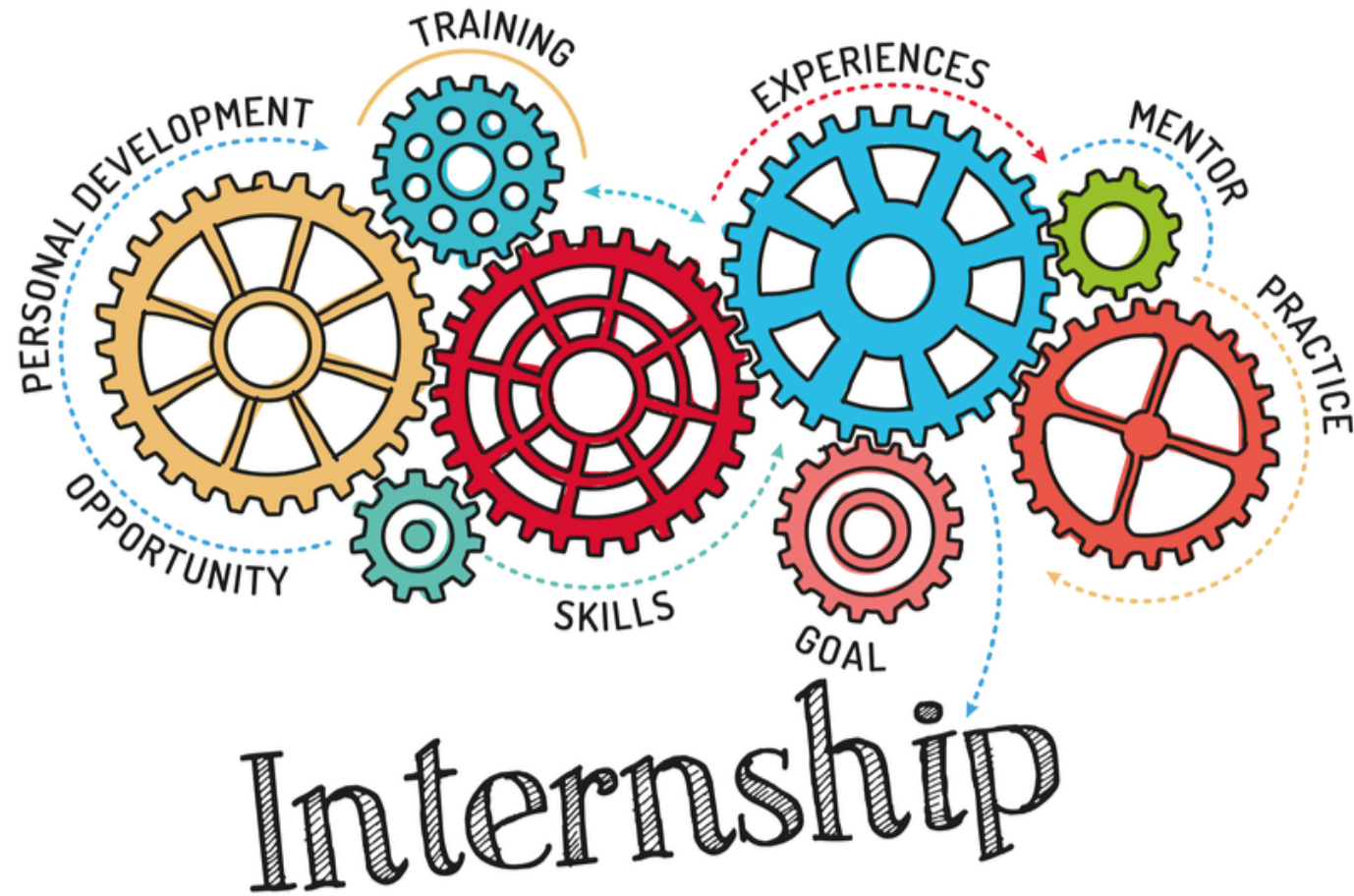




Internship Program Syllabus

Prepared by:
Prof. Dr. Bayan Salim
Rasha Alkabbanie

Student's obligation (Procedure)

Step 1

The Academic Department conducts an **orientation** session prior to the start of the internship Program.



Step 2

The student looks for an internship opportunity. The student gets the “Internship Application Form” from his/her Department Internship Supervisor.

The student obtains the Host Organization Approval on the “Internship Application Form”, then s/he submits it to his/her Department Internship Supervisor.

