



COB Internship policy

General:

The internship is designed to provide College of Business students with practical, on-the-job experience which can contribute to their academic and career development. A list of currently available internship opportunities and companies is kept with the College of Business Internship Office. Students may choose from the available list or seek out other internships on their own pending COB Internship office. Only learning experience that is comparable to upper division business courses will be considered. Interns are expected to learn at a level that prepares them for professional employment requiring college graduates. Companies selected preferred to be medium or large; with total employees over 50. Clerical/secretarial, counter sales and similar experiences are unacceptable. The COB internship office will evaluate the learning potential of the proposed internship prior to acceptance of any internship.

Terms:

1. The internship is mandatory requirement for all COB undergraduate students.
2. Undergraduate students can start their internship after completing 96 credit hours.
3. The internship is to be completed during the 7th semester (one semester before graduating). In some cases, 8th semester might be allowed. Each case has to be reviewed by the internship office then approved by the chair of the department and the dean. Summer term internships are not accepted.
4. COB undergraduate students must complete uninterrupted 4 months (600 working hours). If the student is not accumulating the minimum required 600 working hours, he/she will have to extend the internship period to meet the hours' requirements.
5. The internship will account for 9 graded credit hours effective Fall 2020.

Responsibilities

1. The internship office:

- Assume general responsibility for the pre-internship assignment; orientation, academic instruction, advertisement, and progress of the intern.
- 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 selecting and approving of the academic supervisor.
- Communicate with work supervisor (employer) to discuss students' progress and attendance. The manager of the office may ask the academic supervisor to communicate with the employer if needed.
- Maintain students/companies' Database.
- Maintain the internship page on COB website.
- Organize the orientation workshop for internship.
- Prepare unified/standardized forms for the internship (e.g. internship contracts)
- Finding and updating companies' database in cooperation with the chairs of departments and Alfaisal University Development Office.
- Help students with their CVs and application forms.

2. The academic supervisor:

- Meet with assigned interns before embarking on the internship and approve his/her internship application and Statement of Objectives (Form A).
- Meet the intern on monthly basis during the internship to discuss progress and challenges/problems. Students should prepare a minimum of six progress reports and one final report.
- Academic Supervisor (AS) is to study and evaluate the intern reports and provide the appropriate and timely feedback to the intern. Also, AS is to maintain a folder for each intern keeping in it Form A and all subsequent materials.
- Academic Supervisor is to visit the intern at his/her work site at least once during the semester.

- Conduct the final report presentation. The final report should be presented to a minimum of two faculty members from the department, one of them has to be the academic supervisor. The internship office manager might be invited to the presentation if needed.
- Grading students. Please note:
 - The grade of the final report and the oral presentation is determined jointly by the academic supervisor and the faculty member/s who attended the presentation.
 - The total grade should include the assessment made by the employer as specified in the grading structure based on the information presented in Form B.
 - The final report must include an executive summary, a general description/overview of the company, the different tasks performed by the intern, the acquired skills and knowledge (benefits gained), and the overall evaluation of the internship experience.

3. The employer (work supervisor)

- Assigning work/tasks to interns in the company.
- Monitoring students' progress in the company including attendance and performance.
- Report in a timely manner to the Internship Office Manager any problems or difficulties the intern may run into.
- The work supervisor should submit a final evaluation (Form B) that summarizes students work experience and performance to the internship office.

4. The academic departments:

- Assign an academic supervisor for each student in the department, and sign the Internship Intent/Application Form.
- AS is to discuss with the intern the completed Form A, sign it and keep a copy of it.
- Agree on the progress reports format and frequency with the intern and the academic supervisor.
- Agree to visit students at their work sites at least once during the semester.

5. Student Intern:

The COB student intern agrees to:

- Be registered at Alfaisal University as an internship student in good standing.
- Complete the internship during the dates specified.
- Report serious problems (including physical, safety and personnel) to the COB Internship Office in a timely manner.
- Female students must report pregnancy with medical reports they are capable of completing their internships, and show no delivery within the duration of the internships.
- Complete all Alfaisal University COB course work related to this internship as outlined by COB Internship Office.

Grading scheme:

Aspect for Evaluation	Percentage
Company/employer Evaluation	25%
Progress (Interim) Reports	30%
Oral Presentation	15%
Final Report including	30%
Pass grade is 70%	
Note: Student must pass 70% of each of the four aspects above to obtain a "Pass" grade.	

