the organization.

This may apply to weekly and final reports, the log book, what is said to people outside the company (including the Academic Internship Coordinator), where visitors to the company are taken, and what they are shown.

STUDENT ACCOMMODATION

Although it is recommended that students are placed at organizations within their home cities, Khalifa University will work on arranging accommodation for those students who were not placed within their home cities. Accommodation may be arranged at the University Hostel where a fee could be applicable according to University policy.

INTERNSHIP EVALUATION

In order to keep developing our internship program, your feedback is valuable and necessary. The Internship Completion Survey must be completed at the end of the internship period. The purpose of this survey is to improve the internship processes and capitalize on good experiences with the chosen organizations offering internship opportunities.

INTERNSHIP COMPLETION REQUIREMENTS

Internships should be an enjoyable activity where students explore the different perspectives of their major outside of the classroom. By the end of the internship period, students must do the following in order to qualify for a passing grade:

- Successfully attend the assigned career orientations.
- Successfully complete 8 weeks of internship.
- Submit internship documents (directly to the Internship Academic Coordinator/Supervisor):
 - › 8 Student Weekly Forms
 - › Internship Log Book
 - › Internship Report
- Complete the Internship Skills Assignments given by the Career Office
- Complete the Post Internship Survey

The deadline for submitting internship documents is before the end of the first week of the Fall Semester.



PREPARING FOR THE INTERNSHIP

ATTENDING CAREER SESSIONS

The Student Services Department offers students the opportunity to improve their CV writing skills, interview preparation, and prepare them to be competitively outstanding. A series of developmental workshops will be delivered to support students in fine-tuning their CV's and practicing for interviews. Therefore, it is compulsory for all internship students to attend all scheduled career sessions before they start the internship process. Details about the sessions and their schedule will be announced at the relevant time.

INTERNSHIP DURATION (8 WEEKS)

The internship is a graduation requirement course for students at Khalifa University. It is compulsory that all students intern for eight weeks at an appropriately selected organization. Some students may wish to have an extended internship. Although this is generally acceptable by the University, in such cases it would require certain approvals as it may impact the student's graduation.

INTERNSHIP PLAN

To ensure a successful internship and achieve the prescribed learning outcomes, students need to be guided through an internship plan that is developed closely with the assigned internship organization/supervisor, with input from students and advisors, and approved by the Internship Academic Coordinator. This plan should be drafted and approved before the first day of internship. An electronic version of the internship plan template is available on the Symplicity platform.

INTERNSHIP WEEKLY FORMS

Students need to submit eight weekly forms in order to track their attendance and progress throughout the internship period. Students need to agree with their Internship Academic Supervisors on the way to do this; either on a weekly basis or by the end of their internship placement. An electronic version of the weekly form is available on Symplicity.

LOG BOOK

Students are required to keep a record (log book) of their work activities. Students should include in their log book notes about their new learnings, objectives achieved, feedback received and any other information deemed important. Additionally, students should keep sketches of circuit diagrams, formulas used in calculations, sets of results about the work, and other diagrammatic information about the organization. It is very important to keep the issue of confidentiality policy in mind and use discretion in cases where, for example, results have to be recorded on company pro-forma. Clearly there is no point in copying out the results in the log book.

The purpose of the logbook is to:

- Provide the student with a record for reference in subsequent stages of their internship.
- Develop the discipline of keeping records and information for future reference.
- Provide a reference from which to write the final report.
- Provide the Academic Internship Coordinators with a means of assessing the student's progress and performance. This implies that the logbook should be a record of industrial experience, experiential learning, and achieved objectives.

At the beginning of the internship, and in discussion with the organization supervisor, students need to identify specific and general objectives they would like to accomplish. It is advisable that they continue to list their achievements in their log book throughout their internship placement.

INTERNSHIP REPORT

The internship report should be approximately 1,500 words in length. In addition, the report should include a table of contents, appropriate diagrams, appendices, and a summary. The pages should be numbered and divided into sections and subsections and should include a cover page with an appropriate title. Make sure to include an abstract page, followed by the table of contents page and then the introduction. At this juncture someone should be able to turn to the conclusion and have a fairly clear idea of whether your internship period was successful.

