

Student Internship Handbook

2022-2023

Faculty of Administrative Sciences and Economics

Inspiring Tomorrow's Leaders



Email: fase@tiu.edu.iq

FASE Contact #: 00964 (0) 7508265602/ 00964 (0) 7507117006

Table of Contents:

Abbreviations:	II
Flowchart:	III
1.1 Introduction:	1
1.1.1 What is an internship?	1
1.1.2 Aims of an internship:	2
1.1.2.1 By the end of the internship, you will have focused on:	2
1.2 Guidelines of FASE's internship credit-based program:	2
1.2.1 Place of Internship	2
1.3 Monitoring and Assessment (Mark Calculation)	3
2.1 The internship advantages for Student	4
2.1.1 How to find an internship?	4
2.1.2 How to apply for an internship?	5
2.1.3 How to become a successful intern?	5
2.3 Student's responsibilities:	5
2.3.1 Before Internship:	5
2.3.2 During Internship:.....	5
2.3.3 After Internship:	5
2.3.4 Other duties of student on the job:	6
2.4 Faculty Supervisor's Responsibilities:	6
2.5 Host organization's responsibilities:	6
3.1 Frequently Asked Questions (FAQ)	7
4.1 Appendixes	9
4.1.1 Appendix 1: Workplace Training and Learning Objective Contract Approval Form ...	9
4.1.2 Appendix 2: Learning Objective Reports	11
4.1.2.1 Appendix 3: Final Report	13
4.1.3 Appendix 4: Employer Evaluation of Intern	16
4.1.4 Appendix 5: Faculty Supervisor Evaluation of Student	18
4.1.5 Appendix 6: Daily Timetable	19

Abbreviations:

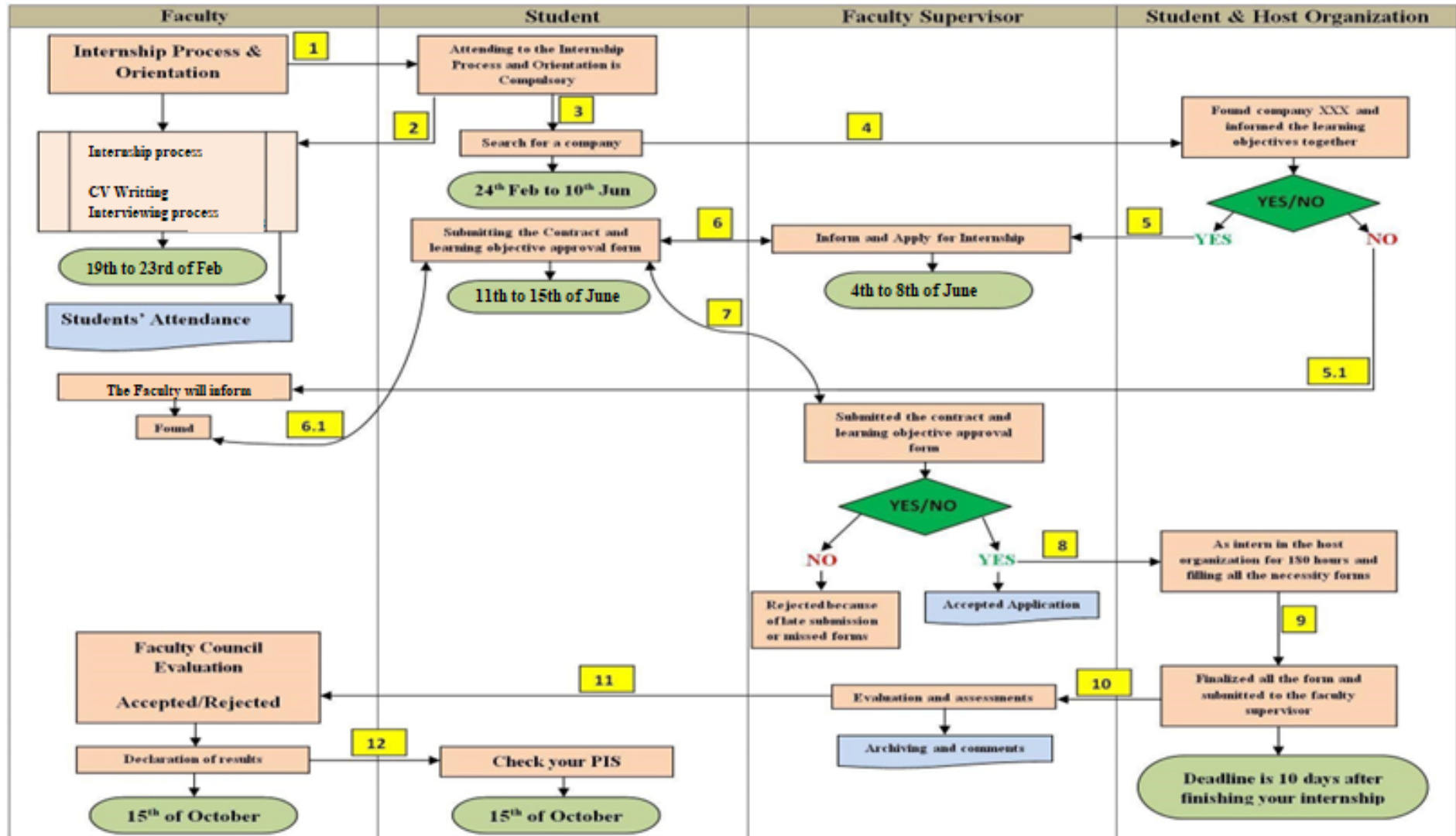
FASE : Faculty of Administrative Sciences and Economics

