

Internship Policy

Purpose

An internship is a pre-professional, educational experience, where students have an opportunity to enhance their theoretical knowledge by applying it in practice. The main goal of an internship is for students to gain practical skills related to their specializations in a real-world work setting. In its entirety, internship is an effective way for students to prepare for their future careers. Generally, the internship should involve a minimum of four weeks of full time work (160 working hours in total). It corresponds to 3 cr. course. If the Internship work is conducted in a part-time manner, this minimum total working hour requirement still applies. All degree-seeking undergraduate students must complete an internship in order to graduate.

Practical internship is more goal-oriented. At this time, students are already familiar with the life of a professional and they expect to gain concrete practical skills in their particular field. The purpose of this internship is for students to reinforce their theoretical knowledge and to obtain deepened practical skills related to their specializations. They also learn in greater detail about organizational structure and corporate culture.

Expectations

An internship is a multi-dimensional experience and students should expect to benefit in several ways. During their internships, they will have a chance to:

1. Apply their knowledge from the classroom in an actual work setting,
2. Gain practical skills and learn where further improvements are needed,
3. Meet and network with potential future employers,
4. Develop an understanding of an organization and its mechanisms,
5. Acquire relevant experience essential for their future careers,
6. Learn important professional skills that are valuable in any field such as
 - interview;
 - data gathering, data guide;
 - survey;
 - write summary, text analysis;
 - presentation – oral and written;
 - prepare minutes;
 - briefing paper/ memo;
 - conference/ workshop organization;
 - drafting abilities;
 - translation work in different languages;
 - intercultural communication skills;
 - critical thinking skills

Note: Internships are first and foremost educational experiences, and as such, they should not comprise regular clerical duties, such as making copies and fetching coffee.

As representatives of the American University, students are expected to conduct themselves in accordance with the values of AUCA. At the internship site students have to perform their responsibilities in a professional and dutiful manner.

Reporting an internship

It is the student's responsibility to find an internship. Students may consult their departmental advisors or the University's Advising and Career Services office if they require guidance in their search. However, the University cannot guarantee positions, and ultimately, students need to ensure their own placement.

Declaration of Internship

An internship site must be approved by the departmental supervisor. For this purpose, students need to fill out a *Declaration of Internship* form (see attachment 1). They should meet with the advisor and briefly describe the organization where they would like to intern and their anticipated duties. Once a chosen site is approved, students may undertake the internship. While working in the organization, students must fill out relevant documents that are required by their home departments.

Evaluation Form

At the conclusion of an internship, students need to ask their organization supervisor for an *Evaluation* form (see attachment 2). Having completed the form, the on-site supervisor should send it directly to the departmental supervisor. Organization supervisor will provide a *recommendation letter* in addition to the evaluation form.

Final Report

After completing the internship, students must submit a report in accordance with departmental guidelines. If a student's internship generated a product, such as a journal article or a software program, then the student needs to demonstrate this product during the oral presentation. Finally, students need to write a reflective essay addressing four issues—skills gained during the internship, possibilities for further growth, things that were not accomplished, and overall evaluation.

Attachment 2

Student Evaluation

Student's Name _____

Supervisor's Name and Position _____

Organization's Name _____

Instructions: Please fill out this brief form about the student's performance and submit it to _____ (departmental supervisor's name) by e-mail at _____ (departmental supervisor's e-mail). We appreciate your honest input and cooperation with our University!

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please assess the level of responsibility demonstrated by the student?

Not responsible	_____	_____	_____	_____	_____	Very responsible
	1	2	3	4	5	

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please rate the level of professionalism demonstrated by the student.

Not professional	_____	_____	_____	_____	_____	Very professional
	1	2	3	4	5	

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please indicate how punctual was the student during the internship.

Not punctual	_____	_____	_____	_____	_____	Always punctual
	1	2	3	4	5	

Final Report

After completing the internship, students must submit a **report** in accordance with departmental guidelines. If a student's internship generated a product, such as a journal article or a software program, then the student needs to demonstrate this product during the oral presentation. Finally, students need to write a **reflective essay** addressing four issues—skills gained during the internship, possibilities for further growth, things that were not accomplished, and overall evaluation.

Note: To ensure that students approach their internship experiences seriously, a letter grade be given for their work. This evaluation will be conducted by the department supervisor who will take into consideration evaluation from the on-site supervisor, student's final report and reflective essay. Some departments already successfully engage in this practice, and we can implement it across the board.

Internal guidelines for supervisors

Internships are an integral part of the educational experience as they provide valuable practical skills that enhance the theoretical foundation. Students need to understand the importance of internships, and in order to achieve this, each department should hold pre-internship orientations. During this orientation, the department supervisors will introduce the purpose, expectations, and requirements of the internship, as well as the format of all final reports.

A department faculty member supervises student internships. The role of the supervisor is that of a guide, and the following duties fall under his or her responsibility:

1. Approving the internship site,
2. Answering students' questions regarding the logistics of internships,
3. Consulting students who are taking a research internship,
4. Contacting the internship sites and maintaining communication with the organizations' supervisors,
5. Overseeing students' work progress,
6. Evaluating students' final reports and listening to their presentations.