

الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN



UNDERGRADUATE INTERNSHIP PROGRAMME GUIDELINES

PREFACE

The internship guide is a general guide to assist students, faculty and employers who participate in Ahlia University Internship Programme. In order to carry out a complete evaluation of our internship programme, it is essential that academic supervisors, work supervisors and students complete the appropriate forms.

Read this guide carefully and this will help evaluate not only each individual internship experience, but will also show effectively the overall programme is working.

It is important to receive feedback on the internship programme from all parties involved, we request all those involved to give any suggestions which will help in ensuring that this programme works well and achieves the highest standards.

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1. INTRODUCTION

1.1 WHAT IS INTR XXX?

As part of its teaching and learning strategy, Ahlia University has developed a policy and comprehensive guidelines and procedures to link the teaching and learning process with practical training where appropriate.

Starting for 2017 batch, all undergraduate programmes offered by Ahlia university a 3 credits compulsory internship course known as INTR XXX.

Students with CGPA greater or equal to 2 and has completed 90 or more credit students must register in th INTR XXX course. In the case of the Physiotherapy programme, the internship training is embedded in the individual courses, which is done through direct hospital training throughout the programme.

The Directorate of Professional Relations at the Deanship of Student Affairs coordinates with the public and private sector enterprises to find training positions for Ahlia students to do their Internship programme.

However, students may themselves seek internship positions directly and bring them to the internship officer at the Directorate of Professional Relations for processing and approval.

Students doing their Internship programme are assigned a site supervisor from the work place and an academic supervisor from the university who are responsible for guiding and supervising the Intern during the training period.

The student is required to submit a monthly report: (Refer to Appendix G) which will reviewed by the academic supervisor. There are mid-evaluation and final-evaluation forms to be filled by the site supervisor of the training period (Refer to: Appendices E and F).

The academic supervisor should conduct two site visit to the students to make sure that the training is progressing as expected. The student is also required to submit a final report (Refer to Appendix H) at the end of the training period to summarize their internship experience.

The Internship programme must satisfy the ILOs of the course and hence the training programme and the evaluation of the intern must be based on such requirement.

Increasingly students are becoming aware of the importance of the INTR XXX Internship programme which provides them with the practical skills and the opportunity to be familiar with the working environment and a potential opportunity for employment.

1.2. INTERSHIP SCOPE

All current students must take the internship course to gain supervised work experience with a professional organization that is designed to enhance the student's knowledge in their professional career field. An internship includes learning objectives related to increasing student knowledge, guiding and mentoring the intern, as well as training to developing the professional skills in the workplace.

1.3 PURPOSE OF INTERSHIP

An internship programme as defined by the Ahlia INTR XXX course is a structured opportunity to incorporate academic professional and personal skill development which enables the student to gain a planned and directed learning experience.

It enables the student to integrate knowledge gained through their classroom learning with the competencies made available through actual experience in professiona; setting. The goals of the programme are:

1. Learn and develop practical skills
2. Gain first hand understanding of the inner workings of an organization
3. Make a positive contribution to an organization
4. Acquire problem solving skills
5. Clarify career goals
6. Observe and learn ethics at work
7. Observe and work with professional in the field

1.4 PREREQUISITES

Student Eligibility

Any student who has completed 90 or more credits in the undergraduate programme and has a minimum university CGPA of 2.00 is eligible to undertake the internship programme. Working, non-working, full-time and part-time students are all eligible for the internship programme.

However, in certain extenuating circumstances related to prerequisites and upon the department chair approval the student may be allowed to register in the internship course if the student's total passed credits is greater than 80 credits. Expected to graduate students with CGPA 2.0 can register in the internship programme. The Internship Course is 3 credits, with a pass or fail grade.

Working students can undertake internship by bringing a confirmation letter from their organization. It should state that they approve moving the student from his/her current department to a different department related to the student's major for an internship of two months.

