



**AJMAN UNIVERSITY**

**College of Engineering & Information Technology  
(CEIT)**

**Department of Information Technology**

# Internship Manual

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## Table of Contents

1. Preface -----	3
2. Mission statement -----	3
3. Internship Learning Outcomes -----	3
4. Program Learning Outcomes -----	3
5. Internship Credit and Contact Hours -----	4
6. Monitoring of Trainee Students' Progress -----	4
7. Internship Grading and Assessment -----	4
8. Internship Management & Responsibilities -----	5
9. Student's performance -----	6
10. Internship Presentation -----	8
11. Field Supervisor's Report -----	9
12. Academic Supervisor's Report -----	9
13. Internship/Training Registration Procedure -----	9
14. Training Site Selection and Evaluation -----	10
15. Internship Prerequisites -----	10
16. Internship Forms -----	10
A. Information Technology Internship: Course Syllabus -----	11
B. Information Systems Internship: Course Syllabus -----	13
C. Data Analytics Internship: Course Syllabus -----	15
D. Student Internship Feedback Form -----	17
E. Training Site Selection, Evaluation and Approval Form -----	18
F. Internship Registration Form -----	19
G. Internship Request Letter Template -----	20
H. Field Supervisor Student Assessment Form -----	21
I. Oral Presentation/Practical Demonstration -----	22
J. Internship Student Weekly Report Form -----	23

## **1. Preface**

Internship is a form of experiential learning that integrates classroom knowledge with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connection in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. Internship will also help students get an inside overview on the functioning of companies in the real world and gain insight on the human side within the company and better understand operations and hierarchy. Students would be placed in an internship that is aligned with their learning goals, provides adequate supervision, and give students the opportunities to apply their classroom learning to real world experiences and enhance their knowledge and skills.

## **2. Mission statement**

The mission of supervised internship experience is to provide students at The Information Technology department with an opportunity to practice what they have learnt in the classroom and help bridge the gap between theory and real work environment practice.

## **3. Internship Learning Outcomes**

Upon successful completion of the internship, student will be able to:

- a. Apply core knowledge and skills to solve computing problems in a real working environment.
- b. Deliver an effective presentation in subject matter to a technical audience.
- c. Produce technical reports.
- d. Work collaboratively as a member of a team.
- e. Resolve ethical, legal, and societal issues related to computing.

## **4. Program Learning Outcomes**

### **4.1 Information Technology Program Learning Outcomes (PLOs)**

Graduates of the program will be able to:

1. PLO#1: *Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.*
2. PLO#2: *Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.*
3. PLO#3: *Communicate effectively in a variety of professional contexts.*
4. PLO#4: *Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.*
5. PLO#5: *Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.*
6. PLO#6: *Use systemic approaches to select, develop, apply, integrate, and administer secure computing technologies to accomplish user goals.*
7. PLO#7: *Apply security principles and practices to maintain operations in the presence of risks and threats.*

## **4.2 Information Systems Program Learning Outcomes**

Graduates of the program will be able to:

1. PLO#1: *Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.*
2. PLO#2: *Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.*
3. PLO#3: *Communicate effectively in a variety of professional contexts.*
4. PLO#4: *Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.*
5. PLO#5: *Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.*
6. PLO#6: *Support the delivery, use, and management of information systems within an information systems environment.*

## **4.3 Data Analytics Program Learning Outcomes**

Graduates of the program will be able to:

1. PLO#1: Analyze complex data analytics problems and apply principles of data analytics and other relevant disciplines to identify solutions.
2. PLO#2: Design, implement and evaluate a solution to meet a given set of requirements for a data analytics problem.
3. PLO#3: Communicate effectively in a variety of professional contexts.
4. PLO#4: Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. PLO#5: Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. PLO#6: Identify and analyze user needs and to take them into account in the selection, creation, integration, and evaluation of data analytics solutions.

## **5. Internship Credit and Contact Hours**

The Internship course in each program accounts for 3 credit hours. Each student is required to spend 16 weeks at an organization providing appropriate internship experience. The number of contact hours is the sector normal expectation that is expected to be at least 30 working hours per week. The student can conduct the internship over two 8-week periods during the summer vacations at the same or different organizations.

