Abu Dhabi Polytechnic

Internship/Practicum Manual

November 2016
## Document Revision Form

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**Document: Internship Handbook**  
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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.

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.

1 Forms are subject to modification in order to comply with the internship programme purposes and policies.
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
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 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 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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2 In this manual, the words Internship, Practicum, On-Job Performance, and Placement are used interchangeably.
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
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.
• 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
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
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.
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.
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
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)³.

**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

³ NQA can be compiled at the academic programme department level in cooperation with the internship programme provider.
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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<th>Internship Handbook</th>
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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...
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
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 policies and procedures of the internship site.
- Comply with training agreement.
- Comply with policies and procedures of the work site.
- 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
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.
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
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
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.
• 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?
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.


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.
APPENDICES
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.
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.
JOB DESCRIPTION

Job Title: Senior Manager Industry & Partnerships

Reports to: Managing Director

Division/Department: Industry & Partnerships

Supervises: Industry & Partnerships staff

COMPETENCY REQUIREMENTS

Experience Required: At least 4 years of experience in partnership development, marketing, media management, not necessarily in academic institutions

Education Requirements: 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

Competency Required: 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

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 behavior;
- Facilities teamwork and collaboration; and
- Utilities technology

Discipline: Human Resources Department

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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.

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• Student Internships
• Sponsorship of students
• Sponsorship of events
• Placement of graduates
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• Media coverage
• Other areas as may arise

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

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# On Job Placement Forms

## Internship (On Job Placement) Application

Print neatly in black ink

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<th>Extracurricular activities/sports you plan to participate in during your Internship year:</th>
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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?

- Graduate Studies
  - What type or where?
- Apprenticeship only
  - In what?
- Higher Diploma
  - What college?
- Bachelor’s Degree
  - What college?
- Military
  - What branch?
- 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

_____ 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;
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 ____________
Internship Training Plan

Date ________________

Student’s Name ____________________________ Age ____________

D.O.B. ___________________ Last First Middle

ID # ____________________

Internship Site ____________________________ Site Supervisor/Mentor ____________________________

Address ______________________________________ Phone/FAX ____________________________

Curriculum Area

☐ Software Security  ☐ Network Security  ☐ Other

☐ Application Security  ☐ Cyber Security

☐ System Security  ☐ 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 ____________
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 . . .

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

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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Revision Date: November 2016
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%.

☐ %
Percent of time working directly with Supervisor
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%

☐ %
Percent of time working with other administrative personnel or other staff
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%

☐ %
Percent of time working on activities related to your objectives/goals
List Objective/goal 1 %
List Objective/goal 2 %
List Objective/goal 3 %
List Objective/goal 4 %
List Objective/goal 5 %

= 100%

☐ %
Percent of time working on your own/self-directed activities
List Duty 1 %
List Duty 2 %
List Duty 3 %
List Duty 4 %
List Duty 5 %

= 100%

How many times have you called/met with/e-mailed your Abu Dhabi Polytechnic Internship Supervisor?

= 100% times

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Document No: 42 Revision Date: November 2016
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:     Low   Average  High
1  2  3  4  5

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

Comments: ___________________________________________________________________________________

On-Site Supervisor Signature: _____________________________________________________________________

Work Phone Number: _____________________________________________ Date: _________________________

---

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Document No: 43   Revision Date: November 2016
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

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: _________________________
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

1. It was easy to define internship goals with the on-site supervisor.  
   Strongly Agree  Disagree  Strongly Agree  Disagree

2. I readily understood internship assignments.  
   Strongly Agree  Disagree  Strongly Agree  Disagree

3. I felt I was given sufficient responsibility in my internship.  
   Strongly Agree  Disagree  Strongly Agree  Disagree

4. Internship assignments were directly related to the organization’s purpose.  
   Strongly Agree  Disagree  Strongly Agree  Disagree

5. I derived a great deal of satisfaction from the work assignments.  
   Strongly Agree  Disagree  Strongly Agree  Disagree

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? 
    ____________________________________________________________________________
    ____________________________________________________________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
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:

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: _____________________
# Internship Interview Evaluation Form

**Student Name** ___________________________________________ **Date** ____________

**Interviewer** ___________________________________________

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

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.)
## Pre-Internship Evaluation by Faculty