- The first main section of the report after the introduction should be a brief about the organization where you have been interning. The inter-relation of the various departments should be described using diagrams where appropriate.
- The next section of the report should focus on the work carried out by the student. This section should cover the complete range of activities and experiences obtained during the placement. It is important to highlight strong and weak areas, as you perceive them.
- A full technical report is NOT required, but it is up to each student to judge how much technical details they need to include.
- The conclusion should include an analysis of the learning takeaways from the internship experience, as well as what skills have been acquired or enhanced. This section could be seen as an assessment of the placement. This section should also include advice and recommendations about the organization to help future students. Comments on the relevant subject materials and personal skills that were acquired during the courses should be included. It is also important to comment on course materials that were gained and skills that developed during this period.
- The final paragraph should include acknowledgements and appendices. The organization's publicity material outlining products and/or services should be collected and included as an appendix. This appendix can be filed in a loose-leaf folder.
- The internship report may contain details of a **confidential nature**, so students are required to get **permission from the Organization Supervisor** before submitting their internship report.

ASSESSMENT FORMS

Interns are assessed by their Internship Academic Coordinators. The assessment is initiated immediately following the completion of internship, and after satisfying all the internship course requirements.

Internship Academic Coordinators use assessment forms when grading internship documents. In addition, organization supervisors contribute to the interns' assessment by using a template provided by the Career and Alumni Services Office. An internship course grade is given as a result of all combined assessments.

No matter how many buildings, foundations, schools and hospitals we build, or how many bridges we raise, all these are material entities.

The real spirit behind the progress is the human spirit, the able man with intellect

h Zayed





APPLICATION PROCESS AND SELECTION PROCEDURE

INTERNSHIP HANDBOOK

This Internship Handbook acts as a guiding manual for understanding the requirements and processes when applying for, and attending, an internship. Please make sure you read it carefully. Should you have any questions, or queries about the internship, please email: CareerServices@ku.ac.ae.

INTERNSHIP ORIENTATION MEETING

This is a meeting that all internship students need to attend in order to understand the internship process and guidelines. During this meeting, students will be taken through the whole cycle of their internship program, including registration, site selection, selection criteria, international vs. local internships, etc. Other meetings may be scheduled when needed.

SYMPPLICITY CSM

Symplicity Career Services Manager (CSM) is a specialized online career services platform. One of its main features is to support KU students during the internship process in exploring and securing suitable internship opportunities.

The internship process operates through Symplicity. All students applying for an internship must log in to their Symplicity account, complete the required fields and upload the necessary documents. All international and local Internship opportunities will be posted on the platform, where students will be able to review and apply for posted internships offers by employers.

A User Guide on how to use Symplicity will be sent during the semester. The platform is accessible for all internship eligible students through: <https://khalifa-csm.symplicity.com/>

Check with Career and Alumni Services for more details and updates.

INTERNSHIP PLACEMENT SELECTION

Internship students need to decide if they will be able to get a placement on their own OR if they prefer to select their desired placements from the University's list of internship opportunities. The Career Services team is readily available to guide and support through the selection of workplace net process.

In case the student decides to select from the University offered opportunities, **change of placement after selection by an organization will not be allowed** unless a written justification for the change is presented to the Internship Committee.

Through the site selection application form on Symplicity, students may be offered up to 3 choices of organizations, which are not listed in any sequential order. The first choice confirmed by an organization will be accepted for the student. However, a student may be unable to select 3 choices of organizations because of what is being offered. The purpose of allowing students to select up to 3 choices of organizations is to maximize the possibility of the students getting placed. Students who get to select one or two organizations should not worry! Career Services will do its best to find students a suitable placement. All offered internship opportunities will have equal exposure to industrial experience.

Important Notes:

1. Career Services does not have the authority to act on behalf of any organization to accept or decline any internship application. Therefore, the role of the Office is to support the students until placement is secured.
2. Students need to understand that their internship is their graduation requirement. Mutual collaboration with Career Services to ensure a successful placement is a priority to all involved. Internships and the job market are very challenging and competitive. Students have to work closely with Career Services and keep this Office posted on any communication with organizations in regards to their internship.