KRG : Kurdistan Region Government

FAQ : Frequently Asked Questions

CV : Curriculum vitae

Flowchart



BLANK PAGE

1.1 Introduction:

Ask any employer/Human Resources professional and they will tell you that an internship is an important item to have on your resume as you search for jobs. The experience that comes with putting your course learning into action is instrumental for you and eye-catching for an employer. While completing an internship does not guarantee you an amazing job right after university, it offers you an opportunity to determine if an industry or career path is right for you, allows you to put the skills and knowledge gained on campus to work in a professional setting, and makes you a stronger candidate as you compete for positions after graduation.

As a Faculty, we want to ensure that our students are prepared to enter the workplace after graduation. Supporting them in an internship opportunity will allow the faculty and the employer to work together and ensure that we are providing our community with the most skilled employees. The student and the employer both will be benefited from the internship experience. The student will be benefited by gaining hands-on, real-world experience. The employer benefits from well trained, enthusiastic students prepared to enter the workplace.

Students will receive “**two credits (2)**” for internship which is “**260 Hours**” during the summer.

1.1.1 What is an internship?

Faculty’s Credit-Based Internship Program is a serious, well organized, and supervised program in which all students are required to finish in order to be successful and to qualify for a bachelor's degree. An internship is a period of work experience offered by host organization in the working environment, often within a specific industry, which relates to your field of study. A credit-based internship program is a form of experience that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students should have purposeful learning objectives and reveal energetically on what he/she is learning during the experience.

Internships offer students hands-on opportunity to work in their desired field. Students will learn how their course of study applies to the real world and build a valuable experience that makes them stronger candidates for jobs after graduation. An internship can be an excellent way to find out a certain career in their specialized area. For instance, students may think they want to get a job quickly after university, but after an internship, they may find that it's not for them; that's a valuable insight that will help students choose their career path. Unpaid internships are common, but still be an extremely beneficial student’s experience. They can get serious work experience, build a portfolio and establish a network of

professional contacts which can help them after their graduation. Full-time internships, especially during the summer as official credit classes, students seek local/ international internships within organizations of all sizes, industries and types based on their department specialist and is a close collaboration among three parties such as student, host organization and FASE assigned supervisor.