Academic Credit

Students will get a pass or fail grade after completion of the internship programme. The numbers of credits that are earned by the students as a result of successful completion of the internship programme are 3 credits.

Internship duration

The internship programme requires a minimum of 240 hours (minimum of two months) of work at the internship worksite. The working hours are based on the organization working hours and discussed between the intern and the site supervisor in coordination with the academic supervisor. The internship officer has to be informed about the intern schedule.

Fee

The internship INTR XXX course fee is equivalent to the fee of 3 credits at the 4th year of the undergraduate programme. Delay in payment will result in delay in grade entry.

Internship abroad

Students can undertake their internship abroad. The internship procedure for doing internships outside Bahrain primarily follows all the steps applicable to internships in Bahrain, such cases will be addressed individually.

Special conditions associated with the academic supervision will be addressed individually. Students who would like to take the internship abroad must start their search for Internship early in order to ensure that work authorization is obtained prior to the commencement of the Internship.

1.5 HOW DO YOU FIND AN INTERNSHIP POSITION?

Two ways to find a place to do the Internship:

1. The student can request the internship officer to contact an organization to arrange for the internship.
 - The University contact organizations to facilitate finding internship position based on the student field of study.
2. The student can contact any organization directly by submitting an internship letter given by internship officer in the directorate of professional relations
 - The student must see the University Criteria of selecting the company.

The student must submit all the required documents to the internship officer for processing and approving of the proposed internship position. The academic supervisor in coordination with the internship officer to evaluate the proposed internship position and decide accordingly.

If accepted, the student will continue with the internship procedure; otherwise, the student must re-apply for other internship positions in other organizations related to his/her field of study.

1.6 HOW DO I IDENTIFY A GOOD INTERNSHIP POSITION?

Students are urged to adhere to the University guidelines for selecting the internship position. The chosen internship position should

- Support the attainment of the learning outcomes defined by the internship course.
- Provide the student with the practical skills and the opportunity to be familiar with the working environment and a potential opportunity for employment.
- Be a structured opportunity to incorporate academic, professional and personal skill development which enables the student to gain a planned and directed learning experience.
- Enable the student to integrate knowledge gained with the competencies made available through actual experience in a professional setting.
- Should help the student to learn and develop new practical skills, gain first hand understanding of the inner workings of an organization, observe and work with professionals in the field, and practice ethics at work.

1.7 APPLYING FOR INTERNSHIP

1. The student can choose the place of internship with the approval of the Directorate of Professional Relations
2. Normally the students who want to do internship should start searching for a workplace one semester before the beginning of the internship period.
3. Normally the student should start the internship at the beginning of a semester and finishes before the end of the semester.
4. The internship officer can assist the student in finding an internship position or may offer him/her an internship position from an already prepared list of internship positions, if available.

5. Students are not allowed to change their internship place once they start the internship period.
6. Students may or may not get stipend during the period of internship from the employers of the workplace.

1.8 CRITERIA FOR SELECTING A COMPANY OR AN ORGANIZATION FOR THE INTERNSHIP PROGRAMME

- The organization must be registered in the Ministry of Industry and Commerce in the Kingdom of Bahrain or related authorities in the GCC.
- The organization in coordination with the University must be capable of providing the student clear tasks and responsibilities related to his/her field of study and specifying the department in which the student will be an intern.
- The organization must assign a site supervisor to supervise the intern and coordinate with Ahlia University academic supervisor.
- The organization must cooperate with the university academic supervisor to evaluate the student according to the University Guidelines for Undergraduate Internship Programme.
- The organization site supervisor must be involved in training the intern and willing to give the required evaluations according to Ahlia internship guidelines.

2. ROLES AND RESPONSIBILITIES

2.1 STUDENT

1. The student must adhere to all the rules and regulations of the work place.
2. The student must complete all the work assigned to him/her by the site supervisor.
3. A plan of the internship tasks expected from the student will be developed jointly between the academic supervisor and the site supervisor.
4. Only when the evaluation forms of the internship (Refer to: Appendices D, E and F), monthly reports (Refer to: Appendix G) and the reflective final report (Refer to: appendix H) are complete based on the grade distribution, will the grade be given to the intern (Refer to: Appendix I and J).

