



# Abu Dhabi Polytechnic

## Internship/Practicum Manual

November 2016



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## Document Revision Form

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## **Welcome Message**

Welcome to the Abu Dhabi Polytechnic (Abu Dhabi Polytechnic). We would like to welcome you and your family to the Abu Dhabi Polytechnic. Abu Dhabi Polytechnic is a governmental entity managed by the Institute of Applied Technology. We are excited to offer you the opportunity to complete a Higher Diploma Programme taught by our staff in collaboration with our strategic partners. We aim to provide you with high quality learning opportunities during this important phase of your life and we believe that each student has the ability to achieve the targeted goals through the supportive environment present at the Abu Dhabi Polytechnic. Your diploma will have taken the innovative approach of combining face-to-face teaching alongside industry-based trainings and projects which will be supervised by staff from the Abu Dhabi Polytechnic. This will help you to identify your own personal strengths, develop project management, teamwork and personal skills and the ability to apply these to real-world situations. We believe that each student has the ability to achieve the goals through the supportive environment present at Abu Dhabi Polytechnic, innovative programmes and the opportunity to work with high quality academics. For every generation, the future is an exciting challenge; we embrace it with confidence in the enormous potential of education and innovation. We invite you to join with us in creating an extraordinary future. We are sure that you will find this to be an exciting and rewarding time which will have a significant impact on the achievement of your future goals.

**Dr. Ahmed A. Al Awar**  
**Abu Dhabi Polytechnic Director**

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## PURPOSE AND USE OF THE MANUAL

Abu Dhabi Polytechnic values education that integrates theory, knowledge, skill, and practice. On Job Placement and internship are critical components of this educational experience. This manual is designed to provide students and Field Supervisors with background information, practices, procedures, and forms that are necessary to successfully conduct an internship programme complying with national and international standards placed on their profession.

This manual/handbook is designed for student's internship for all programmes at Abu Dhabi Polytechnic. The Internship Manual describes the purpose of the internship programme, internship programme settings and code of conduct. The manual addresses responsibilities of the Intern, the industrial partner, and the role of the department of industry and partnership, guidelines for validating and approving of internships, and official forms might be required<sup>1</sup>.

This manual will be utilized by undergraduate students who are expected to perform their internships (or on-the-job performance) programme at Abu Dhabi Polytechnic. Nevertheless, the manual shall be used to draw the Memorandum of Understanding (MOU) between Abu Dhabi Polytechnic and industrial partners/internship programme providers.

The manual provides the internship coordinators, programme administrators, and site supervisors/mentors involved in an internship programme with the guidelines of good practice required by the Commission for Academic Accreditation (CAA). It serves as a guide for them to plan and implement student internship experiences for course credit(s). The manual is a useful resource for planning and managing successful, quality internship experiences that will enrich the educational experience of students at Abu Dhabi Polytechnic.

Please note that Abu Dhabi Polytechnic encourages students to access all available resources including web-related information as well as printed materials. Students should ensure that relevant links to the resources and services available are accessed to help them throughout their academic career.

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<sup>1</sup> Forms are subject to modification in order to comply with the internship programme purposes and policies.

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# Abu Dhabi Polytechnic Academic Programmes and Overview

## Vision

The vision of Abu Dhabi Polytechnic is to create skilled professional technologists and engineers capable of performing at the highest international standards to build a knowledge-based economy in the UAE.

## Mission

The mission of Abu Dhabi Polytechnic is to graduate technologists and engineers with an accredited academic degree and industrially recognized skills and competencies. Abu Dhabi Polytechnic accomplishes this mission through a dual educational-professional training system with multiple high-tech specializations to produce the workforce to serve the UAE industrial manpower for UAE aligned with Abu Dhabi Economic Vision 2030.

## Academic Programmes' Scope and Philosophy

Abu Dhabi is currently heavily reliant on foreign labor, both skilled and unskilled. Expatriates make up 89% of the workforce, one of the highest proportions of foreign labor in the world. Whilst Abu Dhabi welcomes expatriate employees to its shores to help build the economy and share in its success, the Emirate recognizes the need to ensure that Nationals are well equipped to fill available positions, especially in the technology sector. This pressure will become increasingly acute due to the rapid growth of the national population that has accompanied economic prosperity.

For the most part, unemployment amongst nationals can be ascribed to a mismatch between education and labor market demand. The resolution of this issue is central to the future success of the economy. A series of education reforms and training initiatives have been set in motion to address the skills gap and to ensure the supply of suitably qualified employees to meet the shifting requirements of the private sector.

The academic programmes offered at Abu Dhabi Polytechnic (Abu Dhabi Polytechnic) designated to provide the necessary balance of knowledge and practical skills to prepare students for a career as a technologist and professional engineers in different fields of technology. Graduates from the Abu Dhabi Polytechnic are expected to be able to:

- assume technical positions to apply current technologies,
- make technical judgments,
- assist and act as professional engineers to transfer and to develop new technologies, and
- communicate clearly both in writing and orally in supervisory positions.

To achieve these aims, the Abu Dhabi Polytechnic academic programmes are designed to

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embrace a balance between lectures/tutorials, laboratory work, On-the-Job training (OJT) in an industrial facility as well as On-the-Job Performance (OJP). The curriculum includes studies in different specialization streams for each programme offered at the Abu Dhabi Polytechnic.

The Abu Dhabi Polytechnic dual educational system is semester-based. There are 3 semesters: S1, S2 and summer semester. Each semester (S1 and S2) is composed of 16 instructional weeks (except for on-the-job training and performance) and one exams week. Summer semester composed of 8 instructional weeks (except for on-the-job training and performance) and one exams week. There is a 2 week break between S1 and S2 and a further 2 week break in Spring along with a 1 week break between S2 and the Summer semester. The programme offers a five-week summer break. The admission to the programme will be open in the first and the second semester. Students of Abu Dhabi Polytechnic will have the opportunity to integrate knowledge with professional practice during two periods of On Job Placement/training, and an additional one semester of in-house (on-campus) training. However, students must complete the minimum number of credit hours of field study required by Abu Dhabi Polytechnic to graduate.

## Experiential Learning

Experiential learning is a hallmark of the all programmes at Abu Dhabi Polytechnic ever since its inception in 2010. Abu Dhabi Polytechnic believes that extensive opportunities for experiential learning are critical for translating theory and classroom-based learning to effective professional practice. Field experiences also provide opportunities for students to connect with professionals and communities around diverse issues and challenges related to their specialty and to participate in promising new professional practices. Following the lines of mother institution, namely IAT, it is assured that the Industrial Internship Training and Placement is an integral component of the IAT curriculum. This component cannot be earned without authentic work-integrated learning experience, fused within the programme of study. Being an experiential learning activity, the Internship must be practiced for a meaningful duration of two consecutive periods of 10 weeks each. The workload of the Internship shall be defined in collaboration with the Industrial Partner on the condition that it is not less than 6 working hours a day.

## Overview of the Internship/On Job Placement/Training Programme

Internships are work-based activities in which students engage in learning through practical and relevant experiences at various internship sites. These structured experiences involve the practical application of previously studied theory through course work. Internships<sup>2</sup> are targeted to the students' meaningful future plans and allow students to explore careers that require additional degrees, certification, or on-the-job training.

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<sup>2</sup> In this manual, the words Internship, Practicum, On-Job Performance, and Placement are used interchangeably

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The internship programme is an arrangement involving the student, the student's parents/guardians, the school, and the businesses/industries and organizations of the community. Each of these will benefit from the existence and operation of an effective internship programme. Some benefits of the programme include but are not limited to:

- Students receive guidance and feedback during the entire internship period.
- Business/industry and organizations are utilized for specialized training.
- Internship experiences assist in exploring future career choices.
- The private sector is provided with opportunities to take an active part in the education and career preparation of students in the local community.
- Job experiences are supplemented with technical information and encounters that cannot be simulated in the classroom.

In addition to these general benefits, internships offer specific advantages to the student, school, and the community. Abu Dhabi Polytechnic has broadened the curriculum through the utilization of many community resources and hence meet the needs of a rapidly changing field. Beside, Abu Dhabi Polytechnic will establish a cooperative working relationship with the surrounding community, interact with professionals outside the school environment who are involved in the training of young people, and enforce the concept that education is indeed a community-wide partnership.

### **National Standards for On Job Placement and Internship Experiences**

Abu Dhabi Polytechnic programmes' curriculum is designed to meet national and International Standards. The International standards outline a wide array of knowledge and skill areas where students are expected to demonstrate mastery prior to graduation.

Industrial partners or internship programme providers shall comply with the guidelines for good practices outlined by the Commission for Academic Accreditation/ Ministry of Higher Education and Scientific Research. The department of industry and partnership shall verify the training process and validate the overall training/internship programme settings and adherence to Abu Dhabi Polytechnic and CAA standards and code of conduct.

### **Professional Career Internship**

An internship is a structured work experience that combines academic learning and career exploration in a professional work environment. Internships bridge the academic world and the professional world, allowing the student to apply concepts learned in the classroom to the world of work. Internships provide a networking base, give the student an opportunity to improve and learn new skills, and allow students to explore a variety of career options. The internship programme shall be designed to help Abu Dhabi Polytechnic student to:

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- Integrate classroom knowledge and theory with field experience.
- Evaluate vocational options based on newly acquired knowledge and skills.
- Observe professionals in the field to benefit from their experience and expertise.
- Complete work assignments successfully.
- Develop basic skills required for employment.
- Strengthen interpersonal and communication skills.
- Select courses to supplement the internship experience.
- Develop a positive and self-confident attitude prior to entering the world of work

Since Industrial Internship Training is an academic programme, the student must abide by the professional code of conduct stipulated by the Institute; according to which the student-intern shall observe the following:

1. Comply with workplace rules and regulations (e.g., hours of work, holidays, and dress code, etc.);
2. Exert his/her utmost to maintain and enhance professional effectiveness by improving skills and acquiring new knowledge;
3. Seek evaluations or feedback from industrial supervisor, and attempt corrective changes in behavior;
4. Immediately notify Internship coordinator/department of industry and partnership if a serious problem arises;
5. Refrain from conducting personal business during work hours, such as utilizing cell phone or company resources (e.g., telephones, photocopy, internet and facsimile machines);
6. Strive to be honest, trustworthy, fair, considerate, and positive team member;
7. Carry out all assignments and responsibilities in a reliable and efficient manner.
8. Adopt a professional work ethic characterized by use of sound theoretical principles and a unblemished personal value system;
9. Complete all academic assignments (i.e., logbook entries, report preparation, and seminar presentations) in a professional and scholarly manner and adhere to appropriate applicable deadlines;
10. Treat all workplace documents, procedures and information as confidential, and secures company's release of his final report.