1.1.2 Aims of an internship program:

To prepare students in FASE as interns to join and find internship mainly in the private sector and also public in which is closely related to specialized departmental courses of a particular student. The main aim of FASE internship credit-based program is to build and integrate a strong bridge between the knowledge and theory learned in the classroom to industries and open a wider horizon for students to practice and learn on the job.

1.1.2.1 By the end of the internship, you will have focused on:

- Competence in applying professional and theoretical courses of administrative sciences and economics, supervision, and outreach activities in accordance with the profession of competencies specified with the courses you have undertaken.
- Articulating your theoretical understanding about problems in administrative sciences and economics and their theoretical practices in the real world.
- Respect and appreciation for individual and group differences.
- Understanding and integration of ethical principles into practice.
- Your interactions with an impact on professional host organization employees for future employment.
- Use of your internal and external resources to deal with the personal and professional stresses inherent in the provision of services.
- The developmental transitions of the internship experience with a balance of support and challenge.
- The transition from student to independently practicing administrative sciences and economic disciplines.

1.2 Guidelines of FASE's internship credit-based program:

Article 1: These guidelines determine the principles of internship responsibility for students, host organization and Faculty supervisors of FASE.

Article 2: These guideline covers departments in FASE. If there is a special principle for any department of FASE, it is arranged by additional instructions.

Article 3: To qualify for a bachelor's degree students are required to be successful in their internships.

Article 4: Internships must be done during the summer starts from **1st July to 15th of September**.

Article 5: Third and Fourth Grades are eligible to apply for the credit-based internship.

Article 6: Student should start the internship program, which is parallel to the KRG internship program, starts from **1st July to 15th of September**.

1.2.1 Place of Internship:

Article 7: The host organization for internship can be chosen from the region or abroad.

Article 8: The place of internship can be changed by the approval of Academic Advisor not more than **10 days** of internship period.

Article 9: Students which they have not taken the internship/failed they can apply during the internship period, which has been mentioned in Article (4) and they can submit the internship request form in their respective department for the approval, but they have to pay additional fees based on internship credit.

1.2.2 Monitoring and Assessment (Mark Calculat:

Article 11: Student internship can be controlled by Faculty Supervisors that is assigned by the faculty Council. Reports prepared by the faculty supervisor/other evaluator are taken into consideration at the assessment of internship. If academic advisor/other evaluators offer rejection of internship totally or partially, the last decision is decided together by Academic Advisor/other evaluators.

Article 12: Assessment of internship are made by internship committee member which has been decided by the faculty council which covers the below points, and the result are declared on the credit based. If necessary, FASE may call the student for defending.

- A. Attending to FASE seminar regarding the internship processes, CV writing, interviewing, and networking skills **10%**. Starts from **Feb 19th to 23rd**.
- B. Learning Objective has to be prepared by the student with guidance from the workplace supervisor. The purpose of this is to force both the student and the organization to have a clear goal right at very beginning with at least four reasonable learning objectives, the student would get **10%**. Objectives should be related to the departmental courses of the FASE.
June 4th – June 8th, (App. 1 should be filled).
- C. Learning outcome based on four chosen objectives, 4 objectives, for each 300 words report **4*5% = 20%**. This has to be typed by computer student handwritten is not accepted.

D. Final Report **1500 words** of the internship during of 6 weeks **20%**, which relates to various matters such as, how the work relates to the concepts learnt in the department, how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that come in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace, etc.