2.2 ACADEMIC SUPERVISOR

1. The academic supervisor will act as a mentor to the student during the internship experience.
2. The academic supervisor should be in constant contact with the student throughout the internship period to ensure progress and give advice when needed.
3. The academic supervisor should maintain contact with the site supervisor during the internship and should arrange for at least two site visit. It is vital to monitor the progress of the internship from multiple viewpoints and to maintain contact with all participants.
4. The internship academic supervisor is responsible for reviewing and evaluating all reports submitted by the intern in a timely manner, and accordingly enters the grade.

2.3 SITE SUPERVISOR

1. The site supervisor must assist with and agree to the terms established in the internship plan.
2. The site supervisor should provide an acceptance letter with a programme plan for the student before the student starts his/her internship.

3. The site supervisor should take an active role in mentoring and guiding the student to help them achieve the goals of the internship and should make time for meeting with both the student and the academic supervisor.
4. The evaluation forms (Refer to: Appendices E and F) should be completed on time and returned to the student or internship coordinator.

2.4 DEAN OF THE COLLEGE

1. The Dean should assign an academic supervisor for the student (Refer to Appendix C).
2. The Dean should make sure that the academic supervisor is completing the evaluation forms on time and is arranging for site visits.

2.5 INTERNSHIP OFFICER

1. Actively search for internship positions in the public and private sectors.
2. Conduct workshops at the beginning of the semester for the academic supervisor to explain the internship process.
3. Once the student is accepted, will send a thank you email for the site supervisor and attach the internship evaluations policy and procedures.
4. Arrange for the visits of the academic supervisor to the internship work place and to ensure with them all site visits are conducted on time.
5. Make sure that all paperwork is completed by the student, academic supervisor and site supervisor prior to submission of the grade.

3. INTERNSHIP PROCEDURE

The following procedure will serve as a general guide to the steps and actions required to register in and complete the internship programme:

1. After successful completion of at least 90 credit hours and a minimum university
2. C.G.P.A of 2.00 the student can register in the internship course.
3. The minimum period for internship is two months with a minimum of 240 normal working hours.
4. The student can contact any organization to find an internship position or can ask the university internship officer to contact organizations to arrange for an internship. The university internship officer may already have available internship positions with suitable organization.
5. An internship letter is given by the university internship officer to the student or is sent directly to the organization to seek for an internship opportunity.
6. If the student is accepted for an internship, the company must assign a site supervisor and send an acceptance letter with a programme plan for the student along with the site supervisor details. The acceptance letter and the supervisor details can either be sent to the university internship officer directly or handed in by the student.
7. The student must submit all the required documents to the internship officer for processing and approval of the proposed internship position. The academic supervisor in coordination with the internship officer will evaluate the proposed internship position and decide accordingly. If accepted, the student will continue with the internship procedure; otherwise, the student must re-apply for other internship positions in other organizations related to his/her field of study.
8. Once the internship position is approved, the internship officer will register the student in the internship course based on his/her major. The internship course codes are instructed in Table 1 below:

COLLEGE	PROGRAMME	COURSE CODE
ENGINEERING	Bachelor's Degree In Computer And Communication Engineering (BSCCE)	INTR 461
	Bachelor's Degree In Mobile And Network Engineering (BSMNE)	INTR 462
INFORMATION TECHNOLOGY	Bachelor's Degree In Information Technology (BSIT)	INTR 463
	Bachelor's Degree In Multimedia Systems (BSMS)	INTR 464
BUSINESS & FINANCE	Bachelor's Degree In Accounting And Finance (BSAF)	INTR 465
	Bachelor's Degree In Economics And Finance (BSEF)	INTR 466
	Bachelor's Degree In Banking And Finance (BSBF)	INTR 467
	Bachelor's Degree In Management Information System (BSMIS)	INTR 468
	Bachelor's Degree In Management And Marketing (BSMM)	INTR 469
ARTS & SCIENCE	Bachelor's Degree In Interior Design (BSID)	INTR 470
	Bachelor's Degree In Mass Communication And Public Relation (BSMCPR)	INTR 471

Table 1: Internship Courses Codes per Major

An Academic supervisor will be assigned to the student based on his/her major by the dean of college.

