



United
A r a b
Emirates
University

Internship & Work Integrated Learning

iWIL

Student Internship Handbook

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«The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn».

Alvin Toffler



Welcome to Internship at UAEU

On your way towards graduation, your internship will provide you with the opportunity to explore your future career. It will help you confirm your career choices and discover what professionals in your major do on a daily basis. You will also discover where your talents lie.

The internship will also help you in establishing an important connection between theory and application, academic environment and real-world practice. When you see a concept in action, it will make more sense when you study it in the classroom. In addition, internship will give you the chance to practice what you have studied.

During the internship period, you will gain several employability skills. As a professional employee, you will improve your communication, ability to work on teams, critical thinking, and decision making skills. Moreover, you will learn about the ethics and disciplines at the work place.

The key benefit of the internship experience is offering you the ability to connect with professionals (networking) in your field of study. This will be among your invaluable assets as you move towards graduation and establishing your career.

*«Develop a passion for learning. If you do, you'll never cease to grow.»
Anthony J. D'Angelo*



Ten internship benefits

If you are reading this handbook, it's most likely because you're going to make the first step towards your real life professional experience. Therefore, you should know what this internship program can do for you and your career.

The major ten benefits of the internship experience are summarized as follows:

- 1. Gain Work Experience**
and enhance resume while receiving college credit
- 2. Career Exploration**
and to sample the "world of work"
- 3. Develop Work Skills**
interpersonal and technological strengths
- 4. Application**
of classroom knowledge and theory
- 5. Establish Your Identity**
in your chosen career track
- 6. Develop Self-Confidence**
and professionalism
- 7. Gain an Edge**
in today's rapidly changing job market
- 8. Acquire Knowledge**
of professional demands in your career track
- 9. Networking**
Establish Professional Contacts and referrals in the business field
- 10. Construct Building Blocks**
For future graduate studies and scholarships

In short, your internship provides the key to a more meaningful education and a brighter future.



Chart of Sequence of Activities

The following chart summarizes the necessary steps you should complete in order for you to start your internship experience:



Before you begin your internship, you must apply to and be accepted into the internship course, as well as attend the mandatory workshops.

“He who would climb the ladder must begin at the bottom.” English Proverb

①nternship Outcomes

The internship helps you to establish the important connection between theory and application, academic environment and real-world practice. At the end of your internship experience, you will realize the scope of internship outcomes as follows:

Academic developments

- Ability to integrate classroom theory with workplace practice
- Clarity about academic goals
- Academic motivation
- Technical knowledge through use of state-of-the-art equipment

Professional developments

- Understanding of workplace culture
- Workplace competencies
- New or advanced skills
- Career management
- Professional network
- After-graduation employment opportunities

Personal developments

- Maturity
- Determination of strengths & weaknesses
- Enhancement of interpersonal skills
- Productive and responsible citizenship skills
- Lifelong learning skills



Eligibility and Academic Requirements

“Participation in the internship program has proven to be one of the best experiences I went through while at UAEU. My introduction into the corporate world made me into a stronger leader and a wiser individual.”

CBE Accounting Intern

The colleges at UAE University have different internship requirements and pre-requisites. You should contact your academic advisor regarding specific college requirements to be able to register for the internship course. Also you may refer to your college specific rules and regulations regarding minimum credit hours requirements and other details.

Once the academic advisor’s approval is obtained, you must register on the appropriate date through the Banner system for corresponding internship course, and the mandatory workshops. You should keep in mind that the pre-placement workshops attendance is compulsory to confirm internship registration.

Understand that you are required to be a full-time student, earn at least a 2.0 GPA, and not fail any courses during the semester prior to your internship term.

Pre-Placement Workshops

As you are about to start a different educational experience, the preparation element is perhaps the single most important factor for a successful internship. At UAEU the successful completion of pre-placement workshops are required to confirm internship registration.

