



جامعة الفيصل
Alfaisal University

كلية العلوم والدراسات العامة
College of Science & General Studies

Summer Internship

Information Handbook

College of Science & General Studies
Alfaisal University
PO Box 50927, Riyadh 11533
Saudi Arabia
Tel +966 11 215 8857 Fax +966 11 215 7730
<https://cos.alfaisal.edu/en/>

Table of Contents

Introduction	2
Internship Objectives	2
Learning Outcomes	3
Terms and Conditions.....	3
Responsibilities.....	3
1. The Internship Office	3
2. The Academic Advisor	4
3. The Employer (Work Supervisor)	4
4. Student intern.....	5
Grading Scheme	5
Forms and Appendices	6
<u>1</u> Form A: Internship Application Form.....	7
<u>2</u> Form B: Employer’s Evaluation Form	9
<u>3</u> Form C: Student Assessment Form.....	13
Appendix A: Outline for Final Student Report	16
Appendix B: Outline for Student Presentation.....	17

Introduction

An internship is a form of experiential learning that integrates classroom knowledge with practical on-the-job experience to prepare students for the demands of today's job market. Students should seek internships that provide opportunities to apply classroom learning to the real-world work environment, which contributes to their academic and career development.

The internship is an opportunity for students to gain knowledge and skills from a planned work experience not available in a classroom setting. Internships provide entry-level, career-related experience, and workplace competencies that employers value when hiring. A list of available internship opportunities and organization names are kept with the College of Science Internship Office. Students may choose from the available list or seek out other internships on their own with approval from the Internship Committee. Faculty members may help arrange internships for students through their contacts and collaborators. However, it remains the students' responsibility to secure an appropriate organization for their internship. Interns are expected to learn at a level that prepares them for professional employment or to pursue graduate studies.

This handbook serves as a reference guide for students, faculty, and the internship coordinator. It contains information about the requirements and procedures for completing the summer internship and outlines the students' roles and responsibilities, the internship office, the academic advisor, and the employer (training supervisor).

Internship Objectives

- To provide students with practical experience and training toward career goals.
- To expose students to diverse real-world working environments and train them with the experts in their fields.
- To evaluate the training experience in terms of personal, educational, communication skills, and career needs.

Learning Outcomes

1. Recognize the nature and function of the organization in which the internship experience takes place.
2. Learn how the internship placement site fits into the student's broader career field.
3. Evaluate the internship experience in terms of personal, educational, and career needs.
4. Apply scientific knowledge and appropriate workplace behaviors in a professional setting.
5. Demonstrate the ability to operate ethically and work individually and/or as part of a team in a professional setting.
6. Ability to communicate effectively and work in interdisciplinary research programs and fields.

Terms and Conditions

1. The summer internship is mandatory for all Life Sciences students starting 2021.
2. Students can start their internship after completing a minimum of 60 credit hours.
3. Students should seek approval before summer from the Internship Coordinator and the hosting organization or institution (Form A).
4. The internship duration is 8-10 weeks with a minimum of 320 working hours.
5. The internship should be completed by the 7th semester (one year before graduating).
6. Students must give a public presentation (Appendix B) reviewing their internship experience. The program coordinator will select the presentation date no later than the end of the first month of the following Fall semester.
7. The grade for the internship is either Pass or No Pass. A minimum of 70% is required for a Pass.

Responsibilities

1. The Internship Office

- Assume general responsibility for the pre-internship assignment, orientation, academic instruction, advertisement, and the interns progress.
- Inform the Intern that he/she is subject to the general rules, policies, and procedures of Alfaisal University.

- Collect information to make sure students are eligible to start their internships.
- Help students with registration and the internship process including CVs and application forms.
- Coordinate and follow-up with academic advisor, employer and students on internship progress.
- Conduct a site visit if possible and/or communicate with students to check on their progress during the internship experience.
- Receive and file all final recommendation reports from academic advisor, employer and students.
- Maintain students/ organizations' database and internship web page.
- Organize orientations and workshops for the internship.
- Finding new organizations/ institutions for internship placement and keeping the database updated.

2. The Academic Advisor

- Coordinate with Internship Office regarding internship application approval, interns progress, and potential challenges.
- Meet with interns before the start of the internship and discuss with the site supervisor the internship learning outcomes.
- Evaluate interns' progress and provide appropriate feedback.
- Help students arrange for the final report/presentation before an evaluation committee.

3. The Employer (Training Supervisor)

- Assigning work/tasks to interns in the worksite and monitor their progress including attendance and performance.
- Report promptly to the Internship Office any problems or difficulties the intern may run into.
- Submit an evaluation report (Form B) that summarizes students' work experience and performance to the Internship Office.

4. Student intern

- Complete internship application (Form A) and obtain all necessary approvals.
- Complete the internship by the date and time specified.
- Report problems or difficulties in the Internship Office in a timely manner.
- Always conduct themselves in a professional and ethical manner.
- Submit a progress report and final report by dates specified. The employer must approve the report.
- Give a public presentation reviewing their internship experience (Appendix B) and complete the student assessment form (Form C).