9. Once the student is registered in the internship course, the internship officer will create a record for the student in the internship module in ADREG.
10. The student is given the internship documents and is made aware of their contents.
11. The university internship officer will open an internship file for the student and all the documents, completed evaluation forms and reports will be kept in the student's file.
12. The Internship Officer will contact the worksite supervisor to evaluate the student and contact the student to evaluate the Internship place. (After two weeks from the internship period.)
13. During the internship period, the student will be supervised and evaluated by the assigned academic supervisor and the site supervisor.
14. The work site supervisor will fill-in and sign the mid-internship evaluation form (after the student finishes the first month from the internship period) and the final internship evaluation form (after the student finishes the second month from the internship period). These forms can either be sent directly to the university internship officer or handed in by the student.
15. The academic supervisor will arrange for two visits during the student's internship period to the work place in order to assess the student's performance and fills-in the corresponding evaluations forms. The academic supervisor will inform the student about his/her feedback on their internship performance.
16. The student must fill in the student's monthly reports and must submit Report 1 (after finishing the first month from the internship) and Report 2 (after finishing the second month from the internship). Additionally, the student must submit the Final report after completing the internship period.
17. The university internship officer receives the completed internship forms (academic supervisor evaluation, site supervisor Mid evaluation, site supervisor final evaluation, student's report 1, student's report 2, student's final report) and forwards the student internship file to the academic supervisor to grade the student's work.
18. The academic supervisor enters the grade for the student in ADREG and the chairperson of the department approves it. Then the student's file is returned to the internship officer.

4. EVALUATION & GRADING OF INTERNSHIP STUDENTS

4.1 GRADE SCHEME

The university internship officer receives the completed internship forms (academic supervisor evaluation, site supervisor Mid evaluation, site supervisor final evaluation, student's report 1, student's report 2, student's final report) and forwards the student Internship file to the academic supervisor to grade the student's work as shown in Table 2 below:

NO.	TASKS	POINTS
1	Site Supervisor Mid Evaluation	30
2	Site Supervisor Final Evaluation	30
3	Academic Supervisor Evaluation	5
4	Academic Supervisor Evaluation	5
5	Student Bi-monthly Report 1	5
6	Student Bi-monthly Report 2	5
7	Student Final Report	20
TOTAL		100

Table 2: Internship Grading Scheme

Student will be given grade Pass or Fail based on his/her points achieved. A letter grade "P" will be issued for the student if he/she obtained 70 points and above on the tasks shown above in the grading scheme table or a letter grade "F" if he/she obtained less than 70 points.

The Internship Grades are calculated based on the "Policy on how to calculate the Internship Grades."

5. MAKING THE MOST OF YOUR INTERNS

5.1. GENERAL WORKING TIPS

1. Give a good impression of yourself and of the university by acting in a professional and showing dedication and enthusiasm.
2. Respect work rules and regulations.
3. Dress appropriately
4. Maintain a positive attitude
5. Respect others
6. Always be prompt in delivering tasks assigned to you
7. Learn the organization structure and management hierarchy
8. Learn the different job descriptions related to your field study
9. Ask questions
10. Ask Co-workers about their career path
11. Get involved with company activities
12. Attend training sessions and professional development seminars
13. Attend company social events where appropriate

5.2 PROBLEMS WITH WORK ASSIGNMENTS

1. **Pressure** - Meeting deadlines is your responsibility, but if the pressure to finish the assignments overwhelms you let your supervisor know.
2. **Overtime** - You may be asked or feel pressured to work late or on weekends. Your commitment to your supervisor and your organization may demand that you put in the extra work. If you feel confused about work hours and time, talk to your work supervisor about it.