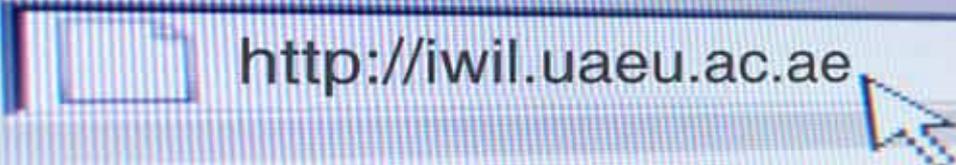
The **first workshop** will prepare you to identify and develop your career objectives and to assess your qualifications with respect to the required career skills. This workshop is intended to take you through the stages necessary to present educational and career information as effectively as possible through a résumé or curriculum vita (CV).

The **second workshop** will enhance your commitment to the prospective employer and the career choice you seek. Through this workshop you will be trained to market your qualifications for different career opportunities and to develop the communication, behavioral, and professional skills needed for job interviews.

The **third workshop** will provide you with a basic understanding of work ethics and employer expectations.

After attending the first workshop, you should submit your internship application file through the iWIL online system. The application file will contain the following items:

- The online iWIL application form
- The online resume
- The iWIL MOLA agreement form
- Updated transcript
- Scanned passport copy



http://iwil.uaeu.ac.ae

iWIL Online System

"Can I pass my internship assignment without using the iWIL Online System?"

The iWIL Online System is a web based information system that organizes all operations related to internship. It covers all functions and procedures performed by the three stakeholders: student, college and employer.

You will be using the iWIL online system from the moment you register for your internship course up to the end of your internship assignment. Automated internship operations encompass CV writing, job placement, keeping in contact while at site, monitoring and evaluation.

You will be trained on how to login and fill you application form and resume into the iWIL online system. Step by step instructions will be given to you during workshop I. The iWIL online system plays an essential role in the integration of the internship process between the three stakeholders: Faculty, Employer, and Student.

The College Administrator will audit and approve all your internship documents and post them to the selected employers. At the work site, the Faculty Advisor will follow up your progress automatically through the online system and evaluate your weekly progress reports. Moreover, during your assignment, a Faculty Visitor will visit you at the work site and assess your performance through the iWIL Online system.

A successful internship requires a cooperative employer to perform careful supervision and evaluation of internship students. Therefore, the employer's satisfaction of your job performance is essential for you in order to pass the internship course. The iWIL online system allows employers to login and create their own profiles and post internship jobs available at their organizations forming the internship job bank. Furthermore, the employer will receive the candidate's internship file, review it, call for an interview if needed, and then approve the student placement.

The iWIL online system is fully integrated with the Banner database. Therefore, some data will be retrieved from Banner to minimize your data entry and ensure data integrity. Your final grade is an accumulated grade; that is; weekly progress report, employer evaluation, visiting faculty report and final exam. The iWIL online system will maintain the evaluation records of your weekly reports and visiting advisor reports and post them into your grade database. Refer to the iWIL Online System User Manual for more details.



**Selecting
an
Internship
Provider**

“Choose a job you love, and you will never have to work a day in your life.” Asian Proverb

Internship Job Bank:

The internship Job Bank is a central database that houses all job entries offered by employers. Every job entry includes basic information about the organization along with its website and contact address, requested majors with required skills, and the corresponding job description. You may search the internship job bank which is available at the iWIL online system. You will have access only to jobs that are requesting your major.

How to choose an internship job?

How do you decide if the position and the organization are right for you? Consult with your parents, academic advisor, and past interns on selecting suitable internship job.

Here are some questions you can ask yourself to help you in your decision-making process:

Assess the position:

- How do the position and the job description fit with your long and short-term career goals?
- How can the position prepare you for future opportunities?
- What career track do employees in this position usually follow?
- What are your specific job responsibilities or how will you fit the employer's needs?

Assess the organization:

- Is the job location near your hometown (remember that UAEU does not offer accommodation for internship students)? Does the employer offer a housing allowance or accommodation?
- What is the organization's culture (governmental vs. private)?
- Would you be working in a strong division or with a strong team?
- Is the organization growing or downsizing?
- How does the employer treat and train its interns (Ask previous interns)?
- What has been the employer's internship rate of retention and after-graduation hiring rate?
- Can you see yourself working in this organization?



Chapter: 5

*“Shoot for the
moon. Even
if you miss,
you will land
amongst the
stars.”*

Jill McLemore

Writing an Effective Resume

Among the most important steps in your internship is preparing an effective resume.

