



## REGULAR INTERNSHIP

Regular internship is a four weeks training period in a relevant position at workplace. It is mainly undertaken by non-working students as well as students with less than two years experience. Details on regular internship overall and major-wise objectives and training schedule, expected skills to be developed, guidelines on eligibility, placement, internship task schedule, rules and code of conduct, evaluation, forms to be used, roles of ICDC and academic supervisor are discussed below.

### Overall Objectives & Training Schedules

The overall objectives of the Internship Program are to enable students to practice necessary skills that improve their abilities and to present to public and private organizations the students that might fit their field of interest, skills, and training for possible future placement.

Each College provides the ICDC with its internship objectives and specifies the training program that best fits each of the majors and provide the ICDC with the documents listing the knowledge and skills to be gained as well as the specific requirements and guidelines. [Please click here to read about Objectives & Training Schedules –Major-Wise](#)

### Skills to be developed

**Upon completion of the internship, the students are expected to develop the following skills:**

- Interpersonal skills and awareness
- Networking skills and group dynamics
- Motivational and leadership skills
- Organizational skills
- Communication skills
- Quantitative skills
- Critical thinking skills
- Skills to abstract and adapt
- Ability to learn and train others
- Ability to manage information technology tools
- Global awareness, understanding issues of diversity
- Skills on ethical issues

## GUIDELINES

### Eligibility

Student applying for internship should fulfill the following requirements:

1. Total Credits Hours (CH) and Cumulative Grade Point Average (CGPA)

	2002 Curriculum		2005 Curriculum	
College	Business Administration	Information Technology	Business Administration	Information Technology
Credit Hours	90	96	96	96
CGPA	2.0	2.0	2.25	2.25

2. For business students, the above requirements should include all supporting courses, at least 10 out of 13 core courses and 4 out of 7 specialization courses.
3. Students registering in internship during Winter or Summer session are not allowed to register in 4:00 p.m. courses, regardless of the internship provider's working hours. Exception is made with pre-approval of the UD President for graduating students in case if the semester where internship is offered is their last one. However, internees may register for evening courses offered at 7:00pm.
4. Students who drop from the internship within the second week of the internship registration at the ICDC will be fully refunded. Otherwise, the fees would not be refunded.
5. Students whose total credit hours drop below the requirements specified in the above table due to failing or voluntarily withdrawing from courses should immediately drop the internship course and notify the ICDC on the same. Only students who fail courses will be refunded.
6. Students who change majors after registering for the internship are responsible for notifying the ICDC to ensure that the internship placement matches the field of specialization.
7. Students who have CGPA between 1.9 to 2.0 (2.15 to 2.25) in 2002 (2005) and who have completed most of their courses except the internship are permitted to register in internship provided that they take additional courses in which they had low grade to make their CGPA up and meet the graduation requirements. Course to register in must be offered at 7:00PM and not more than one course can be taken with the internship.

### Registration

Working students with 2 years work experience must register in the industry-

based-project internship during the Fall or Spring semesters (See Industry-based Project details below). The rest must register in the regular four-week internship during the Winter or the Summer (1) semester.

Registration for Winter and Summer internship is usually open for two weeks starting right after the first week of Add and Drop during the main semesters Fall and Spring.

Regular internship candidates must complete the ICDC Internship Application form (Internship Program Form -IPF1) and provide the ICDC with the following documents:

1. Transcript
2. Passport copy
3. Passport size picture
4. Resumé
5. Employment letter and job description in case of working students with less than two years experience and willing to do regular internship to speed up their graduation

Internship candidate must also complete the official Registration Form and get it approved and stamped by ICDC representative.

### **Placement**

6. 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 intern's area of specialization.
7. In case the number of qualified internship candidates exceeds the available internship opportunities, priority is given to the candidates with the highest CGPA. Moreover, these internship opportunities will be distributed amongst the colleges according to the assigned percentages.
8. Student might be required by certain internship providers to purchase insurance for the period of training. In such cases, the insurance will be mandatory.
9. 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 ICDC criteria in addition to the following features:
  - If the current job description matches the intern's 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.
  - Otherwise, the intern should switch to the appropriate department in the same firm. If this is impossible, the ICDC will secure his

placement elsewhere.

10. Students will not be allowed to do the internship neither at family businesses nor at small sized ones (< 15 employees).