### Department of Industry and Partnerships

The function of this Department is to develop, build, sustain and deepen the industry linkages and partnership with IAT institutes so as to enhance graduate employment.

While each institute or academy may initiate the linkage with many companies and government organisations, detailed follow-through and monitoring of implementation will be done through this department. The department will serve as the link between the industry and the academies and do the footwork for the academies in follow-up. The department will also maintain a database of relevant companies and organisations and a record of each visit and

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discussion. Areas to be covered:

- MOUs
- Student Internships
- Sponsorship of Students
- Sponsorship of Events
- Placement of Graduates
- Use of Institute facilities
- Donation of equipment
- Joint conferences or seminars
- Staff development and attachments
- Joint applied research projects
- Media coverage
- Other areas as may arise

In addition, the department will look after the media relations and mass communications for Abu Dhabi Polytechnic. The Department will send out periodic e-newsletters about the developments and progress of IAT entities and students so as to create a positive mindshare about Abu Dhabi Polytechnic and Abu Dhabi Polytechnic graduates. Moreover, the department of industry and partnerships shall verify the training process and validate the overall training/internship programme settings in order to comply with the guidelines for good practice provided by the commission for academic accreditation/Ministry of Higher Education and Scientific Research and the institute code of conduct.

Further description on the department placement in the overall layout of the institute and required qualification and expertise to fill in a position within this department are enclosed in the appendix of this document.

## Settings and Characteristics of an Effective Internship

Effective internship programmes contain the following:

- Application, interview, and acceptance into the internship programme.
- School-directed coordination of instruction, preparation, and internship experiences.
- Communication with parents/guardians including their orientation to the internship programme.
- A goal of facilitating the student's personal and career growth, including student's ability to adapt to business/industry trends and to become the manager of his/her own career development.
- Student instruction and/or practice in decision making, problem solving, teamwork, internship expectations, terminology and protocol, and adaptation to unexpected or unusual events at work.

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- Careful placement of each student according to their meaningful future plan and readiness to participate in the internship programme.
- An internship agreement signed by all individuals identifying responsibilities of the intern, site supervisor/mentor, internship coordinator, and parents/guardians.
- An internship training plan listing tasks, assignments, and/or observations specific to each internship site
- Communication by the internship coordinator with all participants during the internship experience, including handling of problem situations.
- Evaluation of internship programme by interns, site supervisors/mentors, and parents/guardians
- Intern reflection of internship experience and visitation of meaningful future plan to identify next steps in career development.
- Policies that address liability and insurance, transportation, absences, confidentiality, local legal regulations, etc.

## Eligibility for Internship Experience

Students of Abu Dhabi Polytechnic are required to meet academic and professional expectations in order to be involved in field study. To qualify for a field placement, students must be in good academic standing in their programme at Abu Dhabi Polytechnic. Students with a GPA under 2.0 may not be allowed to begin or to continue in a placement until probationary status is removed. In addition, the student must be enrolled in field training courses for the given semester to obtain credit. A student should present an internship completion form and shows satisfactory performance including continued cooperation with the Internship Field Supervisor through the whole period of internship. When applying to the internship programme, students are required to complete background check up form as per some industries regulations. Although, Abu Dhabi Polytechnic requires this clearance as one of admission requirements, it is also required for the internship by some industries. The programme department maintains the right to deny admission to or remove any student from the programme who has been convicted of any of unacceptable charges.

## On Job Placement and Internship Practices, Procedures, and Protocols

### Pre-Internship Seminar

Abu Dhabi Polytechnic will organize a seminar for all students eligible for the internship prior to the semesters of the field training. This seminar is conducted to all eligible students in the first semester of the final or third year. At the seminar, students will be introduced to all issues related

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to the place of internship and extensive highlight of the internship guidelines.

## Semesterly Dates and Deadlines

Abu Dhabi Polytechnic will publish the field training semesterly dates and deadlines at the beginning of the academic year in which the internship programme is to be conducted. Validated dates and deadlines for the internship programme will be provided by the department of industry and partnership.

## Qualifying for a On Job Placement /Internship Placement

Students should meet any necessary prerequisites including number of credits, academic standing, background check, and approval from both department and potential employers in order to enroll in the On Job Placement or internship learning experience. Students who are on academic probation must receive approval from the academic programme department to enroll in the On Job Placement or internship courses.

## On Job Placement or Internship Waiving

All students enrolled in any of Abu Dhabi Polytechnic programmes are required to register, abide by all regulations, and complete the supervised field-based study period in each programme with a satisfactory performance. Neither life-experience nor previous work experience can substitute for On Job Placement /internship coursework required from Abu Dhabi Polytechnic students.

## International Internships

With pre-approval by the academic programme department and appropriate permissions from Abu Dhabi Polytechnic, students may enroll in one or two semesters of internship study in an international setting. Students who are interested in this option should contact the internship field supervisor for additional details early in their programme of study. Permission must be received from the student's guardians, a minimum of three months prior to departure.

## Leaves and Absences

At the beginning of each period of the field training, students are required to meet with the Field Supervisor to discuss a schedule of hours to be completed during the semester and as per agreements with the industrial partners. Vacations and finals week schedule should be discussed with the Field Supervisor at that time.

The On Job Placement is an academic course and students are expected to observe the academic schedule and holidays. In situations where holidays may interfere with continuity of service, exceptions can be made by agreement between students and supervisors. For sick leave and during inclement weather, students must notify their Field Supervisor if they are unable to attend a scheduled day of On Job Placement or internship experience. Any missed time must be made up on a schedule agreed to by the student and the Field Supervisor. During the time between academic semesters, students typically are not expected to work at their On Job Placement or internships placement. Students usually confine their work schedule to the ten

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weeks of each semester of Internship.

## Accommodation

Each student is expected to meet the Essential Functions of Performance with or without accommodations to participate in an On Job Placement and internship learning experience. It is the policy of IAT and Abu Dhabi Polytechnic to provide academic accommodations for students. Students requiring special arrangements during their internship should report this need to the Internship coordinator before the beginning of the Internship.

## Changing Placements

A student who plans to change the site of the internship should notify the Field Supervisor approximately six weeks before the new placement is to begin or as early as a decision is made. The student shall clearly justify the reasons for this change and a form approval process will be initiated. Upon approval or denial, the student will be notified within two weeks of filing his/her request. Conversely, the internship training programme provider shall enclose full description of training programme settings and amenities and forward it the department of industry and partnerships before signing the MOU.

## Dismissal from an On Job Placement, Internship, or the Programme

The Abu Dhabi Polytechnic, The Academic Programme Department, or the Field Supervisor with the approval of Abu Dhabi Polytechnic director has the right to terminate a student's placement at any point in the semester for unprofessional behavior or unsatisfactory performance. A dismissal due to unprofessional behavior, excessive absenteeism, or unsatisfactory performance typically results in an unsatisfactory grade and loss of rights including financial issues for the semester. In some circumstances, dismissal from a placement may also result in probation or dismissal from the Programme. Determinations are made on a case-by-case basis during the Student Review Committee meeting. In situations where the student is dissatisfied with the placement, Abu Dhabi Polytechnic may go for formal attempt at resolution. In most situations, the student is encouraged to remain at the placement until the end of the first semester of On-Job-Placement and to make a change in placements for the following semester.

On the other side, unusual or unanticipated emergencies at the internship site may result in the partner's inability to continue to support student field learning. Abu Dhabi Polytechnic will make necessary arrangements for the student to be placed in a different place.

## Withdrawing from On-the-Job Placement or Internship

With department approval and for unusual circumstances, students who elect to leave a placement or field training during the course of a semester will need to withdraw from the On Job Placement or internship course and re-enroll in a subsequent semester, if applicable. Hours that were completed during the semester in which the withdrawal took place cannot be applied towards coursework in later semester

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### **Incomplete (I) Grades During On Job Placement or Internship**

In the rare event that a student is unable to complete On Job Placement or internship hours prior to the end of a semester, the student may request an incomplete (I) grade. The (I) grade is subject to approval of the academic programme department and student should show information on how and when the hours will be completed during the following semester. At the discretion of the field supervisor and department, a student may not be allowed to enroll in a subsequent semester of internship until (I) grade requirements are satisfied.

### **Grievances and Due Process**

All students in the field training programme are entitled to due process following a decision that has been issued to them. The academic grievance appeal process starts by filling an appeal and adhere the strict timelines when filing a grievance, and all grievances must originate with the student going to the individual (Field supervisor) or entity (department) that made the initial decision.

### **Allegations of Misconduct**

When the academic programme department of Abu Dhabi Polytechnic receives a complaint of serious misconduct by a, On Job Placement or internship, student that is alleged to have taken place within the context of industrial partner work, the student will be placed on immediate leave from the placement. If there is reason to believe that misconduct is of a criminal nature, then Abu Dhabi Polytechnic will cooperate with law enforcement officials and make any necessary notifications as required by mandated reporting laws. If the situation is not resolved within two weeks of the initial report, the Department will provide the student with a determination regarding continuation in the placement.

### **Classroom Facilities**

Industrial Partners should allocate sufficient and appropriate classroom, office space, equipment, and materials for teaching the seminars/classes associated with the Internship or On Job Placement as per the regulations of the internship workplace.

### **Level of Commitment**

Internship programmes require a commitment of time and resources. Successful programmes have support at all levels of the internship programme, as well as cooperation of all participating college personnel. Planning, coordination, and continuing communication with the education staff and internship site supervisors/mentors are crucial.

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## Credit for Instruction and Internship

The field training (On-the-Job Placement) at Abu Dhabi Polytechnic requires two consecutive periods in the third year of the programme. The number of credit hours per period might be earned for successful completion of the whole internship experience in addition to classroom instruction associated with them is depending on each academic programme of Abu Dhabi Polytechnic. Seminars held before, during, or after the on-site internship experience may be counted as instructional time.