A resume is an essential and expected part of virtually any job search. It is something that you will modify throughout your internship and beyond. Your resume often forms the first impression – and if poorly written, the last impression – on an employer. What distinguishes your resume from others is identifying a clear objective for your future career. A resume is a compelling summary of your education, work experiences, and job competencies. It should provide an overview of your skills and summarize your experience and education related to the job you are seeking. Think of your resume as an advertisement or marketing tool that can assist you in capturing the employer’s interest.

The first workshop is structured to guide you through all the steps to prepare an effective resume. The support of the @WIL online system and the pre-placement workshop I, can make writing a resume a pleasant experience. The next section presents the key parts of writing a comprehensive resume.

Key parts of a Resume

Heading - Contact Information

This section should contain your name, address, phone numbers (home, mobile), UAEU e-mail address, and personal home page (if it represents you positively).

Career Objectives

Having a well-stated goal or objective gives the employer clarity and some indication of what you are trying to accomplish in your career. An objective is a brief, concise statement of your career goals and interests. It describes the kind of job opportunity you are looking for.

Examples

- An internship position that will enable me to bridge my academic knowledge with the real-world experience.
- To learn more about the work practice in the field of xxxx, to enhance my capabilities in working with groups, to understand more of the work ethics, responsibilities, and expectations.

Education

Include name of College, major and degree expected, anticipated graduation date, enrollment dates, credit hours finished and GPA. If you attended more than one college, list the most recent one first.

Courses

List the courses relevant to your major and the internship. State clearly the name of the courses; do not use abbreviations.

Experience

Include all previous job experience (full time, part time, volunteer, or even experiences in classroom). In writing this section, list the name of the company, the job title, and the dates of your experience. Describe your job responsibilities in action verbs (such as trained, planned, designed, supervised, increased, represented, etc). Provide the reader with a scope of your responsibilities and job-related accomplishments. Highlight any problems you have solved and any special projects you have been involved in.

Skills

The skills could be computer skills, communication skills,

technical skills, foreign language, organizational skills, etc.

Honors and Awards

List honors, awards and scholarships that make you a distinguished individual.

Examples

- Distinguished Student of the Year 2002.
- Placed 2nd in the Qur'an Memorizing competition.

References

List the names, addresses, and contact information for two references whom you think are aware of your academic background or previous work experience (include your academic advisor). Make sure that you inform your references before using their names.

Writing Tips and Guidelines

- Write in a consistent style (keep date formats and tenses consistent throughout the resume.)
- Stay with action verbs and avoid using "I."
- Edit and proofread for typographical, spelling, and grammatical errors. Have someone else review and proofread your resume.
- Do not use abbreviations or acronyms; spell out words /organization names.
- Present only positive and relevant information. Do not include health, height, weight, or other unnecessary personal information.
- Follow resume writing instructions given to you during workshop I.

Chapter: 6

How to Represent Yourself: Interview Skills

Would you consider taking an exam without preparing in advance? Of course not!

Interviewing is a critical step you will undergo in any future job search. It is important to learn about and be prepared for interviews. Such preparation will help you gain an edge over other candidates competing with you for the same position. However, for UAEU placements, not all employers require an interview.

For interviewers, the “right match” means they have identified individuals capable of performing and meeting the immediate challenges. More importantly, they hope individuals have the potential to be future resources and assets to the organization.

You are being interviewed to determine whether you have the qualifications necessary to do the job and whether a mutually rewarding professional relationship can be formed. Similarly, you must determine whether you can be successful in the available position and whether the company will give you the opportunity for growth and development. Present yourself in the best possible way. However, be yourself; everyone has the same goal - the “right match.”

Your skills are your stronger selling points. It is not as effective to state that you are skilled at something as it is to give an example of how you are skilled at something. Use descriptive action verbs and include the outcome. Be prepared to talk about the following skills:

- Technical
- Organizational
- Communication
- Interpersonal
- Research
- Leadership
- Teamwork
- Problem Solving

This section provides you with general tips that are applicable to all students regardless of their academic background.

