



جامعة العلوم والتقنية في الفجيرة
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH



Internship Manual 2024-2025



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Internship at USTF

University of Science and Technology of Fujairah (USTF) has well-developed internship programs for all Interns. The internships are conducted to fulfill academic requirements of the Interns' study plans, and therefore the learning outcomes of internship are articulated by the respective colleges and aligned with the overall outcomes of the degree program and with the requirements of the national Qualifications Framework (QF Emirates). Depending on the program, Interns are required to successfully complete either internal training, external internship, or both.

The Internship is an important part of the Intern's education. It helps the Intern to relate the theoretical knowledge learned in classrooms to solutions of real-world problems, experience the working environment before graduation, and learn how to act responsibly and efficiently in carrying out assigned tasks

The Training and Continuing Education Center (TCEC) at USTF, in coordination with the corresponding colleges, makes the logistic arrangements for Interns' external internship at appropriate sites. The external internship is supervised by a field supervisor at the internship site in coordination with an academic supervisor from the respective college. The role and responsibilities of TCEC, Field Supervisor, and Academic Supervisors are defined and explained to Interns. Guidelines that define the internship objectives and duties of interns are included in this Internship Manual. The Manual also includes guidelines for writing internship reports and how to prepare an oral presentation. A list of current internship sites where USTF Interns are trained, copies of Internship Forms, and Internship Agreements are provided in Appendices of this manual.

Training and Continuing Education Center

The internship mission of Training and Continuing Education Center (TCEC) is to support the vision and strategic plan of USTF by bridging the gap between the academic realm, community, and employment market. The TCEC achieves this mission through supporting the field internship in close coordination with field and academic internship supervisors in community institutions. In doing so, the TCEC applies scientific criteria in the performance assessment of all internship stakeholders and makes appropriate decisions that ensure the quality of the internship course learning outcomes.

Therefore, the TCEC defined the internship operational objectives as following:

- **Objective 1:** Support Intern internship in university colleges. This will be done by:
 - Coordinating with different colleges for distributing the internship course syllabi on interns before the start of the internship activities.
 - Cooperating with concerned colleges to following-up the interns
 - Bridging the gap between UAE public and private institutions and USTF by



increasing Intern involvement in the work environment to prepare them for the future work.

- **Objective 2:** Provide an effective internship environment for intern Interns, and appropriate work experiences that are suitable to their specializations. This will be done by:
 - Choosing an appropriate internship institution, UAE public and private institutions, that meet the internship objectives.
 - Ensuring that the prospective internship sites are highly reputable and generally recognized as leading institutions in their line of work or practice based on their known reputation or their record of achievement so that internship here can be for the interns a valuable work experience.
 - Verifying that the intended internship sites endorse, practice, and uphold all the known federal employment laws and any other relevant regulations.
 - Ensuring that the prospective internship sites represent safe and reputable environments where the university Interns can be trained without prejudice to their physical safety or their sense of security.
 - Following up interns through personal visits or interviews, or by official mail.
 - Overcoming the difficulties and problems that might face interns.
 - Helping the concerned colleges in their search for new prospects for internship institutions and corporations.
 - Signing agreements with reputable internship institutions.

- **Objective 3:** Prepare intern Interns capable of demonstrating excellence and achieving distinction in their chosen fields. This will be done by:
 - Providing sufficient and pertinent orientation for the Interns about their prospective internship sites and the skills and knowledge they need to possess and the patterns of behavior they need to adopt to be able to cope with and succeed in the external work environment.
 - Choosing an appropriate field supervisor such that s/he is aware of his/her responsibilities, which are defined in the internship manual of the college in which the Intern is enrolled.
 - Choosing an appropriate internship institution that meet the internship objectives.
 - Preparing supported internal training programs in cooperation with concerned colleges to enhance Interns' skills and competencies.
 - Allowing intern Interns to recognize the latest technologies and methodologies and how to apply them.
 - Involving the colleges in the internship processes to implement test- internship plans and benefit from the outside internship institutions related to the Interns' specialization.



- **Objective 4:** Develop procedures that will ensure the achievement of internship goals. This will be done by:
 - Selecting internship sites that are highly reputable and generally recognized as leading institutions in their line of work based on their known reputation or their record of achievement so that internship here can be a valuable and pertinent work experience.
 - Applying scientific criteria in the performance assessment and making suitable decisions that ensure the quality of internship output.

Internal Training

The purpose of the Internal Training is to equip the Interns with basic practical skills and to provide them with the theoretical information needed to help them gain maximum benefit from their external internship.

The Internal Training period is determined by the college and usually takes place prior to the External Internship. The successful completion of Internal Training is a prerequisite for starting the External Internship. The Intern becomes eligible for the Internal Training after s/he has successfully completed the minimum number of credit hours defined by the college.

External Internship

External internship is an important part of Interns' education. It helps Interns to apply the theoretical knowledge they learn in classrooms to the solutions of real-world problems, experience the working environment before graduation, and learn how to act responsibly and efficiently in carrying out assigned tasks.

At USTF, the external internship is centrally controlled by TCEC. This includes Registration, external communications, administrative obstacle resolutions, and none-academic assessments and evaluations. The academic supervision and evaluation of external internship is the responsibility of the respective college.

Tasks related to External Internship Implementation

Training and Continuing Education Center Tasks:

- Approach the colleges 21 days prior each semester's first day of classes to identify their internship needs.
- Announcing for Internship Registration's opening 7 days prior course registration open in each semester.
- Registering Interns using the announcing registration e-forms during the registration specified period (until the end of Add and Drop period).



- Check eMada portal to ensure internship course registration/related financial issues.
- Communicating with the internship sites and secure acceptance for the interns.
- Notify the interns with their application status (approved, pending, rejected) within 5 days of the application receipt on the e-form.
- Once the internship seat is secured, recheck eMada portal to ensure that the internship course is still registered, then notify the Intern as well as the academic advisor so they can take the needed action to proceed further in the internship program.
- Call for Internship Orientation Sessions for each program separately during the week following the Add and Drop Week "Internship Orientation Week". Sessions must be before the actual internship launching. Sessions will be instructed by the academic supervisor of each program and documented by the TCEC. After the session, the interns must fill Pre-facility Orientation session evaluation form.
- On the first day of internship, field supervisor must conduct In-facility Orientation session in coordination and presence of academic supervisor followed by filling In-facility Orientation session evaluation form.
- Following-up the intern by calling their corresponding field supervisors on weekly bases to ensure the implementation of the internship plan and provide detailed weekly report.
- Before the end of internship period by one week, provide the stakeholder with the following evaluation e-forms:
 - Interns:
 - Internship Outcomes Evaluation Form (by each trainee)
 - Field Supervision evaluation form (by each trainee)
 - Academic Supervision evaluation form (by each trainee)
 - TCEC services evaluation form (by each trainee)
 - Field Supervisor:
 - Internship Outcomes Evaluation Form (by Supervisor for each trainee)
 - TCEC services evaluation form (by each supervisor)
 - Academic Supervisor:
 - TCEC services evaluation form (by each supervisor)
- Interpret the data obtained from each internship form to generate "Internship Program Evaluation Report" to be shared with the corresponding deans and OIPE for documentation and further improvement. The interpretation will help to:
 - Determine the labour market needs and ensure the fulfilment of these needs in the curriculum.
 - Count the activities carried out at the University (such as participation in seminars) as part of the Intern's internship period in accordance with specific regulations.



- Determine the internship institutions of the highest reputation and whose work matches with the specialization of the Interns enrolled in their internship programs
- Prepare a database for companies to be used by the TCEC whenever needed.
- Follow up the Intern's internship plan during the internship period as designed by the college to fulfil the aims of the internship based on the university mission and send this duly to the internship institution to adapt to its own situation.