6. APPENDICES

APPENDIX A

Letter To Organisation



Letter to Organization

08 October 2016

To Whom it May Concern

Ref: Student _____ (ID: _____)

Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE

The above mentioned student needs to spend an internship at your organization in order to gain some practical experience in his field of study. Such an experience is vital in developing his on the job skills and would provide him with a better understanding of his theoretical studies which is one of the most important goals of the BSc. Program at Ahlia University.

I would therefore appreciate it if you could allow him to join your organization for a limited period of internship from 01 Jan 2017 to 01 Mar 2017.

I would appreciate it if you could confirm your acceptance of this student and inform us of his site supervisor in order to complete his registration procedures. I would also like to take this opportunity to thank you sincerely for your support and co-operation in this matter.

Regards,

Husain Mohamed Habib
Director, Professional Relations
Email: hhabib@ahlia.edu.bh
Tel: 17298925

APPENDIX B

Internship Programme



Ahlia University Deanship of Student Affairs Internship programme form (To be filled by the student)

CONDITIONS

- ✓ Undergraduate student
- ✓ Working, non-working, full-time and part-time students
- ✓ Completed 90 or more credits
- ✓ Minimum university CGPA 2.00
- ✓ Two months internship
- ✓ 240 hours of work
- ✓ Fee is equivalent to the fee of 6 credits of the undergraduate programme

Student Name	
Student ID	
Major / Degree	
Internship Opportunity through	<input type="checkbox"/> by student <input type="checkbox"/> by Ahlia University
Intended Semester	

Kindly attach the following:

- 1) CV 2) CPR

Student signature

Date

APPENDIX C**Form To Assign Academic Supervisor****Ahlia University****Deanship of Student Affairs****Form to assign an Ahlia academic Supervisor**

(To be filled by the Dean of the College)

This form is to assign an academic supervisor for the INTR XXX course (INTERNSHIP) by the dean of the college. The internship academic supervisor must be assigned at the beginning of every semester.

College	
Department	
Assigned Internship Supervisor	
Current Semester	
Dean of college Signature	
Date	

The Assigned Internship Supervisor's responsibilities:

- Act as a mentor to the student during the internship experience.
- Constant contact with the student throughout the internship period to ensure progress and give advice when needed.
- Maintain contact with the site supervisor during the internship and should arrange for two site visit. It is vital to monitor the progress of the internship from multiple viewpoints and to maintain contact with all participants.
- After completion of the internship course and all the forms and reports by all participants involved, the Academic Supervisor enters the grade.

Assigned Supervisor Signature		Date	
Internship Officer Signature		Date	

APPENDIX D**Academic Evaluation Form (P1)****Deanship of Student Affairs****Directorate of Professional Relations****Academic Evaluation Form**

(To be completed by the Ahlia University assigned Internship Supervisor)

Student Data :

Student Name: YOUR NAME GOES HERE
 Student ID: XXXXXXXX
 Student CPR / ID: 000XXXXX
 Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)
 Student Mobile: 39XX XXXX

Academic Supervisor Data:

Academic Supervisor: Name of the Supervisor
 Mobile #: 39XX XXXX
 Email: supervisor@ahlia.edu.bh

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Period Covered: X/XX/2021 to X/XX/2021

Site Visit 1:

Site Visit Date: X/XX/2021

Comments

*Stamp

APPENDIX D**Academic Evaluation Form (P2)**

Please complete this form after completion of the first month of the internship period. You are recommended to discuss the completed form with the intern in order to help him/her in their professional development.

Please use the scale below to evaluate the Intern's performance.