Interview Tips

Look Sharp

Before the interview, select your outfit. Even if the company has a casual environment, you don't want to look like you slept in your clothes. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

Be on Time

Never arrive late to an interview. Allow extra time to arrive early to the interview location, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

Know About the Company

Learn about the company before the interview and search as much as possible about its services, products, customers and competition. This will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it does, the better chance you have of selling yourself.

Be Prepared

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

Show Enthusiasm

Plenty of eye contact demonstrates confidence. Speak with a confident voice, even though you may feel shaky.

Listen

One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

Answer the Questions Asked

Candidates often don't think about whether or

not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

Give Specific Examples

One specific example of your background is worth a lot. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

Ask Questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

Follow up

Whether it's through email or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You don't want to miss this last chance to market yourself.

"The important thing is never to stop questioning."

Albert Einstein

Tips on Answering Most Common Behavioral Interview Questions

What Are Your Weaknesses?

This is the most important question of all. Handle it by minimizing your weakness and emphasizing your strengths. Stay away from



personal qualities and concentrate on professional skills: "I am always working on improving my communication skills to be a more effective presenter. I recently joined XXXX, which I find very helpful."

Why Should We Hire You?

Summarize your experiences: "With background in the xxxxxxxx and my records and certificate, I am sure I could contribute to your company and add to your team."

Why Do You Want to Work Here?

The interviewer is listening for an answer that indicates you've given this some thought and are not sending out resumes just because there is an opening. For example, "I've selected key companies whose mission statements are in line with my values and career objectives."

What Are Your Goals?

Sometimes it's best to talk about short-term and intermediate goals rather than locking yourself into the distant future. For example, "My immediate goal is to get a job in a XXXX company that has a good reputation, and where the work environment would enable me to illustrate my capabilities. I hope to eventually grow into a position of responsibility."

What Makes You Most Satisfied in Your Job?

The interviewer wants to know what motivates you. If you can relate an example of a job or project when you were excited, the interviewer will get an idea of your preferences. "I was very satisfied in my graduation project in xxxx, because I worked directly on solving problems that relate to xxxx (describe your project). I guess working on the same line would make me quite excited. "

What Can You Do for Us that Other Candidates Can't?

What makes you unique? This will take an assessment of your experiences, skills and traits. Summarize concisely: "I have a unique combination of strong technical skills, and the ability to build strong relationships and connections. This allows me to use my knowledge and fit within your working team."

Interview Questions

Questions You Might be Asked

- Why did you choose to apply for our company?
- What do you know about our company?
- Tell me about yourself.

- What are your strengths?
- What are your weaknesses?
- Can you give an example of a time you worked on a team to complete a project?
- What do you know about the position you are applying for?
- Why did you choose your major?
- How would you describe your ideal job?
- What criteria you use to evaluate the company for which you will work?
- What are your short-term goals?
- What are your long-term goals?
- Tell us more about your experience?
- Why should we hire you?

Questions You May Ask

- What is the exact title of the position?
- What are the specific duties?
- What kind of assignments would I have in the first year?
- What kind of training programs do you have?
- How long does the training last?
- What qualities do you look for?
- What are your expectations?
- How much travel is normally expected?
- How frequently do you relocate your employees?
- What are the short- and long-term plans of your company?
- When shall I expect to hear from you?



Chapter: 7



Work Ethics



To know about the work ethics ask yourself the following three questions:

- Is this legal?
- Is this against company policy?
- Can I sleep at night if I do it?

No matter who you are or where you are within your organization, you must build credibility and keep away of all that might destroy it. Consider this your number one priority throughout your career, and promise yourself you will never get caught in a situation that forces you to compromise your credibility.

Five Be's  to Enhance Your Credibility

And Five Mistakes  to damage it!



Be Enthusiastic:

Enthusiasm is contagious, and so is the lack of it. No matter what the job is, complete it with a sense of urgency.



Withholding Information

Good leaders and team members do not keep information from others. When you withhold information, it is perceived as being controlling at best, lying at worst.



Be flexible

You can't survive in business today while resisting change. Show you can handle change by volunteering for a new project or by helping others with change.



Trying to Get People to Like You Rather Than Respect You

Typically, a person who is trying to be liked rather than respected is perceived as insincere and non-credible. These people run into meetings all smiles and try to shake hands with everyone, but they are not the least bit interested in anyone and are only interested in their own agendas.