Internship Steps/Process:

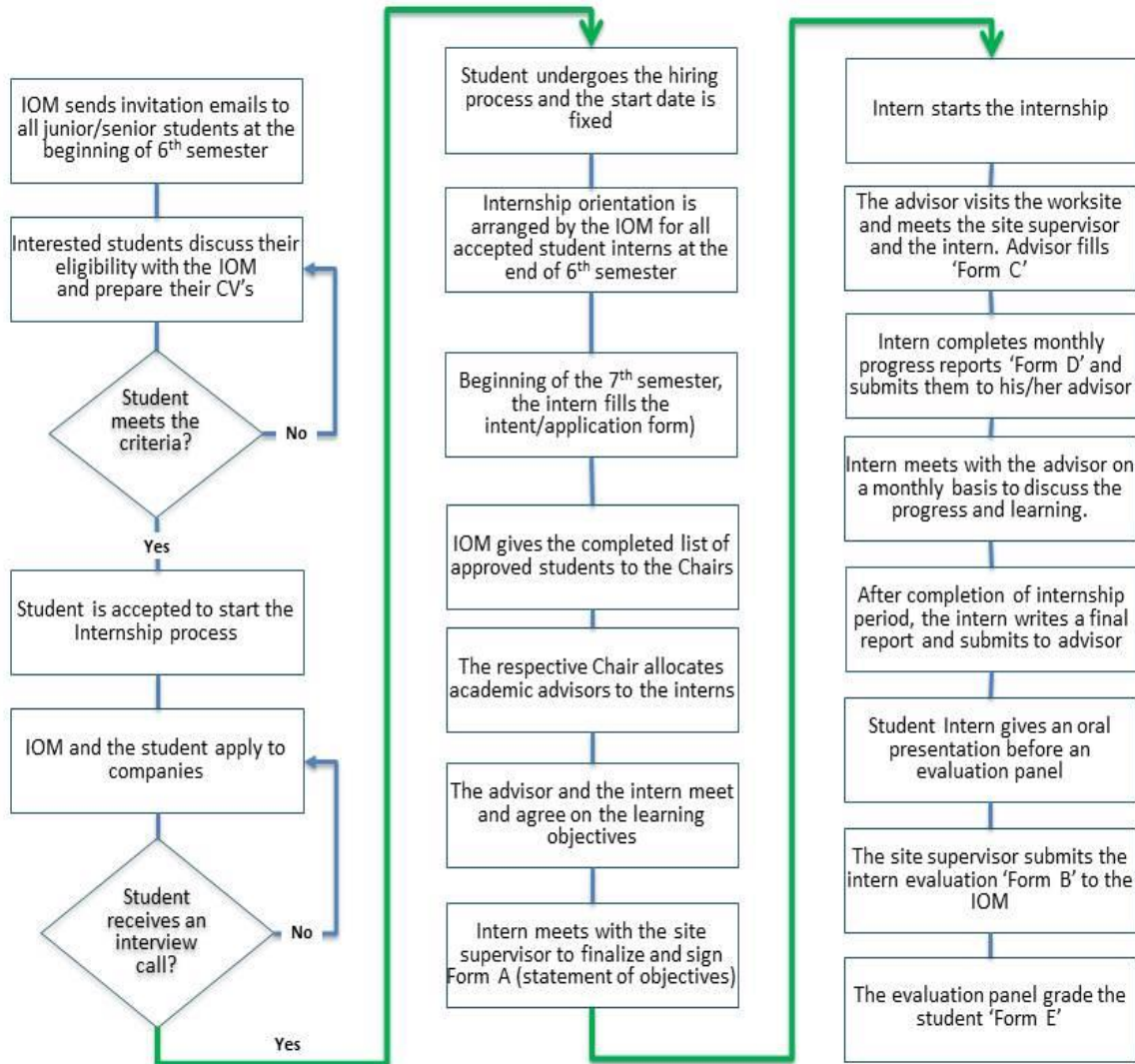
1. Students schedule a meeting with COB Internship Office Manager (IOM) to discuss internship requirements and/or prerequisites. It is advised that this meeting is organized in the spring of the junior year.
2. Students prepare their CVs and complete the Internship Intent Form. Students submit both required documents, in addition to their transcripts, to the COB IOM.
3. The IOM will meet with students to discuss their CVs, application forms, and preferred target work companies, and prepare for the completion of the Application/Intent Form.