		Internship Program – Application Form		Doc No: TIU.IP.FR.002
				Version: 00
				Issue date: 27/03/2022

Student ID:		PHOTO
Full name:		
Student Citizenship ID No:		
Student Telephone No:		

Related information about the workplace:

Company / Firm name:	
*Website:	
Full name of the workplace supervisor	
*Email of the workplace supervisor:	
*Mob Number of the workplace supervisor	
Company / Firm Address:	
Basic field of work:	

☐ information about the Internship Position is provided in the attached “Internship Job Description”

Trainee’s Starting Date	Trainee’s Finishing Date	Number of weeks	Number of days per a week	Number of hours per a day

Company/Firm Authority:	
Name /Surname:	Signature:
Date:	

The workplace is approved for the internship.	
Instructor Full name:	Signature:
Date:	

The student obtain the “Internship Job Description” from the Host Organization (either a ready one or by filling the “Template of Job Description”. The Student attaches the description to the application form.

	Internship Program – Job Description Template	Doc No: TIU.IP.FR.001
		Version: 00
		Issue date: 27/03/2022

Company name:	
Intern job title:	
Brief overview of the company:	
Internship description:	
Educational requirements:	
Skills desired:	
Time period:	
Work schedule: (Minimum number of hours or days per week):	
Position is paid / unpaid:	
Subordinate to:	
Duties and Responsibilities:	• • • • • •

Company/Firm Authority:	
Name /Surname:	Signature:
Date:	

Step 4

The Department Internship Supervisor **approves** the submitted “Internship Application Form”.

The student **attends** the Internship Program.



TIU		Internship Program – Application Form		Doc No: TIU.IP.FR.002
				Version: 00
				Issue date: 27/03/2022

Student ID:		PHOTO
Full name:		
Student Citizenship ID No:		
Student Telephone No:		

Related information about the workplace:

Company / Firm name:	
*Website:	
Full name of the workplace supervisor	
*Email of the workplace supervisor:	
*Mob Number of the workplace supervisor	
Company / Firm Address:	
Basic field of work:	

☐ information about the Internship Position is provided in the attached “Internship Job Description”

Trainee’s Starting Date	Trainee’s Finishing Date	Number of weeks	Number of days per a week	Number of

Company/Firm Authority:
Name /Surname:
Date:

The workplace is approved for the internship.
Instructor Full name:
Date:
Signature:

APPROVED

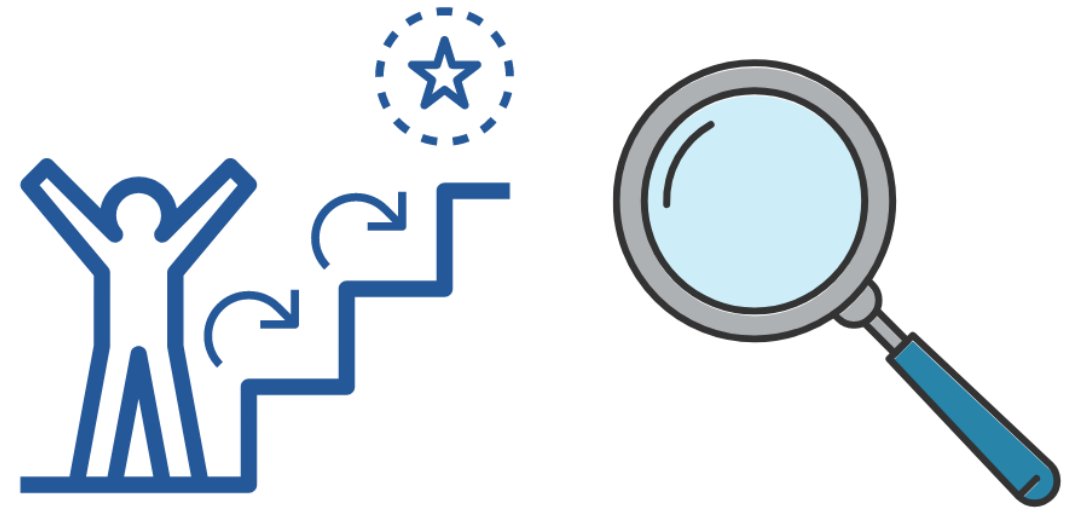
Step 5

The student must submit **administrative log** that proves the hours the student has worked.

[illegible]

Step 6

The Department Internship Supervisor **schedules several contact points** with the student during the internship to monitor progress of the internship, student's progress in reaching the learning objectives and to assure completion of all assignments.



Step 7

The student delivers the “Internship Evaluation Form” to the Host Organization.

Internship Program – Final Evaluation		Doc No: TIU.IP.FR.003 Version: 00 Issue date: 27/03/2022
Student ID:		Student's Photo:
Full name:		
Name of the company/institution		
Representative Full name:		
Company/institution telephone #		
Company/institution address		
Number of Hours Worked this Week:		
Working dates	from: to:	

Using the rating scale, evaluate the following characteristics for the above named student.