The 5 reports should be prepared properly regarding the grammar and essay type writing which includes introduction, body paragraphs and conclusion. **(App. 2 should be typed by Microsoft Word, handwritten is not accepted, and all your reports will be checked by Turnitin that will be submitted by the student with a given ID and Enrolment key for the originality purposes).**

E. Intern evaluation by workplace supervisor is **20%**. Student with the help of the workplace supervisor should fill up the form. If the Workplace Supervisor does not fill up the Intern Evaluation form the student will not be able to complete the internship and will get FF. The form has to be submitted by one week after the end of the official internship duration.**App.3.**

F. Faculty Supervisor visitation is **20%**. Student should be on the job during the mentioned time in his/her contract form and student will not be able to complete the internship and will get FF if the faculty supervisor could not see the student on the job on any particular day. **App. 4.**

G. In case Eligible students do not meet the requirements or initiate the internship without consultation of faculty and internship coordinators will be rejected and get FF grade which has to repeat the internship in the next semester.

Students have to obtain an overall pass mark of 70 and above and should complete all components.

Grade Calculation Table: 1

Letter	Grade Equivalent out of 4.00
AA	90-100
BA	85-89
BB	80-84
CB	75-79
CC	70-74
DC	60-69
DD	50-59
FD	40-49
FF	0-39

- Passing grade is CC.
- The other grade will be calculated according to student's handbook.

Grade Description Table: 2

Description	Grade
Attending to the FASE Seminar (Orientation)	10
4 Reasonable Learning Objectives 2.5*4	10
4 Objectives, for Each 300 Words Report 4*5	20
Final Report 1500 Words During of 6 Weeks	20
Intern Evaluation by Workplace Supervisor	20
Faculty Supervisor Visitation	20
	100

2.1 The internship advantages for Student

Internship is a part of Tishk International University program in which allow students the opportunity to apply their knowledge and skills in a professional setting during the studying to get extra work experiences. In addition, the following points are the practical advantages on the job experience:

- Career related experience
- Gains practical knowledge.
- Opportunity to explore career path.
- Valuable work experience for CV/Resume
- Enhance the leadership potential skills.
- Increases self-confidence.
- Expanding the personal networks and communication
- Possibly could be employed based on the host organization vacancies.

2.1.1 How to find an internship?

You can seek for any private and public institutions which is related to your departmental courses from local companies NGOs, international organizations of all sizes. Also, you can find internship on your own, through your networks/approaching dean of student's office the internship coordinator unit room.

2.1.2 How to apply for an internship?

Students should attend to the orientation program by the internship committee and external experts which will be invited by FASE. The following steps must be taken by students for applying:

1. Attending to the seminars and orientation program **Feb 19th to 23rd** every year
2. Finding a company/organization, **Feb 24th to Jun 10th** every year

3. Getting contract and learning objective approval form from the faculty supervisors, **June 11th to June 13th** every year
4. Identifying the duration start and finish, learning objectives by both student and host organization.
5. Returning/submitting the contract and learning objective approval form on or before **June 15th** every year.

2.1.3 How to become a successful intern?

- Displaying willingness and curiosity
- Always be willing to take on new task.
- Ask questions.
- Challenge yourself to no end.
- Prioritize your work.
- Figure out how you can add value to your team.
- Shine above everyone else.
- Do not be afraid to fail.
- Communicate with your team member in a respect way.

2.3 Student's responsibilities:

2.3.1 Before Internship:

- Students have to deliver to Faculty Supervisor “Internship Contract and Learning Objective Approval Form” approved by the Supervisor of the host organization, which can be supplied from FASE or departments and have to get approval from Faculty Supervisor.

2.3.2 During Internship:

- Student takes note of the internship work on a daily basis, writes these daily notes and used for the objective learning short reports and in “Internship Report” on the principles set by the Academic Advisor and makes supervisor to sign it.
- Student must follow the rules, regulations and directions of corporation.

2.3.3 After Internship:

- Students make host organization to send “Internship Evaluation Form” directly to faculty supervisor.
- “Internship Report” should be delivered to faculty supervisor in maximum 10 Days by students after the internship is finished. If it is not delivered in this period, that internship isn’t accepted.