CONFIRMING INTERNSHIP PLACEMENTS

The process of confirming placements takes a considerable amount of time in allowing for receiving feedback from the relevant employers on their decision, to offering internships to the nominated students. Students need to bear in mind that organizations are busy and there will be times when their feedback needs to be delayed or kept on hold. Eventually, the University will make sure to get an answer and secure an alternative placement in case of negative feedback. As soon as a confirmation is received from an organization, the student will immediately get a confirmation email.

INTERNATIONAL VS. LOCAL INTERNSHIPS

International internships will be advertised and processed first due to the need to confirm student placements and to start processing the related logistics early on. Following the confirmation of students, the University will work with organizations to arrange the needed logistical and travel requirements. Local internship advertisement and processing will follow immediately. However, both international and local internships should start on the same date.

PARTICIPANTS IN THE INTERNSHIP PROCESS

The participants in the internship process are:

1. Student
2. KU Career Services Office
3. KU Registration Office
4. Internship Academic Coordinators
5. Organization Supervisors, Host Organization

ROLE OF THE CAREER SERVICES OFFICE

Career Services will have an overall responsibility for all aspects of the internship placement program.

This can be viewed in the following stages:

- Secure internship placements
- Match students according to their major (this is in collaboration with Academic Coordinators)
- Keep key players (Academic Coordinators, students, and organizations) up-to-date through correspondence
- Prepare students for their internship experience (facilitate workshops on resume writing, interview skills, work attitude)
- Deal with all non-academic issues relating to the Internship Program

Providing a list of internship placements in various organizations is primarily the responsibility of Career Services. However, academic departments are welcome to provide the contact information of organizations from their contact list, to assist Career Services in initiating contact and follow up. Moreover, students can find internship placements through their own channels however, such placements need to be approved.

ROLE OF THE REGISTRAR OFFICE

As the internship course is a vital part of each program, the Registrar Officer has the overall responsibility to ensure this course is achieved, as with all other courses in the program. Therefore, the Internship Coordinator will liaise extensively with the Registration Officer who is key to the delivery of the internship course. The Registrar Office must carry out the following:

- Identify eligible students for internship.
- Share the list with the Career Service Office at the beginning of the Fall Semester.
- Update the Career Service Office on any add/drop cases of the course.
- Assign instructors as internship academic coordinators for each student.
- Register all students with confirmed allocations in the internship course.
- Ensure academic coordinators have obtained the necessary documentations to grade the student.

ROLE OF ACADEMIC COORDINATORS

Internship Coordinator will liaise with Academic Internship Coordinators as they also play a key role before, during, and after the internship. Their role is to:

- Contact/visit the industry supervisor and discuss the work plan for each student and to answer any questions the employer may have before the student commences the internship.
- Arrange, in coordination with the industry supervisors if applicable, to visit organizations if necessary.
- Collect and collate feedback after the internship period is over.
- Ensure to receive Organization Supervisor Form in a sealed envelope on the last day of the internship.
- Resolve any academic problems which may arise during the student's internship.
- Discuss with the Organization Supervisor ways of optimizing the placement objectives.
- Maintain a close link with organizations. This is a good time to discuss with students their progress and performance and, resolve any arising problems.
- Academic Coordinators or Supervisors are encouraged to visit the organization **at least once** during the internship period to monitor progress of the internship.
- The Academic Internship Coordinators must inform students of their responsibility to submit their weekly report as failure to do so could result in serious consequences.
- Assign a grade to each student and communicate the same to the Registrar Office.