Tasks of the College Dean

- Supervision of overall Interns' internship.
- Approval of the college interns' list issued by the Department Head.
- Approval of the academic evaluation results.
- Review the Internship Program Evaluation Report and take the needed action for improvement in coordination with TCEC.

Tasks of the Head of Department

- Issuing the list of Interns who will register in the internship before the start of the internship.
- Assigning an academic supervisor, on a rotation basis as far as possible, to each group of intern Interns.
- Dividing the Interns into groups considering the location of the internship institutions at which the Interns will do their internship.
- Ensuring the suitability of the internship sites.
- Assessing the quality of the supervision and the appropriateness of the internship institutions based on the achievement of the internship outcomes.
- Scheduling of interns' oral presentations

Tasks of the Academic Supervisor

- Ensure that the interns understand and appreciate the aims of the internship, the skills, and patterns of behaviour necessary for the achievement of the internship outcomes.
- Arrange regular meetings with the interns, at least every other week, for guidance to improve their performance and to discuss difficulties they encountered.
- Guide interns to the technicalities of writing the final internship report and the contents of the presentation to be made before the evaluation committee.
- Follow-up the interns' weekly reports duly signed by the field supervisor.
- Submit the final report and presentation to the evaluation committee and coordinate with the internship site to establish proper contact between the Intern, the field supervisor, and the TCEC



- Follow up interns using email telephone, fax, or audio-visual communication, in addition to the weekly report.

Tasks of the Field Supervisor

- Ensuring the high quality of the field supervision.
- Approving the weekly report filled by the intern in accordance with tasks specified in the internship plan
- Submitting the final grade of the intern.

Internship Reports

Intern's Report: The Intern's report consists of the following:

- The internship institution.
- Work done during the internship period.
- The relation between the work done during the internship and the Intern's specialization (the relation between theory and practice).
- Benefits of the internship.
- The extent of academic supervisory follow-up during the internship period.

Field Supervisor Report: The field supervisor report includes:

- The extent of the Intern's awareness of the quality of the internship facilities used.
- The appropriateness of the internship institution to the specialization of the Intern.
- The extent of academic supervisory follow-up during the internship period.
- Skills and abilities acquired during the internship period.
- The extent to which the Intern has achieved the internship outcomes.

Academic Supervisor Report: The academic supervisor report includes:

- The extent of the Intern's awareness of the quality of the internship facilities used.
- The appropriateness of the internship site to the specialization of the Intern.
- The extent of achievement of the topics of Internship.
- The extent of benefiting from the follow-up during the internship period.
- The extent of satisfaction with the evaluation mechanism.
- The extent to which the Intern has achieved the internship objectives.

Internship Grading

The grade for the interns' internship will be assigned jointly but independently by the field supervisor and the academic supervisor according to the grading mechanism below and not on a pass/fail basis:

- Weight of 40% is assigned to the field supervisor's evaluation (distributed in accordance with the TCEC's Intern performance report)



- Weight of 60% is distributed as follows:
 - Academic supervisor: 20 Marks
 - Jury: 40 marks:
 - 20 marks for the report
 - 20 marks for the oral presentation

Grad reporting and processing is as following:

- The academic supervisor records the mark and the number of internship hours in the form prepared for this purpose.
- The mark will be approved by the College Dean, Department Head, and Academic Supervisor.
- Official copy of the final grade is to be sent to the Office of Admissions and Registration to be included in the Intern's record at the end of the semester in which the Intern performed the internship, with a copy kept at the TCEC.
- Marks are to be submitted to the Office of Admissions and Registration within a maximum of one week of the end of the internship period (if internship starts and ends in two different semesters), or at the end of the semester (if the internship starts and ends during the same semester).

Internship Transfer

Upon the approval of the college dean, it is possible to transfer part of the external internship provided that the duration of the transferred internship does not exceed half the entire period of the internship.

In the case of the Interns' transfer from other colleges where they had done the internship, the dean of the new college will, based on the Intern's academic record, decide the equivalent number of hours and deduct this from the total of the college's internship hours. The Intern will be required to complete the number of academic hours remaining (if such is the case) and pay the stipulated fees.

Guidelines for Interns

This section provides guidelines to help the Intern to realize the objectives of internship; learn about his/her responsibilities and what is expected of him/her during internship. By understanding and following guidelines, the Intern will be able to achieve the objectives of Internship in the best possible manner.

Internship Objectives

Like any other course, there are specific outcomes for internship and the Intern must understand and appreciate these outcomes to get the maximum benefit from the internship sessions. Also, evaluation of the Intern's internship will be based on how well s/he has achieved these outcomes. During the internship it is required from the Intern to:



- Correlate the theoretical knowledge with professional practice.
- Acquire additional technical knowledge concerning the field of internship.
- Improve his/her communication skills, both oral and in writing.
- Show initiative and develop self-confidence in handling the assigned tasks in real-life.
- Learn the significance of teamwork and act as a responsible member of the team working with.
- Develop his/her personality by learning about self-control, punctuality, professional responsibility, and time management.
- Demonstrate, at the internship site, that USTF Interns are serious learners with positive attitudes and can make contribution to the ongoing jobs at the internship sites.

Duties of Intern

A Field Supervisor will guide and supervise the intern's work at the site of internship. S/he will assign tasks to the intern on a daily or weekly basis in accordance with the internship plan and evaluate the intern's performance in accomplishing those tasks. An Academic Supervisor from the college will direct the Intern to achieve the desired objectives of internship and will also monitor the intern's progress. The field supervisor will also provide guidance during the internship and instruct the Intern on how to make an effective presentation of his/her work, both orally and in writing. The Intern will play the most important role in his/her internship program. As an intern, the student must fulfil number of duties, which must be taken very seriously to get the maximum benefit out of the Internship.

It is the Intern's responsibility to perform the following tasks in addition to any other tasks specified by the Intern Academic Supervisor, Field Supervisor, or the Internship Coordinator:

- After the Intern gets a confirmed placement at an internship site, s/he must inform the Academic Supervisor and provide him/her with all necessary details.
- Before the Intern starts the Internship, s/he must attend the "Internship Orientation Session" with the Intern Academic Supervisor. The purpose of this session is to ensure that the Intern fully understands the requirements of the internship in general and the internship outcomes in particular.
- The Intern will be tested by the academic supervisor to determine the Intern proficiency and in case the Intern is found to be weak in practical aspects, s/he must attend some orientation sessions before s/he attends the internship site.
- The Intern's Academic Advisor will evaluate the Intern basic knowledge the Intern's Internship area. In case the Intern is lacking in basic knowledge in certain area, the academic advisor will be asked to refresh the Intern theoretical knowledge in that area before going to the internship site. The Intern will not be assigned to the internship site unprepared.
- Once the Intern starts the internship program, s/he should be regular and punctual and carry out all assigned tasks in the best possible manner. If it is not possible for the



Intern to attend the internship for a day or part of it, s/he must get the approval of the Intern's Field Supervisor in advance.

