



جامعة حمدان بن محمد الذكية
Hamdan Bin Mohammed Smart University

INTERNSHIP MANUAL

2024 - 2025





Introduction

An Internship is a work-based activity in which undergraduate learners 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 learners' meaningful lifelong learning plans in which learners explore careers that require additional degrees, certification, or on-the-job training.

This internship manual was developed for learners, Program Chairs, academic advisors, on-site supervisors/mentors and career advisors involved in an internship program. It is to serve as a guide for these stakeholders as they initiate, implement, assess and evaluate learners' internship experiences. The manual is a useful resource for planning and managing successful, quality internship experiences that will enrich the educational experience of learners.



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Part I. About the Internship Program at HBMSU

An internship program is an active learning experience in which learners take on responsible and appropriate roles that match their area of specialization, as an employee in an organization. It enables learners to gain practical experience in areas of administration, planning, and leadership, under the supervision of qualified supervisors from both the organization and University. Internship programs are designed to enhance academic experiences by helping to bridge the gap between the academic present and the professional future. This internship program is intended only for undergraduate learners in the School of Business and Quality Management (SBQM) and School of Health and Environmental Studies (SHES) at Hamdan Bin Mohammed Smart University (HBMSU).

1.1 Internship Program Goals and Outcomes

The overall goals of the program can be summarized in the following:

1. To provide learners with practical on-site training within a suitable organization
2. To offer learners an opportunity to participate, under supervision, in the operations of the hosting institution or organization.
3. To develop learners' behavioural and professional skills through work-based practices, in a professional environment and culture
4. To assist learners in making career choices regarding their future academic and professional paths
5. To help bridge the gap between industry and academia and further develop mutual partnerships that support the university's programs and the hosting institution's contribution to competency development and the community at large.

The expected learning outcomes to be achieved at the completion of the internship program are as follows:

- Apply discipline-related knowledge and techniques in practical situations;
- Develop inter-personal skills effectively to deal with real-life situations, and
- Demonstrate professionalism and ethical behaviour in the workplace.

1.2 Benefits of the Internship Program

1.2.1 Benefits to Learners

The internship program is designed to provide learners with the following benefits:



- To provide learners with an opportunity to apply theories learned in courses with "real life" situations
- To facilitate learners' transition from university education to a professional environment upon graduation
- To provide assistance to learners in deciding on their career paths based on their program of study and areas of interest
- To provide learners with an opportunity to experience many of the aspects of the professional life while being supervised and mentored by competent professionals;
- To develop learners' technical, leadership, and interpersonal skills which they will need to succeed in their future careers
- To provide learners with a unique opportunity to practice professional judgment, sense of professional responsibility, creativity and self-confidence
- To support learners in identifying and building on their strengths and overcoming their weaknesses, and
- To help learners in developing professional work habits and attitudes

1.2.2 Benefits to the University

- To strengthen the educational process of preparing future professionals;
- To assist in the development of a cooperative working relationship between educators and the employers;
- To offer means for assessing the quality and relevance of the curricula to the professional world;
- To provide methods for evaluating learners' needs, abilities, and professional development;
- To help the University in defining lifelong learning opportunities;
- To facilitate sharing of resources and pursuit of achieving common goals with professional agencies and institutions, and

1.2.3 Benefits to the Organization (Employer)

- To expand the organization's ability to serve customers through the contributions of the learners;
- To give employers an opportunity to survey and evaluate prospective employees;
- To provide an opportunity to improve in-house training for permanent employees of the organization;
- To establish opportunities for cooperative relationships with the University which extend beyond the internship program
- To offer an opportunity for the organization to be a partner in the preparation of future professionals.
- To give an opportunity to for community service.



Part II. Internship Program Stakeholders' Roles and Responsibilities

The internship program is a collaborative effort involving several stakeholders each of which plays a major role in proving learners' with a unique and value-added learning experience. As shown below, there are six stakeholders:

- The Learner
- The Academic Advisor
- AA Office
- The Internship Supervisor
- The Onsite Supervisor
- The Hosting Organization (Employer)

The roles and responsibilities of each these stakeholders are outlined in the next sections.