## Stipend

Since the internship is a curricular activity, Abu Dhabi Polytechnic shall pay each student the regular allowance for the entire internship duration (4 months for two periods each of 2 months). Abu Dhabi Polytechnic does not require industrial partners to pay wages for interns; however, partners are encouraged to provide additional reward to their respective student/interns in accordance with applicable procedure.

## Implementing/Monitoring the On Job Placement Programme

### Programme Duration

A typical internship period is 10 weeks and one-week project/assessment. The design of activities during this period will be developed in cooperation with the industrial partner or the internship site organization. The whole On Job Placement programme is two periods that is usually offered in the third year of their academic programme. In all cases, an internship coordinator must be available to supervise and coordinate the programme.

### Classroom Activities

Internship programmes require seminars and/or classroom activities in addition to the time spent at the internship site. These activities can take place either at Abu Dhabi Polytechnic classrooms or at dedicated classrooms at the internship site as per agreement with the industrial partner.

### Workplace Activities

The intern's site activities may include special projects, a sampling of tasks from different jobs, or tasks from a single occupation. The internship coordinator and the internship site supervisor/mentor should determine the nature of the activities jointly, with input from the intern.

### Internship Training Agreement

A training agreement should be developed and followed for each intern. Parties to the

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agreement should include the intern, parent/guardian, internship coordinator, and internship site supervisor/mentor. These documents identify the responsibilities of each of the parties and serve as evidence of their intention to fulfill the conditions of the agreement.

## Internship Training Plan

An internship training plan should be developed and followed for each intern. The internship coordinator and internship site supervisor/mentor should jointly prepare this plan. The plan should include the tasks, assignments, and/or observations specific to the internship site. Nevertheless, the training plan shall also provide units description as per to the National Qualification Framework (NQA)<sup>3</sup>.

## Internship Sites

Internship sites are carefully selected so that interns are placed in locations and situations that provide quality learning experiences compatible with the intern's meaningful future plan. The management of the cooperating internship site should appoint an internship site supervisor/mentor to provide continuing guidance, direction, and training for the intern. Parents/guardians may not serve as internship site supervisors/mentors to their children. Internship site supervisors/mentors will communicate regularly with the internship coordinator and periodically evaluate the intern.

## Internships Visitations and Monitoring

Visits to the internship site are extremely important and shall be conducted periodically. However, the exact number of visits to the workplace by the internship coordinator/Field supervisor will depend on the length and scheduling of the experience as well as any problems or concerns that may develop at particular internship sites. The number of coordination visits must be sufficient to obtain appropriate placements for all interns, to conduct conferences with the internship site supervisors/mentors, to develop internship training plans, to resolve any problems, and to evaluate intern performance and progress. Regular communication is essential and should be done by fax, phone, e-mail, and face-to-face.

## Portfolio Documentation

Throughout the internship programme, students create a capstone portfolio that demonstrates mastery of the internship Standards, acquired through both classroom and field-based learning experiences. Each student's portfolio is unique and represents individual interests and career directions. Capstone portfolios should include artifacts from On Job Placement and internships such as a résumé, learning contracts, evidence of meeting On Job Placement /internship learning objectives, evidence of attending professional development activities, professional writing samples, completed projects, programme evaluations, and field supervision evaluations. Course instructors in the On Job Placement and internship seminars will provide

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<sup>3</sup> NQA can be compiled at the academic programme department level in cooperation with the internship programme provider.

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additional information regarding how fieldwork artifacts can be incorporated into the capstone portfolio.

## Internship Records

Abu Dhabi Polytechnic shall maintain records for each intern. Some records will be kept a minimum of five (5) years. Keeping accurate records is the responsibility of internship coordinators/ department of industry and partnership. A great deal of data is required and generated in the initiation and operation of an internship programme. Information contained in intern files is subject to review by administrators, parents/guardians, or students. Sample records that need to be kept for each intern include Internship Application, Internship Interview Evaluation Form, Internship Training Agreement, Internship Training Plan, Weekly or Bi-Weekly Internship Report and Time Sheet, Parent/Guardian Consent Form, Visitation/Communication Summary, Intern Evaluation of the Internship Programme, and Internship Confidentiality Agreement.

## Dress Code

All students will dress properly and following the accepted dress code as per the Internship site regulations. All dress that honor UAE cultural tradition are highly recommended.

## Professional Development

Abu Dhabi Polytechnic shall host or arrange for a sponsorship for a reception event for all participants of the Internship programme at the end of each internship experience. The objective of this event is to recognize and appreciate the work and efforts of all parties. A variety of methods may be used to recognize the contribution of internship stakeholders. The event is used to:

- Allow interns to share the impact that this experience has personally had on them.
- Acquaint people with the scope of the internship programme.
- Recognize business, industry, labor individuals, and groups who have made outstanding contributions to the internship programme.
- Recognize intern leadership and achievement.
- Develop pride and group spirit for those involved with internship programme.

## Steps in setting up the internship experience

Student has to:

1. meet with his/her Academic Advisor and Internship coordinator to discuss training plans
2. Apply for Internships and Prepare for Interviews. Follow proper application procedures for the internship
3. Attend the Pre-Internship Seminar that will be held in the first semester of the academic year in which the internship programme to be held.
4. Complete the Internship Contract and Internship Contract Supplement

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5. Review the check list to ensure that he/she has completed all steps and filled all required forms.

## Safety in the On Job Placement or Internship Placement

### Legal Issues

All of the IAT, Abu Dhabi Polytechnic, Abu Dhabi, and federal laws regarding health and safety must be followed by all parties involved in the placement experience or during the internship. Students are also encouraged to read the health and safety policy provided to them in the student handbook.

### Health/Life Insurance

IAT student health insurance policy and considerations apply for interns participating in non-paid internship experiences, unless the internship site is covering all interns.

### Transportation

Unless the Interns/Parents/Guardians/internship site provides transportation to the students, Abu Dhabi Polytechnic will provide reliable transportation to students from and to the internship site.

## Safety in the On Job Placement or Internship Placement

Each placement organization (industrial partner) is required to orient students to the safety policies and procedures using orientation session, as well as during supervision meetings. It is important to discuss guidelines for prevention and crisis/safety plans with all interns. Discussion should also include safety issues in the community, within the building(s), with particular clients prone to violent behavior, and safeguarding of personal belongings. Students are required to sign the Acknowledgement of Risk and Consent for Treatment Form indicating understanding of the inherent risks associated with a field placement.

### Acknowledgement of Risk and Consent for Treatment

Students in an On-the-Job Placement and an internship are required to sign and return a form on “the Acknowledgement of Risk and Consent for Treatment” found in the appendix. Students who fail to sign and return this form will not be allowed to continue in a placement.

### Injury during On Job Placement or Internship

Any student who is injured while performing On Job Placement /internship placement

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immediately must notify the host industrial partner and the Abu Dhabi Polytechnic internship coordinator. Reports of injury must be made as soon as possible (within 24 hours) by the student and/or the Field Supervisor to Abu Dhabi Polytechnic. The Academic Programme Department Chair and training coordinator must be informed immediately by the field supervisor.

### **Use of Personal Vehicles during On Job Placement or Internship**

At some times, interns are requested to use their personal vehicles for partner work (e.g., conferences, home visits, meetings, transporting clients). Abu Dhabi Polytechnic does not provide any insurance that covers the personal use of vehicles for On Job Placement or internship activities. Students must obtain written permission from the industrial partner before using their personal vehicle during the internship. Students should never transport a client who is injured or who is at risk for injuring self or others.

### **Sexual Harassment**

Any student who experiences or witnesses sexual harassment while performing On Job Placement or internship placement should report it immediately to respective staff at the place of internship and to the department director and field supervisor. Any form of sexual harassment by a student intern will not be tolerated by the Abu Dhabi Polytechnic if confirmed through official procedures.

### **Code of Ethics**

All students are expected to know and to follow the Code of Ethics which is found in the Abu Dhabi Polytechnic student handbook. Students who violate ethical guidelines may be terminated from a placement and/or placed on probation or terminated from the Programme.

### **First Aid Certification**

All students must attend a First Aid training workshop prior to beginning of Internship that is made available through dedicated Programme in IAT during the year. Certification of attendance can be obtained through the workshop. Once obtained, students should provide a photocopy of First Aid certification to their Internship Coordinator.

### **Inclement Weather**

During severe weather conditions, Students should not drive or attend On Job Placement or internship placements if they feel that their safety is in jeopardy, and they need to notify their Field Supervisor or the industrial partner that they will not be there. All days must be made up within the 10-week period.

## **Roles and Responsibilities of Internship Participants**

A number of people are involved in the operation of a successful internship programme. In

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this section the roles and responsibilities of these people are outlined.

### The Student/Intern:

Prospective interns should demonstrate that they have acquired the competencies for the internship programme and that they are ready to apply and further develop these skills during the internship period. In addition, interns are required to:

- Review and adhere to the Internship Manual
- Adhere to dress and behavior guidelines.
- Participate in all approved activities structured by the internship coordinator and the internship site supervisor/mentor, focusing on the training plan.
- Complete, sign, and submit all documentation as directed by the internship coordinator.
- Communicate with the internship coordinator throughout the internship experience, especially if concerns or problems need to be addressed.
- Evaluate and share information about the internship experience.
- Comply with the policies and procedures of the internship site.
- Comply with training agreement.
- Comply with policies and procedures of the work site.
- Maintain up-to-date weekly work reports and cumulative hour summaries.
- Notify internship coordinator and internship site supervisor/mentor if unable to report to internship site or seminars/classes.
- Furnish the internship coordinator with requested information upon need.
- Demonstrate honesty, punctuality, respect, courtesy, cooperative attitude, proper health and grooming habits, and a willingness to learn both in the seminars/classes and at the internship site.
- Remain at the assigned internship site for the duration of the internship period except by mutual agreement of all parties.
- Maintain confidentiality guidelines.