1. Limited, needs improvement and training
2. Satisfactory, performs less than expected
3. Acceptable, meets expectations
4. Above average, exceeds expectation
5. High, exceptional level

Personal Qualities

Attendance/Punctuality	Reports to work punctually and observes the working hours.	1	2	3	4	5
Communication	Self-expression, willingness to listen and understand others.	1	2	3	4	5
Self Motivated	Sets priorities and produces high quality work with a sense of reliability and responsibility.	1	2	3	4	5
Acceptance of Criticism	Accepts and tries to benefit from remarks made about personal performance.	1	2	3	4	5
Ethics	Respects and follows rules and regulations set by the organization	1	2	3	4	5

APPENDIX D**Academic Evaluation Form (P3)****Professional Abilities**

Initiative Making	Takes initiative to get a job done if not told to do so	1	2	3	4	5
Teamwork	Contributes information to the group and respects others' contributions.	1	2	3	4	5
Computer Skills	Has the computer skills required to perform the job effectively	1	2	3	4	5
Problem Solving	Understands problems and consider various solutions.	1	2	3	4	5
Time Management	Use time effectively to get the job done.	1	2	3	4	5

Any Comments or Recommendations

Signature Section:

I have discussed the evaluation report with the intern.

Internship Supervisor name:

Signature:

Date:

APPENDIX E**Internship Mid-Evaluation Form (P1)**

To be completed by the site supervisor


**Deanship of Student Affairs
Professional Relations Directorate**
Student Data :

Student Name: YOUR NAME GOES HERE
 Student ID: XXXXXXXXX
 Student CPR / ID: 000XXXXXX
 Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)
 Student Mobile: 39XX XXXX

Academic Supervisor Data:

Academic Supervisor: Name of the Supervisor
 Mobile #: 39XX XXXX
 Email: supervisor@ahlia.edu.bh

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Period Covered: X/XX/2021 to X/XX/2021

Please complete this form after completion of the first month of the internship period. You are recommended to discuss the completed form with the intern in order to help him/her in their professional development.

Please use the scale below to evaluate the Intern's performance.

1. Limited, needs improvement and training
2. Satisfactory, performs less than expected
3. Acceptable, meets expectations
4. Above average, exceeds expectation
5. High, exceptional level

APPENDIX E**Internship Mid-Evaluation Form (P2)****Personal Qualities**

Attendance/Punctuality	Reports to work punctually and observes the working hours.	1	2	3	4	5
Communication	Self-expression, willingness to listen and understand others.	1	2	3	4	5
Self Motivated	Sets priorities and produces high quality work with a sense of reliability and responsibility.	1	2	3	4	5
Acceptance of Criticism	Accepts and tries to benefit from remarks made about personal performance.	1	2	3	4	5
Ethics	Respects and follows rules and regulations set by the organization	1	2	3	4	5

Professional Abilities

Initiative Making	Takes initiative to get a job done if not told to do so	1	2	3	4	5
Teamwork	Contributes information to the group and respects others' contributions.	1	2	3	4	5
Computer Skills	Has the computer skills required to perform the job effectively	1	2	3	4	5
Problem Solving	Understands problems and consider various solutions.	1	2	3	4	5
Time Management	Use time effectively to get the job done.	1	2	3	4	5

Comments or Recommendations

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Signature: Date: *Stamp

APPENDIX F**Final Internship Evaluation Form (P1)**

To be completed by the site supervisor


**Deanship of Student Affairs
Professional Relations Directorate**
Student Data :

Student Name: YOUR NAME GOES HERE
 Student ID: XXXXXXXX
 Student CPR / ID: 000XXXXX
 Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)
 Student Mobile: 39XX XXXX

Academic Supervisor Data:

Academic Supervisor: Name of the Supervisor
 Mobile #: 39XX XXXX
 Email: supervisor@ahlia.edu.bh

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Period Covered: X/XX/2021 to X/XX/2021

Part 1

Please complete this form in completion of the Internship period. You are recommended to discuss the completed form with the intern in order to help him/her in their professional development.

Please use the scale below to evaluate the Intern's performance.