Be creative

What process can be improved? How can you make things easier for customers? Use your creativity to continuously improve processes, and you will stand out.



Failing to Keep Up with Your Field of Expertise

No matter what field you're in, there are almost always changes. If you don't stay ahead of the advances, others will see you as a weak leader. People want to follow leaders who are current, knowledgeable and confident.



Be optimistic

Negativity in the workplace is destructive. Your boss doesn't want to hear what's wrong with a project; he wants to hear your suggestions for making it better.



Not Telling the Truth

Lying to your staff and customers or fellow employees is always a terrible idea. You must recognize that self-serving behavior is the trail to organizational suicide. Be honest with others, and you will better serve yourself and your organization in the long run.



Be Cooperative

Since companies must do more with fewer resources, teamwork is essential. If you insist on having your own way or controlling others, your career will run into a brick wall.



Not Accepting Responsibility

If you're not willing to accept personal responsibility for what you do, then you will lose credibility.

Internship at site

*"It is not enough to do your best;
you must know what to do, and
THEN do your best."*

W. Edwards Deming

*"Good manners will open doors
that the best education cannot."*

Clarence Thomas

Job Objectives

After a week on your internship assignment — when you have met new people, became familiar with your job description, and oriented yourself to the company's policies and procedures — it's time to develop job objectives.

A job objective is essentially a guideline that you create with your employer to determine the tasks you want to accomplish, how you will get them done, how your performance of the tasks will be evaluated, and in what time frame the tasks will be completed. A job objective can also be a learning objective, defining skills that you want to learn or improve upon. Because job objectives can be used later on as a guide in evaluating your performance and success, they should be realistic and achievable.

It is important to discuss your job objectives with your work supervisor as early as possible. This will help you develop a useful plan for your internship assignment.

Job Objectives may include the following:

- Technical skills that you need or want to learn.
- Tasks to practice that will help you enhance your performance.
- Interpersonal and communication skills that you want to develop and improve.

Business Etiquette

Ahmed was an internship student working on an industrial site in the UAE.

One day he decided that things were going a little slow at work and that to pass time he would bring in his video camera and film the company projects and employees, even though the company's employee manual stated that taking photos of any kind at the organization was not permitted. What happened to Ahmed after the videotaping episode? He was (a) asked to videotape the next company picnic, (b) offered a new programming project to relieve his boredom, or (c) fired. You guessed it. He was kicked out the door along with his camera (but not the tape, which was taken away).

During your internship assignment, your behavior does not only represent you, but also it reflects UAEU image and its reputation in the labor market. It is your responsibility to maintain appropriate conduct and avoid the following behaviors:

- Sleeping on the job
- Coming to work late or leaving early
- Taking a sick day without calling
- Using the company phone to make personal calls
- Surfing the internet, chatting or working on other personal projects during work time
- Having a lousy attitude
- Failing to follow directions of your supervisor



Now let's consider professional behaviors expected from UAEU student at work:

- Report to work regularly on time.
- Notify your supervisor immediately and report to your college coordinator, if an emergency causes you to be late or absent.
- Abide by regulations and working hours as defined by the employer.
- Dress appropriately for the work environment and in accordance with the employer's dress code.
- Conduct yourself in a professional and business-like manner.
- Handle disputes and conflicts in a mature and professional fashion.
- Consult your supervisor if unsure about procedures or expectations related to the assignment.
- Do your best to contribute innovative ideas and participate as valuable member of the work team.

Remember that making a sincere effort to produce high-quality work will contribute significantly toward your success as an internship employee and your professional skills development for future career.

Employer Expectations

Ability to Communicate

- Do you have the ability to organize your thoughts and ideas effectively?
- Can you express them clearly?
- Can you present your ideas in a persuasive way?

Intelligence

- Can you understand assignments?
- Can you learn details of operation?
- Can you contribute ideas to your work?

Self-Confidence

- Are you able to deal positively and effectively with situations and people?

Willing to Accept Responsibility

- Are you someone who recognizes what needs to be done and are willing to do it?

Initiative

- Do you have the ability to identify the purpose for work and to take action?