2.1 Learner's Roles & Responsibilities

A Learner has the overall responsibility to ensure that all requirements specified by the University for the Internship are met before starting the internship program. As the main the stakeholder, the learner's readiness and accountability is pivotal in the success of the internship. The following are his / her main responsibilities throughout the internship program.

- Learners must be familiar with the content of this manual.
- Learners must meet their academic advisors during the first week of the semester preceding the semester in which they expect to enroll and shall register for the internship. All learners seeking Internship placement must fill the Registration form through the **"Smart Internship System"**
- Learners must seek internship placement with appropriate organizations (employers) either through the AA Office or independently.
- In case of independently finding an organization for internship, learners must ensure that they obtain the approval of their assigned internship supervisor prior to starting internship program to ensure the suitability of the organization and the internship position (Failure to obtain such approval may result in non consideration of the undertaken internship program (being not credited)).
- Learners are responsible for ensuring the quality of the application material submitted to AA Office, Internship Supervisor and the employer
- Learners may be required to attend Pre- Internship interviews.



- Individual organizations may have their own additional requirements, which must be fulfilled by the learners.
- Once learners have secured their internship position, they need to complete **Appendix A "Academic internship Learning Agreement"** with the assistance of concerned parties (Academic Advisor, Program Chair, Internship Supervisor, On-Site Supervisor); this includes obtaining all required signatures on the agreement form.
- Learners shall begin their internship programs in time and monitor their progress as specified by their Internship Supervisor.
- Ensure that the required internship hours are completed by filling the **Appendix B "Academic Internship Statement of Completion Form"**. Failure to submit the signed Internship Statement of Completion Form may result in the internship program not being credited.
- Send a "Thank You" note to the organization (employer) and any appropriate co-workers upon completion of the internship
- Learners are expected to attend 240 hours for the internship divided over 16 weeks and attend all orientation sessions or other meetings scheduled with the internship supervisor within the university.

2.2 Academic Advisor's Roles and Responsibilities

The Academic Advisors' role occurs during the early stage of the internship program. He / she will be responsible for ensuring that learners meet the requirements for registering in the internship program

The Academic Advisor will explain to their advisees what the internship program is about and what is expected from them to successfully complete it. Following the confirmation of the learner's eligibility for the internship, the Academic Advisor will be available only for consultation and advice if required.

2.3 AA Office Roles and Responsibilities

AA office at Hamdan Bin Mohammed Smart University plays an important role in helping learners secure and succeed in their Internship experience.

AA Office also work closely with the Internship Supervisors in validating selected organizations for the internship. Each school that offers Internship course is required to assign a faculty member to work closely with the AA Office to complete the entire process of Internship, from placements to completions. Her / his role is described in detail in next sub-section.

Guidelines, Policies, Procedures and Forms: AA Office assists schools and other academic departments across the University in designing and successfully implementing the, Internship and other similar programs; to this extent, AA office in coordination with the schools develops guidelines, procedures and other templates



that support various stakeholders on different matters. These resources will help each party understand expectations and conditions linked to the internship program.

Employer Database: It is the goal of AA Office, in coordination with the schools, to establish strong relationships with employers identified as high quality Internship experience providers. Therefore, AA Office and schools will maintain current files on employers who provided high quality Internship / experiences to our learners and who are willing to regularly recruit them for internship / positions. These files will contain employer contact information as well as information about the organization, the internship positions that were previously offered to our trainees and the analysis of the results of the overall Internship / evaluation.

- **Orientation / Workshops:** AA Office in coordination with the school and the internship supervisor, will conduct an orientation session for the internees before they start their internship. It will conduct workshops, as and when required, on any issues arising related to internship. It can be done either online or on campus.

2.4 Internship Supervisor's Roles and Responsibilities

The Internship Supervisor is a faculty member from the respective school (Full-time or Associate) who is assigned by the School to assist learners in their internship. He / she is responsible for assisting learners in formulating reasonable objectives for their internship program as well as being available for advice when needed.