### The Academic Department Chair:

- Reviews the completed Internship Contract and Internship Contract Supplement to ensure internship meets department requirements.
- Signs the Internship Contract.
- Respond to the needs of all stakeholders.
- Assist the internship coordinator to ensure the internship competences are met by interns and advise on specifications concerning coordination of the programme, placing and coordinating interns, and working with the advisory committee and other community groups.
- Provide adequate time and proper staffing to support the programme to include placement and visitation of student interns and other coordination activities. Review

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required records and documentation (training agreement, training plans, documentation of conferences, etc.) maintained by internship coordinator as necessary.

- Provide input on programme strengths and weaknesses to internship coordinator.
- Collaborate with internship coordinator to develop written policies for use in decision-making situations and provide guidance in achieving programme goals.
- Provide internship coordinator with professional development opportunities.
- Ensure a follow-up survey of internship graduates is conducted as necessary.

### Internship Supervisor/Coordinator

An internship supervisor/coordinator shall demonstrate the following:

- Conform to Abu Dhabi Polytechnic policies as a fulltime student.
- Ability to serve as a role model for the career field or discipline with a good understanding of the industry and current trends.
- Dedication to learning about and teaching about the major aspects of the field, including issues and controversies.
- A strong work ethic.
- Ability to communicate with all involved parties.
- An understanding of the internship programme and what is expected of all involved parties.
- Timeliness in completing school documentation for internship programme.
- Develop the intern training plan and to implement or revise the plan as circumstances arise.
- Comply with all items specified in the training agreement.

Internship coordinators should experience continuing professional development. Professional development experiences could include summer workshops and conferences, college courses, teacher internships in business and industry, and other state and local staff development offerings.

### Parents/Guardians

Parents/Guardians should:

- Approve and sign appropriate forms for student participation in the internship programme
- Communicate questions or concerns to the internship coordinator, not the site supervisor/mentor.
- Become knowledgeable concerning the purposes and procedures of the training agreement and training plan.

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- The intern and parents or guardians assume all responsibility, accountability, and liability for any and all acts arising out of the intern's participation in the internship programme.
- Support the policies of the programme.
- Work cooperatively with internship coordinator and intern in solving school, work, and home problems.
- Assume general legal responsibility for the actions of the intern while at the internship site.
- Maintain and reinforce confidentiality regarding any information/encounters their child gains while at their internship site.

### The Industrial Partner

The selected industrial partner should:

- Consider the student as a full-time employee of the partner's staff.
- Provide professional guidance and direction relevant to the functions of the partner programme.
- Lead the student progressively into assuming increasing responsibilities.
- Assist the student in achieving stated goals and objectives, i.e., provide the student with a written set of guidelines of expectations and duties during the internship and conduct a formal evaluation of the student.
- Assure that the student is receiving maximum opportunity, direction, and guidance during the internship experience.
- Cooperate fully with the Internship Supervisor on all matters pertaining to the student's internship.
- Assign a person to supervise the student intern who has had the proper educational and practical background.
- Maintain regular contacts with the Internship Supervisor.
- Work with the Internship Supervisor in a final evaluation of the student's performance and grade.
- Return one copy of the Internship Agreement Contract to the Internship Supervisor.
- Complete a progress report during the third, sixth, and ninth weeks of each semester of the internship.
- Notify the Internship Supervisor immediately should any problem arise.
- Submit an evaluation concerning the student's overall internship experience.

### Advisory Committee

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Internship programmes at Abu Dhabi Polytechnic shall have an active advisory committee composed of representatives from business/industry, Abu Dhabi Polytechnic, parents, and students. An advisory committee can be very effective and helpful in assisting with public instruction and programme promotion; and evaluating, improving, and further developing the programme.

## 4. Details of the On-Job Placement

### Preface

Abu Dhabi Polytechnic offers On the Job training courses as part of the students programme. Each course of On the Job training shall be conducted collaboratively with Abu Dhabi Polytechnic Industrial partner. The overall objective of each course aims on developing students' practical knowledge and practices to develop a profession in one of the three specializations of HDISET programme.

### 4.1 On Job Placement

#### Description and Purpose of On Job Placement

The primary purpose of On-Job Placement-I is to prepare students for professional work in the field. Besides practical training at the work place, students examine issues of confidentiality, ethics, safety, first aid, and mandated reporting, in addition to familiarizing themselves with real work place and organizations and committing to a placement that opens their eyes on their future career. They also are required to achieve specific benchmarks that denote their readiness to be in the field. Abu Dhabi Polytechnic will work to make placements available in a wide variety of internship site settings, both public and private. Abu Dhabi Polytechnic will work with partners to nominate students for different sites. In some occasions, students are allowed to select their own placement sites with the support and pre-approval of the department.

#### The On Job Placement Training Contract

In addition to the Programme's prescribed overarching learning/training requirement as detailed in the learning outcomes of the Internship experience, students have to accurately follow the On Job Placement training Contract found in the Appendix of this manual. The contract is a written

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agreement between the student, the industrial partner, and the Abu Dhabi Polytechnic regarding what students want to know or be able to do as a result of working in the field placement. The contract will spell out the learning/training objectives and corresponding training activities which will be developed at the beginning of each semester the student is in a field placement. The other part related to the learning outcomes and assessment is completed at the end of each semester. Each semester students are in a field placement a new learning contract is developed and implemented.

The Training Contract is followed throughout the semester and helps to focus students on learning objectives during that semester. But, as is common or expected with experiential learning, sometimes learning objectives identified in the contract may be interrupted by unforeseen events, opportunities, or obstacles. Weekly supervision sessions offer a good opportunity for ongoing review of a student's progress towards achieving the learning objectives. If an unplanned event, opportunity, or obstacle occurs during the semester, students should discuss it immediately with their Field Supervisor, and identify the new learning emerging as a result of a change of plans. The training visit that takes place between the student and the Internship Supervisor also provides another opportunity to review a student's progress towards achieving the learning objectives and any change in plans.

### **Benchmark Assessments for On Job Placement**

In order to assure student preparedness for a professional training placement, Abu Dhabi Polytechnic has identified three benchmarks that students must satisfy in order to proceed in the internship programme for the next period. These assessment benchmarks are:

- Students must pass assessment exam at the end of the course.
- Students must demonstrate the ability to abide by the professional performance expectations and meet the Essential Functions of each programme at Abu Dhabi Polytechnic.

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- Students must demonstrate the ability to successfully conduct a project in the subject of the internship.

These assessment benchmarks are skill and knowledge content covered in On Job Placement. The On Job Placement assessment exam includes basic knowledge of course subjects, confidentiality laws, universal precautions, ethics/boundaries, mandated reporting laws, malpractice/liability, and the ability to write a technical report that summarizes their learning and training experiences. Any student who does not pass the exam on the first attempt can re-take the exam prior to the beginning of the next semester. Any student who does not pass on the second attempt will receive an unsatisfactory grade in the course and must retake the course before proceeding to further On Job Placement.

### **Field Experience Observations and Documentation**

There will be a number of training visits to the internship site by the Internship coordinator. The objective is to meet students, site supervisors, and all personnel involved in the internship. Many issues can be discussed during the visits including status of intern, benefits, problems and issues, etc. All site visits will be documented as per the official forms.

A student will be required to document the whole internship experience. Each student will prepare a predetermined number of progress reports, a final intern report and will complete an internship project. At the beginning of the internship a Schedule of Assignments and Evaluations will be provided to both the intern and to the Partner Supervisor by the Internship Supervisor. It is the responsibility of the Intern to meet the assignment deadlines.

### **Student Self-Assessment of Learning**

Completing a Student Self-Assessment is part of the documentation of learning and provides students with the opportunity to evaluate the academic and professional growth that has occurred as a result of involvement in the placement. Students reflect on the following questions, and assess their learning by asking themselves:

- Were my learning objectives met? Which learning objective(s) were not met? Why?
- Did I learn what I originally planned to learn?
- What were some of the unanticipated learnings?
- What have I learned about myself as a result of being involved with this field experience?
- What have I learned about my work experience?

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- What factors do I consider contributed to making this field experience a worthwhile/not worthwhile learning experience?
- What will I do differently as a result of what I learned?

Students in On Job Placement should submit their semesterly Self-Assessment using the self-assessment form in the appendix.

### **Final Course Evaluation of On Job Placement**

Final grades are determined on a Satisfactory (S) or Unsatisfactory (U) basis. Each student's final course grade in the course is determined according to the following criteria:

1. Satisfactory achievement, with documentation, of the required benchmarks.
2. Adherence to Expectations for Academic and Professional Performance for Internships programme.
3. Compliance with policies and directives from the placement site and the Abu Dhabi Polytechnic related to On Job Placement student.
4. Completion of all documentation in an accurate, timely, comprehensive, and legible fashion.
5. Attendance and active participation in supervisory On Job Placement sessions.
6. Satisfactory performance assessments from self and Internship Supervisor.

Most students receive a "Satisfactory" grade in On Job Placement coursework. However, students who receive a grade of "Unsatisfactory" may be required to repeat the course, or referral to the Student Review Committee for consideration for dismissal from the programme.

