

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA		
Policy Title	Internship and Training Policy		
Policy Category	Academic Policy		
Subject	Guidelines for securing, supervising and measuring the success of the internship or workplace training program		
Office Responsible for Review of this Policy (Office)	Quality Assurance Office		
Related Policies	NA		
Version	2	Effective Date	01.01.2019

SCOPE

This policy applies to all students undertaking an internship placement or workplace training experience, their workplace supervisors, and Bayan College staff managing the internship/training placement.

POLICY STATEMENT

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 program the students should gain the following:

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

PROCEDURE

General

Students must 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 program 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.

Before an Internship starts:

1. 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.
2. The department /Internship coordinator must approve the internship.

During the Internship:

1. The employer must provide a formal training programme.
2. 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 facultyCoordinator.

After the Internship:

1. The employing firm must provide to the college a written evaluation of the student's performance.
2. 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:
 - a. 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?
 - b. 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?
 - c. Internship Process: Completing the paperwork, selection of a company ofInternship, reporting, is there anything that we can do to improve the efficiency of this process?
 - d. 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?

3. 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.
4. 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.

Responsibility

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
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.

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.

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.

DEFINITIONS:

Internship: a period of time during which a student works **for** a company or organization **in** order to get experience of a particular type of work

(<https://dictionary.cambridge.org/dictionary/english/internship>)

REVISION HISTORY

Version No.	Effective Date	Summary of Changes
1	01.01.2010	First iteration
2	01.01.2019	Changes to format for consistency with Policy on Policy requirements Changes to introduction