4. The IOM will contact companies to place students into internship (Companies must have a total of 50 or more employees).
5. Students and company work supervisor complete Statement of Objectives (Form A).
6. Once the forms are received and approved, students will be given a signed permission to start their internship.
7. **Students register for Internship.** Bearing in mind that students will register for internship under different codes depending on their concentration (i.e. FIN 499, MKT 499, HRM499, ACC 499, OPM 499).
8. Each intern will be supervised by a faculty member from the department of his/her concentration who will evaluate progress, visit the intern in the company, and do the grading with the help of the internship office¹.
9. A minimum of three interim progress reports are required from students on the tasks performed during the internship. These should summarize attendance and performance. The reports to be submitted to the academic supervisor. Each report should be of no less than 2 pages (Font 11, 1.5 spaces). More progress reports can be mandate by the department.
- 10 The academic advisor supervising of the intern students will visit students at their work sites at least once during the semester. The time of the visit must be between the sixth and seventh week. The visit gives students opportunities to discuss with their academic advisors ways to improve their performance on the job.
- 11 Upon completion of the work experience, the student intern work supervisor will evaluate the intern's performance using (Form B) and send it directly to COB Internship Office Manager who will keep a record of all forms and send them to the academic supervisor.
- 12 Each student intern prepares a final report which summarizes the internship experience and benefits gained. The final report must be submitted within a week from the completion of the internship. Last day of the internship is the last day of instructions in the semester. Students present their final reports to a minimum of 2 faculty members where one of them has to be the academic supervisor. The IOM or assistant might be asked to attend the presentation if required.
- 13 Students will receive a Pass or a Fail grade; the grade is reported to the Chair of the department who will then post it on the university grading system or authorize the IOM to post it.

¹ Each faculty member will get a course off or overload once the number of interns accumulates to 20.

14 If an intern obtains a "Fail" grade, then he/she will be required to repeat the internship (perhaps with another company/agency) and may be charged the full tuition of the repeated semester.

A Flow-Chart on Students' Internship Process



IOM: Internship Office Manager

Academic Advisor: Faculty

Site Supervisor: A person of authority at the workplace who is directly responsible for the student intern

Evaluation Committee: A panel consisting of 2 faculty and maybe the IOM.

Form A: Statement of Objectives and the initial meeting with the Academic Advisor.

Form B: Company Site Supervisor Evaluation Form

Form C: Site Visit Form

Form D: Monthly Interim Progress Reports Template

Form E: Final Grade Form

Internship Intent/Application Form for Academic Credit (Before Registering)

Name (first, middle, last): _____

Student ID: _____ Current GPA: _____ Phone Number: _____

COB Concentration: _____ Expected graduation date: _____

Approved Company: _____ Company Address: _____

Company Address (cont.) _____ City _____ Country _____

Supervisor Contact Info (Email): _____ Phone: _____

Please indicate the semester and the year you would like to participate in an internship:

Fall ___ Spring ___ Year: _____

Please indicate the total number of academic credit hours you already completed: _____

My signature indicates that I agree to:

- Represent Alfaisal University in a responsible manner.
- My dress and behavior will meet the accepted standards of my Internship site organization.
- I will perform my duties to the best of my ability and comply with all reasonable directions given by the Internship site organization.
- I will not take any course while doing my internship without previous written approval from COB.

Student Signature

Date

Signature of the Internship Office Manager

Date

Academic Supervisor Signature

Date

COB INTERNSHIP – FORM A

STATEMENT OF OBJECTIVES

This statement of objectives is to be completed by the student intern and the student's supervisor (employer) for the planned internship. Each party is to sign this form and the student is to return it to COB Internship Program Manager.

Student Intern's Name: ----- Semester/Year-----

Student ID: ----- Major/Concentration: -----

Phone Number: _____ Email: -----

Supervisor's name: ----- Phone: ----- Email: -----

Organization's Name: -----

Organization's Address: -----

LEARNING OBJECTIVE 1 is:

The Specific activities that the intern will undertake to accomplish this objective are:

1-

2-

3-

LEARNING OBJECTIVE 2 is:

The Specific activities that the intern will undertake to accomplish this objective are:

1-

2-

3-

LEARNING OBJECTIVE 3 is:

The Specific activities that the intern will undertake to accomplish this objective are:

- 1-
- 2-
- 3-

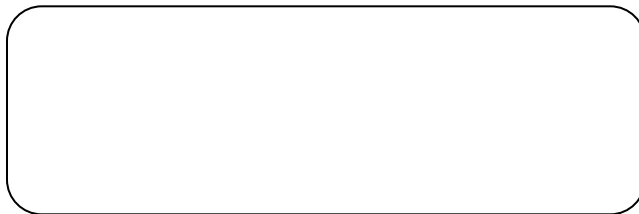
If additional objectives are used, please outline them below or attach an additional page.