- While at the internship site, the Intern must follow all safety instructions and other guidelines from the Intern's Field Supervisor.
- The Intern will elaborate and possibly show his/her work to the Academic Supervisor during his visits to the internship site.
- The Intern should pay special attention to improving his/her communication skills during the internship period. The more s/he practices, the more confidence s/he will develop.
- The Intern should acquire as much technical knowledge as possible about the type of work in which s/he is involved at the internship site. For this, the Intern should try all possible ways to get the needed technical information from the Internet, manuals, reports, and catalogues. The Intern should also ask questions at the site to clarify his/her understanding of the subject matter. However, the Intern should not unnecessarily overburden his/her Field Supervisor by asking for information that s/he can get with little effort on his/her own.
- For each day of the week, the Intern should enter a summary of the tasks s/he has performed in the "Weekly Tasks Report - WTR" provided to him/her. These tasks must have been performed either by the Intern alone or as a member of a team. At the end of every week, the Intern will sign the WTR for that week and will get it signed by his/her Field Supervisor.
- The Intern will prepare an Internship Notebook containing the daily notes about the Intern work at the internship site. The notes shall be brief but to the point. Any problems encountered and how they were solved must also be entered in the Internship Notebook. It will prove quite useful when the Intern starts writing his/her internship report at the end of the internship period. Information contained in the Internship Notebook shall be transferred to the report in a professional manner.
- The Intern must attend the weekly meetings with his/her Academic Supervisor at the University. The purpose of such meetings is to evaluate the Intern accomplishments on a weekly basis. In these meetings the Intern will bring his/her Internship Notebook for review by the Academic Supervisor.
- The Intern should keenly observe how the tasks at the internship site to be accomplished and try to understand the role of a practitioner and his contribution in successful completion of projects/assignments.
- The Intern should not waste his/her time at the internship site. Whenever there is some free time, the Intern should utilize it by reading and observing how others at the site are performing different tasks. During such times, the Intern may offer the services for an on-going technical task but never insist on doing it unless his/her Field Supervisor allows him/her to do so.
- At the end of the internship, the Intern must thank all those who helped him/her at the internship site. The Intern shall also confirm that his/her Internship Supervisor has



signed the forms sent by the University. It is very important that the Field Supervisor fills and signs these forms. No such forms will be accepted by the University without the seal (stamp) of the company (institution or Department) and the signatures of the Intern's Field Supervisor.

- The Intern should prepare an internship report as well as an oral presentation at the end of the internship period. Guidelines for preparing the Intern reports are provided in this Manual.

Grading

At the end of his/her internship period, the Intern will be given a grade based on the following:

- The Intern performance at the site as reported by the Intern's Field Supervisor.
- The Intern weekly meetings with the Academic Supervisor who will evaluate the Intern's efforts towards achieving the specified internship outcomes. The focus will be on the practical skills and competencies the Intern gained and how s/he would relate the theoretical classroom studies with practical applications in the field.
- Technical report writing and oral presentation about the Intern's internship.
- Question/Answer session after the Intern's presentation.

Guidelines for Internship Report Writing

This section aims to provide guidelines for USTF Interns on writing reports about their Internship. Accordingly, it addresses the Interns directly.

Communicating the practical information that the Intern gained during the Intern Internship in a clear, concise, and effective manner will contribute to the Intern's own intellectual development and improve the Intern's communication skills. No doubt, writing a good report is hard work. But if the Intern wishes to develop this skill, s/he must accept the challenge even if it is hard at the beginning.

Since this may be the Intern's first experience in writing an internship report, s/he may be wondering how to prepare for writing such a report. Where does s/he start? What factors s/he must keep in mind for writing an effective report? On what basis will the academic supervisor evaluate the report? It is the intent of this section to answer these and other related questions and to suggest methods for preparation of a professional report.

Preparing the First Draft of the Report

The first important step in preparing the first draft of the report is to gather all relevant information. For this purpose, the Intern will primarily rely upon his/her Internship Notebook that the Intern was asked to prepare during the internship period. In addition, the Intern will need some technical manuals related to the Intern's internship work and other information gathered from the Internet or the Intern's textbooks or reference books. The main objective is for the Intern to have sufficient background material for final selection.



The next step is to start preparing the first draft of the report. For this, the Intern will define a logical order for the report. This can be achieved by developing a brief outline in such a way that the ideas are classified in groups and subgroups, all arranged in logical order. The outline can be refined later as writing proceeds. The first draft of the report is merely an expansion of the outline, whose items serve as basic building blocks. While writing the first draft, the Intern may write at a fast pace without paying too much attention to grammar, punctuation, and spelling. The Intern's primary concern in writing the first draft should concentrate on developing ideas. As the Intern progresses, s/he decides where an illustration, block diagram, schematic, graph, table or a photograph would help to clarify the point s/he is mentioning. The Intern's first draft should contain the following three major sections:

1. **Introduction:** This section, considered as Chapter 1 of the report, defines the nature of the internship, its duration, and some background information about the company/industry/organization where the Intern was trained. The Intern should also highlight the main themes of the internship and the topics s/he that will be discussed in the report.
2. **Main Body:** The main body of the report shall comprise of two to three chapters. Each chapter will discuss a different aspect of the Intern internship. For example, the first chapter of the main body (i.e., Chapter 2 of the report) may briefly present the theoretical background concerning the Intern area of internship, while the other two chapters may describe the practical aspects of the Intern's internship. While writing these chapters, the Intern must make sure that the development of technical concepts follows a logical sequence and should not hesitate to add an illustration if that helps to clarify his/her thoughts and field experiences. The Intern must remember that a picture is worth a long text. S/He must carefully choose the caption for each illustration unless it is self-explanatory. Each chapter should contain only the important information related to the theme of that chapter, free of unnecessary details, and precise, and to the point. The Intern's focus should primarily be on what s/he has performed and learned from the Internship.
3. **Conclusion:** In this section, the Intern will summarize the conclusions of the report. Accordingly, there should be a logical outcome of the text presented in the main body of the report. Once again, the Intern should try to present the conclusions as clearly and precisely as possible. One page of conclusions should be sufficient for the Intern's Internship report.

Polishing the First Draft

Having completed the first draft in a typed form, the Intern is now ready for the next step of polishing the internship report, which must include a critical review of the first draft, deleting unnecessary details and adding any missing information. The Intern should also be prepared to rewrite any major portions of the report if that is required to improve its quality.



Having done that, it is now time for carefully reviewing the modified report, checking the grammar, sentence structure, spellings, continuity of sentences, and smooth transition from paragraph to another.

The Intern may, once again, need to delete or add certain information. This process may be repeated a few times to ensure that the report is properly organized and well written.

Preparing the Final Version

To finalize the internship report, the Intern needs to add a few other pages as explained below.

1. **Title Page:** The title page shall include the name of the University and its logo as well as the name of the Intern's college and department. The Intern shall also include his/her name, ID number, and the period of internship (for example: 15-6-2020 to 30-7-2020)
2. **Acknowledgement:** After the title page, the Intern may like to add an acknowledgment page to thank the person(s), such as the Intern's field supervisor(s), who helped the Intern during the Internship.
3. **Table of Contents:** It shall indicate the page number for chapters and major sections.
4. **Bibliography** or References: At the end of the report, but before the appendix, the Intern must provide a list of books, technical reports, and websites that s/he has consulted for writing the internship report.
5. **Appendix:** Any information that is necessary for the sake of completeness, but not directly related to the main body of the report may be presented in the Appendix. However, Interns are advised to avoid addition of unnecessary material which may increase the size of this section. Whatever material the Intern includes in the Appendix should also be well organized.

Before binding the report, the Intern should proofread his/her internship report carefully from the beginning to the end for any spelling or typographical errors. At last, the Intern is ready for the final step of submitting the report to his/her Academic Supervisor in the college for the purpose of evaluation.

Guidelines for Oral Presentation

It is very important that the student realizes the significance of effective oral presentation of his/her professional work.

Even if the student has strong technical background and has made a major contribution in some developmental work, s/he may not be able to properly communicate the information to his/her audience if s/he cannot prepare and deliver an effective oral presentation.