Matching Learners' Area of Specialization and Internship Positions:

It is the utmost responsibility of the Internship Supervisor to make sure that the internship work assigned to a learner matches his / her area of specialization and agreed upon by the host organization. He / she is also responsible for monitoring and ensuring the efficiency of the internship program and for identifying appropriate methods for learners to document their learning experience that will justify the assessment results given to them.

The following is a summary of the main roles and responsibilities of the Internship Supervisor in relation to the internship program:

- Work closely with AA Office to assist in identifying institutions through which the internship may take place.
- Supervise the arrangements for Internship placements and give final approval prior to starting the program. In the event of independent internship, it is the role of the Internship Supervisor to verify the status of the organization. Criteria for selection of internship programs are later described in this manual.
- Assist learners in setting realistic goals and objectives for the internship program.



- Help learners develop a quality-learning plan according to the expectations of the program of study.
- Review carefully and approve the Academic Internship Learning Agreement.
- Maintain open communication with the learner and hosting organization so that any problems can be handled effectively.
- Exchange ideas with the on-site supervisor directed toward improvement of the internship program and related academic experiences.
- Evaluate all internship documentation and reports and provide appropriate feedback to learners and on-site supervisors.
- Determine the assessment result of the learner either **Pass or Fail** with the input from the on-site supervisor.
- Advise the Registration on removing the learners from the internship program when either the learner or the organization is not suited to the program.

2.5 Organization (Employer) Roles and Responsibilities

All organizations hosting learners must be approved by Hamdan Bin Mohammed Smart University. Organizations should have the willingness and commitment to provide the learner with a high-quality internship by assuming the following roles and responsibilities:

- To assign the learner to an On-Site Supervisor with appropriate training and experience who will work with the Internship supervisor at HBMSU to supervise the learner during the internship experience.
- To provide the assigned supervisor with appropriate time for the specific purpose of supervising the learner (including individual weekly meetings)
- To approve the specific goals and objectives for the individual learner prior to starting the internship program.
- To provide adequate training to meet the learning objectives of the learner, organization and internship Program.
- To provide a variety of experiences ranging from program, leadership, administration and management, , general responsibilities, and specialized functions.
- To supply the learner with organization materials appropriate to the internship, including guidelines and a prearranged schedule of assignments.
- To agree to provide an evaluation of learner involvement and performance at the completion of the internship.
- To commit to assist/fill all required documentation as required by the University.



2.6 The On-site Supervisor's Roles and Responsibilities

The roles of the on-site supervisor can be summarized in the following points:

- To assist the learner in completing the Academic Internship Learning Agreement form, this outlines the proposed project/job description of the Internship assignment.
- To help in creating a working environment conducive for learners' personal and professional growth concerning their duties and responsibilities.
- To interpret the internship program to the organization staff with whom the learner will "work" and help learners gain acceptance as staff members
- To help learners understand their work as it relates to the organization and the community it serves.
- To define learners' responsibilities and facilitate their growth and development through:
 - Meetings with learners to lay out the program they will pursue.
 - Meeting weekly with learners to discuss problems, leadership techniques, operational methods and other matters, which will assist learners in fulfilling their internship objectives.
 - Keeping learners informed of all rules and regulations to be observed.
 - Setting high performance standards and facilitating the learner's professional growth.
- To contact the Internship supervisor in case of any difficulties or problems that may occur.
- To submit various documents as required by the University including:
 - Learner Internship Evaluation Form (Appendix G)
 - Academic Internship Statement of Completion Form. (Appendix C)

2.7 Time Commitment

The Internship supervisor shall be able to allocate on average **one hour per week** to provide learners with assistance or advice as needed, as well as discuss with them and their on-site supervisors the internship program progress. This is in addition to the required time to review all submitted documents and reports.



