

3.n. Internship/Practicum

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.n.	Latest Revision	Dec - 2023
Title of The Policy	Internship/Practicum	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	2
Definitions	<p>Internship: It is an accredited course that provides a professional learning experience that offers meaningful practical work related to students' field of study and gives the students the opportunity for career exploration and development as well as to learn new skills.</p> <p>Interns: Students who have completed the minimum needed credit hours as per the program's requirements.</p> <p>Academic supervisor: A faculty of AAU who has been assigned the duties of supervising the Intern.</p> <p>Field supervisor: An employee of the host organization who has been assigned the task of supervising the Intern inside the organization.</p> <p>The training organization: The organization which has accepted to provide training for an intern.</p> <p>Internship Coordinator: A faculty member who has been assigned the duties of organizing and managing the administrative work of internship in a college.</p>		
Purpose	The purpose of this policy is to serve as a guideline for internship administration.		
Scope	This policy is applicable to all eligible intern students at AAU.		
Statement	AAU is committed to providing quality practical learning experiences to all eligible students. Through the internship, the students gain more competencies by getting exposed to practical learning experiences and opportunities.		
Procedures	<ul style="list-style-type: none"> • The internship is offered to students after completing a specified number of credit hours according to the study plan of the program. • To begin the process, students are required to obtain an internship request letter from the Internship coordinator. • The student and the internship coordinator work together to find a suitable organization to train the student. • The student is required to complete a certain number of working hours in the assigned organization • The concerned College appoints an academic supervisor to supervise the student throughout the training period. • A field supervisor is assigned to each intern by the host organization. • The academic supervisor is required to visit the intern a specific number of times during the training period. • Different training evaluation forms are completed by both the academic supervisor and the field supervisor. • The student is required to complete a training report/project/portfolio by the end of the 		

	training period, which will be used to evaluate the student. <ul style="list-style-type: none">• The assessment is jointly carried out by the field supervisor and academic advisor, in addition to other evaluation tools assigned by the college.
Recent Changes	Rephrasing of the policy