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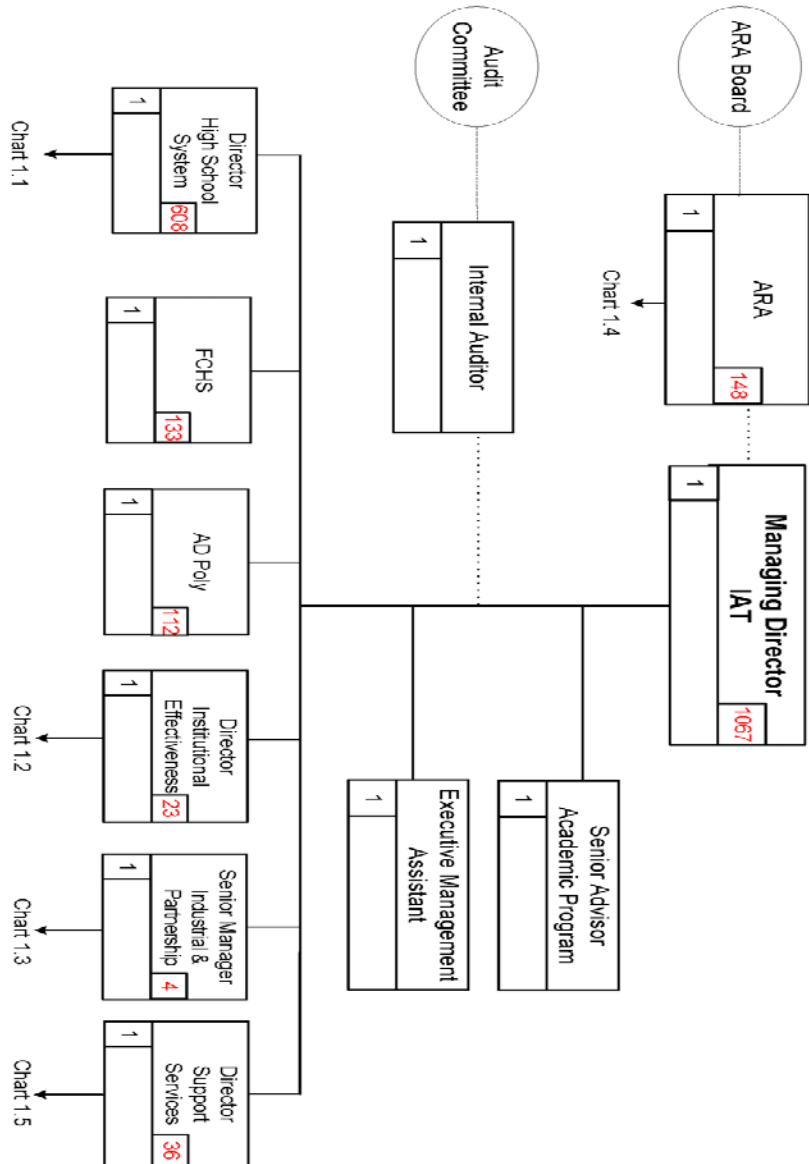
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# APPENDICES

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## Department of Industry and Partnerships

### Organizational Chart



Abdulaziz Al Raesi  
IAT, DSS

Dr. Abdulkarim Al Shamsi  
Associate Director, IAT

Eng. Hussain Al Hamoudi  
Chairman, IAT Board of Trustees

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## Senior Manager Industry and Partnerships

Reports to: Managing Director

**Supervises:** Industry and Partnerships

**Purpose:** The Senior Manager Industry and Partnerships provides leadership and direction in the effective function of his department, including media relations and communications.

**Context:** The mission of the Institute of Applied Technology is to ensure the supply of trained manpower in critical technologies so as to enable the Emiratization of these sectors of the economy. To achieve this, all employees strive for institutional development within a culture of effectiveness that:

Values high performance;

Encourages ethical behaviour;

Facilitates teamwork and collaboration; and

Utilises technology.

### Duties and Responsibilities:

The Sr Manager is responsible for developing, building, sustaining and deepening industry linkages and partnerships with IAT institutes. While each institute or academy may initiate the linkage with many companies and government organisations, detailed follow-through and monitoring of implementation will be done through this department.

The department will serve as the link between the industry and the academies and do the footwork for the academies in follow-up.

The department will also maintain a database of relevant companies and organisations and a record of each visit and discussion.

Areas to be covered:

- MOUs
- Student Internships
- Sponsorship of Students
- Sponsorship of Events
- Placement of Graduates
- Use of Institute facilities
- Donation of equipment
- Joint conferences or seminars
- Staff development and attachments
- Joint applied research projects
- Media coverage
- Other areas as may arise

In addition, the Department will also manage IAT's media relations and communications.

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### Minimum Requirements

#### Qualifications:

- Bachelor's degree or equivalent in a relevant discipline and 7 years' experience
- Master's degree or equivalent in a relevant discipline and 5 years' experience

#### Languages:

- Arabic and English, spoken and written

#### Experience:

- At least 4 years' experience in partnership development, marketing, media management, not necessarily in academic institutions.

### Knowledge, Skills and Abilities

The position requires an experienced employee who

- Has strong inter-personal skills
- Is assertive and confident
- Is optimistic
- Is strong in relationship-building
- Is able to influence and persuade counterparts in industry
- Can spot and convert opportunities to tangible benefits
- Can work under pressure
- Has proven Time Management skills
- Can manage projects

### Communication

Communication and persuasion skills are paramount in dealing with external partners, as well as with colleagues, faculty, staff and senior management.

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## JOB DESCRIPTION

<b>Job Title</b>	Senior Manager Industry & Partnerships	<b>Repts to</b>	Managing Director
<b>Division/Department</b>		<b>Supervises</b>	Industry & Partnerships staff

COMPETENCY REQUIREMENTS	
<b>Experience Required</b>	At least 4 years of experience in partnership development, marketing, media management, not necessarily in academic institutions
<b>Education Requirements</b>	Bachelor degree or equivalent in a relevant discipline and 7 years of experience Master degree or equivalent in a relevant discipline and 5 years of experience
<b>Competency Required</b>	Communication and persuasion skills are paramount in dealing with external partners, as well as with colleagues, faculty, staff and senior management Fluent in Arabic and English ( spoken/ written)

CONTEXT	
<p>The mission of the Institute of Applied Technology is to ensure the supply of trained manpower in critical technologies so as to enable the Emiratization of these sectors of the economy. To achieve this, all employees strive for institutional development within a culture of effectiveness that:</p> <ul style="list-style-type: none"> <li>• Values high performance;</li> <li>• Encourages ethical behavior;</li> <li>• Facilitates teamwork and collaboration; and</li> <li>• Utilizes technology</li> </ul>	
<b>Discipline:</b>	Human Resources Department
<b>Page:</b>	

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<b>Institute:</b>	Institute of Applied Technology	<b>Revision &amp; Date</b>	
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## JOB DESCRIPTION

### ROLE STATEMENT

The Senior Manager Industry and Partnerships provides leadership and direction in the effective function of his department, including media relations and communications

### SUBJECT SPECIFIC TECHNICAL SKILLS

- The position requires an experienced employee who:
- Has strong inter-personal skills
  - Is assertive and confident
  - Is optimistic
  - Is strong in relationship building
  - Is able to influence and persuade counterparts in industry
  - Can spot and convert opportunities to tangible benefits
  - Can work under pressure
  - Has proven Time Management skills
  - Can manage projects

### PRINCIPAL TASKS & RESPONSIBILITIES

The Senior Manager is responsible for developing, building, sustaining and deepening industry linkages and partnerships with IAT institutes. While each institute or academy may initiate the linkage with many companies and government organizations, detailed follow-through and monitoring of implementation will be done through this department.

The department will serve as the link between the industry and the academies and do the footwork for the academies in follow-up.

The department will also maintain a database of relevant companies and organizations and a record of each visit and discussion.

Areas to be covered:

- MOUs

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- Student Internships
- Sponsorship of students
- Sponsorship of events
- Placement of graduates
- Use of institute facilities
- Donation of equipment
- Joint conferences or seminars
- Staff development and attachments
- Joint applied research projects
- Media coverage
- Other areas as may arise

In addition, the department will also manage IAT's media relations and communications

<b>AUTHORITY MATRIX</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>DIRECTOR</b>			
<b>MANAGING DIRECTOR</b>			

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## On Job Placement Forms

### Internship (On Job Placement) Application

Print neatly in black ink

Last Name:	First Name:	Middle Initial:
Street Address:	National Number: _ _ _ - _ _ - _ _ _ _	Gender: M F
City:	Emirate:	P.O.Box:
Home Phone: ( ) -	Cell Phone: ( ) -	Preferred Language:
Verified Absences (this year to date)	Date of Birth: _ _ / _ _ / _ _	Verified GPA:
Long-term Career Goal:	Student ID #:	Graduation Year:

Father/Guardian:	Employed at:
Do you live with this parent/guardian? Y or N	Phone at work:
Mother/Guardian:	Employed at:
Do you live with this parent/guardian? Y or N?	Phone at work:
Extracurricular activities/sports you plan to participate in during your Internship year:	When does this activity/sport meet or take place?
Career Area Preference:	Site Preference:
List the experiences you have had in this career field such as job shadowing, work experience, volunteer work, or academic classes.	

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What are your future plans?

<input type="checkbox"/> Graduate Studies	What type or where?
<input type="checkbox"/> Apprenticeship only	In what?
<input type="checkbox"/> Higher Diploma	What college?
<input type="checkbox"/> Bachelor's Degree	What college?
<input type="checkbox"/> Military	What branch?
<input type="checkbox"/> Other	List?

Write a paragraph explaining how participating in an Internship Experience will benefit your career plans. (Attach another sheet of paper if necessary).

Provide three school personnel references (teachers, guidance, and/or administrators).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Internship Coordinator has our consent to release a copy of any or all of the following school records to prospective internship sites if requested: transcript of grades, attendance record, teacher references, disciplinary record, grade point average, and verification of birth date.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

-----  
**Students do not write below this line.**

COMMITTEE RECOMMENDATION Date: \_\_\_\_\_  
 Accepted  
 Denied--Reason: \_\_\_\_\_

Committee Reviewing Application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional comments:

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## Internship Training Agreement

**Student Name, Address, and Phone Number:**

**Company Name, Supervisor Name, Address, and Phone Number:**

**Agreement Begins:**

**Agreement Ends:**

### ***General Criteria:***

1. The training is for the benefit of the students.
2. The students do not displace regular employees, but work under their close observation.
3. The business that provides the training derives no immediate advantage from the activities of the students, and on occasion its operations may actually be impeded.
4. The students are not necessarily entitled to a job at the conclusion of the training period.
5. The business and the students understand that the students are not entitled to wages and shall not receive the same for the time spent in training.
6. A student who is released from the job by the employer for a justified reason may be dropped from the programme.
7. The employer and the Abu Dhabi Polytechnic will provide instruction and experiences at the training site and in the classroom that will provide the student with skills and attitudes necessary for life-long learning, competitive employment, and continuous improvement.

### ***The Student-Learner agrees to:***

1. perform the necessary tasks and follow instructions as given by the school coordinator and/or business supervisor;
2. abide by the regulations and policies of the business and Abu Dhabi Polytechnic;
3. attend the related class as required;
4. notify the school coordinator and the business supervisor on days absent or late prior to starting time (when possible);
5. not report to the internship site on days absent from school;
6. file complete weekly reports on his/her activities as required;
7. report to the school coordinator as soon as possible when problems arise affecting his/her internship placement;
8. study the student handbook and accept the conditions set forth therein;
9. not hold the business liable for accidents or injuries sustained during training;
10. dress appropriately for the internship;
11. keep all matters confidential.