Part III. Internship Initiation, Implementation and Assessment

3.1 The Internship Process

An internship program is a multi-stage process involving various stakeholders. These stages are summarized as follows:



Figure 1: Internship Initiation and Implementation Phases

Stage I: Initiation & Approval

Learners who are eligible for enrolling in the internship program (or will become eligible at the end of the current semester) shall initiate contact with their Academic Advisors before the semester in which the learner intends to undertake internship.

Upon approval of the internship site and the on-site supervisor by the Internship supervisor, the Internship supervisor will contact the On-site Supervisor through the learner and request the completion of the Academic Internship Learning Agreement (Appendix A). The agreement will need to be returned to the internship Supervisor within 7 Days.

All internship sites are to be assessed for appropriateness as well as for occupational health and safety requirements.

Upon approval of the internship site and the on-site supervisor, The internship supervisor will contact the On-site Supervisor and request the completion of Appendix B Internship Learning Agreement. The agreement will need to be returned to the Internship Supervisor within 7 Days.

Stage II: Registration

Formal registration in the internship program occurs during the registration period stipulated in the university academic calendar. Overall, the basic requirements to enroll in the *internship program* at the undergraduate level are:

- The learners must have successfully completed at least 90 credit hours.
- The learners must have at least a 2.0 Cumulative Grade Point Average (CGPA).
- The Learners must be active, which means they have been enrolled in courses in the previous semester.
- The learners must enroll for the internship program through their Academic Advisors.
- Learners must be willing and able to devote the required time and energy to meet the internship program requirements

Once the registration in the course is approved by the academic advisor, the learner will need to proceed with his/her course payment as per regular university practice.

Upon completion of the registration, the learner will be invited to attend an orientation session which is compulsory for internship participants. The learner will then be assigned an Internship supervisor from among the School's faculty community.

Phase III: Implementation

Once the learner is registered in the internship program, they have to follow the Syllabus and Guidelines that will be given by the Internship Supervisor

Internship is a requirement of all undergraduate programs. It is usually equivalent to three credit hours. The duration of an internship program can be measured as follows:

Internship Program Duration= 3 Credit Hours * 5 hours of experiential internship per Credit Hour per week (under the supervision of Onsite Supervisor) * 16 weeks = **240 Hours**

Learners are expected to complete these contract hours and provide feedback on their progress and experience as indicated in Stage 4.

If the learner is absent from the internship, this needs to be brought to the attention of the Internship supervisor through the On-site Supervisor. The university attendance policy will apply to the internship program as with any regular courses.

It is important that during the internship a minimum of 3 meetings between the learner and the Internship supervisor take place, these meetings can be conducted either on campus or through online synchronous



sessions using the smart campus facility. When deemed necessary the internship supervisors may visit the training workplace. Other forms of communication with the organization such as video/ audio conferencing, phone calls and emails can be used to monitor the internship.

Stage IV: Assessment

The Internship program is assessed by the Internship supervisor based on the input from the onsite supervisor at the host organization and the work submitted by the learner. The Internship program is assessed as **Pass/Fail**.

Documentation of the Internship Learning Experience may be done in several ways, however some of the most common methods used for internship assessment at the university include:

- **Log File Weekly Report:** Learners, on weekly basis, prepare a summary of their work and overall experience for the recent period. It is recommended that learners follow a regular format, internship log file weekly report (Appendix E)
- **Internship Progress / Final report:** At the end internship period, learners are required to submit a final report summarizing their experience and lessons learned and how they have progressed towards the achievement of their objectives. Often this is done by e-mail.
- **On-site Supervisor Evaluation (Appendix C):** Each on-site supervisor is sent an evaluation form near the end of the internship period. The feedback of the on-site supervisor is integrated as part of the assessment for the program.

The overall assessment of the learner's completion of the Internship program will be conducted by the Internship supervisor and will be based on the following three items:

- Number of credit hours completed
- Evaluation of the Onsite Supervisor
- Internship program reports

If a learner fulfils all these requirements, he / she will be given "Pass". If in case the learner does not meet these requirements, he / she will be given "fail" and should as a result retake the internship and go through the stages 1-4 to complete the program. It is the responsibility of the Internship supervisor to communicate all feedback evaluation, internship documents and related assessment results to the Program Chair within 3 days of the assessment.



