

FIELD INTERNSHIP

Benefits to students

1. Provides them with practical experience in an organizational setting – this is where the RUBBER HITS THE ROAD.
2. It is an excellent opportunity to see how the theories learned in classes are integrated into the practical world.
3. Helps them decide if the industry and the profession is the best career option to pursue.
4. Enables them to learn new skills and add to their knowledge base.
5. Gives them the opportunity to practice their communication and teamwork skills.
6. Allows them to meet new people and practice their networking skills.
7. Provides evidence that they have initiative, are reliable and have a sense of responsibility.
8. Makes a valuable addition to their resume.
9. Enhances their candidacy to graduate school.
10. Opens the door to a job offer or an employment recommendation.

Terms of Offering

1. The Field Internship is offered during Spring session each year.
2. The working hours are from 8:00 AM to 2:00 PM.
3. The Internship is to be supervised by a faculty member from the university and a field supervisor assigned by the hosting company during the duration of the training.

Overall Objectives & Training Schedules

The overall objective of the Field Internship program is to enable students to practice necessary skills that improve their abilities and to supply the public and private organizations with the students that might fit their field of interest, skills, and training for possible future placement.

Skills to be developed

Upon completion of the Field Internship, the students are expected to master the following skills:

1. Interpersonal skills, global awareness and understanding issues of diversity
2. Networking skills and group dynamics
3. Motivational and leadership skills
4. Organizational skills
5. Communication skills
6. Quantitative skills
7. Critical thinking and problem solving skills
8. Skills to abstract and adapt
9. Ability to become self-learner
10. Ability to manage information technology tools
11. Identifying and dealing with ethical issues
12. Understanding processes that support delivery and management of information systems within a specific application environment.

Eligibility

1. Internship applicants should have completed a total of 117 Credits Hours (CH) at the time of registering for Internship.
2. It is the internship student's responsibility to ensure that his CGPA is at least 2.25 at the time of registering for Internship or at the completion of Internship since this course is to be taken as one among other courses during the last semester of graduation.

Registration

1. Working students with two years work experience may register in the Industry Project (IP) during the Winter or Spring semester (See Industry Project). Other non-working students must register in the eight weeks Field Internship during Spring. Registration for Spring Internship is

usually open for two weeks starting right after the first week of Drop & Add for the Fall semester.

2. Field Internship candidates must complete the ICDC Internship Application form (IPF1) and provide the ICDC with the following documents:
 - a. Copy of the passport
 - b. Passport size photo
 - c. Résumé as per UD résumé format
 - d. Employment letter and job description in case of working students with less than two years experience.

Internship candidates must also complete the official Registration Form and get it approved and stamped by ICDC representative and signed by respective academic advisor.

3. Students who drop from the Internship within the second week of the Internship registration period at the ICDC will be fully refunded. Otherwise, the fees would not be refunded.
4. Students whose total credit hours drop below the requirements specified in the above table due to failing or voluntarily withdrawing from courses will be automatically pulled out from the Internship. Only students who fail courses will be refunded.

Placement

1. Students do not have the right to choose the internship provider or location. It is the responsibility of the ICDC to place students according to the UD's internship regulations. This practice will ensure that the internship matches the interns' area of specialization. However, students are encouraged to express their first three choices of the industry type they would like to do their internship with.
2. In case the number of qualified internship candidates exceeds the available internship opportunities, priority is given to the candidates with the highest CGPA.
3. Students might be required by certain internship providers to purchase insurance for the period of training. In such cases, the insurance will be mandatory.
4. Working students with less than two years of work experience who are willing to take their internship at their workplace may do so given that the company meets the UD internship placement standards in addition to the following features:
 - 4.1 If the current job description matches the interns' area of specialization, the current manager of the intern will have to function as a field supervisor. In such a case, the manager should agree to propose and supervise a well defined internship project outside the routine work. This should be received by ICDC one month in advance and reviewed by the academic supervisors two weeks prior to start of Internship.
 - 4.2 If the current job description doesn't match the interns' area of specialization, the interns should switch to the appropriate department within the same firm. If this is not possible, the ICDC will secure their placement elsewhere.
5. Students will not be allowed to do the Internship at family businesses or at small scale companies with less than 20 employees.

Interns' Required Tasks

1. Attend Internship Orientation Day held at UD prior to the start of the Internship program (date, time & venue is identified by ICDC upon completion of placements and communicated to prospective interns ahead of time).
2. Attend interview with the internship provider as and when instructed by ICDC.
3. Initiate an introductory visit to the internship provider prior to the start of Internship to meet with field supervisor and familiarize themselves with the company location.
4. Carry out all legitimate duties/tasks assigned by the field and academic supervisors.
5. Meet with academic supervisor on a weekly basis to discuss his training progress and seek guidance on internship matters, if needed.
6. During the last week of Internship Program (week # 8), interns should:

- 6.1 Submit the Internship final report as per the Internship Final Report Guidelines Form (IPF5) as per the following:
 - Upload it on Moodle for the academic supervisor's reference.
 - Provide hard copy to the academic supervisor for marking purposes.
 - Date of submitting the final report either as hard copy or soft copy on Moodle to be confirmed and communicated in due time.
 - 30 minutes grace period is allowed for uploading final report on moodle later than the due time in case of system clog. Further delay in final report upload will result in a deduction of 10% from the final report mark.
 - Regular plagiarism rule applies for internship reports as well.
- 6.2 Email their PowerPoint presentation to the ICDC for the records.
- 6.3 Make PowerPoint presentation (in the presence of their colleagues, academic supervisor and field supervisor, if available (Date/time are communicated in due time by ICDC). The PowerPoint presentation should be based upon the final report, consisting of maximum 10 slides and do not exceed 10 to 15 minutes.
- 6.4 Complete and submit (via email or hard copy) the Intern Evaluation of Internship and Academic Supervisor Form (IPF8) to the ICDC.
7. Have internship's clearance form signed and stamped by the company confirming return of the company ownerships such as reference materials, parking cards, laptop etc on the last day of the training. Return company ownerships such as reference material, laptops, parking cards, etc. by last day of internship program.

Code of Conduct

The Code of Conduct for the Internship Program is set to specifically address the issues and concerns regarding the interns' behavior and attitude during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies, and procedures of the University of Dubai, the host company, and the city/country of work placement. Failure to adhere to the stipulations in the Code of Conduct shall result in either, revoking one's internship and/or academic suspension or probation. [Download code of conduct](#)