To prepare a successful oral presentation, the student needs to work on all the following phases of oral presentation:

- Planning for oral presentation



- Preparing visual aids
- Practicing (rehearsal) for delivery
- Self-evaluation/feedback and Improvement
- Preparing for a Question/Answer session
- Getting ready for the actual presentation

Planning for Oral Presentation:

The main steps involved in the planning are as follows:

- Define the interns' objectives: While defining the objectives of the presentation, the student must keep in mind the target audience of the presentation, their technical as well as general background, and the reason for delivering the oral presentation.
- Define a suitable title of the presentation: The title of the presentation should be short and to the point. It should reflect the main theme of the presentation.
- Collect all necessary supporting material: The supporting material includes information from appropriate websites, reference books, and technical reports. If the student gives a presentation about his/her external internship, the report is the main source of information. However, the student should remember that an oral presentation is quite different from report writing, and so the presentation cannot be done by a cut and paste from the report.
- Identify the main points the report covers: The student should keep in mind the objectives of the presentation and the supporting material available to him/her, identify the major components of the presentation and for each component define the main points to be conveyed to the audience. For example, for a project presentation, the major components shall include project objectives, block diagram representation, design, implementation, results, and conclusions. For each of these major components, the student shall determine the main points to be included in the corresponding slides. For instance, for “Test Results” as a major component, s/he may like to mention the test setup, test results obtained, error analysis, and reasons for errors.
- Organize thoughts in logical sequence: This is one of the most important aspects in presentation planning. The student should spend sufficient time to organize thoughts so that there is a logical sequence when s/he progresses from one slide to the next. It is important that the student does not confuse or frustrate the audience by following an arbitrary sequence of thoughts. The student must keep the audience focused and interested in the presentation.
- Determine the number of slides needed for the presentation: The number of slides basically depends upon the time available for the presentation. As a general guide, the student needs one slide per minute. This is in case the student has sufficient expertise in talking about the points mentioned on a slide. If this is not the case, then the student can add a few additional slides to the number calculated using the above rule. For



example, for a 15-minute presentation the student may prepare 20 slides. It is also important to start every new idea on a different slide. That is why the number of slides determined by these considerations is only an approximate number to start with. The final number can be different from this value, but it should not differ much.

- **Identify main points for each slide and give each slide a title:** Having defined the major components of the presentation as well as the main points for each major component, and after having determined the approximate number of slides, divide the points for each slide (in logical order) and select a suitable title for every slide. The title of the slide should be brief, and it must reflect the points included on that slide.
- **Preparing Visual Aids:** For visual aids, the student will use a data-show with Power-Point presentations. It is required from the student to prepare all the presentations using Power-Point. The student may also like to occasionally use a flip chart, if available. The main points that the student must keep in mind while preparing Power-Point slides are presented as follows:
 - The slides shall contain only the key points. Detailed text on a slide will lead to a loss of focus. So, the first rule is to keep the slides simple by using minimum words to emphasize the key points.
 - Large fonts are used to make it easy for the audience to read the slides. Even a person in the last row should be able to easily read it.
 - Colours are used to highlight most important points.
 - Special/animation effects may be used without exaggeration.
 - Graphics, charts, figures, and video clips are added as appropriate.

The following sequence for the slides is recommended to be used:

- **Slide #1:** This is called the Title Slide, and it shall contain the title of the presentation, name(s) of contributor(s), names of supervisors, and the name of the University.
- **Slide #2:** The title of this slide is usually “Presentation Outline”, “Outline”, or “Contents”. It lists the major components of the presentation. As an example, the major components may include Objectives, Design, Implementation, Results, and Conclusions.
- **Slide #3 to Slide # (N-1):** These are called body slides, containing the main points, figures, charts, tables, and pictures, and covering all the major components of the presentation, except the Conclusions slide. For the above example, the student slide #3 shall be titled “Objectives” and it shall contain a list of the main objectives of the presentation. Slide #4 to Slide #6, for example, shall be about the Design. Similarly, add one or more slides for each of the remaining major components of the presentation.
- **Slide #N:** This is the “Conclusions” slide. It is a very important slide and should effectively summarize the main conclusions of the student work. Sometimes this slide is titled “Conclusions and Recommendations” or “Conclusions and Future Work”. For this purpose, if one slide is not enough, only one extra slide may be used.



Rehearsal and Improvement

This is a very important step that is often ignored. Delivering the presentation in a practice session is a must for making an effective presentation. This can be done by preparing an audio or video recording of the presentation rehearsals and then listening to the audio presentation recording or watching the video presentation. The logical sequence of the presentation should be carefully observed, and deficiencies should be noted. There must be a gradual transition from slide to slide. It may be realized that certain important points are not included in the slides or there is some redundant information that needs to be removed. Also, the timing of the presentation should be carefully checked, and it may be needed to add or remove slides for the allotted time of presentation. Another important point to note is the volume of the student sound. It should be of sufficient volume. Too low or too high volumes are both considered inappropriate. In addition, if it is observed that the speech is in a monotone manner, the pitch or level of the voice throughout the presentation can be varied without overdoing it.

After modifying the slides and presentation style, based on the above-mentioned self-evaluation, it is recommended to make the presentation to a group to get their feedback. The comments of the group should be specific and clearly indicate the strengths and weaknesses of the presentation, and the appropriateness of the student body language, and “eye contact” with the audience during the presentation. Utilization of the group’s feedback will further improve the quality of the presentation.

Rehearsal for self-evaluation and for obtaining feedback from groups will not only improve the presentation but also help increase the student self-confidence. More practice will lead to a more effective presenter.

Question/Answer Session

To be prepared for that session, it is required from the student to:

- Think about possible questions the audience may ask and be prepared to answer.
- Have a solid background about the presentation topics.
- Be confident while giving answers.

Presentation Day Tasks

On the day of the presentation, it is required from the student to:

- Dress appropriately for the occasion.
- Be calm and composed. Show self-confidence.
- Arrive in the presentation room/hall before the start of the presentation.
- Make sure the presentation is properly loaded on the presentation room’s PC or notebook and check if it runs smoothly without any problem.
- Follow the instructions of the session chairperson regarding the presentation time.



- Not to rush or talk too slowly.
- Pause at key points to emphasize their significance.
- During presentation, change the pitch of voice and use appropriate gestures.
- Maintain eye contact with the audience and not to talk to the display screen.
- Thank the audience and ask if there are any questions at the end of the presentation.
- Carefully listen to the questions and give concise, to the point, answers.
- Not to panic if the answers to some questions are not known.




Appendix I. Internship Forms


Appendix I. Internship Forms - Internship Registration Form

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>
Internship Registration Form		استمارة التسجيل للتدريب الميداني
Intern Name:		اسم المتدرب / ة:
USTF ID:		الرقم الجامعي:
College / Major:		الكلية / التخصص:
Mobile:		الهاتف المتحرك:
E-mail:		البريد الإلكتروني:
First Internship Site Choice		الاختيار الأول لموقع التدريب
Site name		اسم المؤسسة
Address		العنوان
In-Charge		مسؤول التدريب
Phone		الهاتف
E-mail		البريد الإلكتروني
Second Internship Site Choice		الاختيار الثاني لموقع التدريب
Site name		اسم المؤسسة
Address		العنوان
In-Charge		مسؤول التدريب
Phone		الهاتف
E-mail		البريد الإلكتروني
<p>Note: If I am unable to suggest a site, the unit will register me in one of the pre-specified sites and I won't object to the location after the registration process is completed.</p>		<p>ملاحظة: في حال عدم قدرتي على اقتراح موقع تدريبي إضافي، فستقول وحدة التدريب الطلابي بتسجيلي في أحد المواقع التدريبية المحددة سلفاً ولن يحق لي الاعتراض على المكان بعد انتهاء عملية التسجيل.</p>
<p>Note: Kindly attach the following:</p> <ul style="list-style-type: none"> • Transcript include current registered courses • Resume and Copy of Passport and Emirates ID 		<p>ملاحظة: يرجى إرفاق ما يلي:</p> <ul style="list-style-type: none"> • كشف الدرجات متضمناً المقررات المسجلة هذا الفصل. • السيرة الذاتية ونسخة من جواز السفر أو الهوية الإماراتية
<p>اسم وتوقيع المشرف الأكاديمي Academic Advisor Name and Signature</p>		<p>توقيع المتدرب Intern Signature</p>
<p>ملاحظة: يتوجب على المتدرب تسليم هذه الاستمارة إلى وحدة التدريب الطلابي قبل نهاية أسبوع الحذف والإضافة Note: Intern must submit this form to Internship Unit before the end of Add/Drop week.</p>		