2.3.4 Other duties of student on the job:

Students during the internship have the same legal rights as state employees regarding protection. However, interns do not have the same rights as state employees in the work procedures to perform the job responsibility but, he/she has responsibility to:

- Follow the procedures and rules governing professional behavior of host organization.
- Being punctual and work the required number of hours.
- Behave appropriately to the workplace.
- Respect the confidentiality of the workplace, its customers, and employees.
- If things are slow, take the initiative and volunteer for different tasks or other work.
- Discuss any problems with the supervisor if necessary or with the faculty supervisor.
- Notify FASE assigned supervisor if you are unable to attend as planned in the contract form.

2.4 Faculty supervisor’s responsibilities:

- To guide and give the necessary forms in the beginning of internship program, follow up with the students and host organization to make sure that students have chosen the right set of objectives which is related to their field of study.
- To assess applications for internship, give the necessary approvals and to take necessary measures for execution of internship’s purposes and monitoring students on the job.
- To evaluate internships and to provide Head of Department and Dean’s Office a list of students that successfully completes the obligation of internship on 15th October 2023.
- To support Internship Coordinator Unit from the Dean of Students office about academic issues, KRG internship program (internship positions, content, etc.)

To do other duties related to internship those are assigned by Head of Department and Dean’s Office.

2.5 Host organization's responsibilities:

- A student can complete internship with an organization that is his/her current employer with the condition of employment official letter from the employer and should be approved by the Head of Department/Dean of Faculty.
- The host organization supervisor is responsible for ensuring that the internship is provided with a safe workspace. The workspace must be in a professional office.
- The host organization supervisor should fill up the contract and learning objectives form with the students.
- The host organization supervisor is responsible for ensuring that no more than 50% of the intern's duties involve clerical work.
- The host organization supervisor is responsible for ensuring that the student internship does not perform inappropriate tasks, such as maintenance duties or personal errands for host organization employees.
- The host organization supervisor is responsible for submitting Employer Evaluation of Intern Form to the Departmental Internship Coordinator at the end of the Internship, which should be stamped and being in an envelope. Evaluation is used in determining the student's internship grade.

3.1 Frequently Asked Questions (FAQ)

1. Why should I look at an internship?

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in university. Students will gain valuable work experience and the opportunity to explore career avenues. And to qualify for a bachelor's degree students are required to be successful in their internships.

2. What is a student internship program?

Sometimes referred to as on-the-job training, cooperative education, or work-based learning; internships are a time limited, intensive learning experience outside the classroom. Students work with faculty, staff, and employers to locate suitable positions for a planned set of learning objectives.

3. Why should a student complete an internship?

Students benefit from internships by receiving practical work experience in their field of study, meeting degree and certificate requirements, and being able to apply classroom learning to the workplace.

4. Can I receive academic credit for an internship?

Yes. Internships are completed under the guidance of FASE. The designated faculty member will determine if the placement meets the faculty requirements with regard to the terms and conditions revolving around hours required to work.

5. How do I find an internship/ whom should I approach if I could not find on my own?

You can seek for any private and public institutions which is related to your departmental courses from local companies, NGOs, international organizations of all sizes. Also, you can find internship on your own, through your networks/approaching dean of student's office the internship coordinator unit, room #251.

6. What happens at the end of my internship?

After successfully finishing your internship you will receive a letter of internship-by-internship faculty supervisor and it will be entered in PIS system which the weight is two credits. Students will have an opportunity to write an objection against the assessment result for the case of fail students during internship period.

7. Can I change my host organization to another?

The place of internship can be changed by the approval of Faculty Supervisor before starting of internship which it should not be less than 10 days.

8. What is the difference between KRG and FASE internship program?

The main difference between the KRG and FASE internship program is the supervision type, KRG will be supervised by the dean of student and KRG site supervisors and will give students a certificate after successfully finishing internship. FASE will be supervised by faculty supervisors which will be assigned by the Head of Departments and Dean and does not provide certificate. But both will be counted as the credit-based program.