Imagination

- Can you confront and deal with problems that may not have standard solutions? Think out-of-the box!

Energy Level

- Do you demonstrate forcefulness and capacity to make things move ahead?
- Can you maintain your work effort at an above-average rate?

Interpersonal Skills

- Do you encourage individuals to become effective, enthusiastic members of the team?

Self-knowledge

- Can you realistically assess your own capabilities?
- See yourself as others see you?
- Clearly recognize your strength and weaknesses?

Ability to Handle Conflict

- Can you successfully handle stressing situations?

Competitiveness

- Do you have the capacity to compete with others?
- Are you willing to be evaluated by your performance in relation to that of others?



Goal Achievement

- Can you identify and work toward specific goals?
- Do such goals challenge your abilities?

Vocational Skills

- Do you possess the combination of education and technical skills required for the position you are seeking?

Direction

- Have you defined your goals?
- Have you determined what type of position to fit your knowledge, skills and goals?

Flexibility

- Are you capable of adapting to change and being receptive to new situations and ideas?

Leadership

- Can you guide and direct others to obtain a recognized objective?
- Will you be liked and respected by the team you lead?

Chapter: 9

i nternship Evaluation

*"The only place Success comes before Work is in the dictionary."
Vince Lombardi*

Inspired by the vision of Sheikh Nahayan Mubarak Al Nahayan, UAEU Chancellor; The internship at UAEU is designed as a structured part of the curriculum to achieve the academic goals set by colleges.

Therefore, your internship assignment is equivalent to a certain number of credit hours defined by your college. You will be evaluated and monitored jointly by your faculty along with your work supervisor, even though you are spending your internship term in carrying out your job assignment according to the supervisor's instructions.

The internship evaluation system includes different components. Each one will be graded separately, and the summation of all the components will result in a final grade, which will be submitted to the Banner system. However, the grade distribution over the elements may differ from one college to another. In general, the internship course is graded "pass/fail". Therefore, you must accumulate 60 percent to obtain a passing grade. Contact your college internship administrator to find the grade breakdown.



The internship evaluation system includes the following components:

- Student's Weekly Progress Report
- Faculty Visit
- Partner Evaluation
- Final Exam
- Attendance Tracker/Notification Report

Weekly Progress Report

During your internship, you will have to submit an online report by the end of every week. This report should be one to two pages. You should state the tasks you completed during the week, the ones in progress, and the ones planned. In addition, any problems or recommendations should be included. The report must be approved by your work supervisor and submitted on time. Your academic advisor will comment and grade your report.

Faculty Visits

Faculty members are the living link with the cooperating partner. They will visit you at the work location at least twice during your internship term. The faculty visitor will meet with you and your supervisor for the purpose of assessing your professional performance. This is an opportunity for you to express any concerns that you might have regarding your work environment.

Partner Evaluation

Towards the end of your internship term, your work supervisor will provide an overall assessment of your performance during your stay at the organization. A sample of the evaluation form is found in the appendices.

Final Exam

Depending on the college requirements, the final exam may include any of the following:

- Oral Presentation
- Report including detailed description of the tasks completed and the contributions made to the organization
- Specific on-site Project
- 5-Pages Essay addressing critical analysis of your work experience
- Poster illustrating the internship experience



Attendance Tracker

The UAE University attendance policy will be strictly implemented during your internship period. Absence of 5 percent results in first warning, 10 percent results in second warning, and 15 percent results in disqualification and failure of the internship course.

Chapter: 10

Q & A

Where can I find more information about iWIL internship programs?

More information are available at our website: <http://iwil.uaeu.ac.ae>.

What is the iWIL online system?

The iWIL online system is a web based information system developed to automate all internship program processes. It provides an interactive channel between the three stakeholders: student, employer and college.

What is the iWIL Planner?

The iWIL planner represents the internship calendar actions during the whole academic year and the associated deadlines.

Who qualifies for internships?

In general, junior and senior students are eligible for internship; however eligibility rules differ from one college to another. Review your curriculum plan with your academic advisor to know exactly when you are eligible.

What are the objectives of students' pre-placement workshops?

