

Internship Program:

To further improve the relationship between our students and the industry, the University established an internship program that is compulsory for every bachelor's degree student in the university. This program helps the students to gain hands-on experience with market and service providers. The following points describe the general process of holding and administering the internship programs at TIU.

Internship Program Process at TIU

1. The Academic Department conducts an orientation session prior to the start of the internship Program.
2. The student looks for an internship opportunity
3. The student finds an internship opportunity
4. The student gets the "Internship Application Form" from his/her Department Internship Supervisor. The student and the supervisor should define the "Learning Objectives" of the particular Internship experience.
5. The student obtains the Host Organization Approval on the "Internship Application Form", then s/he submits it to his/her Department Internship Supervisor.
6. The student obtains 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.
7. The Department Internship Supervisor approves the submitted "Internship Application Form".
8. The student attends the Internship Program.
9. The student must submit administrative log that proves the hours the student has worked.
10. 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.
11. The student delivers the "Internship Evaluation Form" to the Host Organization.

12. 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 sealed, signed, and stamped envelope.
13. The Department Internship Supervisor approves the submitted Evaluation Form.
14. The student prepares the "Internship Final Report" of min 4 pages and max of 6 pages according to the ISO form.
15. After completion, the materials shall be forwarded to the head of department for approval and to forward it to departmental committees for grading.