## **6. Monitoring of Student Trainee Progress**

The field supervisor will monitor a student trainee on a regular basis during their internship experience. A faculty member from the Information Technology department assigned, as an academic supervisor who will discuss with the field supervisor the training plan at the start of the internship and monitor the progress of the students by arranging at least one visit during the internship period.

## **7. Internship Grading and Assessment**

- A trainee student will be assessed at the end of a 16-week internship period. In case the student conducts the internship over a two 8-week periods, the student will be assessed at the end of each of the two 8-week internship periods and the final grade will be the average of the two grades awarded at

the end of each 8-week period. The Internship assessment procedure is fully described in the respective course syllabus of the Internship course for all the programs offered by the Information Technology department, see Information Technology, Information Systems, and Data Analytics Internship Course Syllabi, pages 11, 13, and 15 respectively.

- Internship assessment incorporates the following elements:
  - i. Attendance: if a trainee absence exceeds 25 percentage of the internship period, the trainee is deemed to have failed the internship and must repeat the internship program.
  - ii. Plagiarism: students submitting or presenting plagiarized material will be referred to the appropriate University body for disciplinary action as per university policies and procedures.
  - iii. The field supervisor assesses the trainee performance as per Form 2, *Field Supervisor Student Assessment*
  - iv. The assessment of the Oral Examination Committee (40%) as per Form 3, *Oral Internship Examination Committee Assessment*.
- The final grade is to be approved by the Head of the Department and College's Dean.
- An original copy of the final grade is to be sent to the Admission and Registration Office to be included in the student's academic record at the end of the semester in which the student performed the internship.
- Grades are to be submitted to the Admission and Registration Office within three weeks from the end of the internship, otherwise the grades are entered in the student transcript the following semester.

## **8. Internship Management & Responsibilities**

### **8.1 Student Internship responsibilities**

- i. To be available, and on time, for scheduled activities.
- ii. To notify both the field supervisor and academic supervisor, in advance, of necessary absences.
- iii. To be formally dressed and appropriate for the respective work place.
- iv. To plan and carry out all assignments in a prompt and professional manner.
- v. To submit to the academic supervisor a weekly e-mail report summarizing daily activities during the previous week.
- vi. To maintain a journal of daily activities throughout the internship.
- vii. To submit a final report (which conforms to the guidelines provided) by the deadline specified by the academic supervisor.
- viii. To attend internship presentation, as scheduled, and to maintain regular e-mail/telephone communication with the Academic Supervisor.

### **8.2 Internship Coordinator Responsibilities**

The internship coordinator is a faculty member within the department, who has the following responsibility:

- i. Announcing the internship registration notice before or at the start of each semester.
- ii. Giving final approval for site selection, ensuring the internship:
  - is appropriate for the student's major in consultation with the institution offering the internship,
  - provide pertinent work experience, and
  - has adequate academic merit.
- iii. Communicating with the internship providers and securing their approval (by telephone, fax, or email)

- iv. Publishing the final internship timetables, with copies to the head of the department and the Admission and Registration Office before commencement of the internship.
- v. Preparing the assessment questionnaires for trainees, the academic Supervisor and the internship provider, then collecting the completed questionnaires and sending them to the respective head of the department.
- vi. Ensuring that prospective internship or experiential education sites:
  - are safe and reputable environments for students;
  - meet all national employment and other relevant laws and regulations.
- vii. Providing an orientation for students as to the skills, behaviours and knowledge which they need to succeed in the work environment.

### **8.3 College Dean Responsibilities:**

- i. Oversee the internship program implementation.
- ii. Approving the academic supervisors' list nominated by heads of departments.
- iii. Approving the assessment results.

### **8.4 Head of Department Responsibilities**

- i. Ensuring the suitability of the internship site.
- ii. Nominating the academic supervisors and getting the College Dean's approval.

### **8.5 Academic Supervisor Responsibilities**

- i. Following up students at their internship sites to ensure the implementation of the internship plan.
- ii. Helping students understand and appreciate the aims of the internship and the skills and patterns of behavior necessary for ensuring its success.
- iii. Guiding students to the technicalities of writing the final internship report and the content of the presentation to be made before the oral examination committee.
- iv. Reviewing students' weekly reports signed by the field supervisors.
- v. Conducting at least one visit to the internship site to assess the internship environment and establish contact between the student, and the field supervisor.

