

	Bayan College	
	<b>Internship &amp; Training Policy</b>	
	Version: 1.0	Effective Date: 01.10.10

### **1. General**

Bayan College believes that providing the students with opportunities to apply what they learn in the classrooms to practical situations is very essential to its overall teaching/learning strategy. It is difficult, though the teachers try their best to that end, to convey in a classroom the full experience of a real working situation, particularly the practical wisdom and perspective that one gains only by spending time on the job. This experience exposes them to the practical side of their theoretical knowledge base at an organization of their choice under the supervision of professionals (one from college and one from organization), who also trains and evaluates them. In addition, because they are working with a supervisor as well, they integrate theory and practice in such a way that effectively contributes towards their academic and professional growth. Many students discover new career possibilities as a result of completing an internship program. Because of this, Bayan College offers an internship course during which students work in business for part or all of a semester and thereby receive a more complete education. We consider such a programme not only as a learning opportunity for the participants but also a prospect for all employers in their continuous endeavor for talent hunt. The college is very keen on sending its best students to different firms as ambassadors who spread goodwill of the college wherever they go.

### **2. Objectives of Internship:**

The goal of the internship is to provide the students with a comprehensive practical experience in an environment that focuses on the learning dimension of the experience. At the end of the programme the students should gain the following:

- Integrate theoretical knowledge with application of programme skills involved in intended profession practices.
- Apply principles of programme planning, implementation and evaluation to company/firm setting.
- Apply professional programme skills and meet performance standards of the future profession.
- Recognize , understand and accept own feelings towards future profession

### **3. Requirements**

#### **3.1 General**

Students should meet all the requirements below before applying for approval:

1. GPA not less than 2.7
2. Finished all college and department courses and 50% of the specialization courses.
3. Computer competency
4. Company/Firm approval letter
5. Department approval letter
6. Place of internship within greater Muscat.
7. A Student may not take any other course during internship (typically during summer semester).
8. An internship is an integral part of a student's total programme of study. Completing 120 hours of a supervised block internship during the summer months typically fulfills this major requirement. In certain cases, a situation may arise where the student's learning objectives are best met in a "concurrent" internship during the academic semesters. This option will be met on an individual basis by the faculty advisor and the student, and must be presented to, and approved by, the appropriate program director, and the department head.

#### **3.2 Specific**

##### **3.2.1 Before an internship starts:**

- The employer should provide the college with the objectives to be met during the internship, including a description of a formal training programme the intern will receive.
- The department /Internship coordinator must approve the internship.

##### **3.2.2 During the internship:**

- The employer must provide a formal training programme.
- The student must keep a weekly diary comprising a chronological list of all work experience gained in the internship and must provide a copy to the faculty Coordinator.

##### **3.2.3 After the internship:**

- The employing firm must provide to the college a written evaluation of the student's performance.
- After the completion of the internship period, students will write a paper demonstrating the knowledge gained from the internship and submit it to the department HoD or course teacher no later than two weeks after the internship ends, or by the last class day of that semester, whichever is earlier. The required paper must be a formal composition demonstrating the knowledge gained from the work performed and the employer's training programme. It should describe various tasks assigned and how the entire experience integrates with the intern's academic work,

and also contain the intern's evaluation of the internship. The paper must be of 1,500-2,000 words (about 8-10 pages) in length and follow the mechanics of writing (like a title page, a table of contents, headings and subheadings, and footnotes as appropriate. Organization, spelling, and grammar are important). Paper must include some information about the employer in addition to:

1. Address curriculum issues: For example, do you feel that your academic Preparation was enough? Or do you wish that you had taken a course before taking the internship?
2. Address skills issues: What skills did you need in your internship? Which skills did you find to be deficient that the College should address to help you?
3. Internship Process: Completing the paperwork, selection of a company of Internship, reporting, is there any thing that we can do to improve the efficiency of this process?
4. Other questions which can be answered include: What were your expectations? How were your expectations confirmed or contradicted? What does the firm do well, and do poorly? What did you do well, and poorly as an employee? What will you do to better prepare for your professional career?