Appendix I. Internship Forms - Pre-Facility Orientation Evaluation by IN

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Pre-Facility Orientation Evaluation Form by Intern		استمارة تقييم المتدرب للإرشاد ما قبل الميداني	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Supervisor:		المشرف / ة:	
Session's Date:		تاريخ الجلسة:	
After the orientation session, please rate the session on a scale from (1) to (5), with (5) representing the best evaluation.		بعد جلسة الإرشاد، يرجى من المتدرب/ة تقييم الجلسة على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Provided a full explanation of the internship objectives and its link to the Program Outcomes		أوضح الإرشاد التدريبي أهداف التدريب الميداني والعلاقة بينه وبين مخرجات البرنامج	
Showed a clear relationship between the trainee's specialization and the specialization of the internship institution		أوضح الإرشاد التدريبي العالقة بين تخصص الطالب وبين تخصص ومهام مؤسسة التدريب	
Explained the duration of the internship in terms of the nature of the daily schedule and the overall number of hours and weeks		أوضح الإرشاد التدريبي مدة التدريب وتفاصيل جدول العمل اليومي وعدد الساعات والأسابيع المقررة للتدريب	
Indicated the tasks and duties of the trainee at all stages of the internship including daily and weekly reports in addition to the final report		أوضح الإرشاد التدريبي المهام والواجبات المحيطة بالمتدرب خلال فترة التدريب بما في ذلك تحرير التقارير اليومية والأسبوعية والتقرير الختامي	
Clarified the role of the Academic Supervisor and the Field Supervisor during the internship.		أوضح الإرشاد التدريبي دور وعلاقة كل من المشرف الأكاديمي والمشرف الميداني بالطالب المتدرب خلال التدريب الميداني	
Informed the trainee of the grading and assessment mechanism of the internship course including the oral presentation		أوضح الإرشاد التدريبي آلية تقييم أداء المتدرب في مساق التدريب الميداني بما في ذلك الاختبار الشفهي	
Notes: _____		ملاحظات: _____	
اسم وتوقيع المتدرب وتاريخ التقييم – Intern name, Signature, and date of evaluation			
<p>ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة قبل الأسبوع الأول من التدريب</p> <p>Note: The intern must submit this evaluation to Internship Unit before the first week of internship period</p>			

Appendix I. Internship Forms - In-Facility Orientation Evaluation by IN

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
In-Facility Orientation Evaluation Form by Intern		استمارة تقييم المتدرب للإرشاد الميداني	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Field Supervisor:		المشرف / ة الميداني:	
Academic Supervisor:		المشرف / ة الأكاديمي:	
Session's Date:		تاريخ الجلسة:	
After the orientation session, please rate the session on a scale from (1) to (5), with (5) representing the best evaluation.		بعد جلسة الإرشاد، يرجى من المتدرب/ة تقييم الجلسة على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Demonstrated that the internship institution is suitable and beneficial place for the internship.		أوضح الإرشاد أن المؤسسة تناسب مكان التدريب مع تخصص المتدرب	
Demonstrated that the internship site would provide a safe and secure internship environment with the required facilities		أوضح الإرشاد أن مكان التدريب بيئة آمنة ومهيئة بالتجهيزات المطلوبة لتقديم خدمة التدريب العملي	
Provided clear information about the duties and tasks to be assigned to the trainee		احتوى الإرشاد على معلومات كافية بخصوص المهام والواجبات الموكلة إلى المتدرب خلال فترة التدريب	
Clearly explained the role of the Field Supervisor and the working relationship with the trainee during the internship		أوضح الإرشاد دور المشرف الميداني وعالقة العمل بينه وبين المتدرب خلال فترة التدريب	
Informed the trainee about the facilities and resources of the internship institution that would value of the experience.		أوضح الإرشاد الموارد والتجهيزات المتاحة بالمؤسسة للمتدرب اكتساب وتطوير المهارات العملية لنجاح التجربة التدريبية	
Explained the criteria of the Field Supervisor's assessment of trainee at end of the internship		أوضح الإرشاد معايير وآلية تقييم المتدرب من قبل المشرف الميداني في نهاية فترة التدريب.	
Notes: _____ ملاحظات: _____			
اسم وتوقيع المتدرب وتاريخ التقييم – Intern name, Signature, and date of evaluation			
<p>ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة قبل نهاية الأسبوع الأول من التدريب</p> <p>Note: The intern must submit this evaluation to Internship Unit before the first week of internship period</p>			



Appendix I. Internship Forms - Weekly Tasks Report

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>
Weekly Tasks Report		تقرير المهام الأسبوعية
Intern Name:		اسم المتدرب / ة:
USTF ID:		الرقم الجامعي:
College / Major:		الكلية / التخصص:
Internship Site:		موقع التدريب:
Internship Period:	_____ / ___ / ____ _____ / ___ / ____	فترة التدريب:
Week number:		الأسبوع رقم:
<p>Day One: _____: اليوم الأول:</p> <hr/>		
<p>Day Two: _____: اليوم الثاني:</p> <hr/>		
<p>Day Three: _____: اليوم الثالث:</p> <hr/>		
<p>Day Four: _____: اليوم الرابع:</p> <hr/>		
<p>Day Five: _____: اليوم الخامس:</p> <hr/>		
<p>توقيع المشرف الميداني مع التاريخ وختم المؤسسة Field Supervisor Signature, Date, and Institution Stamp</p>		<p>توقيع المتدرب Intern Signature</p>
<p>ملاحظة: يتوجب على المتدرب تسليم هذا التقرير إلى المشرف الأكاديمي في ختام كل أسبوع</p> <p>Note: Intern must submit this report to the academic supervisor at the end of each internship week</p>		

Appendix I. Internship Forms - Field Supervision Evaluation Form by IN

 جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH		مركز التدريب والتعليم المستمر Training and Continuing Education Centre وحدة التدريب الطلابي Student Internship Unit	
Field Supervision Evaluation Form by Intern		استمارة تقييم المتدرب للإشراف الميداني	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Internship Site:		موقع التدريب:	
Field Supervisor:		المشرف الميداني:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please rate the Field Supervision on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المتدرب/ة تقييم الإشراف الميداني على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
The internship process within the institution's units was appropriate to my field of study at the university		عملية التدريب داخل وحدات المؤسسة كانت متناسبة لمجال دراستي بالجامعة	
I used my major's knowledge and communication skills during internship period		استخدمت المعارف الخاصة بتخصصي ومهارات الاتصال خلال فترة التدريب	
Field supervision was present throughout my time at the institution		كان الإشراف الميداني متواجدا طوال فترة تواجدي في المؤسسة	
Field supervision contributed to developing my skills		أسهم الإشراف الميداني في تطوير مهاراتي	
The Field Supervisor dealt with me professionally		تعامل معي المشرف الميداني بمهنية	
I advise my colleagues to train in this institution		أنصح زملائي بالتدريب في هذه المؤسسة	
ملاحظات: _____ _____ _____			
اسم وتوقيع المتدرب وتاريخ التقييم – Intern name, Signature, and date of evaluation			
ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب Note: The intern must submit this evaluation to Internship Unit during the last week of internship period			