Stage V: Closing of Internship

As part of the process of continuous improvement, an evaluation of the internship experience is conducted including feedback from the various stakeholders involved. The feedback collected from all parties is analyzed by the Program Chair and Dean who in accordance to the university policies will conduct necessary changes to the program. Three types of evaluation are usually conducted towards the end of the internship:

- **Evaluation of the internship by the learner:** All learners are expected during the 14th week of the internship to complete and submit their Internship Evaluation Form (Appendix F)
- **Evaluation of the internship by the On-site Supervisor:** At the completion of the internship, the On-site Supervisor at the internship site is expected to fill in and return the internship Evaluation Form (Appendix D) to the internship supervisor.
- **Evaluation of the Placements by the Internship supervisor:** Using the Course Assessment Review Form, Internship supervisors are expected to evaluate the internship in which they have been engaged.

The internship will be closed after assessment results are given and the various evaluations are conducted. It is advised that a “Thank You Letter” is sent to the host organization at the end of the internship by both the learner and the internship supervisor.

3.2 Criteria for Internship Positions

The academic integrity of the internship program lies primarily in two areas: One is **in selecting and approving only quality positions for internship experience and the other is in the monitoring of the experience so the learner is fully challenged and engaged in the learning experience embedded in their internship.**

AA Office has determined minimum quality standards for the screening of potential internships opportunities; these standards will assist the Internship Supervisor in evaluating such opportunities.

When posting any internship opportunity, organizations shall ensure that the job description demonstrates the following:

- That the learner has hands-on work with increasing levels of responsibility.
- That the work assigned to the learner enhances the employer’s productivity and is not solely job shadowing or observation.
- That the position or work assignments are professional in nature. Clerical, administrative and general office duties must be kept to a minimum. The focus of the internship should allow for substantive, progressive learning rather than repetitive activities.



- That the learner will be mentored by a professional on-site supervisor, who can serve as a mentor in the field and who will evaluate the learner at the end of the program.
- That the work relates to the learner's academic background and their chosen career.

In addition, when screening the potential internship opportunities, the Internship Supervisor will look at the reputation and the size of the organization. It is usually recommended that learners are placed in middle size organizations where the number of employees exceeds 30. Organizations are advised to indicate the URL of their official website and a person of contact.

The internship program requires tuition payment like any other course taken for credit.

3.3 SAFETY

It is the intent of the University to endorse internship sites that are in safe environments and that learners are fully aware of any risks that may be involved with the internship position or location of the employer. Therefore, if there is any possible safety concerns related to the presence of the learners at the internship site, the employer is requested to inform the learner of the safety regulation and safety precautions needed prior joining the training site



Appendices



Appendix A

The Academic Internship Learning Agreement

Tel: +971 4 4241111 Fax: +971 4 4393939 Mailing Address: P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

a. Learner Information:

Learner's Name: _____
Learner's ID: _____
Learner's Contact No: _____
Learner e-Mail: _____
Program of Study: _____
No. of Completed Credit Hours: _____ Cumulative Grade Point Average: _____
Expected Graduation Date: _____

b. Hosting Organization Information

Organization's Name: _____
Country: _____
Organization's Address: _____
Organization web site: _____
On-site Supervisor's Name: _____
On-site Supervisor's Contact Details: _____
On-site Supervisor's Email: _____
Job of the On-site Supervisor: _____
Internship Program Start Date: ____/____/20____ End Date: ____/____/20____
Internship Position: _____



c. Internship Supervisor's Information:

Internship supervisor's Name: _____

Contact No: _____ e-Mail: _____

d. Describe in brief the main roles and responsibilities assigned to the learner.

e. How will the learner be supervised?

f. Learning Plan:

Objectives to be Met	Resources and Methods	Documentation of Learning
1.		
2.		
3.		
4.		