9. Will I be paid for my time during an internship?

Internships may be offered for an hourly wage, or it may be unpaid (as in a volunteer position). Many students wish to complete an internship to gain knowledge and practical experience that would help them further their professional career.

10. How long will it take to find an internship?

The amount of time it takes to find an internship varies greatly depending on your specific interests and needs, as well as the current job market. Sometimes it just takes a few days, and sometimes it takes months. So, you need to plan in a best way for internship

11. Will I interview for the position?

Most host organization will require an interview. Each host organization will have its own process for intern selection.

12. When should a student complete an internship?

Internship must be completed during the third year of university. Third grade students have more skills and knowledge to better relate to the internship position.

13. Is an internship required to graduate?

Yes, without the internship students cannot have their graduate certificate.

4.1 Appendixes

Internship forms are available on FASE webpage: <https://business.tiu.edu.iq/student-internship-handbook/>

4.1.1 Appendix 1: Workplace Training and Learning Objective Contract Approval Form

STUDENT INFO (should be filled by student)

-
- Student Name :
 - Student ID No. :
 - Department :
 - E-mail Address :
 - Phone Number :

WORKPLACE TRAINING INFORMATION (should be filled by Student)

- Period of Placement :
- Duration (Not less than **260 hours**) :
- Starting Date (DD/MM/YYYY) : Ending Date (DD/MM/YYYY):
- Working hours on the job during the day: From (am) To (pm) :

I will be doing my Workplace Training for..... working days between the dates given above and the given time of my existence on the job. In case of any **change of dates or cancellation** of my workplace training I will inform my supervisor **10 (ten) days before** the change occurs. If I act on the contrary I do accept all legal consequences.

Date:/...../.....

Student's Signature

The student with the identity declared above, is a registered student at our department who has compulsory Workplace Training.

Date:/...../.....

Faculty Supervisor Signature

HOST ORGANIZATION INFORMATION (should be filled by host organization)

- Organization Name :
- Organization Phone Number :
- Supervisor Phone Number :
- E-mail Address :
- Address of The Company :
- Area of Business (Industry) :

Host organization Supervisor name:

Title:

.....

Signature:

Date:/...../.....

LEARNING OBJECTIVES (should be filled by student and host organization)

List the learning objectives, departments, job scope and job to be performed in SHORT which you will experience during the internship period.

Objectives	Department	Job scope and job to be performed in SHORT
Objective #1		
Objective #2		
Objective #3		
Objective #4		

Signature of Host Organization supervisor: _____

Student Signature _____

Name:

Name:

Date:/...../.....

Date:/...../.....

Remarks:

1. Students are obliged to hand in the Approval Form before 30th of Jun.
2. Without this approval form your “Field Experience” will not be accepted officially.

4.1.2 Appendix 2: Learning Objective Reports

Student Information	
Name and Surname	
Student ID Number	
Student mobile number	
Year	
Students Email Address	
Host Organization Information	
Supervisor Name	
Supervisor Mobile Number	
Start Date of Internship	
End Date of Internship	
Report Date	

Disclosure Page

I hereby state and verify by my signature that I have reviewed this internship report. I hereby affirmed that the report contains the actual project or assignment that I (or the company I work for) assigned to this intern.

Date: _____

Supervisor Signature: _____

Weekly report/ Learning objectives

At the end of the week describe the work you had undertaken about learning objectives (from Sunday to Thursday). At the end of the internship print the pages you fill and ask your supervisor from the company to sign your weekly reports, then the DISCLOSURE PAGE above.

What should be included in your learning objective learning?

ANSWER: Describe where your internship was carried out about the LEARNINHG OBJECTIVES which relates to various matters such as, how the work relates to the concepts learnt in the department, how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that come in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace for each week.

Please follow the format given below the reports of your objectives should be typed by Microsoft Word, handwriting is not accepted, and all your reports will be checked by Turnitin for the originality purposes.