Appendix I. Internship Forms - Academic Supervisor Evaluation Form by IN

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Academic Supervisor Evaluation Form by Intern		استمارة تقييم المتدرب للإشراف الأكاديمي	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Internship Site:		موقع التدريب:	
Academic Supervisor:		المشرف الأكاديمي:	
Internship Period:	_____ / ___ / ____ _____ / ___ / ____	فترة التدريب:	
During the last internship week, please rate the Academic Supervision on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المتدرب/ة تقييم الإشراف الأكاديمي على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
The academic supervisor was able to supervise my internship in person within the institution during the first week of starting the internship		تمكن المشرف الأكاديمي من الإشراف على تدريبي حضوريا داخل المؤسسة خلال أول أسبوع من بدء التدريب	
The academic supervisor followed up the progress of the internship on a weekly basis		تابع المشرف الأكاديمي تقدم عملية التدريب بشكل أسبوعي	
Academic supervisor was present at least twice a month during my internship period at the institution		كان المشرف الأكاديمي متواجدا مرتين شهريا على الأقل خلال فترة تدريبي في المؤسسة	
Academic supervision contributed to developing my skills		أسهم الإشراف الأكاديمي في تطوير مهاراتي	
The Academic Supervisor dealt professionally		تعامل المشرف الأكاديمي بمهنية	
Notes: _____ ملاحظات: _____			
Intern name, Signature, and date of evaluation – اسم وتوقيع المتدرب وتاريخ التقييم –			
<p>ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب</p> <p>Note: The intern must submit this evaluation to Internship Unit during the last week of internship period</p>			


Appendix I. Internship Forms - Internship Outcomes Evaluation Form by IN

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Internship Outcomes Evaluation Form by Intern		استمارة تقييم المتدرب لمخرجات التدريب	
Intern Name:		اسم المتدرب / ة:	
USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Internship Site:		موقع التدريب:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please rate the internship outcomes on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المتدرب/ة تقييم مخرجات التدريب التالية على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Correlate the theoretical knowledge with professional practice.		ربط المعرفة النظرية بالممارسة المهنية	
Acquire additional technical knowledge concerning the field of internship.		اكتساب معرفة فنية إضافية فيما يتعلق بمجال التدريب	
Improve oral and writing communication skills		تحسين مهارات الاتصال الشفوية والتحريرية	
Show initiative and develop self-confidence in handling the assigned tasks in real-life.		إظهار المبادرة وتطوير الثقة بالنفس في التعامل مع المهام المسندة في بيئة العمل الحقيقية	
Learn the significance of teamwork and act as a responsible member of the team working with.		التعرف على أهمية العمل الجماعي والتصرف كعضو مسؤول ف فريق العمل الذي يعمل به.	
Develop personality by learning about self-control, punctuality, professional responsibility, and time management.		تطوير الشخصية من خلال ضبط النفس والالتزام بالمواعيد والمهام والمسؤولية المهنية وإدارة الوقت.	
Being a serious learner with positive attitudes and make contribution to the ongoing jobs		الظهور بجدية كمتعلم لديه مواقف إيجابية وقادر على المساهمة في المهام الجارية بموقع التدريب	
اسم وتوقيع المتدرب وتاريخ التقييم – Intern name, Signature, and date of evaluation			
<p>ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب</p> <p>Note: The intern must submit this evaluation to Internship Unit during the last week of internship period</p>			

Appendix I. Internship Forms - Intern Evaluation Form by FS

 جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH		مركز التدريب والتعليم المستمر Training and Continuing Education Centre وحدة التدريب الطلابي Student Internship Unit	
Intern Evaluation Form by Field Supervisor		استمارة تقييم المشرف الميداني للمتدرب	
Supervisor Name:		اسم المشرف/ة:	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Internship Site:		موقع التدريب:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please evaluate the intern in each outcome out of (5)		في الأسبوع الأخير من التدريب، يرجى من المشرف/ة الميداني / ة تقييم المتدرب في كل بند من أصل (5) درجات.	
Evaluation Points	0-5	نقاط التقييم	
Correlate the theoretical knowledge with professional practice.		ربط المعرفة النظرية بالممارسة المهنية	
Acquire additional technical knowledge concerning the field of internship.		اكتساب معرفة فنية إضافية فيما يتعلق بمجال التدريب	
Improve oral and writing communication skills		تحسين مهارات الاتصال الشفوية والتحريرية	
Show initiative and develop self-confidence in handling the assigned tasks in real-life.		إظهار المبادرة وتطوير الثقة بالنفس في التعامل مع المهام المسندة في بيئة العمل الحقيقية	
Learn the significance of teamwork and act as a responsible member of the team working with.		التعرف على أهمية العمل الجماعي والتصرف كعضو مسؤول ف فريق العمل الذي يعمل به.	
Develop personality by learning about self-control, punctuality, professional responsibility, and time management.		تطوير الشخصية من خلال ضبط النفس والالتزام بالمواعيد والمهام والمسؤولية المهنية وإدارة الوقت.	
Being a serious learner with positive attitudes and make contribution to the ongoing jobs		الظهور بجدية كمتعلم لديه مواقف إيجابية وقادر على المساهمة في المهام الجارية بموقع التدريب	
Regular attendance (absence > 25% means failure in the internship course)		المواظبة على الحضور (يعتبر الغياب بنسبة تزيد عن 25% بمثابة فشل الطالب في المساق التدريبي)	
Total marks (out of 40)		إجمالي الدرجات (من 40 درجة)	
اسم وتوقيع المشرف الميداني وتاريخ التقييم – Field Supervisor name, Signature, and date of evaluation			
<p>ملاحظة: يرجى من المشرف الميداني التفضل بتسليم التقييم إلى المشرف الأكاديمي خلال أسبوع من انتهاء التدريب</p> <p>Note: The field supervisor is kindly requested to submit this evaluation to Academic Supervisor by maximum one week after the internship period</p>			


Appendix I. Internship Forms - TCEC Evaluation Form by IN

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Internship Unit Evaluation Form by Intern		استمارة تقييم المتدرب لوحدة التدريب الطلابي	
Student Name:		اسم الطالب / ة:	
Student USTF ID:		الرقم الجامعي:	
College / Major:		الكلية / التخصص:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please rate the Internship Unit on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المتدرب/ة تقييم وحدة التدريب الطلابي على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Communication with the unit was efficient		كان التواصل مع الوحدة فعالا	
The internship registration process via e-forms is simplified and accessible		عملية التسجيل في التدريب عبر الاستمارات الإلكترونية مبسطة ومتاح الوصول إليها	
The unit provided more than one internship options suitable with my specialization		وفرت الوحدة أكثر من خيار لاختيار الموقع التدريبي المناسب لتخصصي	
There was constant communication from the internship unit to follow up on the progress of the internship application		كان هناك تواصل دائم من قبل وحدة التدريب الطلابي لمتابعة تقدم طلب التدريب	
I received the evaluation forms on time from the unit		استلمت استمارات التقييم في موعدها المحدد من الوحدة	
The unit officials delt professionally		تعامل مسؤولي الوحدة بمهنية	
Notes: _____ ملاحظات: _____			

Intern name, Signature, and date of evaluation – اسم وتوقيع المتدرب وتاريخ التقييم –			

<p>ملاحظة: يتوجب على المتدرب تسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب</p> <p>Note: The intern must submit this evaluation to Internship Unit during the last week of internship period</p>			