### **8.6 Field Supervisor Responsibilities**

- i. Familiarize the student with the working environment and establish a schedule of work activities.
- ii. Notify the academic supervisor immediately of any problems arising out of association with, attendance, or supervision of, the student.
- iii. Ensure the quality of the field supervision.
- iv. Approving the weekly report drafted by the student in accordance with tasks specified in the plan.
- v. Submit a final written evaluation of the trainee performance.

### **8.7 Follow up of Students Internship Abroad**

In the case of a student is taking his/her internship outside the UAE, follow-up should be ensured by means of email, telephone, fax, or any other audio-visual communication tool, in addition to the weekly report.

## **9. Student's performance**

### **9.1 The Student's Report**

The student report should contain the following information:

- i. Information about the institution providing the internship.
- ii. Work carried out during the internship period.
- iii. The relation between the work done during the internship and the student's major (the relation between theory and practice).
- iv. The strengths and weaknesses of the work carried out during the internship from the student's point of view.
- v. The extent to which this work can be useful to the student after graduation.

## 9.2 Preparing the first draft of the report

The first important step in preparing the first draft of internship report is to gather all relevant information. For this purpose, student will primarily rely on their training log notebook and technical manuals related to the work and other information gathered from the Internet or textbooks.

The next step is to start preparing the first draft of the report. For this, student will define a logical order for presentation. This can be achieved by developing a brief outline in such a way that the ideas are classified in groups and subgroups, all arranged in a logical order. The outline can be refined later as writing proceeds. The first draft of the report is merely an expansion of the outline. Student primary concern in writing the first draft should be to concentrate on developing ideas. As student go along, decide where illustrations, block diagrams, schematics, graphs, tables or images would help to clarify the point. Students' first draft should contain the following three major sections.

- i. **Introduction:** This section, considered as Chapter 1 of internship report, defines the nature of student training, its duration, and some background information about the company/industry/organization where student was trained. Student Trainee should also highlight the main areas of the training in this section.
- ii. **Main body:** The main body of the report shall comprise of two to three chapters. Each chapter will discuss a different aspect of the internship experience. For example, the first chapter of the main body (i.e., Chapter 2 of the report) may briefly present the theoretical background concerning area of training, while the other two chapters may describe the practical aspects of student training such as software requirement analysis, design, and implementation; software and hardware testing; fault analysis; repair and maintenance procedures; and other types of student field experience in a logical sequence.
- iii. **Conclusion:** In this chapter, student trainee will summarize the conclusions of the internship experience. Accordingly, conclusions should be a logical outcome of the text presented in the main body of the report.

## 9.3 Polishing the First Draft

Having completed the first draft in a typed form, the student is now ready for the next step of polishing it. The student should critically review the first draft to delete unnecessary details and add any missing information. Student should also be prepared to rewrite any major portions of the report if that is required to improve its quality. Having done that, it is now time for carefully reviewing the modified report, checking the grammar, sentence structure, spellings, continuity of sentences, and smooth transition from paragraph to paragraph.

## 9.4 Preparing the Final Version

To finalize the training report, the student trainee needs to add the following additional pages:

- i. Title Page: The title page shall include the name of the university and its logo as well as the name of the college and department. Student shall also include the title of the report, their name, ID number, and the training period (for example: 15-6-2002 to 30-7-2002).
- ii. Acknowledgment: After the title page, student may add an acknowledgment page to thank the person(s), such as Field Supervisor, and Academic Supervisor.
- iii. Table of Contents: The table of contents shall indicate the titles of chapters and sections and their page numbers.
- iv. Bibliography or References: At the end of the training report but before the appendix, student shall provide a list of books, technical reports, and websites consulted for writing training report.
- v. Appendix: Any information or data that is necessary for the sake of completeness, but not directly related to the main body of the report may be presented in the Appendix.

Before binding the training report, the student should proofread it carefully from the beginning to the end for any spelling or typographical errors before submitting it to the academic supervisor for evaluation.