Students' workshops are mandatory to complete internship registration. The aim of those workshops is to prepare students for internship through condensed orientation. The workshops instruct students on how they should identify their career objectives, write effective resume and other communication skills and work ethics.

How can I apply for internship?

Register for the internship course with the banner system and for the corresponding workshops. The attendance of all workshops is obligatory. Workshop I will provide you with necessary steps and instructions to complete your registration.

What happens if I don't attend the students' pre-placement workshops?

You will be disqualified from the internship.

How do I find suitable internship job?

While filling the internship application form,

you will have the opportunity to browse through available jobs in the internship job bank. You need to identify three choices matching your career objective. The final selection will be approved after consulting with your college internship administrator based on college criteria.

How is the internship course graded?

The internship course is graded "pass/fail". You must achieve 60 percent to obtain a passing grade.

Would I receive academic credit hours for an internship assignment?

Yes, the number of credit hours is defined by your college.

Will there be any type of compensation to the interns?

The university provides neither accommodation nor financial compensation to internship students; however employers may compensate internship students.

Glossary

①WIL

Internship and Work-Integrated Learning Center at the UAEU established as the keystone of the Chancellor's vision. Its mission is to cultivate the values of work-integrated learning as an integral part of the university's educational strategy.

Internship Job Bank

A central database that houses all job entries offered by partner employers.

Employers/Internship Partners

Public and private organizations that provide internship jobs for UAEU students.

Academic Advisor

A faculty member of the student's academic department that provides mentorship to the student's academic plan. This advisor evaluates the student during the internship assignment.

Faculty Visitor

A faculty member that is considered as the living link with the cooperating employers.

The faculty visitor's role is to evaluate the intern's professional performance at the work site.

Work Supervisor

A member of the partner organization that provides close supervision at the worksite and shares his own professional expertise with the intern.

College Internship Administrator

A college staff member who maintains communication and acts as a liaison between the student, internship partner and faculty advisor.

Pre-placement Workshops

Preparatory interactive lectures to guide students about resume writing, interviewing, success on the job, dealing with conflict, and ethics in the workplace.

iWIL Online System

A web based information system that automates all operations related to internship.

APPENDICES

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United Arab Emirates University
Internship Work Integrated Learning
① WIL Application Form

Internship Term

Term Academic Year

Personal Details

First Name Middle
 Last Name Gender M F
 Birth Date (Format: mm/dd/yyyy)
 Nationality Marital Status

Address

Street Area
 Emirate P.O. Box

Contact Information

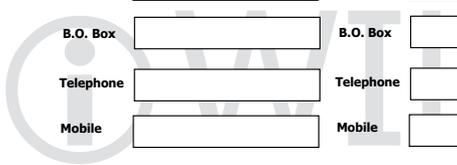
Telephone Fax
 Mobile E-mail

Academic Information

College Major
 Credit Hours Passed Credit Hours Enrolled This Semester
 GPA

Guardians Information

Name <input type="text"/>	Name <input type="text"/>
Emirate <input type="text"/>	Emirate <input type="text"/>
B.O. Box <input type="text"/>	B.O. Box <input type="text"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
Mobile <input type="text"/>	Mobile <input type="text"/>



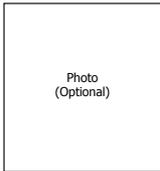
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Internship Work Integrated Learning

In the space below, list your preferred training providers.

Internship Provider

Internship Provider Name <input type="text"/>	Option 1
Internship Provider ID <input type="text"/>	
Emirate <input type="text"/>	
Area of Specialization <input type="text"/>	
Internship Provider Name <input type="text"/>	Option 2
Internship Provider ID <input type="text"/>	
Emirate <input type="text"/>	
Area of Specialization <input type="text"/>	
Internship Provider Name <input type="text"/>	Option 3
Internship Provider ID <input type="text"/>	
Emirate <input type="text"/>	
Area of Specialization <input type="text"/>	





CV/Resume

Student Name

Emirate/Town
P.O. Box:
Tel:
Mobile:
Fax:
E-mail:

Career Objectives To establish a career in

Education
Current College Enrolment
Year: College of UAE University
Currently fulfilling the course requirements for a B.Sc. / B.A. Degree in

Previous College/University Enrolment
Year: University / College Department of
Number of credit hours of courses:

Courses List courses related to your major area of study

- Urban Planning
- Social Work
-
-

Skills Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise and sell your most marketable experiences and abilities.