### ***The Business agrees to:***

1. assign a training supervisor who will evaluate and supervise the student-learner as agreed upon;
2. provide training that will meet a pre-approved training plan;

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3. meet with the Abu Dhabi Polytechnic Internship coordinator at periodic intervals to discuss the student-learner's progress;
4. notify the school coordinator in advance if plans are made to terminate or alter the position of the student-learner;
5. provide safety instruction for all tasks and duties to be performed that present a possible safety hazard to the student-learner;
6. provide compensation for any work done beyond the regular hours of the internship and only for said work beyond the regular hours;
7. comply with all cooperative education student-learner applicable state and federal employment regulations, will provide student-learner equal opportunity employment, and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex, or handicapping conditions;
8. adhere to the provisions of all state and federal child labor laws and existing labor-management agreements;
9. evaluate the student-learner.

### ***Abu Dhabi Polytechnic agrees to:***

1. administer the programme and provide necessary forms;
2. provide specific and/or general related instruction;
3. act as liaison between the parties of this agreement;
4. maintain adequate records;
5. notify the business in advance if the training status of the student-learner changes (when possible);
6. make periodic contacts with the business to discuss student-learner's progress and to evaluate the training station;
7. evaluate the student-learner and assign letter grades.

### ***The Parent or Guardian agrees to:***

1. direct the student-learner in carrying out his/her responsibilities and to contact the school coordinator, not the business, when problems or questions arise concerning the student-learner's internship;
2. provide full support for the student-learner.

\_\_\_\_\_  
Signature of Student-Learner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Abu Dhabi Polytechnic/Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Internship Coordinator

\_\_\_\_\_  
Date

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## Internship Training Plan

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Age \_\_\_\_\_

D.O.B. \_\_\_\_\_ Last ID # \_\_\_\_\_ First Middle

Internship Site \_\_\_\_\_ Site Supervisor/Mentor \_\_\_\_\_  
Address \_\_\_\_\_ Phone/FAX \_\_\_\_\_

### Curriculum Area

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Software Security    | <input type="checkbox"/> Network Security               | <input type="checkbox"/> Other |
| <input type="checkbox"/> Application Security | <input type="checkbox"/> Cyber Security                 |                                |
| <input type="checkbox"/> System Security      | <input type="checkbox"/> Server Security Administration |                                |

### Position

\_\_\_\_\_

### Career Goal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily Schedule: S \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_

Appropriate Attire (what to wear and what not to wear to site):

\_\_\_\_\_  
\_\_\_\_\_

### Intern Tasks, Activities, and/or Observations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Equipment to be Used

\_\_\_\_\_  
\_\_\_\_\_

### Knowledge, Skills, and Abilities Required to Perform Internship Responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Internship Coordinator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Intern's Signature \_\_\_\_\_

Date \_\_\_\_\_

Site Supervisor's/Mentor's Signature \_\_\_\_\_

Date \_\_\_\_\_

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## SELF-ASSESSMENT OF PROFESSIONAL GROWTH

Initial Date: \_\_\_\_\_ Final Date: \_\_\_\_\_

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

Abu Dhabi Polytechnic Internship Supervisor \_\_\_\_\_

Please evaluate your own skills and abilities at this point in your academic career using the following five-point scale. Keep in mind that the learning process is ongoing and that it is probably not realistic to expect mastery of most of these skills. Your honest self-assessment will help you evaluate your growth as you go through your internship. It will also provide information that will help you plan for additional educational needs. This self-assessment is to be done at the *beginning* of the internship and *again at the completion* of the internship.

### Five-Point Scale:

1=Not important or relevant to me at this time

2=I don't feel I have this skill/ability

3=I feel I have some or fair skill/ability in this area, but I will need to ask for help.

4=I am confident that I have enough or good skill/ability to do this with very little assistance.

5=I am confident that I can effectively use my skills/abilities in an excellent manner.

I feel that I have the . . .	Initial Rating	Final Rating	Comments:
1. Preparation for this internship.			
2. Writing skills needed.			
3. Ability to work independently.			
4. Ability to listen and speak so others understand me.			
5. Thoroughness and attention to detail needed.			
6. Ability to attain others' trust and confidence.			
7. Ability to handle duties responsibly.			
8. Ability to demonstrate creativity.			
9. Ability to complete work on time.			
10. Professional attitude needed.			
11. Adaptability needed for this internship.			
12. Ability to cooperate with others.			
13. Work attendance/punctuality expected.			
14. Courteous attitude at all times.			
15. Professional appearance, neat, well groomed.			
16. Ability to evaluate strengths and weaknesses and apply appropriate changes.			
17. Ability to relate to others in a meaningful way.			

**Upon completion of your internship, you need to turn this form in to your Abu Dhabi Polytechnic Internship Supervisor.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## MONTHLY ACTIVITY LOG FOR INTERNSHIP

Intern: \_\_\_\_\_ Date Due \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ at \_\_\_\_\_  
Organization's Name

These activity logs are very important for evaluating your internship site. Please complete this and *hand it in* or *e-mail* it to your **Abu Dhabi Polytechnic Internship Supervisor** after your first month at your internship site.

**Step 1:** In the boxes on the LEFT, note the percent of time spent in these 4 major areas (BOLDED PRINT).

**Step 2:** Within each of the major categories, break down the percent of time spent in each type of activity. Note this in the boxes on the right.

**Please note:** The percentage within the left most column and within each category and the overall percentages listed should total **100%**.

<input type="checkbox"/>	%	<b>Percent of time working directly with Supervisor</b>	
		Percent of time observing only	%
		Percent of time interacting with Supervisor	%
		Percent of time interacting with others in the department	%
		Percent of time interacting with outsiders (clients, other organizations, etc.)	%
			= 100%
<input type="checkbox"/>	%	<b>Percent of time working with other administrative personnel or other staff</b>	
		Percent of time observing only	%
		Percent of time interacting with others in department pertaining to my job	%
		Percent of time doing off site activities	%
		Percent of time doing "busy work" not related to internship	%
			= 100%
<input type="checkbox"/>	%	<b>Percent of time working on activities related to your objectives/goals</b>	
		List Objective/goal 1	%
		List Objective/goal 2	%
		List Objective/goal 3	%
		List Objective/goal 4	%
		List Objective/goal 5	%
			= 100%
<input type="checkbox"/>	%	<b>Percent of time working on your own/self-directed activities</b>	
		List Duty 1	%
		List Duty 2	%
		List Duty 3	%
		List Duty 4	%
		List Duty 5	%
<input type="checkbox"/>	= 100%		= 100%
		<b>How many times have you called/met with/e-mailed your Abu Dhabi Polytechnic Internship Supervisor?</b>	times

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## MID-TERM EVALUATION OF INTERN BY ON-SITE SUPERVISOR

**Intern Directions:** Complete the information above the line below and give to your On-Site Supervisor for completion. Then contact your Abu Dhabi Polytechnic Internship Supervisor and schedule an appointment to go over the results.

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Abu Dhabi Polytechnic Internship Supervisor:

\_\_\_\_\_

On-Site Supervisor:

\_\_\_\_\_

Organization:

Address: \_\_\_\_\_

**On-Site Supervisor Directions:** Please complete this evaluation form at mid-semester (approximately 7 weeks into the internship). Your frank opinions and comments will not only facilitate the assessment of the intern's performance, but will also identify problems that need attention.

**Please Scan and Email the completed form to the intern's Abu Dhabi Polytechnic Internship Supervisor (named above). Email address:**

\_\_\_\_\_

Please circle the appropriate rating:

1      2      3      4      5

Low

Average

High

### The intern named above

1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Works independently	1	2	3	4	5
5. Completes assignments thoroughly	1	2	3	4	5
6. Demonstrates responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Shows creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adapts to changing circumstances	1	2	3	4	5
13. Cooperates consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-Site Supervisor Signature: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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## FINAL EVALUATION OF INTERN BY ON-SITE SUPERVISOR

**Intern Directions: Complete the information above the line below and give to your On-Site Supervisor for completion. Then contact your Abu Dhabi Polytechnic Internship Supervisor and schedule an appointment to go over the results. Your Abu Dhabi Polytechnic Internship Supervisor must meet with you by the end of the semester in order for you to receive a passing grade.**

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Abu Dhabi Polytechnic Internship Supervisor:

\_\_\_\_\_

On-Site Supervisor:

Organization:

Address: \_\_\_\_\_

**On-Site Supervisor Directions:** Please complete this evaluation form at the end (11 weeks or end of the internship). Your frank opinions and comments will not only facilitate the assessment of the intern's performance, but will also identify problems that need attention.

**Please Scan and Email the completed form to the intern's Abu Dhabi Polytechnic Internship Supervisor (named above). Email address:**

\_\_\_\_\_

Please circle the appropriate rating:

	Low		Average		High
	1	2	3	4	5
<b>The intern named above</b>					
1. Came well prepared for this internship	1	2	3	4	5
2. Possesses necessary writing skills	1	2	3	4	5
3. Possesses necessary speaking skills	1	2	3	4	5
4. Works independently	1	2	3	4	5
5. Completes assignments thoroughly	1	2	3	4	5
6. Demonstrates responsibility	1	2	3	4	5
7. Is dependable	1	2	3	4	5
8. Shows creativity	1	2	3	4	5
9. Produces high quality work	1	2	3	4	5
10. Produces maximum quality of work	1	2	3	4	5
11. Exhibits a professional attitude	1	2	3	4	5
12. Adapts to changing circumstances	1	2	3	4	5
13. Cooperates consistently	1	2	3	4	5
14. Maintains regular attendance	1	2	3	4	5
15. Is punctual	1	2	3	4	5
16. Is courteous and friendly	1	2	3	4	5
17. Presents an acceptable personal appearance	1	2	3	4	5
18. Exhibits growth and maturity	1	2	3	4	5

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-Site Supervisor Signature: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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## FINAL EVALUATION OF INTERNSHIP EXPERIENCE BY INTERN

\*Note: Please finish your *Self Assessment for Professional Growth* and attach to this Final Evaluation. Then **send both** to your Abu Dhabi Polytechnic Internship Supervisor.