LIST OF INTERNSHIP ACADEMIC COORDINATORS - MAIN CAMPUS

INTERNSHIP ACADEMIC COORDINATOR	DEPARTMENT	OFFICE PHONE #	EMAIL ADDRESS
Dr. Haider Butt	Mechanical	02 312 4457	haider.butt@ku.ac.ae
Dr. Fahad Almaskari	Aerospace	02 312 3251	fahad.almaskari@ku.ac.ae
Dr. Kean Wang	Chemical	02 312 3350	kean.wang@ku.ac.ae
Dr. Khalid Dib		02 312 4257	khaled.dib@ku.ac.ae
Dr. Jorge Zubelli	Mathematics	02 312 5775	Jorge.zubelli@ku.ac.ae
Dr. Peng-Yong Kong	Electrical & Computer	02 312 4184	pengyong.kong@ku.ac.ae
Prof. Michael Hughes	Biomedical	02 312 5212	michael.hughes@ku.ac.ae
Dr. Young-ji Byon	Civil	02 312 4538	youngji.byon@ku.ac.ae
Dr. Mohammed Omar	Industrial & Systems	02 312 5115	mohammed.omar@ku.ac.ae
Dr. Mayssa Hachem Al Galib	Chemistry	02 312 5013	mayssa.hachem@ku.ac.ae
Dr. Sufian Abedrabbo	Physics	02-312 3527	Sufian.abedrabbo@ku.ac.ae
Dr. Syed Salman Ashraf	Cell & Molecular Biology	0 2 312 4118	syed.ashraf@ku.ac.ae

ROLE OF ORGANIZATION SUPERVISORS

Industry mentors will be responsible for orienting and supervising student interns throughout their internship program. Mentors will be available to the student on a regular basis, and should possess a thorough understanding of the purpose of the program. Mentors should be able to commit their time to the role. They are expected to:

- Act as the student’s industry supervisor during the internship placement
- Draft the internship plan and share it with the student before the start of the internship
- Commit to provide safe and healthy working conditions and to establish and insist upon safe and healthy practices at all times by the intern
- Assess student performance during the internship (using the Organization Supervisor’s Form)
- Support the students in their learning experience
- Supervise and oversee the internship of the student in close liaison with the academic coordinator
- Give feedback frequently through regular meetings
- Provide a clear vision of what the internship will look like and define specific expectations
- In case of online internship, provide real world business insight and understanding of the problem being covered
- Interact with the student intern on a weekly basis through dedicated training calls and coaching sessions to guide student on the progress of their work in terms of quality, understanding of the project, design, features, application, etc.
- Ensure that students have considerable industry exposure
- Acquaint the intern with the organization, its mission, projects, services, products, and company policies
- Assist in the development of the final written presentation/written report
- Assist students in presenting their final work to their academic advisor
- Contribute in evaluating the students’ performance during the internship period
- Review/sign the students’ Online Weekly Forms

Key Responsibilities of the Mentor

- Throughout the first week, the mentor will spend a significant amount of time with the intern to be certain that the intern is comfortable and understands what is expected
- Work with the intern to develop a plan for specific goals that will be accomplished during the internship, including a plan for the development of the final written presentation/written report
- Encourage professionalism by assisting the intern in developing decision making abilities, and managing his/her work plan
- Ensure that the students' work plan includes tangible goals and objectives that will help in monitoring the students' progress

ANNUAL KU INTERNSHIP FAIR

The Career Services Office organizes this event on a yearly basis to allow employers and eligible students for internships to meet and interact. It gives the opportunity for employers to offer concrete internship opportunities to KU students who are eager to gain a much needed industrial experience to link their conceptual and analytical abilities developed during the degree course with their wider practical applications in industry, and for students to search and make decisions on where they want to gain a valuable experience and spend their summer.

Goals of the Event

1. Give employers a dedicated platform to offer concrete internship opportunities;
2. Connect KU students face-to-face with employers;
3. Discover various internship opportunities;
4. Allow students to identify companies that align with their career plans; and
5. Create an ideal place for internship students to improve their networking skills.

Expected Outcomes of the Event:

1. Students will be able to apply for/secure an internship opportunity.
2. Students will be able to identify companies that welcome their specialties not only for internships, but also for future employment.
3. Students will be able to make career related decisions.
4. Students will explore the job market needs.
5. Employers will have the opportunity to evaluate many potential interns on the spot.