Evaluation Scale: 1 (poor) – 5 (excellent)

	Score (Circle one)
Student clearly understands assignments	1 2 3 4 5
Student is cooperative and helpful	1 2 3 4 5
Student possesses skills commensurate with academic degree	1 2 3 4 5
Student completes tasks on or before due date	1 2 3 4 5
Student displays an increased skill level in all functions and areas	1 2 3 4 5
Student displays ability to lead and direct	1 2 3 4 5
Student gains and holds respect and confidence of participants	1 2 3 4 5
Student demonstrates initiative in developing and conducting a program	1 2 3 4 5
Student displays an basic knowledge and understanding of subject matter	1 2 3 4 5
Student has displays growth in knowledge and understanding of subject matter	1 2 3 4 5
Student accepts assignments willingly	1 2 3 4 5
Student attends professional meetings	1 2 3 4 5
Student understands, follows, and upholds agency rules and regulations	1 2 3 4 5
Student accepts suggestions and criticism willingly	1 2 3 4 5

Intern's strong points:

Intern's weak points:

In what ways can this intern improve him/herself?

How can we improve the education and training of our students for jobs in your industry?

Additional comments/recommendations:

Host Organization Supervisor's signature

Date

Student Signature

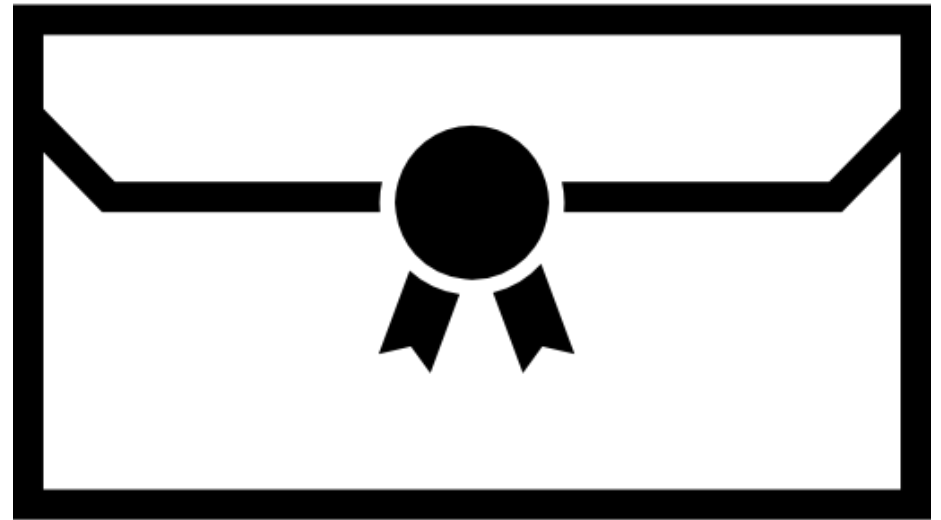
Date

Step 8

The Host Organization Supervisor **fills out** the evaluation form and submits it directly to TIU Department. If it was sent with the trainee, it should be put inside a closed, signed, and **sealed envelope**.

The Department Internship **Supervisor approves** the submitted Evaluation Form.

APPROVED



Step 8

The student prepares the “Internship Final Report” of min 4 pages and max of 6 pages according to the ISO form.



Internship Final Report

A report

Submitted to the Department of - Tishk
International University, in Partial Fulfillment of the
Requirements for the Internship Program Course

By

Student Name, 18 pt.

Department Name

Supervised by

Academic Rank Supervisor Name

Erbil, KURDISTAN

September 2023

Content of the report

Description of the Organization: *A detailed overview of the organization, its history, mission, vision, organizational structure, products or services, target customers (audience), and any other relevant information*

Internship Objectives: *A clear statement of the objectives you set at the beginning of your internship. Explain what you aimed to achieve and how these objectives related to your educational or career goals.*

Scope of Work: *A description of the specific tasks and responsibilities you were assigned during your internship. Include information about the projects you worked on, the methodologies used, and the tools or technologies utilized.*

Work Accomplishments: *A detailed account of the work you completed during your internship. Highlight significant achievements, challenges faced, and how you overcame them. Provide specific examples to illustrate your contributions and impact.*

Learning and Development: *Reflect on the skills, knowledge, and experiences gained during the internship. Discuss the training or learning opportunities provided, the feedback received, and how the internship contributed to your personal and professional growth.*

Appendices: *Include any supporting documents, such as project reports, findings, data analysis, photographs, or additional information that enhances the understanding of your internship experience.*

COURSE EVALUATION CRITERIA

Method

Workplace supervisor evaluation of performance

Term Paper

Final Exam

Quantity

1

1

Percentage (%)

60

40

Total

100

ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD

Activities	Quantity	Duration (Hour)	Total Work Load
Course Duration	6 weeks	30 hours	90
Hours for Term Paper	1	6	6
Other			
Total Workload			96
ECTS Credit (Total workload/25)			4