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

Abu Dhabi Polytechnic Internship Supervisor: \_\_\_\_\_ No. of credits awarded: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

**Directions:** At least three days before the end of your internship, schedule an in-person appointment with Abu Dhabi Polytechnic Internship Supervisor and submit this form at this time. You must provide your Abu Dhabi Polytechnic Internship Supervisor with this information or risk getting a "Not Passing" (NP) grade for your internship.

### **GOALS**

- |  | <u>Strongly Agree</u> | <u>Disagree</u> | <u>Strongly Agree</u> | <u>Disagree</u> |
|--|-----------------------|-----------------|-----------------------|-----------------|
| 1. It was easy to define internship goals with the on-site supervisor.         | _____                 | _____           | _____                 | _____           |
| 2. I readily understood internship assignments.                                | _____                 | _____           | _____                 | _____           |
| 3. I felt I was given sufficient responsibility in my internship.              | _____                 | _____           | _____                 | _____           |
| 4. Internship assignments were directly related to the organization's purpose. | _____                 | _____           | _____                 | _____           |
| 5. I derived a great deal of satisfaction from the work assignments.           | _____                 | _____           | _____                 | _____           |
| 6. List the MOST important assignments and explain why they were significant.  | _____                 |                 |                       |                 |

7. List the LEAST important assignments and explain why you felt they were or were not significant. \_\_\_\_\_

8. Indicate your personal goals and explain how this internship helped you accomplish them. \_\_\_\_\_

9. How did your Abu Dhabi Polytechnic and On-Site Supervisors help you achieve your personal goals?

10. What are your career goals now that you have finished this internship? \_\_\_\_\_

11. How did this internship affect your career plans? \_\_\_\_\_

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**Student Evaluation – page 2**

**Abu Dhabi Polytechnic Supervision**

How frequently did you meet with your Abu Dhabi Polytechnic Internship Supervisor for preparation of your internship?

\_\_\_\_\_ # Hrs before the internship \_\_\_\_\_ # hrs during the internship \_\_\_\_\_ # hrs after the internship

Was the frequency of meetings adequate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_  
\_\_\_\_\_

Suggest relevant activities for future internships. \_\_\_\_\_  
\_\_\_\_\_

**On-Site Supervision**

Guidance from the On-Site Supervisor was available to me:  
Instructions and comments were understandable to me:  
Responsibility was delegated to me:

Always	Usually	Seldom
_____	_____	_____
_____	_____	_____
_____	_____	_____

I would recommend this internship to others. Yes\_\_\_ No\_\_\_ Why or why not? \_\_\_\_\_  
\_\_\_\_\_

**Personal Assessment: Complete your "Self-Assessment for Professional Growth" and attach to this form.**

**Summary**

Your comments regarding the internship experience are very important to your supervisor and your academic department. Please share your opinions, suggestions, constructive criticisms, and positive remarks for future reference.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the value of this internship to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you be willing to let us use any of the above information as a quote or write a brief article to be published on or off campus regarding the value of internships?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Internship Interview Evaluation Form

Student Name \_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

	Excellent	Good	Average	Below Average	Points Earned
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	10-9 10-9	8-7 8-7	6-4 6-4	3-1 3-1	
<b>Applicant's Appearance:</b> Neat, well groomed Appropriately attired	10-9 10-9	8-7 8-7	6-4 6-4	3-1 3-1	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	10-9 10-9	8-7 8-7	6-4 6-4	3-1 3-1	
<b>Communication Skills:</b> Proper grammar (standard English) Good pronunciation and enunciation Pleasant voice and tone	10-9 10-9 10-9	8-7 8-7 8-7	6-4 6-4 6-4	3-1 3-1 3-1	
<b>Responses:</b> Responded with appropriate answers* Showed knowledge of programme's purpose Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm about involvement in programme	10-9 10-9 10-9 10-9 10-9 10-9	8-7 8-7 8-7 8-7 8-7 8-7	6-4 6-4 6-4 6-4 6-4 6-4	3-1 3-1 3-1 3-1 3-1 3-1	
<b>Skills:</b> Showed evidence of career preparation Showed evidence of good work habits Showed evidence of problem-solving abilities	10-9 10-9 10-9	8-7 8-7 8-7	6-4 6-4 6-4	3-1 3-1 3-1	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	10-9 10-9	8-7 8-7	6-4 6-4	3-1 3-1	

Interviewer's initials \_\_\_\_\_

Comments: \_\_\_\_\_

### \*Possible Interview Questions:

Why should you be considered for an internship?

Why did you choose this career field?

What career preparation have you already done?

Do you have reliable transportation?

What are your strengths, weaknesses, goals?

How would a teacher/employer describe you?

**(It is recommended that this form be shared with the student prior to the interview so he/she is aware of the expectations and can prepare for the interview.)**

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## Pre-Internship Evaluation by Faculty

Name of Student: \_\_\_\_\_

Scoring:                   5=Beyond Normal Expectation      3=Acceptable  
                                   1=Needs Improvement\*                    N/A=Not Applicable

\*If you mark a "1" in any category, please provide comments on the back of this form.

Description	5	3	1*	N/A
<b>Attendance</b>				
<b>Competency Mastery</b>	-	-	-	-
Appropriate math skills				
Communication skills				
<b>Work Habits</b>	-	-	-	-
Ability to work in a group or team				
Demonstrates stress management skills				
Thoroughness/accuracy/exhibits pride in work				
Completion of assignments and tasks				
Adaptability				
Follows directions first time				
Promptness and punctuality				
<b>Social Skills</b>	-	-	-	-
Ability to work in a group or team				
Respect for others				
Leadership ability				
Ability to accept constructive criticism				
Conflict resolution				
Ability to interact with management				
Reacts positively and conforms to rules and regulations				
<b>Personal Attributes</b>	-	-	-	-
Appearance				
Honesty				
Initiative				
Attitude				
Self-control				
Perseverance				
Enthusiasm				
Self-motivation				
Reliability				
Dependability				
Demonstrates responsibility				
Creativity				
Ability to concentrate				
Exhibits appropriate manners				
Patience				
Resourcefulness				
<b>Teacher's Recommendation</b>				

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Signature of Instructor

Date

\*If you marked a "1" in any category, please provide comments on the back of this form.

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## INTERNSHIP CONTRACT

SAMPLE

Name: Student's name Student's Telephone:

Company Name,

Company Address:

Company Telephone:

On-site Supervisor in Company:

Abu Dhabi Polytechnic Internship Supervisor:

1) Briefly describe the internship position and what roles and responsibilities it will involve.

(50-100 words)

2) List the specific learning outcomes for what you will learn as a result of this experience. (You may refer to example learning outcomes in the Internship Manual.)

1. Gain experience working with troubled adolescents.
2. Learn about the role of strategic marketing and its basic philosophy.
3. Gain a greater understanding of the marketing from various perspectives.
4. Develop group leadership skills.
5. Develop an effective approach for working with young people.
6. Learn skills to become an effective team member.
7. Learn basic procedures for safety and security.
8. Develop communication skills

3) List the activities that you will engage in during your internship that will help you achieve your learning outcomes. Include the expected number of hours or percentage of time spent for each type of activity.

A. On-site activities (35 hours per week)	# of hours per week
B. Marketing research	2
C. Competitive intelligence.	2
D. Learn interpersonal and crisis counselling.	3
E. Write market behaviour observation reports.	5
F. Scan daily activities of high-tech marketing.	1
G. Assist in or provide leadership for activities	20

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H. Follow the Manager.	1
I. Observe leaders in the workplace	1

A. Off-site activities (10 hours per week)	# of hours per week
1. Keep a daily journal.	2
2. Interview a corporate lawyer, vendors, and consultants.	2
3. Read orientation booklet, strategic policy manual, security	
4. policies and guidelines, general rules for employees.	1
5. Write a 10-12 page summary paper reflecting on experiences.	3
6. Write a 1-2 page paper summarizing experience with marketing	1
7. Watch videos on sales demos, export markets	1

4) Describe the **relationship** of the internship activities to your learning outcomes. How will participating in those activities lead to your achieving your learning outcomes?

Objective	On-Site Activities	Off-Site Activities
A	3, 5, 6	1, 4
B		2, 3, 6
C	7, 8	2, 5, 6
D	6	
E	2, 3	3
F	2, 5, 6	
G	1, 2	2, 6
H	3, 4, 5, 6	1, 4, 5

5. Agree to complete **evaluation tasks**. The *Internship Manual* contains three types of evaluations:
- Your evaluation of yourself (*Self-Assessment of Professional Growth*) to be completed at the beginning of the internship and again at the completion of the internship.
  - Your evaluation of the internship experience (*First Month Activity Log of Internship; Second Month Activity Log of Internship; Final Evaluation of Internship Experience by Intern*)
  - Your On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End of Semester Evaluation of Intern by On-Site Supervisor*)

I agree to complete and submit these evaluation forms in order to receive credit for this internship.  
 Signed \_\_\_\_\_ and \_\_\_\_\_ dated: \_\_\_\_\_

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## Weekly Internship Report and Time Sheet

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

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

Week beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Please document in detail the activities in which you participated, specific incidents you observed, and your hours at the internship site for each day (rounded to the nearest 1/4 hour).

Monday: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_. Total Hours: \_\_\_\_\_

Tuesday: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_. Total Hours: \_\_\_\_\_

Wednesday: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_. Total Hours: \_\_\_\_\_

Thursday: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_. Total Hours: \_\_\_\_\_

Friday: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_. Total Hours: \_\_\_\_\_

Total Hours for the Week: \_\_\_\_\_

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If you were absent from school and/or your internship site, *any day or part of any day*, give an explanation below. Identify the specific day(s).

---

---

NOTE: In order to obtain credit for this assignment, all questions must have a response. N/A or "none" does not constitute a complete response.

1. What new knowledge or skill did you learn on the internship this week? Describe.

---

---

---

2. What have you learned in high school that you applied on the internship?

---

---

---

3. List any difficulties, mistakes, pleasant or unpleasant experiences that occurred this week. What did you do to correct your mistake(s)?