### **Task Schedule**

11. Students complete Internship Weekly Progress Report Form (Internship Program Form -IPF4) listing briefly their daily activities within week.
12. Three (3) days after the end of the internship training period, the intern must submit a final detailed report of (3000) word as per the Guidelines for Formatting the Final Report Form (Internship Program Form-IPF5). The final detailed report should cover the following points:
  - Activities performed during the Internship period.
  - The extent to which those activities are related to the field of study.
  - The extent to which the skills mentioned before the Internship has been achieved.
  - Student's remarks and suggestions about the Internship program and placement.
13. Four (4) days after the end of the internship period, interns deliver a PowerPoint presentation, in the presence of their colleagues, based upon the final report.
14. Student should also complete and submit to the ICDC the Intern Evaluation of Internship & Academic Supervisor Form (Internship Program Form -IPF7) at the end of the internship program

### **Rules & Code of Conduct**

The intern must abide and comply with the following internship rules:

1. Must attend the internship workshop to be held at the University prior to the start of the internship program (Date, time and venue to be communicated in due time by ICDC).
2. Arrange for an introductory visit to the internship provider, if possible, prior to the start of the internship to meet with the field Supervisor.
3. Attend the workplace according to its normal working days/hours and comply with its rules and regulations.
4. Carry out all legitimate duties / tasks assigned by the field supervisor and academic supervisor.
5. Meet with the academic supervisor on a weekly basis to provide h/her with the Weekly Progress Report (IPF4) and discuss the weekly activities accomplished.
6. Students should abide to the following internship attendance policy:
  - Students absent for more than three (3) days will automatically fail the course.

- Every three late arrivals will count as one (1) day absence .
- Any absence must be justified with the right official documents

The intern is expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future and according to the following code of conduct guidelines:

1. Familiarize themselves with and adhere to relevant organizational arrangements, procedures and functions. Maintain confidentiality of work-related projects and personnel.
2. Maintain confidentiality of work-related projects and personnel.
3. Dress appropriately for the work setting.
4. Do not conduct personal business during work hours (emails, fax, cell phones and internet).
5. Demonstrate a spirit of cooperation with h/her supervisor and other employees.
6. Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
7. Keep a positive attitude, show confidence and use of initiative.
8. Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
9. Be observant – see how people organize their ideas and respond to situations.
10. Do not demand immediate assistance from the field supervisor or colleagues as these are very busy people.
11. Accept criticism and take responsibility for work submitted.
12. Be fair, considerate, honest, trustworthy and cooperative when dealing with co-workers - Be a team player.
13. Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge.
14. Respect and appreciate those of a different culture, race, religion, and ethnicity.

## **Evaluation**

The following points are taken into consideration when evaluating the interns: The extent to which the interns applied their academic knowledge in the field during the training program as well as the extent of their improvement in the above mentioned skills.

1. The academic supervisor discusses the intern's weekly progress report contents with the intern as well as with the field supervisor during h/her weekly visits to the workplace to ascertain to what extent the intended goals of the Internship program have been met.
2. Field supervisor evaluates the performance of each intern using the first section on the Evaluation of CBA/CIT Intern's performance Form

(Internship Program Form -IPF6) and detailing the presence, performance, seriousness, and commitment of each student during internship.

3. Academic supervisor evaluates the performance of each intern relying on the intern and field supervisor's weekly reports using the second section on the Evaluation of CBA/CIT Intern's Performance (Internship Program Form-IPF6). H/she also evaluates the internship provider using the Evaluation of Internship Provider Form (Internship Program Form – IPF8).
4. Academic supervisor is responsible for assigning a percentage grade for each student based upon each intern's overall performance. The marks obtained will contribute towards a student's overall internship grade. The final grade for each student will be calculated on the basis of the following:

<b>Field Supervisor Evaluation</b>		<b>Academic Supervisor Evaluation</b>				<b>Total Mark</b>
General Evaluation	Skills Evaluation	General Evaluation	Weekly Report Evaluation	Final Report	Power Point Presentation	
<b>10</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>35</b>	<b>15</b>	<b>100</b>

### Grading Format

The grading criteria for internship and industry-based-project will show on the registration system as follows:

<b>FSE/Prop</b>	<b>AE/FP</b>	<b>FRPP/FR</b>
<b>25</b>	<b>25</b>	<b>50</b>

Explanation of Abbreviations Used:

For Internship:

**FSE:** Field Supervisor Evaluation

**AE :** Academic Supervisor Evaluation

**FRPP:** Final Report & PowerPoint Presentation

### Forms used during the internship

1. Internship Application Form (IPF 1)
2. Internship Notification Form (IPF 2)
3. Company Internship Tentative Plan (IPF 3)
4. Internship Weekly Progress Report (IPF -4)
5. Guidelines for Formatting the Final Report Form (IPF -5)
6. Evaluation of Intern's Performance by Field & Academic Supervisors (IPF-6) –

CIT Form

7. Evaluation of Intern's Performance by Field & Academic Supervisors (IPF-6) –  
CBA Form
8. Intern Evaluation of Internship & Academic Supervisor (IPF-7) CBA Form
9. Intern Evaluation of Internship & Academic Supervisor (IPF-7) CIT Form
10. Academic Supervisor Evaluation of Internship Provider (IPF 8)
11. Check List of Internship Forms to be collected from Academic Supervisors by  
the end on internship (IPF-9)
12. Thank you letter to Internship Provider (IPF-10)