**Name of Student:**

**Scoring:**

<table>
<thead>
<tr>
<th>Description</th>
<th>5</th>
<th>3</th>
<th>1*</th>
<th>N/A</th>
</tr>
</thead>
</table>

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

| Attendance | - | - | - | - |
| Competency Mastery | - | - | - | - |
| Appropriate math skills | - | - | - | - |
| Communication skills | - | - | - | - |
| **Work Habits** | - | - | - | - |
| 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 | - | - | - | - |
| **Social Skills** | - | - | - | - |
| 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 | - | - | - | - |
| **Personal Attributes** | - | - | - | - |
| Appearance | - | - | - | - |
| Honesty | - | - | - | - |
| Initiative | - | - | - | - |
| Attitude | - | - | - | - |
| Self-control | - | - | - | - |
| Perseverance | - | - | - | - |
| Enthusiasm | - | - | - | - |
| Self-motivation | - | - | - | - |
| Reliability | - | - | - | - |
| Dependability | - | - | - | - |
| Demonstrates responsibility | - | - | - | - |
| Creativity | - | - | - | - |
| Ability to concentrate | - | - | - | - |
| Exhibits appropriate manners | - | - | - | - |
| Patience | - | - | - | - |
| Resourcefulness | - | - | - | - |

**Teacher’s Recommendation**

---

**Document:** Internship Handbook  **Page No:**  **Revision No:** 11

**Document No:** 48  **Revision Date:** November 2016
Signature of Instructor       Date
*If you marked a “1” in any category, please provide comments on the back of this form.
INTERNERSHIP CONTRACT

Sample

Name: Student’s name

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th># of hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. On-site activities (35 hours per week)</td>
<td></td>
</tr>
<tr>
<td>B. Marketing research</td>
<td>2</td>
</tr>
<tr>
<td>C. Competitive intelligence.</td>
<td>2</td>
</tr>
<tr>
<td>D. Learn interpersonal and crisis counselling.</td>
<td>3</td>
</tr>
<tr>
<td>E. Write market behaviour observation reports.</td>
<td>5</td>
</tr>
<tr>
<td>F. Scan daily activities of high-tech marketing.</td>
<td>1</td>
</tr>
<tr>
<td>G. Assist in or provide leadership for activities</td>
<td>20</td>
</tr>
</tbody>
</table>
H. Follow the Manager. 1
I. Observe leaders in the workplace 1

A. Off-site activities (10 hours per week)  

<table>
<thead>
<tr>
<th># of hours per week</th>
<th># of hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keep a daily journal. 2</td>
<td>2</td>
</tr>
<tr>
<td>2. Interview a corporate lawyer, vendors, and consultants. 2</td>
<td>2</td>
</tr>
<tr>
<td>3. Read orientation booklet, strategic policy manual, security policies and guidelines, general rules for employees. 1</td>
<td>1</td>
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<tr>
<td>4. Write a 10-12 page summary paper reflecting on experiences. 3</td>
<td>3</td>
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<tr>
<td>5. Write a 1-2 page paper summarizing experience with marketing 1</td>
<td>1</td>
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<tr>
<td>6. Watch videos on sales demos, export markets 1</td>
<td>1</td>
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</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Objective</th>
<th>On-Site Activities</th>
<th>Off-Site Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3, 5, 6</td>
<td>1, 4</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>2, 3, 6</td>
</tr>
<tr>
<td>C</td>
<td>7, 8</td>
<td>2, 5, 6</td>
</tr>
<tr>
<td>D</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>E</td>
<td>2, 3</td>
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</tr>
<tr>
<td>F</td>
<td>2, 5, 6</td>
<td>2, 6</td>
</tr>
<tr>
<td>G</td>
<td>1, 2</td>
<td>1, 4, 5</td>
</tr>
<tr>
<td>H</td>
<td>3, 4, 5, 6</td>
<td></td>
</tr>
</tbody>
</table>

5. Agree to complete evaluation tasks. The Internship Manual contains three types of evaluations:
   a) 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.
   b) 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)
   c) 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: ________________________________
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: ________________

Continued on back.
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: ____________
Internship Cumulative Hours Summary

*Due:* __________

<table>
<thead>
<tr>
<th>Dates</th>
<th>Total Hours</th>
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</table>