## **10. Internship Presentation**

At the end of the External Training, trainee students are required to prepare and deliver a fifteen-minute presentation that highlights their activities/ tasks during their External Training period. Trainees must follow the following guidelines for preparing their oral presentation:

- i. Planning for oral presentation
- ii. Preparing visual aids
- iii. Preparing for Questions/Answers session
- iv. Getting ready for actual presentation

### **a. Planning for Oral Presentation**

The student needs to follow the following steps:

- i. Identify relevant content
- ii. Choose a suitable title for the presentation
- iii. Collect all necessary supporting material
- iv. Identify the main points to be conveyed to the audience
- v. Present the material in logical sequence
- vi. Determine the number of slides needed for their presentation
- vii. Identify main points for each slide and give each slide a title

### **b. Presentation format and layout**

The following points should be observed while preparing presentation slides:

- i. Each slide shall contain only the key points.
- ii. Use large fonts so that it is easy for the audience to read the contents of the slides.
- iii. Use different colours to highlight the most important points.



- iv. Use animation effects where appropriate but do not overdo it.
- v. Add graphics, charts, figures, and video clips, as appropriate.

Students may use the following sequence for slides:

**The Title Slide:** Contains the title of the presentation, name of presenter, name of Academic Supervisor.

**Outline Slide:** A listing of the major components of the presentation.

**Body Slides:** Cover all the major topics of the presentation with figures, charts, tables, pictures, etc. o

**Conclusion Slide:** Should include a summary of the main conclusions of the training experience.

### c. Questions/Answers Session

Students should be prepared to answer questions related to their internship experience; they must do their homework so that they are reasonably prepared for this session.

## 11. Field Supervisor's Report

**The field supervisor's report consists of:**

- i. Student's attendance.
- ii. The extent to which the student was academically prepared for the internship experience.
- iii. The student's compliance with the organization's guidelines and procedures.
- iv. Skills learned.
- v. Knowledge and skills lacking in the trainee.
- vi. Trainee strengths and weaknesses
- vii. The extent to which the student was useful for the organization.

## 12. Academic Supervisor's Report

**The academic supervisor's report includes:**

- i. The extent of the student's commitment to the internship and observation of the internship program.
- ii. The skills gained through the internship.
- iii. The correlation between the internship and the major.
- iv. Strengths and weaknesses of the internship program.
- v. Suggestions for improving the internship program based on students and employers feedback.
- vi. The student's final report.

## 13. Internship/Training registration Procedure

Students can register for internship using the online application form available at <https://ors.ajman.ac.ae/requests/newrequest.aspx>.

The steps for registering in the internship program for students in the information Technology department and Information Systems training course are as follows:

- i. Training request form is filled online using students' online registration system.
- ii. Head of Department/ Training Coordinator's approval is required in all cases.
- iii. Once the training request is approved, the internship course will be added to the student's registered courses.

#### **14. Training Site Selection and Evaluation**

The training coordinator and the academic supervisor coordinate the placement of trainee students in appropriate private or public organizations that operate in the field of Information Technology. Career and Internship Office can also assist in the placement of students for internship through their contacts with external organizations. Training locations proposed by students are also accepted if they fulfil the required training site selection criteria and approved by the training coordinator or academic supervisor.

#### **15. Internship Eligibility**

The requirements for registering in the internship program is described in the course syllabus of the respective programs offered by the Information Systems department.

#### **16. Internship Course Syllabi and Forms**



**College of Engineering and Information Technology**  
**Information Technology Internship – INT402**

**1. Number of Contact Hours, Credits, & Prerequisites**

Credit: 3     16-week (sector normal expectation, at least 30 contact hours per week)

**Prerequisites:** 90 Credit Hours

**2. Course Catalog Description**

Internship familiarizes students with actual working environments. It gives students the opportunity to integrate their knowledge and skills learned in the course by applying it to real world problems encountered in business and industry. Internship also gives the student a feeling of what is involved in working on actual information technology problems and develop communication and team-work skills as well as address ethical and professional issues applicable to computing practice.

**3. Course Learning Outcomes**

Upon completion of the internship period, students will be able to:

Course Learning Outcome	IT Program PLOs
a. Apply core knowledge and skills to solve computing problems in a real working environment.	PLO#1, PLO#2, PLO#6, PLO#7
b. Deliver an effective presentation in subject matter to a technical audience.	PLO#3
c. Produce technical reports.	PLO#3
d. Work collaboratively as a member of a team.	PLO#5
e. Resolve ethical, legal, and societal issues related to computing.	PLO#4

**4. Course Content:**

The internship program can be conducted over a one 16-week period or two 8-week periods. In the case of two 8-week periods, the student can conduct the internship at the same or a different workplace.