Appendix I. Internship Forms - TCEC Evaluation Form by FS

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Internship Unit Evaluation Form by Field Supervisor		استمارة تقييم المشرف الميداني لوحدة التدريب الطلابي	
Supervisor Name:		اسم المشرف/ة:	
Internship Site:		موقع التدريب:	
College / Major:		الكلية / التخصص:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please rate the Internship Unit on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المشرف/ة الميداني / ة تقييم وحدة التدريب الطلابي على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Communication with the unit was efficient		كان التواصل مع الوحدة فعالا	
The center met the needs of the internship site immediately		قام المركز بتلبية احتياجات الموقع التدريبي بصورة آنية	
The center followed the progress of the internship on a weekly basis via telephone/electronic follow-up		كان المركز متابعا لتقدم التدريب الطلابي بصورة أسبوعية عبر المتابعة الهاتفية / الإلكترونية	
I received the evaluation forms on time from the unit		استلمت استمارات التقييم في موعدها المحدد من الوحدة	
The unit officials delt professionally		تعامل مسؤولي الوحدة بمهنية	
Notes: _____ ملاحظات: _____			

اسم وتوقيع المشرف الميداني وتاريخ التقييم – Field Supervisor name, Signature, and date of evaluation			

<p>ملاحظة: يرجى من المشرف الميداني التفضل بتسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب</p> <p>Note: The field supervisor is kindly requested to submit this evaluation to Internship Unit during the last week of internship period</p>			

Appendix I. Internship Forms - TCEC Evaluation Form by AS

 <p>جامعة العلوم والتقنية في الفجيرة UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH</p>		<p>مركز التدريب والتعليم المستمر Training and Continuing Education Centre</p> <p>وحدة التدريب الطلابي Student Internship Unit</p>	
Internship Unit Evaluation Form by Academic Supervisor		استمارة تقييم المشرف الأكاديمي لوحدة التدريب الطلابي	
Supervisor Name:		اسم المشرف/ة:	
Internship Site:		موقع التدريب:	
College / Major:		الكلية / التخصص:	
Internship Period:	_____ / ____ / ____ _____ / ____ / ____	فترة التدريب:	
During the last internship week, please rate the Internship Unit on a scale from (1) to (5), with (5) representing the best evaluation.		في الأسبوع الأخير من التدريب، يرجى من المشرف/ة الميداني / ة تقييم وحدة التدريب الطلابي على مقياس من (1) إلى (5) بحيث يمثل التقييم (5) أفضل تقييم.	
Evaluation Points	1-5	نقاط التقييم	
Communication with the unit was efficient		كان التواصل مع الوحدة فعالا	
The unit provided suitable alternatives for internship sites that meet internship requirements		وفرت الوحدة بدائل مناسبة لمواقع التدريب توافق متطلبات التدريب الميداني	
The unit was keen to follow up on the internship and solve any problems that hindered the internship.		كانت الوحدة حريصة على متابعة التدريب وحل أي مشكلات تعيق عملية التدريب	
I received the evaluation forms on time from the unit		استلمت استمارات التقييم في موعدها المحدد من الوحدة	
The unit officials delt professionally		تعامل مسؤولي الوحدة بمهنية	
<p>ملاحظات: _____</p> <p>_____</p> <p>_____</p>			
<p>اسم وتوقيع المشرف الأكاديمي وتاريخ التقييم – Academic Supervisor name, Signature, and date of evaluation</p> <p>_____</p>			
<p>ملاحظة: يرجى من المشرف الأكاديمي التفضل بتسليم التقييم إلى وحدة التدريب الطلابي في الجامعة في الأسبوع الأخير من التدريب</p> <p>Note: The Academic supervisor is kindly requested to submit this evaluation to Internship Unit during the last week of internship period</p>			



Appendix II: Actual and Credit Hours for Internship Courses

S	College	Undergraduate Program	Number of Weeks	Actual Internship Hours		Credit Hours
				Internal	External	
1	Engineering and Technology	Electrical Engineering	14 Ext. + 2 Int.	30	290	3
		Information Systems	14 Ext. + 2 Int.	40	280	3
		Information Technology	14 Ext. + 2 Int.	40	280	3
		Interior Design	16 Ext.	-	330	4
2	Business Administration	Management	16 Ext.	-	320	3
3	Humanities and Sciences	Psychology	10 Ext. + 3 int	12	240	6
		Sociology and Social Work / training 1	8 Ext.	-	60	3
		Sociology and Social Work / training 2	8 Ext.	-	80	3
		Public Relations and Advertising	6 Ext.	-	120	3
4	Dentistry	Dental Surgery-Internal Clinical training \ Forth Year	2 Int.	80	-	2
		Dental Surgery-Internal Clinical training \ Fifth Year	2 Int.	80	-	2
		Hospital dentistry	4 Ext	-	32	2
5	Law	Law	8 Ext. + 8 Int.	64	64	3
6	Pharmacy and Health Sciences	Introductory pharmacy Practice Experience (IPE): Pharmaceutical Technology training (PHC597)	16 Ext.	-	99	2
		Introductory pharmacy Practice Experience (IPPE): Community Pharmacy Training-I (PHC475)	16 Ext.	-	99	3
		Introductory pharmacy Practice Experience (IPPE): Community Pharmacy Training-II (PHC486)	16 Ext.	-	99	3
		Advanced Pharmacy Practice Experience (APPE): Critical Care (PHC5101)	16 Ext.	-	151	3
		Advanced Pharmacy Practice Experience (APPE): Infectious Disease (PHC5102)	16 Ext.	-	151	3
		Advanced Pharmacy Practice Experience (APPE): Hospital Pharmacy Training (PHC5103)	16 Ext.	-	151	3
		Advanced Pharmacy Practice Experience (APPE): Oncology & Surgery (PHC5104)	16 Ext.	-	151	3
		Advanced Pharmacy Practice Experience (APPE): Internal Medicine (PHC5105)	16 Ext.	-	151	4



Appendix III: Internship Sites

SN	Training Site	SN	Training Site
1	Government of Fujairah / Emiri Court	39	Fujairah Natural Resources Corporation
2	Fujairah Customs Department	40	Fujairah Police Headquarters
3	Fujairah Free Zone	41	Fujairah Security Zone
4	Abu Dhabi Islamic Bank (ADIB)	42	Fujairah Tourism & Antiquities Authority
5	Al Ahli General Trading LLC	43	Fujairah Charity Association
6	Social Services Department, Government of Sharjah	44	General Directorate of Residency and Foreigners Affairs / Fujairah
7	Fujairah Rehabilitation Center for Disabled	45	Al Buhaira National Insurance Company
8	Department of Economic Development, Government of Sharjah	46	Department of Seaports & Customs, Government of Sharjah
9	Al-Saa'qah Company of Electrical Works	47	Fujairah National Insurance Co.
10	Al Sharq Hospital	48	Health First [®] Pharmacies
11	AL-FUTTAIM MOTORS	49	Human Resources - Fujairah Government
12	Decortec Company	50	JULPHAR [®] Pharmaceutical Industries
13	Deloitte and Touche Company	51	Dibba Al Hisn Federal Court
14	Dibba Municipality	52	Kalba Federal Court
15	Dubai Islamic Bank-Fujairah	53	Khorfakkan Federal Court
16	Du - Emirates Integrated Telecomm. Company	54	Kalba Municipality
17	East Coast Contracting & Trading L.L.C	55	Khorfakkan Municipality
18	Ministry of Interior / E- Services & Telecom Section/ Fujairah	56	Ministry of Culture and Knowledge Development – Fujairah
19	Emirates Identity Authority	57	Ebad El Rahman For Building Contracting Co
20	Emirates Dubai National Bank	58	Ministry of Public Works / Eastern Region
21	Emirates Red Crescent/ Fujairah	59	Ministry of Education (MOE) – UAE
22	Fujairah Airport	60	Ministry of Health (MOH) - Fujairah Hospital
23	Etisalat/ Fujairah	61	First Abu Dhabi Bank (FAB)
24	Falcon Contracting Company	62	National Bank of Fujairah (nbf)
25	Federal Electricity and water Authority	63	Oryx International
26	First Gulf Bank	64	Retaj Company for Advertising
27	Fujairah National Group	65	SEMBCORP
28	Fujairah Municipality	66	Sharjah Electricity, Water and Gas Authority
29	Environment & Protected Areas Authority / Khorfakkan	67	Shaikha Maitha Bint Rashid Al Maktoum Center for Disabled – Hatta
30	Fujairah Asia Power Company	68	Sharjah City Municipality
31	Fujairah Civil Defense	69	SHARJAH CONTACT CENTRE/ Khorfakkan
32	Fujairah Culture & Media Authority	70	Sharjah Media Corporation
33	Fujairah Customs	71	Sharjah Welfare Association
34	Fujairah Educational Zone	72	Sheikh Zayed Housing Program / Fujairah Branch
35	Fujairah Fresh Water	73	Solon International LL FZE
36	Fujairah Chamber of Commerce and Industry	74	Thumbby [©] Hospitals
37	Fujairah Court House	75	Topaz Energy and Marine
38	Fujairah Media Authority	76	