As participants in this agreement, we approve the internship program.

Learner's Name: _____ Signature & Date: _____

On-Site Supervisor Name: _____ Signature & Date: _____

HBMSU Internship Supervisor Name: _____ Signature & Date: _____



Appendix B

Internship Statement of Completion Form

Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the learner's on-site supervisor upon completion of the internship program. Please note that failure to complete and return this form to the Internship supervisor will result in a NO pass of the internship program.

The undersigned verifies that the learner _____, ID _____ has completed _____ hours during his/ her internship program, which began on ___/___/20___ and concluded on ___/___/20___.

On-Site Supervisor's Name: _____

Signature: _____

Date: ___/___/20_____



Appendix C

Internship On-site Evaluation Form

Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the On-Site Supervisor. The form should be carefully filled to assess learner's performance during the internship program.

Please reflect upon the learner's work during the internship program and make your judgment in each category.

Learner's Name: _____
Learner's ID: _____
Internship Position: _____
Organization's Name: _____
On-site Supervisor's Name: _____
Were the required hours completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Internship Start Date: ___ / ___ / 20___ End Date: ___ / ___ / 20___

Please rate the learner's performance on each of the characteristics listed below by checking the number on the scale that best represents your assessment. Note that 5 is the HIGHEST rating and 1 is the LOWEST.

1= Unsatisfactory 2= Below Standard 3= Adequate 4= Very Good 5= Excellent



1. Individual Characteristics:	1	2	3	4	5
1. Efficiency of work with others					
2. Dependability (reliable, punctual, able to meet schedules, etc)					
3. Personal appearance (i.e. dress code, well groomed)					
4. Initiative (ability to work independently and find meaningful work)					
5. Personality (enthusiastic, courteous, friendly, etc)					
6. Communication skills (written and oral)					
7. Self confidence					
8. Maturity at work					
9. Ability to accept constructive feedback					
10. The overall evaluation of the learner's individual characteristics					

2. Professional Characteristics:	1	2	3	4	5
1. Quality of produced work					
2. Creativity at work					
3. Commitment and willingness to work					
4. Communication with other employees, clients, etc					
5. Attention to accuracy and detail					
6. Judgment and decision making					
7. Organization					
8. Analysis Skills					
9. Professionalism					
10. Suitability to the career field					
The overall evaluation of the learner's professional characteristics					



3. Overall Questions:

- a. Please comment on the learner's overall performance, including any strengths or weaknesses you think are important.

- b. Would you recommend this learner for a permanent job at the organization?

Yes

No

- c. Please list anything that you feel the University could provide to make the learner more valuable to your organization.

On-Site Supervisor's Name: _____

Signature: _____

Date: _____



Appendix D

Internship Log File Weekly Report

Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is primarily used to log in Learner's daily / weekly activities

Learner's Name: _____
Learner's ID: _____
Organization's Name: _____
Internship Position: _____

Date	Activity	Who	Discussion of the results, conclusions, and recommendations
Enter the Date in this column	Describe the activity or activities you were involved in on this day/ week in this column.	Name the people you worked with in this column	Reflect on what you learned from this day / week's activities or from working with this person or these people in this column. Check your Academic internship Learning Agreement Objectives, to document the value of this day/ week.



Appendix E

Onsite Supervisors Monthly Report

Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

This form is to be filled by the on-site supervisor; the form should be carefully filled to assess the learner's performance during the Internship program

Learner's Name: _____
Learner's ID: _____
Work Place: _____
Department: _____
On-site Supervisor's Name: _____
HBMSU Internship Supervisor's Name: _____

- a. Please comment on the learner's overall performance, including any strengths or weaknesses you think are important.