Period	Week	Content and contact hours
1	1-16	An internship program prepared by student's supervisor and the employer for a 16-week period with sector normal expectation of at least 30 working hours per week.

OR

Period	Week	Content and contact hours
1	1 - 8	An internship program prepared by student's supervisor and the employer for a 8-week period with sector normal expectation of at least 30 working hours per week.
2	1 - 8	An internship program prepared by student's supervisor and the employer for a 8-week period with sector normal expectation of at least 30 working hours per week.

**5. Assessment:**

A trainee student will be assessed at the end of the 16-week or each of the two 8-week internship periods according to the assessment tools shown below. In case the internship is conducted over a two 8-week periods, the student must pass both internship periods and the final grade for the Internship course will be the average of the grades of

the two respective 8-week periods. An internship period, whether 16-week or 8-week period must be repeated if awarded a failing grade.

Assessment tool	Grade
Employer evaluation	40%
Evaluation of presentation/practical component	40%
Written examination on the internship subject matter.	20%

#### **Employer Evaluation (40%)**

The employer will assess the following aspects of the student's internship program:

Performance Item	Outcome	Max Score	Score
1. Demonstrate knowledge, skills appropriate for the assigned duties.	a	10	
2. Demonstrate an effective verbal communication skills.	b	8	
3. Communicate ideas and concepts clearly in writing.	c	8	
4. Work collaboratively as a member of a team.	d	6	
5. Conduct himself in an ethical and professional manner.	e	8	
<b>Total</b>		40	

#### **Presentation/Practical Demonstration (40%)**

The student should submit a technical report and give a presentation or practical demonstration of his internship experience before a panel of at least two faculty members. Students will be assessed on the following competencies:

Performance Item	Outcome	Max Grade	Score
1. Perform assigned duties using appropriate knowledge and skills.	a	15	
2. Demonstrate effective verbal communication skills.	b	10	
3. Produce technical reports.	c	15	
<b>Total</b>		40	

#### **Written Assessment (20%)**

A student must sit for a written examination that covers the concepts, techniques, methods, and other knowledge and skills relevant to the internship experience of the student.

Performance Item	Outcome	Max Grade	Score
1. Demonstrate knowledge, skills appropriate for the assigned duties.	a	10	
2. Communicate ideas and concepts clearly in writing.	d	10	
<b>Total</b>		20	

#### **Notes:**

- *If a trainee's absence exceeds 25 percentage of the internship period, whether a 16-week or 8-week period, the trainee will be awarded a failing grade and must repeat the internship period failed.*
- *Plagiarism: students submitting or presenting plagiarized material will be subject to disciplinary actions as per AU's policies and procedures. Refer to the Policies and Procedures Manual, Student Policies, Student Academic Integrity Policy.*



**College of Engineering and Information Technology**  
**Information Systems Internship – INS408**

**1. Number of Contact Hours, Credits, & Prerequisites**

Credit: 3     16-week (sector normal expectation, at least 30 contact hours per week)

**Prerequisites:** 90 Credit Hours

**2. Course Catalog Description**

Internship familiarizes students with actual working environments. It gives students the opportunity to integrate their knowledge and skills learned in the course by applying it to real world problems encountered in business and industry. Internship also gives the student a feeling of what is involved in working on actual information systems problems and develop communication and team-work skills as well as address ethical and professional issues applicable to computing practice.

**3. Course Learning Outcomes**

Upon completion of the internship period, students will be able to:

Course Learning Outcome	IS Program PLOs
a. Apply core knowledge and skills to solve computing problems in a real working environment.	PLO#1, PLO#2, PLO#6
b. Deliver an effective presentation in subject matter to a technical audience.	PLO#3
c. Produce technical reports.	PLO#3
d. Work collaboratively as a member of a team.	PLO#5
e. Resolve ethical, legal, and societal issues related to computing.	PLO#4

**4. Course Content:**

The internship program can be conducted over a one 16-week period or two 8-week periods. In the case of two 8-week periods, the student can conduct the internship at the same or a different workplace.

Period	Week	Content and contact hours
1	1-16	An internship program prepared by student's supervisor and the employer for a 16-week period with sector normal expectation of at least 30 working hours per week.