INTERNSHIP FORMS

Please download internship forms by visiting: http://www.ku.ac.ae/pages/internship_forms



INTERNSHIP PROGRAM - SAN CAMPUS

INTRODUCTION

The Summer Internship at the Khalifa University – SAN Campus is a mandatory course and a prerequisite for graduating from the five Engineering majors:

1. Chemical Engineering
2. Electrical Engineering
3. Mechanical Engineering
4. Petroleum Engineering
5. Petroleum Geosciences - Geophysics Concentration

PROGRAM OBJECTIVES

The prime objectives of the Summer Internship Program are:

1. To provide our undergraduate engineering students with hands-on exposure to oil and gas industry facilities;
2. To further their understanding of the basics and operations of sciences and its applications in the oil and gas industry;
3. To provide students with an opportunity to learn to work in teams that possess diverse knowledge and skills;
4. To allow students to experience project management;
5. To help students develop time management; and
6. To learn to understand rules and regulations as well as adhere to policies and procedures.

Students' communication and presentation skills are expected to improve after the internship period as a result of constant interaction with mentors and the administrative personnel. Students must make the best use of this opportunity to apply their theoretical background in engineering gained at the SAN Campus to solve design and maintenance problems and demonstrate an awareness of current and future engineering applications in the oil industry.

BENEFITS

The students are expected to benefit from the internship placement and it is considered as an initial platform of transformation from university students to engineers.

COURSE DESCRIPTION

The Internship Courses are CHEG, ELEG, MEEG, PEED 397 and PGEG 398. These courses require students to complete a program of full-time training to gain practical experience and apply academic knowledge in an off-campus work or research environment. The nature, methodology and implementation of this eight-week course vary depending on the assigned organization's operational methods like onshore, offshore, office, rigs, islands, workshops, research laboratories, etc.

Course Prerequisite

Requirements:

1. Students who have attained 90 credit hours
2. A minimum CGPA of 2.0 by the end of the preceding spring semester (enrolment of students with CGPA below 2.0 is solely based on the recommendation of the respective Program Chair)
3. Petroleum Geoscience students should have successfully completed the following courses: PGEG351, PGEG361, PGEG411
4. Must agree to spend eight weeks with the assigned organization on-site and/or in offices except for off-shore sites where the respective company's policy prevails

ADNOC SCHOLAR APPLICATION PROCEDURES

Security Clearance Application - CICPA

Students assigned to an internship with ADNOC Group of Companies (AGCs) are required to obtain Offshore/Onshore Security Clearance from The Critical Infrastructure and Coastal Protection Authority (CICPA), depending upon the operational nature of the AGC. All potential students are notified by the Internship Department to initiate the process in March with KU bearing the cost of processing the applications. The CICPA Clearance Card remains the property of KU and all students must return the card to the Internship Department after completion of the Summer Internship. A charge of AED 200 will be imposed on those who fail to return the card, and the Internship Grade will be withheld as well.

The process and procedure of filling the CICPA Application Form and its required attachments are found below:

Required Documents

For UAE Nationals:

1. Fill the form as per the guidelines
2. Colored passport copy with **Union Number page**
3. Two personal photo with white background (size 6 by 4 cm) without glasses

For students with UAE Mother:

1. Fill the form as per the guidelines
2. Colored passport copy
 - a. GCC Nationals: Union number sticker on passport copy is required (GCC nationals can obtain the sticker from any passport authority)
3. Colored Mother's passport copy with union number page (if visa is under mother)
4. Two personal photos with white background (size 6 by 4 cm)
 - a. Picture without glasses and head cover (ugal and ghutra)

For Non UAE Nationals:

1. Fill the forms as per the guidelines
2. Colored passport copy (GCC Nationals should have the union number sticker copy attached)
3. Colored visa copy
4. Two personal photos with white background (size 6 by 4 cm)
 - a. No glasses or head cover (hat or ghutra and ugal)
5. IF visa is not under ADNOC or KU, the student needs to provide the colored passport copy of the sponsor (If sponsor is UAE National, the union number page is required. If sponsor is non-UAE National, colored visa copy of sponsor is required)

The deadline for submitting the CICPA Application form and documents should be confirmed by the Internship Office.