I agree that the objectives stated herein are reasonable;
And I will attempt to accomplish them to the best of my
Ability through the activities suggested above.

I agree that the learning objectives stated
above are realistic and will provide training
and assistance to the intern as needed.

STUDENT SIGNATURE

SUPERVISOR (Employer) SIGNATURE



Company Official Seal (This document is considered void without the official stamp)

Academic Supervisor Signature

Date

Alfaisal University - College of Business
Site Visit Form – FORM C

Student's Name: _____ Internship Period/Semester _____

Site Supervisor's Name: _____

Name of Company: _____

Address of Company: _____

Date of the Visit: _____

Time of the Visit: _____

- **Students Learning Progress:**

- **Working Environment:**

Notes

Site supervisor name/signature: _____

Date: _____

Academic supervisor name/signature: _____

Date: _____

Alfaisal University - College of Business
Internship Monthly Report – FORM D

Student Name : (Name)

Company : (Name)

Site Supervisor Name : (Name)

Report Number (#)

Date : From (dd/mm/yy) To (dd/mm/yy)

Note: Each report should be of no less than 2 pages (Font 11, 1.5 spaces)

Accomplished this Period:

Planned for next month Period:

Issues / Notes:

COB INTERNSHIP – FORM B

EVALUATION OF STUDENT INTERN'S PERFORMANCE By the Employer Supervisor

Student's Name ----- Internship Period/Semester -----

Supervisor's Name ----- Phone ----- Email: -----

Supervisor's Title -----

Name of Company -----

Address of Company -----

Street/P.O. Box

City

Zip Code

1. How prepared was the student for your internship needs (knowledge in specific areas)? Please suggest additional knowledge or abilities that you would have liked the intern to have.

2. Please evaluate the student's written and oral communications used in this internship.

3. How did the student fit into or adapt to your working environment? (For example, consider such matters as attitude, dress, punctuality, reliability, and courtesy.)

4. What benefits did you and your company receive by providing an internship experience for this student?

5. How well did the student accomplish the learning objectives expected from this experience? Please give a brief evaluation of the student's overall performance.

6. If you have any suggestions for improvement of the AU internship program, please note them below and feel free to telephone us (+966-1-215-7710) to discuss recommendations.

7. Please specify the dates this student intern perform his/her internship. from: ___/___/_____ to ___/___/_____

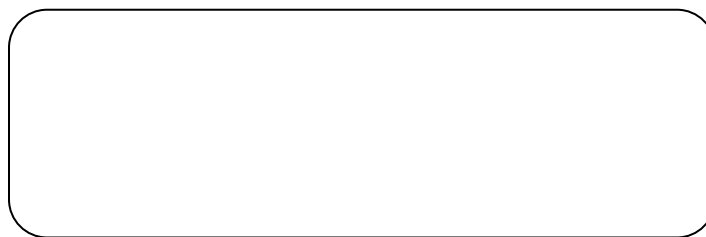
8. How many total hours has this student spent in performing this internship? _____ Hours.

9. Would you want to have another intern with your organization from the College of Business? ___ yes ___ no
___ maybe, depending on (please explain if not obvious from your responses to the previous questions):

10. If you have an opening, would you hire this student for the job? _____ yes _____ no

Supervisor's Signature

Date



Company Official Seal (This document is considered void without the official stamp)

Alfaisal University - College of Business
Final report suggested template and guidelines

Student Name :

Company :

Supervisor Name :

- Executive summary (approximately 250 words).
- Introduction (approximately 400 words).
- General description/overview of the company (approximately 400 words).
- Different tasks performed by the intern (approximately 1000 words).
- Acquired skills and knowledge and how they relate to COB courses (approximately 1000 words).
- Overall evaluation of the internship experience (approximately 500 words).

Alfaisal University - College of Business
Final grade form – FORM E

Student Name:

Company:

- Progress reports grade (out of 30):

- Employer assessment grade (out of 25):

- Oral presentation grade (out of 15):

- Final report grade (out of 30):

Notes

Academic supervisor name/signature: _____

Date: _____