1. Limited, needs improvement and training
2. Satisfactory, performs less than expected
3. Acceptable, meets expectations
4. Above average, exceeds expectation
5. High, exceptional level

Personal Qualities

Attendance/Punctuality	Reports to work punctually and observes the working hours.	1	2	3	4	5
Communication	Self-expression, willingness to listen and understand others.	1	2	3	4	5
Self Motivated	Sets priorities and produces high quality work with a sense of reliability and responsibility.	1	2	3	4	5
Acceptance of Criticism	Accepts and tries to benefit from remarks made about personal performance.	1	2	3	4	5

APPENDIX F**Internship Mid-Evaluation Form (P2)**

Ethics	Respects and follows rules and regulations set by the organization	1	2	3	4	5
--------	--	---	---	---	---	---

Professional Abilities

Initiative Making	Takes initiative to get a job done if not told to do so	1	2	3	4	5
Teamwork	Contributes information to the group and respects others' contributions.	1	2	3	4	5
Computer Skills	Has the computer skills required to perform the job effectively	1	2	3	4	5
Problem Solving	Understands problems and consider various solutions.	1	2	3	4	5
Time Management	Use time effectively to get the job done.	1	2	3	4	5

Part 2

Please answer the following question to give the student as well as the faculty an insight into the areas that may need more attention.

- 1) What are the major strengths and weaknesses of the intern?

.....

.....

- 2) What recommendation do you have to prepare this student for the workplace?
(Courses, Training, activities, programs)

.....

.....


Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Signature: Date: *Stamp

APPENDIX G

Student Internship Monthly Report (P1)

To be filled by the student once every month



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Deanship of Student Affairs
Student Internship Monthly Report

Student Data :

Student Name: YOUR NAME GOES HERE

Student ID: XXXXXXXX

Student CPR / ID: 000XXXXX

Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)

Student Mobile: 39XX XXXX

Academic Supervisor Data:

Academic Supervisor: Name of the Supervisor

Mobile #: 39XX XXXX

Email: supervisor@ahlia.edu.bh

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here

Organization Name: ABC Company

Mobile #: XXXXXXXX Email: Email@ABCCompany.com

Period Covered: X/XX/2021 to X/XX/2021

Report #: _____

Period Covered From: _____ To _____

Cumulative number of hours worked by intern: _____

Instructions:

The monthly report is to be completed and signed by the Intern once every month. The student must send this monthly report to the internship coordinator.

The expectation is that each of the following five items must be at least fifty words in length and typed in paragraph format.

1. Describe your principle assignments and responsibilities during the month.

APPENDIX G

Student Internship Monthly Report (P2)



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2. What experiences were particularly rewarding during this report period?

3. Any experience you have faced that could have been better?

4. Describe other professional growth opportunities (eg., seminars, field trips, directed, readings, meetings, and research) that you were able to capitalize during the last two weeks.

Intern Signature: _____

Date: _____

Note:

Please return to the University's Internship Officer upon completion. Thank you.

Email: intern@ahlia.edu.bh or careercounselling@ahlia.edu.bh

Internship Coordinator Name : _____

Internship Coordinator signature: _____

APPENDIX H

Final Report Outline (P1)

A guide for the student to complete their internship report



Deanship of Student Affairs Professional Relations Directorate

Student Data :

Student Name: YOUR NAME GOES HERE
 Student ID: XXXXXXXXX
 Student CPR / ID: 000XXXXXX
 Programme: BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)
 Student Mobile: 39XX XXXX

Academic Supervisor Data:

Academic Supervisor: Name of the Supervisor
 Mobile #: 39XX XXXX
 Email: supervisor@ahlia.edu.bh

Site Supervisor Data:

Site Supervisor Name: Name goes here Position: Goes here
 Organization Name: ABC Company
 Mobile #: XXXXXXXX Email: Email@ABCCompany.com
 Period Covered: X/XX/2021 to X/XX/2021

At the end of the internship period the student is required to prepare a report for his/her internship experience. The purpose of this report is to aid in evaluating how well the student was prepared for the internship.