Note:

For each objective you should write minimum 300 words, font size should be Times New Roman, size 10.

1st week / 1st Objective		
From: / /	To: / /	Total working hours:
Supervisor Full Name	Title	Signature and Stump

4.1.2.1 Appendix 3: Final Report

Student Information	
Name and Surname	
Student ID Number	
Student mobile number	
Year	
Students Email Address	
Host Organization Information	
Supervisor Name	
Supervisor Mobile Number	
Start Date of Internship	
End Date of Internship	
Report Date	

Disclosure Page

I hereby state and verify by my signature that I have reviewed this internship report. I hereby affirmed that the report contains the actual project or assignment that I (or the company I work for) assigned to this intern.

Date: _____

Supervisor Signature: _____

Final Report

At the end of the internship describe the work you undertaken. At the end of the internship print the pages you fill and ask your supervisor from the company to sign your final report, then the **DISCLOSURE PAGE** above.

What should be included in your learning final report?

Describe where your internship was carried out (company, department, location, etc.). Summarize your internship goals, activities, and accomplishments. In addition, describe the key learning’s you took away from your internship. These should be both technical and non-technical (for example, you might describe such things as how your organization was structured, how individuals worked together in your company, how technical employees interacted with customers, what company initiatives you observed, etc.)

Please follow the format given below for the final report, and it should be typed by Microsoft Word, handwriting is not accepted, your report will be checked by Turnitin for the originality purposes.

Note:

The final report should not be less than 1500 words, Font Size should be Times New Roman, Size 12.

Final Report		
From: / /	To: / /	Total working hours:

Supervisor Full Name	Title	Signature and Stump

4.1.3 Appendix 4: Employer Evaluation of Intern

STUDENT INFO (Student fills this section)

Name Surname:

Student ID :

Department :

HOST ORGANIZATION INFO (employer fills this section)

Organization name:

Address :

Phone Number :

Internship Period:/...../..... to/...../.....

Program Duration (Days) :

To be completed by the Intern Supervisor

The purpose of this form is to provide the intern with feedback about the intern's work and professional skills and competencies. Please be objective and candid in your assessment and discuss this with the intern. The assessment ratings range from 1 to 5 are as follows (circle the appropriate number): 1 = Unsatisfactory

2 = Needs Improvement

3 = Fair Sometimes

4 = Good Usually

5 = Excellent

Ability to Learn

1.	Observes and/or pays attention to others.	1	2	3	4	5
2.	Asks relevant and purposeful questions.	1	2	3	4	5
3.	Seeks out and utilizes appropriate resources.	1	2	3	4	5
4.	Accepts responsibility for mistakes and learns from experiences.	1	2	3	4	5
5.	Open to new experiences; takes appropriate risks.	1	2	3	4	5

Listening and Oral Communication Skills

1.	Listens to others in an active and attentive manner.	1	2	3	4	5
2.	Comprehends and follows verbal instructions.	1	2	3	4	5
3.	Effectively participates in meetings or group settings.	1	2	3	4	5
4.	Demonstrates effective verbal communication skills.	1	2	3	4	5

Creative Thinking and Problem-Solving Skills

1.	Seeks to comprehend and understand the "big picture".	1	2	3	4	5
2.	Breaks down complex tasks/problems into manageable pieces.	1	2	3	4	5
3.	Brainstorms/develops options and ideas.	1	2	3	4	5
4.	Respects input and ideas from other sources and people.	1	2	3	4	5
5.	Demonstrates an analytical capacity.	1	2	3	4	5

4.1.4 Appendix 5: Faculty Supervisor Evaluation of Student

Self	In general, how are things going so far?
	What projects or tasks has the student completed?
	What would you like to see the student focus on in his or her own development?
Students	What have you been learning so far?
	What skills or tasks would you like to work more on?
	Is this experience helping you learn what you do or don't want to do in the future?