Appendix IV. Internship Agreements

No.	Training Partners
1	Health First Pharmacy
2	Fujairah Police Headquarters
3	Fujairah Security Zone
4	Fujairah Chamber of Commerce & Industry
5	Al Sharq Hospital
6	Fujairah Municipality
7	Thumbay Hospital - Fujairah
8	Fujairah Culture & Media Authority
9	Government of Fujairah / Department of Human Resources
10	Ministry of Health and Prevention
11	Gulf Pharmaceutical Industries JULPHAR
12	Ministry of Justice
13	Fujairah Science Club
14	Fujairah Research Center
15	Human Restart - European Board of Science and Development
16	Federal Authority For Identity, Citizenship, Customs & Port Security.
17	Emirati Entrepreneurs Association
18	Fujairah Government Finance Department

Appendix V. Internship Policy

Policy Name	Internship Policy		
Policy Owner	Vice Chancellor for Academic Affairs	Reviewed	Annually
Approved By	Council for Academic Affairs	Approval Date	

Policy Statement

This document sets out the university’s policy related to field training in public and private institutions. The Training and Continuing Education Center (TCEC) seeks to support the strategic vision of the University by bridging the gap between the academic realm, community, and employment market. The TCEC strives to achieve this aim through student training and suggests training courses to some of the outside community institutions. In doing so the TCEC applies scientific criteria in the performance assessment and makes suitable decisions that ensure the quality of training output.

Policy Purpose

Among many others, students’ internship aims to teaching students how apply their analytical, integrative, team skills in the workplace, networking opportunities with people from industry and organizations, calibrating post-degree career plans based on real-life work exposure, and offering students the opportunity for Pre-placement offers where feasible or appropriate.



Definitions

For purposes of this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

- Internship: Field training
- Intern student: who will register in the Internship course.
- Academic supervisor: who will supervise a group of students receiving internships.
- Field supervisor: who will supervise and guide a group of intern students within a training institution.
- Training institution: any external community institution (private company, bank, public organization or Authority, or local government entity) that promotes an effective training environment for intern students, and appropriate work experiences that are suitable to their specialization and gives job description in addition to relevant assignments that meet the training objectives.
- Training and Continuing Education Center (TCEC): The Center of Training and Continuing Education (CTCE) seeks to support USTF's strategic vision by bridging the gap between the academic realm, the community, and the employment market. It strives to achieve this aim through student training and suggests training courses to some of the outside community institutions. In doing so the center applies scientific criteria in the performance assessment and makes suitable decisions that ensure the quality of training output.

Policy Content and Guidelines

- A. Training and Continuing Education Center: Through the TCEC, USTF ensures that:
- Institutions/potential employers are screened for their suitability for external training of USTF students.
 - The screening is based on the appropriateness of the institutions for students, and good work experience.
 - Agreements will be signed between the TCEC and institutions. The agreement must cover the following:
 - The institution offering training will give a job description and suitable assignments to the student to meet the learning objectives.
 - The USTF Center of Training and Continuing Education (TCEC) will inform the institutions of the name of the college advisor, and the assessment methods of the internship.
 - The TCEC gives the internship manual to the site supervisor who is assigned by the institutions to supervise the student.
 - The TCEC ensures that the site supervisor is aware of his/her responsibilities, which are defined in the internship manual of the college in which the student is enrolled.



B. Duties of the College

- The Dean of the college is responsible for the appropriateness of the training sites.
- The Head of the department is responsible for the quality of the supervision, schedule of oral presentations and appropriateness of the placement sites as far as the learning outcomes are concerned.
- The Head of the department prepares the list of students which will register in the internship well before the start of the internship.
- The Head of the department divides the students into specified groups considering the location of the companies at which the students will do their internship.
- The Head of the department assigns an internal supervisor to each group of students.
- The internal supervisor, who will supervise a group of students, will:
 - Give an orientation session of 2 hours to the students before the start of the internship.
 - Receive the weekly reports of the students signed and commented on by the site supervisor.
 - Arrange meetings with the students on a regular basis, at least once every 2 weeks for guidance to improve students' performance, and to discuss difficulties encountered by students.
 - Raise difficulties encountered by students to the Head of the department and the Manager of the TCEC.
 - Guide students on who to write the final report, and the content of their oral presentation.
 - Ensure that each student will submit his/her final report on time.
 - Ensure that each of his/her students are informed on the schedule of the oral presentation to be defended in front of a Jury.

C. Incentive for Faculty who secure placement sites in new reputable institutions: The Dean of the college and the Manager of the TCEC could recommend a bonus of up to 3000 AED to the Faculty member who arranges for five internships in reputable placement sites.

D. Schedule of oral presentations: The Departments will schedule the oral presentations on Thursdays so that interested 2nd and 3rd year students can attend the oral presentations.

E. Grading of the internship

- Field supervisor: 40 marks
- Academic supervisor: 20 Marks
- Jury: 40 marks:
 - 20 marks are devoted for the report
 - 20 marks for the oral presentation

F. Submission of the Grades

- The student, without or with the help of his academic advisor, registers for the training course on the eMADA system.



- At the end of the semester, the USTF internal training supervisor collects the course grades from the site supervisor, himself, and the jury. Then, he enters the student’s grade, and sends a copy of the TCEC for records.
- The training grade sheet must be signed by the internal supervisor, the Head of department, the Dean of the college, and the Manager of the TCEC.

G. Assessment of the effectiveness of the Internship

- The members of the Jury will fill up a questionnaire that focuses on the learning outcomes, quality of the training site, and that of the site supervision.
- The Head of department will analyse the feedback expressed in the questionnaire.

H. Duties of the students (student job description): During the practical training it is required from the student to:

- Understand and appreciate the objectives of the internship to get the maximum benefit from the training sessions.
- Correlate the theoretical knowledge with professional practice.
- Acquire additional technical knowledge concerning the field of training.
- Improve his/her communication skills, both oral and in writing.
- Show initiative and develop self-confidence in handling the assigned tasks in real-life.
- Learn the significance of teamwork and act as a responsible member of the team working with you.
- Develop his/her personality by learning about self-control, punctuality, professional responsibility, and time management.
- Demonstrate at the training site that USTF students are serious learners with positive attitudes and can make contributions to the ongoing jobs at the training sites.

The evaluation of the student’s training will be based on how well s/he achieved these duties.

Related Policies

- Completion of Courses of Practical Nature Policy
- New Academic Program Policy
- Undergraduate Completion Requirements Policy
- Graduate Completion Requirements Policy

Document History

Version	Date	Update Information	Owner	Reviewer	Approval
V 1.0	27/03/2019	Approval as a New Policy	VCAA	CFAA	BOT
V 2.0	08/02/2021	Approval of the Updated Policy	VCAA	CFAA	BOT
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Approvals	
Approval Body	Date
Board of Trustees	4 October 2022
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