If the student and/or the employer do not complete the requirements specified by this policy, the student will be given a grade of "incomplete" or "fail" for the internship. It is the student's responsibility to ensure that the concerned department receives all documentation in a timely fashion and in acceptable condition.

In the unfortunate event that a student is unable to meet all of the above requirements, it is the student's responsibility to drop the class by the regularly scheduled date for withdrawing from classes during the semester.

#### **4. Responsibility**

**4.1 Employer** It is the responsibility of the employer or site to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign a senior-level person as the intern's supervisor

**4.2 Intern** It is the intern's responsibility to secure internship employment, verify all internship employer office hours, and to honor all internship employer policies. Interns are expected to represent Bayan College through a conscientious, professional attitude as expressed in his/her personal manner, work ethic, and appearance.

#### **5. Course Prerequisites:**

Student must secure an internship with a licensed practitioner, who is currently a professional in the field equivalent to the degree being sought by the student. Students may request exceptions to this policy by gaining prior approval from the Internship Coordinator. The Internship Request Form must be completed, signed by the internship firm, approved by HoD/ Supervisor, and submitted to the concerned department.

## **6. Forms to complete:**

1. Student Evaluation of Firm: This is a form students are required to complete which assesses the quality of the firm that they worked with.
2. Firm Evaluation of Student: This is a form that is completed by the student's internship supervisor at the completion of the internship. The employer is expected to comment on the quality and on the value of the professional level student's performance, and make a grade recommendation.
3. Academic Supervisor Evaluation of Student: This is a form that is completed by the student's Academic internship supervisor at the completion of the internship. The Academic supervisor is expected to comment on the quality and on the value of the professional level student's performance, and make a grade recommendation.
4. Thank-You Letter: Students are required to present a thank-you letter to their internship supervisor/firm.
5. Internship Course Survey: Survey to review the overall internship course.

**Bayan College**  
 Internship and Training Programme  
 Field Supervisor Feedback

Internship Period: Starting Date:

Ending Date:

Name of Organization

Place of Internship:

Field Supervisor Name

Student's Name & ID

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| <p>1. Did the student have sufficient theoretical knowledge to carry out his/her assigned assignments? Please explain.</p>                   | Yes | No |
| <p>2. Were there any particular problems during the internship? If so please detail. Please state whether the problem has been resolved?</p> | Yes | No |
| <p>3. What do you consider the outstanding characteristics of the intern? His/her weaknesses?</p>  |     |    |
| <p>4. Has the intern made sufficient progress in the internship? Please detail.</p>  | Yes | No |
| <p>5. Do you consider the internship experience mutually beneficial? to both intern and organization? How?</p>                               | Yes | No |
| <p>6. Do you feel you have had adequate contact with the intern's Faculty supervisor? Please explain</p>                                     | yes | No |
| <p>7. We are very interested in the development of our programme .Do you have any recommendations regarding the internship program?</p>      |     |    |

8. Additional Comments

**Field Supervisor's Signature**

**Date :**

**Please mail this form to :**

**Bayan College,  
Po Box 1842 /130  
Al-Athaibah. Muscat**

**Or**

**Fax to 24693311**

**Please call 24691182/83/84 for any questions/inquiries**

## Internship/Training Programme

<b>Bayan College</b>						
Student Evaluation by Employer						
Starting Date Ending Date : Job Title No. of Days Absent :	Student's Name student's ID Major ;					
Brief Job Description						
	Excellent	V.Good	Good	Fair	Poor	
Criterion	9-10	7-8	5-6	4	Less than 4	
Timekeeping						
Job Motivation						
Attitude to Supervisor						
Understanding Instructions						
Initiative						
Patience & Tenacity						
Teamwork						
Written communication Skills						
Verbal Communication Skills						
Computer Skills						
Work quality						
Technical Competence						
Personal/social						
Organization Skills						
Social & Ethical Responsibilities						
Global Perspective						
Final Grade						
Employer Name & Signature				Training Place :		
Notes :This form should be filled by field Supervisor Please fill out & send to the college directly after training. The content of this report should remain confidential.						