---

---

---

4. On what skill or question could you use help in performing your internship responsibilities better?

---

---

---

5. What interesting or challenging experience did you have with your fellow "workers" or site supervisor? Describe.

---

---

---

6. Is there anything concerning your internship, your internship site supervisor/mentor, fellow "workers," or school that you would like to discuss with me?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I verify that the above information is correct and that the intern was in attendance on the above days at the times indicated.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Internship Cumulative Hours Summary

**Due:** \_\_\_\_\_

<b>Dates</b> <i>(Month, Day, Year)</i>	<b>Total Hours</b>
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
through	
<b>Total Hours This Trimester</b>	

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

**Career Area:** \_\_\_\_\_

**Intern's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Supervisor's/Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Parent/Guardian Consent Form

Your son/daughter has made application to the Internship Programme offered through (name of Site). This document is intended to give permission for your child to participate in the programme, realizing that Abu Dhabi Polytechnic will provide each student transportation to and from the internship site and that your son/daughter must meet the application requirements to be accepted into the programme.

### Permission to Participate

\_\_\_\_\_ may participate in the Internship Programme as specified in the Internship Training Agreement and Training Plan, which will be completed once he/she is officially assigned an internship site.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

### Permission to Travel

As the parent/legal guardian of the above-named student, I hereby consent he/she may drive a private vehicle to and from the internship site in case he/she doesn't want to use Abu Dhabi Polytechnic transportation. I acknowledge that he/she is licensed to drive under the laws of the UAE and agree to advise the school immediately if his/her driving privileges are suspended, revoked, or have expired without a timely renewal. I understand that automobile insurance is required.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

As the parent/legal guardian of the above named student, I hereby consent to allow him/her to ride with another student to the internship site.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

### Photo Release

I grant permission for my son/daughter to be photographed or videotaped for promotional and educational purposes while participating in this programme.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

### Medical Authorization and Insurance Information

Should it be necessary for my son/daughter to have medical treatment while participating in this programme, I hereby give the school corporation and/or the internship site personnel permission to use their best judgment in obtaining medical services for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Permission is also granted to release emergency contact/medical history to the attending physician or to the internship site personnel, if needed.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

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Name of Parent/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Does your son/daughter require any special accommodations because of medical limitations, disabilities, or other restrictions?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain:

I hereby agree to waive and release any and all rights that I, my child, or our representatives may have to make claim against (Abu Dhabi Polytechnic) and (name of internship site) or their respective officers, employees, or representatives arising from injury or damages, including attorney fees that may result from my child's participation in the Internship Programme.

I further agree to indemnify and hold harmless the (Abu Dhabi Polytechnic) and (name of internship site) or their respective officers, employees, or representatives from any claims, including attorney fees, which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the Internship Programme.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*

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## Visitation/Communication Summary

Intern's Name: \_\_\_\_\_

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

Visitation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose for contact

\_\_\_\_\_ Regular visit/communication

\_\_\_\_\_ Requested visit/communication (requested by \_\_\_\_\_ / \_\_\_\_\_ )

Summary of discussion and/or observation \_\_\_\_\_

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Need for further action? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what action? \_\_\_\_\_

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Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Signature (optional): \_\_\_\_\_ Date: \_\_\_\_\_

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## Intern Evaluation of the Internship Programme

Intern \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor/Mentor \_\_\_\_\_

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

1. How would you rate the experience? Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

2. Did the internship experience meet your expectations? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you feel the site supervisor/mentor exposed you to a variety of responsibilities related to the career field you were experiencing? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Did the experience change your mind about your career plans? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What was the most valuable activity you experienced? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How can the programme be improved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SA=Strongly Agree; A=Agree; D=Disagree; SD=Strongly Disagree; NA=Do Not Know/Does Not Apply

7. If needed, I could easily contact the internship coordinator and receive help or assistance.

SA

A

D

SD

NA

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Site Supervisor's/Mentor's Internship Evaluation

Site Supervisor/Mentor: \_\_\_\_\_ Title: \_\_\_\_\_

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

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

1. How would you rate the internship programme? Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor \_\_\_

2. Were the internship competencies identified in the training plan accomplished? Explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Were the site visits/communications with the internship coordinator regular and systematic? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Were you provided appropriate opportunity for input for determining learning competencies and in evaluating the student? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What were the advantages of this programme to your business? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How can the programme be improved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you willing to participate in the programme in the future? Yes \_\_\_ No \_\_\_  
**SA=Strongly Agree; A=Agree; D=Disagree; SD=Strongly Disagree; NA=Do Not Know/Does Not Apply**

8. I received the necessary orientation to feel comfortable mentoring an intern.  
SA                      A                      D                      SD                      NA

9. I am satisfied with the programme and support the continuation of the programme in our school/community.  
SA                      A                      D                      SD                      NA

10. If needed, I could easily contact the internship coordinator and receive help or assistance.  
SA                      A                      D                      SD                      NA

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

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## Intern Final Evaluation

Intern \_\_\_\_\_ Internship Site \_\_\_\_\_

Site Supervisor's/Mentor's \_\_\_\_\_ Date \_\_\_\_\_

Internship Coordinator \_\_\_\_\_

INSTRUCTIONS: Please rate your intern's performance

<p>1. Attendance:</p> <p>Never Absent Dependable Usually dependable Not regular enough in attendance Too frequently absent</p>	<p>7. Attitude:</p> <p>Is positive Is fairly positive Is rarely positive Is negative Is openly hostile</p>
<p>2. Punctuality:</p> <p>Never tardy Seldom tardy Needs improvement Very often tardy Tardiness affecting performance</p>	<p>8. Cooperation:</p> <p>Works well with others Usually gets along with others Prefers to work alone Does not work well with others Is antagonistic</p>
<p>3. Appearance: (Clothing/Hygiene/Hair)</p> <p>Is excellent in appearance/dresses appropriately Is good in appearance/frequently dresses appropriately Should make efforts to improve/frequently dresses inappropriately Often neglects appearance/dresses inappropriately most of the time Is extremely careless</p>	<p>9. Work Habits:</p> <p>Is industrious; stays on task until completed Seldom wastes time; is reliable Wastes time occasionally; is usually reliable Frequently wastes time Work is often incomplete</p>
<p>4. Initiative/Motivation:</p> <p>Is resourceful; looks for things to do Is fairly resourceful Does acceptable routine work Takes very little initiative; requires urging Shows no initiative</p>	<p>10. Accuracy of Work:</p> <p>Does work of very good quality Makes few errors Often makes errors Is frequently inaccurate and careless Is extremely careless</p>
<p>5. Maturity:</p> <p>Demonstrates maturity consistently Demonstrates maturity occasionally Demonstrates maturity rarely Demonstrates mature behavior Ignores verbal cues</p>	<p>11. Communication:</p> <p>Excellent communication skills Above average communication skills Average communication skills Uses incorrect English Ineffective communication skills</p>
<p>6. Courtesy:</p> <p>Is very courteous and very considerate Is courteous and considerate Usually courteous and considerate Is not particularly courteous Has been discourteous</p>	<p>12. Adaptability:</p> <p>Is adept at meeting changing conditions Adjusts readily Needs direction to make adjustments Has difficulty adapting to new situations Cannot adjust to changing situations</p>

Please assign this intern a letter grade that you feel he/she has earned for this grading period.

A+    A    A-    B+    B    B-    C+    C    C-    D+    D    D-    F

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Site Supervisor's/Mentor's Signature: \_\_\_\_\_

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## Internship Confidentiality Agreement

I understand that in the course of my internship experience I may have access to and be involved in the processing of verbal, written, computer generated, computer accessed, filmed, and/or recorded information related to clients, employees, and staff or company business.

I understand that I am required to maintain confidentiality of this direct or indirect information at all times, both during and after my internship experience. I understand that I will not share, discuss, or reveal any of this information with anyone.

I understand any breach of confidentiality may result in disciplinary action, including termination or legal action.

I certified by my signature that I acknowledge being informed of the confidentiality policy concerning confidential information and its treatment. I agreed to adhere to and uphold the private and privileged information therein.

Intern Name: \_\_\_\_\_  
(Please print full legal name)

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Internship Coordinator or Site Supervisor/Mentor)

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## Internship Termination Notice

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

Site Supervisor/Mentor \_\_\_\_\_

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

Internship Coordinator \_\_\_\_\_

Internship Period (Duration) \_\_\_\_\_ Grade at Termination \_\_\_\_\_

The above-mentioned student has been terminated from the internship programme for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This action will result in recommendation for:

\_\_\_\_\_ Loss of credit

\_\_\_\_\_ Other: \_\_\_\_\_

As a result of this termination, the above-mentioned student will be:

\_\_\_\_\_ Withdrawn from internship

\_\_\_\_\_ Given a new internship site, if available

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
*Intern Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Site Supervisor/Mentor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Internship Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

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## Intern Probation Notice

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

Site Supervisor/Mentor \_\_\_\_\_

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

Internship Coordinator \_\_\_\_\_

Internship Period (Duration) \_\_\_\_\_

The above-mentioned intern has been put on probation for the following reasons: (check all that apply)

- Site supervisor/mentor request
- Administrator request
- Poor attitude
- Dress code violation
- Lack of cooperation
- Lack of good work ethics
- Failure to take initiative
- Internship documents falsified
- Failure to communicate effectively
- Excessive absences or tardiness from school/internship site
- Lack of productivity or failure to complete tasks assigned by site supervisor/mentor
- Needs more academic training for this internship experience
- Classroom failure or more concentration needed on academic courses required for graduation
- Failure to turn in required programme assignments and documentation
- Failure to comply with all rules/regulations of the internship programme
- Failure to comply with safety regulations
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_

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As a result of this probation, the above-mentioned student will be:

- Monitored daily for internship violations
- Required to meet with internship coordinator daily
- Terminated from the internship programme if any further violation occurs
- Other: \_\_\_\_\_

I fully understand the above conditions and agree to cooperate for the best interest of the student.

\_\_\_\_\_  
*Intern Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Site Supervisor/Mentor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Internship Coordinator Signature*

\_\_\_\_\_  
*Date*

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