Grading Scheme

The interns will be assessed by the end of the internship period by the hosting institution staff involved in the internship program, the Intern's academic advisor, and the Internship Evaluation Committee (college faculty and staff). The table below describes how the students' internship experience will be assessed and the weight assessments toward the course total.

Assessment Task	Percentage
Student internship reports and presentation	50%
Employer Evaluation (Training Supervisor)	50%
Total	100%
<p><i>Note: The grade for the internship is either Pass or No Pass. A minimum of 70% is required for a "Pass" grade.</i></p>	

Forms and Appendices

Form A: Internship Application Form

Dear Prospective Employer

The student whose name appears below is enrolled in the Life Sciences program at Alfaisal University. As part of their program requirements, students are required to do a Summer Internship at an organization or institution that offers a professional practice in their field of specialization. The internship duration is 8-10 weeks with a minimum of 320 working hours. Students may not begin their practice before having this form filled and signed.

We appreciate your assistance in providing a working opportunity for our students and would be interested in receiving your comments at the end of their training. Your input and evaluation are crucial for the improvement of the education of our graduates.

Student Information [filled by the student]

Student Name: _____ Student ID#: _____

Student Email: _____ Phone #: _____

Academic Advisor: _____ Phone #: _____

Organization Information and Approval [filled by the organization representative]

Organization Name: _____ Phone #: _____

Contact Person: _____ Email: _____

Organization Address: _____

By signing this sheet, I, the above name, on behalf of the organization outlined above, testify that Mr./Ms. _____ has been officially accepted to his/her internship practice at our organization during the summer of _____, and will be given an official letter to certify this at the end of said internship.

Signature: _____ Date: _____

PLACE
STAMP
HERE

Internship Plan and Objectives

This statement of objectives is to be completed by the student intern and the supervisor for the planned internship.

Internship Position: _____ Duration: _____

Internship Objectives:

1. _____
2. _____
3. _____

I, the student agree that the objectives stated herein are reasonable, and I will attempt to accomplish them to the best of my ability. I, the supervisor agree that the objectives stated above are realistic and will provide training and assistance to the intern as needed.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Internship Coordinator Information and Approval

Coordinator Name: _____

Coordinator Phone: _____ Email: _____

Coordinator Signature: _____ Date: _____

Instructions

1. The student is responsible for having this form completed and signed by the college internship coordinator before beginning the internship.
2. The student is responsible for observing the course requirements as outlined in the “Internship Handbook” document.
3. The organization is expected to monitor and evaluate the student’s work, and report to the coordinator any violation of the student’s work commitments.
4. Students will not be given credit for this course unless these criteria are all met.
5. For any additional information, please contact the internship coordinator.

Form B: Employer's Evaluation Form

Dear Employer,

Thank you for training our students!

Your input and perspective are important to the evaluation of the student's experience, and we would greatly appreciate it if you would fill out this form to be submitted by the student along with his final report.

Student Information

Student Name: _____ Student ID#: _____

Organization Information and Approval [filled by the organization representative]

Organization Name: _____ Phone #: _____

Contact Person: _____ Email: _____

Organization Address: _____

Supervisor Signature

Supervisor Signature: _____ Date: _____

PLACE
STAMP
HERE

Evaluating Student Preparation and Skills

To assess our student academic preparation in undertaking this internship, please evaluate the extent to which the student intern has demonstrated the following skills and abilities during the internship period.

For each of the statement below, please check the response that best characterize the student skills and abilities.

Where:

1= Strongly Disagree, 2= Disagree, 3 = Neutral, 4= Agree, 5= Strongly Agree, and NA = Not Applicable

	1	2	3	4	5	NA
Analytical skills Ability to translate academic knowledge into practical applications and using appropriate techniques/tools						
Communication skills Ability to communicate, both orally and in writing.						
Ability to work in teams Ability to listen and cooperate with others, share information, and reconcile differences.						
Research skills Effective use of information resources for an appropriate collection and interpretation of data needed for the development and completion of projects and experiments.						
Problem-solving capabilities Development of many potential solutions to problems, ability to design components, and conduct experiments.						

Evaluating Student Performance during Training

Please assess the student performance and attitude in the following areas while at your facility.

Where:

1= Strongly Disagree, 2= Disagree, 3 = Neutral, 4= Agree, 5= Strongly Agree, and NA = Not Applicable

	1	2	3	4	5	NA
Initiative in undertaking assigned tasks						
Responsiveness and willingness to carry out assigned tasks						
General technical competence in carrying out assigned tasks						
Contribution to day-to-day problems and operations						
Communication and presentation skills						
Efficiency in using work time.						
Presence on job site(s)						
Personal presentation and demeanor						

Evaluating Student Learning

The following are statements that describe what the student is expected to acquire, learn, or be able to do by completing this internship. Please rate how well these outcomes were met through this internship.

	1	2	3	4	5	NA
Knowledge of contemporary science practice						
Use of scientific skills, and modern tools and technology						
Apply effective communications skills in a work environment						
Practice and defend professional, ethical, and social responsibilities in a work environment						
Understand the impact of scientific solutions to meet the needs of society including healthcare, environmental, social, and economic issues.						
Ability to work on multi-disciplinary teams.						