Total Hours This Trimester

**Internship Site:**

**Career Area:**

**Intern’s Signature:** ___________________________  **Date:** __________

**Site Supervisor’s/Mentor’s Signature:** ___________________________  **Date:** __________
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
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
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 ___________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Need for further action?  Yes _____       No _____

If yes, what action? ____________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Internship Coordinator: ___________________________ Date: ________________

Intern Signature (optional): ___________________________ Date: ________________
# 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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<table>
<thead>
<tr>
<th>Document:</th>
<th>Internship Handbook</th>
<th>Page No:</th>
<th>Revision No:</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td></td>
<td>58</td>
<td>Revision Date:</td>
<td>November 2016</td>
</tr>
</tbody>
</table>
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: ________________________________________________________________

<table>
<thead>
<tr>
<th>Document:</th>
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<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>59</td>
<td>Revision Date:</td>
<td>November 2016</td>
<td></td>
</tr>
</tbody>
</table>
# Intern Final Evaluation

**Intern** ____________________  **Internship Site** ____________________  
**Site Supervisor’s/Mentor’s** ____________________  **Date** ____________

**Internship Coordinator** ____________________  

**INSTRUCTIONS:** Please rate your intern’s performance.

1. **Attendance:**
   - Never Absent
   - Dependable
   - Usually dependable
   - Not regular enough in attendance
   - Too frequently absent

7. **Attitude:**
   - Is positive
   - Is fairly positive
   - Is rarely positive
   - Is negative
   - Is openly hostile

2. **Punctuality:**
   - Never tardy
   - Seldom tardy
   - Needs improvement
   - Very often tardy
   - Tardiness affecting performance

8. **Cooperation:**
   - Works well with others
   - Usually gets along with others
   - Prefers to work alone
   - Does not work well with others
   - Is antagonistic

3. **Appearance:** (Clothing/Hygiene/Hair)
   - 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

9. **Work Habits:**
   - 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

4. **Initiative/Motivation:**
   - Is resourceful; looks for things to do
   - Is fairly resourceful
   - Does acceptable routine work
   - Takes very little initiative; requires urging
   - Shows no initiative

10. **Accuracy of Work:**
    - Does work of very good quality
    - Makes few errors
    - Often makes errors
    - Is frequently inaccurate and careless
    - Is extremely careless

5. **Maturity:**
   - Demonstrates maturity consistently
   - Demonstrates maturity occasionally
   - Demonstrates maturity rarely
   - Demonstrates mature behavior
   - Ignores verbal cues

11. **Communication:**
    - Excellent communication skills
    - Above average communication skills
    - Average communication skills
    - Uses incorrect English
    - Ineffective communication skills

6. **Courtesy:**
   - Is very courteous and very considerate
   - Is courteous and considerate
   - Usually courteous and considerate
   - Is not particularly courteous
   - Has been discourteous

12. **Adaptability:**
    - Is adept at meeting changing conditions
    - Adjusts readily
    - Needs direction to make adjustments
    - Has difficulty adapting to new situations
    - Cannot adjust to changing situations

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

<table>
<thead>
<tr>
<th>A+</th>
<th>A−</th>
<th>B+</th>
<th>B−</th>
<th>C+</th>
<th>C−</th>
<th>D+</th>
<th>D−</th>
<th>F</th>
</tr>
</thead>
</table>

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Request for Absence

TO: Site Supervisor/Mentor

_______________________________ has requested permission to be excused from his/her internship on:

DATE(S):
TIME:
REASON:

The student and I have discussed the request and agreed to make the request of you. It is for you to determine if it is possible to excuse this student from his/her internship during the time requested. Your decision will be supported by the school. Thank you for your consideration.

_______________________________
Internship Coordinator

SITE SUPERVISOR’S/MENTOR’S DECISION:

Permission is granted for the student to be excused from his/her internship during the times indicated.

CONDITIONS:

Permission is granted for the student to be excused from his/her internship during the following times:

DATE: TIME:
CONDITIONS:

It is not possible to excuse the student from his/her internship on the date requested.

_______________________________
Site Supervisor/Mentor

INTERN: Please return this form to the internship coordinator PRIOR to your absence from the internship. Thank you.
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)
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:_____________________________________________________________

________________________________________________________________________

______________________________ Date

Intern Signature

______________________________ Date

Site Supervisor/Mentor Signature

______________________________ Date

Internship Coordinator Signature

______________________________ Date

Department Head Signature
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:

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