--

- b. Please list anything which you feel the University could provide to make the trainee more valuable to your organization

--

On-Site Supervisor's Name: _____ **Signature & Date:** _____



Appendix F

Internship Evaluation Form (Completed online)

This form is completed by the learner to evaluate the Internship at the end of the semester

Program	
Semester	
Internship Site	
Date	

Evaluate the coordination and start up information for the internship

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	Planning for Internship was conducted very early and arrangements were ready before the beginning of the semester	N/A	1	2	3	4	5
2	The internship objectives and expectations were made clear to me before the beginning of the internship	N/A	1	2	3	4	5
3	I did not face problems in selecting the internship site	N/A	1	2	3	4	5
4	Help was provided from the University when needed	N/A	1	2	3	4	5
5	Coordination with the employer was provided when needed	N/A	1	2	3	4	5
6	I received the necessary information to start my internship in a timely manner on the VLE (course forms, manual and study plan)	N/A	1	2	3	4	5



Evaluate the following characteristics of the Internship Site

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The site provided me with the physical facilities and materials to be successful in the internship	N/A	1	2	3	4	5
2	The experience at this site enhanced my skills in achieving the internship objectives	N/A	1	2	3	4	5
3	I was given the opportunity to have hands-on training and tackling of real issues through a comprehensive departmental orientation program	N/A	1	2	3	4	5
4	I was given the opportunity to participate in the day-to-day operations	N/A	1	2	3	4	5
5	I analyzed the existing specific operations within the internship site	N/A	1	2	3	4	5
7	I have participated in evaluating the existing processes	N/A	1	2	3	4	5

Evaluate the following characteristics of your Internship supervisor as your internship supervisor

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The Internship supervisor supported me in achieving the objectives of the internship	N/A	1	2	3	4	5
2	The Internship supervisor provided me proper mentoring	N/A	1	2	3	4	5
3	The Internship supervisor provided me with proper information of what is expected from me in this internship in a timely manner	N/A	1	2	3	4	5
4	The Internship supervisor was available when I needed to consult with him / her	N/A	1	2	3	4	5



5	The Internship supervisor fairly assessed the internship	N/A	1	2	3	4	5
6	The Internship supervisor provided me with prompt feedback on the internship assessment	N/A	1	2	3	4	5
7	I felt comfortable in discussing challenging issues with the Internship supervisor	N/A	1	2	3	4	5

Evaluate the following characteristics of your Internship On-site Supervisor

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The On-site Supervisor's orientation was very helpful to begin my internship	N/A	1	2	3	4	5
2	The On-site Supervisor was available when I needed to consult with him / her	N/A	1	2	3	4	5
3	The On-site Supervisor provided me with overall, effective instructions and support	N/A	1	2	3	4	5
4	The On-site Supervisor helped me to accomplish the objectives of the internship	N/A	1	2	3	4	5
5	I would recommend this onsite supervisor to another internship learner	N/A	1	2	3	4	5
6	I have been trained in a clear and well organized manner	N/A	1	2	3	4	5

Evaluate the Internship Assignments

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	The assessment method was clear to me	N/A	1	2	3	4	5
2	The weekly reports were helpful to document my hands-on training and tackling of real issues within the department	N/A	1	2	3	4	5



3	The final report was important for me to summarize my experience and lesson learnt during the internship	N/A	1	2	3	4	5
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Overall Evaluation of the Internship

		Not Applicable	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
1	I feel I will be able to use what I learned in this internship program	N/A	1	2	3	4	5
2	I feel I have accomplished the objectives of this internship program	N/A	1	2	3	4	5

Please provide additional comments below about your professional development in this semester

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Guiding Checklist for Selecting Internship Opportunities