Overall Impression and Further Remarks

Would you be willing to accept interns from Alfaisal University in the future?

Yes No

The following space is provided for you in case there are further comments and observations that you would like to add, especially points that were not addressed by the evaluation form.

Form C: Student Assessment Form

Student Information

Student Name: _____ Student ID#: _____

Organization Information and Approval [filled by the organization representative]

Organization Name: _____ Phone #: _____

Contact Person: _____ Email: _____

Organization Address: _____

What resources did you use to find your internship? (Check all that apply)

- Career Services Office/Internship Coordinator
- Faculty member
- Internet Sites
- Family/Friend
- Previous Employer
- Other: _____

Student Assessment for the training

Please assess the organization at which the internship was conducted.

Where:

1= Strongly Disagree, 2= Disagree, 3 = Neutral, 4= Agree, 5= Strongly Agree, and NA = Not Applicable

	1	2	3	4	5	NA
Quality & Quantity of Work						
The work I performed was challenging and stimulating.						
The assigned tasks were relevant to the technical knowledge gained throughout your study.						
Training & Guidance						
Mentorship and guidance provided by my organization supervisor was helpful in accomplishing my tasks						
My organization's supervisor was available when I had questions/concerns.						
The organization provided me with appropriate safety measures to accomplish my tasks.						
Skill Development						
I had the opportunity of participating in tasks as a member of teamwork.						
I had a high degree of independence in carrying out the assigned tasks.						
I was provided with different levels of professional responsibility consistent with my ability and was given additional responsibility as my experience increased.						
The experience gave me a realistic understanding of the ethical responsibility in my field.						
Overall Internship Experience						
I feel that I am better prepared to pursue my career goals after this experience.						

Overall Impression and Further Remarks

Would you recommend this employer to fellow students?

Yes No

What suggestions would you give to students who may intern at this organization in the future?

Has this internship stimulated your interest in the field? Why?

Additional Comments.

Appendix A: Outline for Final Student Report

The internship experience is a valuable portion of your educational program in preparation for a professional career. To evaluate your progress and the outcome of your internship, you need to submit a report describing what you have gained from the internship experience. The final report must be submitted to your Academic Advisor and Internship Coordinator by the specified due date. The outline of the final report should be as follows:

Cover Contents

1. Names of the University, the College, and the Program.
2. The student name and ID.
3. Internship title, if applicable
4. Organization/employer name and facility location
5. Name of the training supervisor
6. The exact dates and year in which the internship was made.

Report Contents

1. Preamble, including table of contents, list of figures and tables
2. Introduction to the organization
 - a. Size of the organization
 - b. Countries of operation
 - c. Description of the administrative structure and function of the organization and your responsibilities within the overall organizational structure.
 - d. Main projects, products, or services the organization offers
3. Scope of Work
 - a. Description of the project in which you were involved
 - b. Record of the significant activities and tasks completed
 - c. Summary of the overall timeline during the internship
4. Summary of the learning experience
5. Appendices
 - a. Any relevant material that supports the information in the report

Summary of learning experience and relate the work performed to each of the learning outcomes listed below. The student should provide at least one section with related information for each learning outcome.

- Recognize the nature and function of the organization in which the internship experience takes place.
- Learn how the internship placement site fits into the student's broader career field.
- Evaluate the internship experience in terms of personal, educational, and career needs.
- Apply scientific knowledge and appropriate workplace behaviors in a professional setting.
- Demonstrate the ability to operate ethically and work individually and/or as part of a team in a professional setting.
- Ability to communicate effectively and work in interdisciplinary research programs and fields.

Appendix B: Outline for Student Presentation

After the Internship, the student needs to offer a public presentation at Alfaisal University reviewing his/her experience in a professional manner that best reflects his or her experience.

The presentation should at least cover the following aspects in the specified order.

1. Introduction to the organization
 - a. Size of the organization
 - b. Main projects, products, or services the organization offers
 - c. Countries of operation
2. Scope of Work
 - a. Description of the project in which the students were involved
 - b. Description of tasks completed by the student
3. Summary of the learning experience

Summary of the learning experience is where the student should relate the work performed to each of the learning outcomes listed below.

- Knowledge of contemporary scientific practice.
- Use of scientific skills, and modern tools and technology
- Apply effective communications skills in a work environment.
- Practice and defend professional, ethical, and social responsibilities in a work environment.
- Understand the impact of scientific solutions to meet the needs of society including healthcare, environmental, social, and economic issues.
- Ability to work on multi-disciplinary teams.

The student is also encouraged to assess the organization at which the internship was conducted. The following elements can be used in this assessment.

- Quality of tasks assigned and relevance to your degree of study
- Level of the technical difficulty of the tasks assigned
- Mentorship and guidance provided by your supervisor
- Adequacy of safety measures used on the job site
- Degree of independence in carrying out tasks
- Degree of professional and ethical responsibility assigned to you
- Overall satisfaction with training experience

Finally, the student may further reflect on whether he or she would recommend this employer for fellow students.