OR

Period	Week	Content and contact hours
1	1 - 8	An internship program prepared by student's supervisor and the employer for a 8-week period with sector normal expectation of at least 30 working hours per week.
2	1 - 8	An internship program prepared by student's supervisor and the employer for a 8-week period with sector normal expectation of at least 30 working hours per week.

**5. Assessment:**

A trainee student will be assessed at the end of the 16-week or each of the two 8-week internship periods according to the assessment tools shown below. In case the internship is conducted over a two 8-week periods, the student must pass both internship periods and the final grade for the Internship course will be the average of the grades of

the two respective 8-week periods. An internship period, whether 16-week or 8-week period must be repeated if awarded a failing grade.

Assessment tool	Grade
Employer evaluation	40%
Evaluation of presentation/practical component	40%
Written examination on the internship subject matter.	20%

#### **Employer Evaluation (30%)**

The employer will assess the following aspects of the student's internship program:

Performance Item	Outcome	Max Score	Score
1. Demonstrates knowledge, skills appropriate for the assigned duties.	a	10	
2. Demonstrates an effective verbal communication skills.	b	8	
3. Communicates ideas and concepts clearly in writing.	c	8	
4. Work collaboratively as a member of a team.	d	6	
5. Conduct himself in an ethical and professional manner.	e	8	
<b>Total</b>		40	

#### **Presentation/Practical Demonstration (30%)**

The student should submit a technical report and give a presentation or practical demonstration of his internship experience before a panel of at least two faculty members. Students will be assessed on the following competencies:

Performance Item	Outcome	Max Grade	Score
1. Perform assigned duties using appropriate knowledge and skills.	a	15	
2. Demonstrate effective verbal communication skills.	b	10	
3. Produce technical reports.	c	15	
<b>Total</b>		40	

#### **Written Assessment (40%)**

A student must sit for a written examination that covers the concepts, techniques, methods, and other knowledge and skills relevant to the internship experience of the student.

Performance Item	Outcome	Max Grade	Score
1. Demonstrates knowledge, skills appropriate for the assigned duties.	a	10	
2. Communicates ideas and concepts clearly in writing.	d	10	
<b>Total</b>		20	

#### **Notes:**

- *If a trainee's absence exceeds 25 percentage of the internship period, whether a 16-week or 8-week period, the trainee will be awarded a failing grade and must repeat the internship period failed.*
- *Plagiarism: students submitting or presenting plagiarized material will be subject to disciplinary actions as per AU's policies and procedures. Refer to the Policies and Procedures Manual, Student Policies, Student Academic Integrity Policy.*



**College of Engineering and Information Technology**  
**Data Analytics Technology Internship – DAT407**

**1. Number of Contact Hours, Credits, & Prerequisites**

Credit: 3     16-week (sector normal expectation, at least 30 contact hours per week)

**Prerequisites:** 90 Credit Hours

**2. Course Catalog Description**

Internship familiarizes students with actual working environments. It gives students the opportunity to integrate their knowledge and skills learned in the course by applying it to real world problems encountered in business and industry. Internship also gives the student a feeling of what is involved in working on actual data analytics problems and develop communication and team-work skills as well as address ethical and professional issues applicable to computing practice.

**3. Course Learning Outcomes**

Upon completion of the internship period, students will be able to:

Course Learning Outcome	Data Analytics Program PLOs
a. Apply core knowledge and skills to solve computing problems in a real working environment.	PLO#1, PLO#2, PLO#6
b. Deliver an effective presentation in subject matter to a technical audience.	PLO#3
c. Produce technical reports.	PLO#3
d. Work collaboratively as a member of a team.	PLO#5
e. Resolve ethical, legal, and societal issues related to computing.	PLO#4

**4. Course Content:**

The internship program can be conducted over a one 16-week period or two 8-week periods. In the case of two 8-week periods, the student can conduct the internship at the same or a different workplace.

Period	Week	Content and contact hours
1	1-16	An internship program prepared by student's supervisor and the employer for a 16-week period with sector normal expectation of at least 30 working hours per week.

OR

Period	Week	Content and contact hours
1	1 - 8	An internship program prepared by student's supervisor and the employer for an 8-week period with sector normal expectation of at least 30 working hours per week.
2	1 - 8	An internship program prepared by student's supervisor and the employer for an 8-week period with sector normal expectation of at least 30 working hours per week.