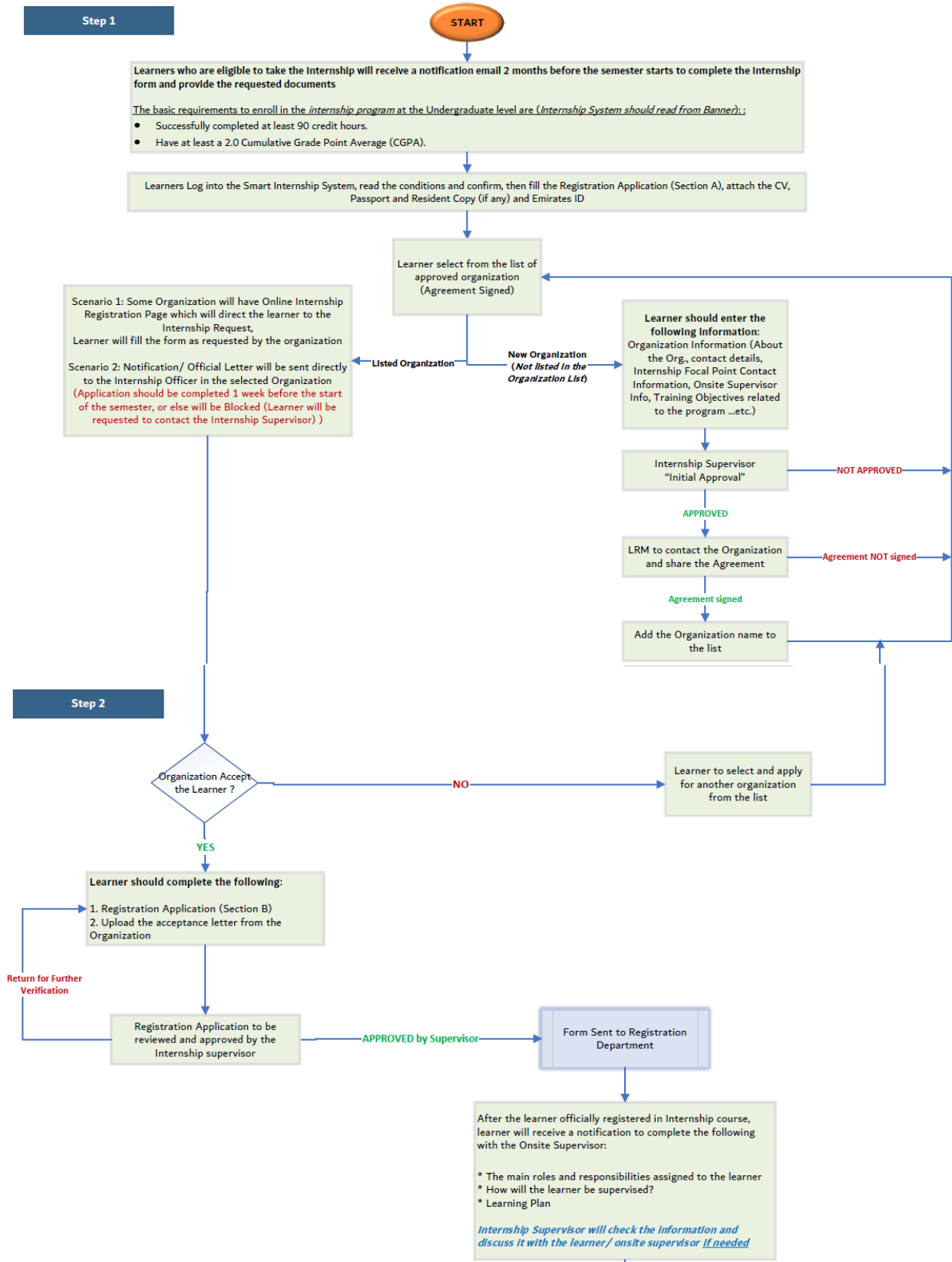
Tel: +971 4 4241111 **Fax:** +971 4 4393939 **Mailing Address:** P.O. Box: 71400 Dubai, UAE

Website: www.HBMSU.ac.ae

- Relevance of the internship opportunity to learner's field of study
- Hands on experience
- Learner's exposure
- Nature of assigned tasks
- Professionalism of the assigned work
- Availability of an On-Site Supervisor
- Delivery of proper induction to the learner
- Hosting Organization's Reputation
- Organization Size
- Health and Safety of the site
- Care and Welfare
- Willingness of the organization to deliver the internship program



Internship Process





جامعة حمدان بن محمد الذكية
Hamdan Bin Mohammed Smart University