AGCs Requirements (common to all male and female students)

After obtaining a CICPA Security Card, all students are obliged to complete the formalities of the respective AGC in line with the company's operational procedures to include, but not limited to the following:

- A colored passport copy
 1. UAE Nationals and GCC Nationals: Passport copy should include the front page and last page with Union Number page/sticker
 2. Non-UAE Nationals: Colored visa copy, if sponsor is not under ADNOC or KU then the student should provide the colored passport and visa copies of the sponsor
 3. A copy of the last page of the passport for UAE Nationals and a valid visa copy for expatriates
- Photos in particular size and color as communicated by the Internship Office
- Copies of the High School transcript and University Transcript from CAMS (none Official)
- An updated CV
- Completed forms provided by each AGC

HEALTH ISSUES

The assignment and placement of students in fields, offices, and other industrial facilities require certain Health and Safety guidelines as prescribed by each organization where the internship is assigned and all are obliged to adhere to these standards. In view of this, students must report/disclose health issues, if any, with valid certificates/evidences before registering for the course.

ASSIGNMENTS

As a mandatory requirement, all students are required to complete and submit:

1. Three Bi-weekly Reports: The three bi-weekly reports cover the entire internship period;
2. One Final Report: The final report and presentation is expected to include the jobs performed or knowledge/skills attained from the date of assignment until the last day of placement. The final report must cover all the objectives and conform with ABET Outcomes;
3. A Final Presentation that reflects the actual work performed during the internship period. Students must present their work to their respective faculty/advisor; and
4. Internship Evaluation Survey.

The reports and presentation reflect the actual work performed during the internship period. The interim reports cover a specific period and the three reports cover the entire internship period. The final report and presentation are expected to include the jobs performed or knowledge attained from the date of assignment till the last day of placement. The final report must cover all the objectives and conform with ABET Outcomes.

EVALUATION THROUGH SURVEYS

In order to be fair with the evaluation process, all students are asked to provide feedback about their AGC Mentors, AGC Facilities, SAN Departmental Supervisors as well as the Summer Internship Program as a whole. This can include comments with recommendation for improvement of the system, facilities, coordination, etc. The feedback from student evaluations is used as a tool to improve future internships.

EVALUATION BY AGC MENTORS

A standard form to evaluate the students is distributed to all AGCs to analyze and report the performance and progress of the students, including but not limited to, the following:

1. Discipline: attendance and punctuality
2. Ability to understand, analyze, and solve engineering problems
3. Ability to work effectively as a team-member as well as an independent learner
4. Response to criticism, supervision & instructions
5. Observation of professional ethics
6. Initiative
7. Interpersonal behavior
8. Written and spoken English
9. Areas of strength, areas for development and any additional comments

EVALUATION BY SAN COORDINATORS

Students present their summer internship final presentation at the AGC and/or SAN Campus as mutually agreed between AGC Mentors and SAN Campus Coordinators. Students also submit a written report using materials available from the libraries of the placement location or SAN Campus. Students are evaluated by SAN mentors with feedback from their periodic reports, final report/presentation, AGC mentors evaluation, feedback obtained during personal visit to the placement locations, etc.

LIST OF INTERNSHIP ACADEMIC COORDINATORS - SAN CAMPUS

INTERNSHIP ACADEMIC COORDINATOR	DEPARTMENT	OFFICE PHONE #	EMAIL ADDRESS
Dr. Kean Wang	Chemical	02 312 3350	kean.wang@ku.ac.ae
Dr. Mahmoud Meribout	Electrical & Computer	02 312 3276	mahmoud.meribout@ku.ac.ae
Dr. Haider Butt	Mechanical	02 312 4457	haider.butt@ku.ac.ae
Dr. Hadi Belhaj	Petroleum	02 312 3257	hadi.belhaj@ku.ac.ae
Dr. Bing Zhou	Petroleum Geosciences	02 312 3435	bing.zhou@ku.ac.ae
Dr. Andrea Ceriani		02 312 3266	Andrea.ceriani@ku.ac.ae

FACILITIES

Students are responsible for their own transportation for commuting to the workplace if the assigned location is within the city limits. For remote areas, the respective organization will provide transportation on weekends and other public holidays.

Should you have any questions about the ADNOC internship, please email Mr. Hammam Abujaber:

hammam.abujaber@ku.ac.ae.