**5. Assessment:**

A trainee student will be assessed at the end of the 16-week or each of the two 8-week internship periods according to the assessment tools shown below. In case the internship is conducted over a two 8-week periods, the student

must pass both internship periods and the final grade for the Internship course will be the average of the grades of the two respective 8-week periods. An internship period, whether 16-week or 8-week period must be repeated if awarded a failing grade.

Assessment tool	Grade
Employer evaluation	40%
Evaluation of presentation/practical component	40%
Written examination on the internship subject matter.	20%

#### **Employer Evaluation (40%)**

The employer will assess the following aspects of the student's internship program:

Performance Item	Outcome	Max Score	Score
1. Demonstrate knowledge, skills appropriate for the assigned duties.	a	10	
2. Demonstrate an effective verbal communication skills.	b	8	
3. Communicate ideas and concepts clearly in writing.	c	8	
4. Work collaboratively as a member of a team.	d	6	
5. Conduct himself in an ethical and professional manner.	e	8	
<b>Total</b>		40	

#### **Presentation/Practical Demonstration (30%)**

The student should submit a technical report and give a presentation or practical demonstration of his internship experience before a panel of at least two faculty members. Students will be assessed on the following competencies:

Performance Item	Outcome	Max Grade	Score
1. Perform assigned duties using appropriate knowledge and skills.	a	15	
2. Demonstrate effective verbal communication skills.	b	10	
3. Produce technical reports.	c	15	
<b>Total</b>		40	

#### **Written Assessment (20%)**

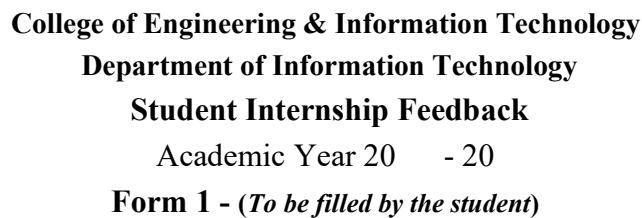
A student must sit for a written examination that covers the concepts, techniques, methods, and other knowledge and skills relevant to the internship experience of the student.

Performance Item	Outcome	Max Grade	Score
1. Demonstrate knowledge, skills appropriate for the assigned duties.	a	10	
2. Communicate ideas and concepts clearly in writing.	d	10	
<b>Total</b>		20	

#### **Notes:**

- *If a trainee's absence exceeds 25 percentage of the internship period, whether a 16-week or 8-week period, the trainee will be awarded a failing grade and must repeat the internship period failed.*
- *Plagiarism: students submitting or presenting plagiarized material will be subject to disciplinary actions as per AU's policies and procedures. Refer to the Policies and Procedures Manual, Student Policies, Student Academic Integrity Policy.*





Student Name:
Student ID:
Major:
College:
Internship Place:
Internship Period: From: <div style="width: 150px; border-bottom: 1px solid black; margin: 0 10px;"></div> TO: <div style="width: 150px; border-bottom: 1px solid black; margin: 0 10px;"></div>

#	Item	Rating 1-5
1	I am satisfied with the way in which my training place was selected	
2	The internship was relevant to my major	
3	I had the opportunity to apply my knowledge and skills	
4	I had sufficient field supervision	
5	The internship experience was beneficial to me	

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17



جامعة عجمان  
AJMAN UNIVERSITY

### Training Site Selection, Evaluation and Approval Form

*Please fill in the information required below before you apply for registration of the training course on student registration system.*

#### Student's Information

Full Name	
Student ID	
Phone Number	
Academic Year	
Semester	
Completed Credits Hours	

#### Training Institution's Profile

Institution Name	
Industry/Sector	
Private/Public	
Size	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large
No. of Employees	

The department(s) in which the intern will be trained has/have sufficient and qualified staff to implement an adequate training plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

The work environment in the institution is safe	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

Training Period	From:	To:
-----------------	-------	-----

#### Academic Supervisor's Approval

*I hereby, approve the training site and give permission to the student to start his/her External Training/internship.*

Comments:

☐ YES ☐ NO

Academic Supervisor's Name

Academic Supervisor's Signature



### Internship Application and Registration Form

The following is the internship application form that is available online at <https://ors.ajman.ac.ae/Requests/NewRequest.aspx>

Please go to the link, click on Request type: *Training Center* and Request category: *Training request* and complete your application online.