1) Cover page

- Name of organization
- Name of intern, student ID and major
- Submission date of the report
- Name of the University
- Ahlia University logo

2) Table of contents

- List the important headings and sub-heading
- Aid page numbers

APPENDIX H

Final Report Outline (P2)



3) Font-Spacing

- The whole project report must be in Times New Roman font-size 12
- Double-line spacing between paragraphs

4) Overview

- Brief description of the organization you worked for
- Product line (Complete range of products and services)
- Internship position, duties, responsibilities

5) Summary of your accomplishment

- Description of the tasks assigned to you
- Your contribution to the organization
- A summary of how your time was spent during the internship and do you have accomplished

6) What you have learnt in the two months spent in the organization?

- Problems faced
- New skills attained

7) Overall feeling about the value of your Internship experience and recommendations for improvement

Note:

- Complete all the required parts mentioned above. Each part is essential, therefore do not skip any part as every part is included in the evaluation criteria.
- Minimum words required for the internship period, 1000-2000
- Add footer and the header. Footer should include page number and the header should have the name of the University, Directorate and Student ID.
- Refer to the Final Report Outline sample.

APPENDIX I**Approval Grade Assignment Form**

Ahlia University
Deanship of Student Affairs
Internship Evaluation Form

Student details for the student: XXXXXXXXX	
Student Name:	ALI AHMED
Programme:	BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE 2018-2019
Advisor:	Advisor's Name here
Student Status:	Current (Registered)
GPA:	3.93
CPR:	128
Student Mobile:	39XX XXXX
Student Email:	a.ahmed@gmail.com
Organization & Work Supervisor	
Organization Name:	ABC Company
Student Department:	Accounting & Finance Department
Site Supervisor:	Supervisor's Name
Department:	Accounts & Finance
Position:	Manager
Site Supervisor Mobile:	39XX XXXX
Site Supervisor Email:	Email@ABCCompany.com
INTR 465 Course Information	
Date of Registration:	XX/XX/2022
Registration of Semester:	2021/2022
Internship Starting Date:	FEB 1, 2022
Internship Ending Date:	MAR 31, 2022
Grade:	X
Academic Supervisor: Dr. Abdulmuttaleb M.A Musleh	
Signature_____	Date_____
Department Chairperson: Dr. Abdulmuttaleb M.A Musleh	
Signature_____	Date_____
Director of Professional Relations: Mr. Husain Mohamed Habib	
Signature_____	Date_____
Dean of Student Affairs: Dr. Faisal Naser Mohamed Naser Alshowaikh	
Signature_____	Date_____

APPENDIX J**INTR (400) Grade Sheet**

To be completed by the Internship Academic Supervisor



Deanship of Student Affairs
Professional Relations Directorate

Student Data :	
Student Name:	YOUR NAME GOES HERE
Student ID:	XXXXXXXXXX
Student CPR / ID:	000XXXXXX
Programme:	BACHELOR'S DEGREE IN ACCOUNTING AND FINANCE (YEAR)
Student Mobile:	39XX XXXX
Academic Supervisor Data:	
Academic Supervisor:	Name of the Supervisor
Mobile #:	39XX XXXX
Email:	supervisor@ahlia.edu.bh
Site Supervisor Data:	
Site Supervisor Name:	Name goes here Position: Goes here
Organization Name:	ABC Company
Mobile #:	XXXXXXXX Email: Email@ABCCompany.com
Period Covered:	X/XX/2021 to X/XX/2021

No.	Tasks	Grade	Out of
1	Site Supervisor Mid-Evaluation		30
2	Site Supervisor Final-Evaluation		30
3	Academic Supervisor Evaluation		5
4	Academic Supervisor Evaluation		5
5	Student Monthly Report 1		5
6	Student Monthly Report 2		5
7	Student Final Report		20
	TOTAL		100

Internship Academic supervisor Name: _____

Signature: _____

Date: _____



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AHLIA UNIVERSITY
BAHRAIN