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

Student Identification Number (ID): \_\_\_\_\_

Training Course Code \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Total Hours Registered in the Current Semester \_\_\_\_\_

Mobile no. \_\_\_\_\_

Email address: \_\_\_\_\_

Have you registered for External or Internal Training before? Yes \_\_\_ No \_\_\_

Expected Graduation Semester \_\_\_\_\_

Do you have your own training place? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, fill out the following information:**

Name of organization: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emirate: \_\_\_\_\_



## Internship Request Letter Template

[Date]

To:

[Name of the Contact Person]

[Company Name]

[Company Address]

Dear [Name],

Kindly accept my sincere appreciation and thanks for your cooperation with Ajman University. With this letter, I would like to request your approval for *[Student Name]*, *[Student ID]* who is a registered student in the Electrical Engineering department to be attached as trainee in *[Company's Department]* at *[Company Name]*. The student, as per his/her degree requirements must complete a total of *[Number of Hours]* commencing on *[Internship Start Date]* and ending by *[Internship End Date]* with the total hours in each internship week not exceeding 20.

External Training/internship is a core component in the electrical engineering program, intended to enhance students' practical skills, enable them to be acquainted with the professional practice environment, and equip them with soft skills needed to pursue future careers in the electrical engineering industry and healthcare services.

I highly appreciate your cooperation and support.

**Best Regards**

[HOD/Academic Supervisor Name]

[Title]

[Tel]

[Email]



جامعة عجمان  
AJMAN UNIVERSITY

**College of Engineering & Information Technology**

**Department of Information Technology**

**Field Supervisor Student Assessment**

Academic Year 20 - 20

**Form 2 - (to be filled by the field supervisor)**

Kindly fill in the information required below, including the student's grades and the send this form to Ajman University, College of Engineering and Information Technology at the end of the internship period.

Internship Details	
Student Full Name	
Student ID	
Major	
Internship Period	From: _____ To: _____
Institution's Name	
Department(s)	
Field supervisor	
Position/Job title	
Tel. No.	
P.O. Box	
Fax	
Email	

#	Performance Item	Outcome	Max Grade	Score
1.	Demonstrate knowledge, skills appropriate for the assigned duties.	a	10	
2.	Demonstrate an effective verbal communication skill.	b	8	
3.	Communicate ideas and concepts clearly in writing.	c	8	
4.	Work collaboratively as a member of a team.	d	6	
5.	Conduct himself in an ethical and professional manner.	e	8	
Total Mark			40	

**General Remarks:**

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**Name:** .....

**Date:**     /     /

**Signature and Institution's Stamp:**

**College of Engineering and Information Technology**  
**Internship Assessment: Oral Presentation/Practical Demonstration**

<b>Student Name</b>			
<b>Student ID</b>			
<b>Student Major</b>			
<b>Academic Supervisor</b>			
<b>Internship Period</b>	<b>From:</b>	<b>To:</b>	<b>Weeks:</b>
<b>Organization</b>			

**Presentation/Practical Demonstration (40%)**

Performance Item	Outcome	Max Grade	Score
1. Perform assigned duties using appropriate knowledge and skills.	a	15	
2. Demonstrate effective verbal communication skills.	b	10	
3. Produce technical reports.	c	15	
<b>Total</b>			

**General Comments**

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Committee Members

Members' Signatures



جامعة عجمان  
AJMAN UNIVERSITY

**College of Engineering & Information Technology**

**Department of Information Technology**

**Internship Student Weekly Report (Form 4)**

Academic Year 20 - 20

*(To be filled by and signed by the field supervisor and the student on weekly basis)*

Student's Details	
Student Full Name	
Student ID	
Major	
Week Date	From: To:
Institution's Name	
Field Supervisor	
Position/Job title	
Tel. No.	
Email	
Internship Period	From: To: Weeks:

Week Day	Summary of Activities	Department	Hours*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Contact Hours			

- At least 30 contact hours per week.

**General Remarks:**

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**Student Signature**

**Field Supervisor Signature**

**Date:** / /

**Date:** / /