Computer/Programming Skills

- List software here (e.g. MS Word)
- MS Excel

Communication Skills

- Competent in oral and written (language)
- Fluency in technical writing

Organization Skills

- e.g. Process/Time Management
-

Interpersonal Skills

- Efficient, self-motivated,
- Can work independently and in groups

Other Skills e.g.

- Mechanical
- Arts
- Intellectual

Experience List all your previous/current work experience

Year: e.g. United Arab Emirates University
Job Title (e.g. Research Assistant)
Participated in the data collection for
Participated in the
Provided leadership for
Internship experience at

Honours and Awards
Distinguished Student of the year - Department of
Distinguished Student Grant by
Certificate of

Accomplishments
Academic Accomplishments

- Data collection in the research project titled "....." by (Name of Professor), year
- Analysis of data results in the research project titled "....." by (Name of Professor), year
-

Other Accomplishments

-
-

Membership Societies
e.g. Mathematics Society
Student Union – Member
Red Crescent Society

Interests Computers, Reading, Foreign Languages, Sports, etc...

References

(ask permission!)	Prof./Dr. (Name), Academic Advisor	Prof./Dr. (Name)
	Department of	Department of
	Faculty of	Faculty of
	UAE University	UAE University
	Tel:	Tel:
Fax:	Fax:	
E-mail:	E-mail:	

United Arab Emirates University
Internship Work Integrated Learning
iWIL Student Weekly Progress
Report

**Student
Information**

Student Name	<input type="text"/>	ID	<input type="text"/>
Training Period	1 st Semester (Aug-Jan) <input checked="" type="checkbox"/>	2 nd Semester (Feb-Jun) <input type="checkbox"/>	
Week	<input type="text"/>	Date	<input type="text"/>

Tasks Completed

Tasks in Progress

Tasks Planned

**Problems and
Recommendations**

**Supervisor's
Comments**

**Faculty Advisor's
Comments and
Grade**

Overall Performance Evaluation

Excellent V.Good Good Fair Poor



United Arab Emirates University
Internship & Work Integrated Learning
Faculty Visitor Evaluation

Visiting Faculty Information

Faculty Name Title
 Faculty Department
 Telephone E-mail

Organization

Name
 Training Location
 Date of Visit (Format: mm/dd/yyyy)

Student Information

Student Name ID
 Training Period 1st Semester (Aug-Jan) 2nd Semester (Feb-Jun)

Student Performance

Intellectual Skills

Learning/Understanding

Excellent V.Good Good Fair Poor

Critical Thinking

Excellent V.Good Good Fair Poor

Problem Solving

Excellent V.Good Good Fair Poor

Decision Making (Leadership)

Excellent V.Good Good Fair Poor

Professional Skills

Organizational

Excellent V.Good Good Fair Poor

Written Communication

Excellent V.Good Good Fair Poor

Oral Communication

Excellent V.Good Good Fair Poor



United Arab Emirates University
Internship & Work Integrated Learning

Computer/Technical Skills

Excellent V.Good Good Fair Poor

Social Skills

Interpersonal

Excellent V.Good Good Fair Poor

Initiative

Excellent V.Good Good Fair Poor

Reliability

Excellent V.Good Good Fair Poor

Level of Professionalism

Excellent V.Good Good Fair Poor

Work Ethics

Attendance

Excellent V.Good Good Fair Poor

Time Management

Excellent V.Good Good Fair Poor

Credibility

Excellent V.Good Good Fair Poor

Absidence to Work Standards

Excellent V.Good Good Fair Poor

Overall Assessment of Student

Excellent V.Good Good Fair Poor

Other Comments and/or Suggestions

United Arab Emirates University
 Internship & Work Integrated Learning
 Work Supervisor Evaluation

Organization

Name

Contact Information

Name Title

Country City P.O. Box

Telephone Fax

Mobile E-mail

Student Information

Student Name ID

Date (Format: mm/dd/yyyy)

Training Period
 1st Semester (Aug-Jan)

2nd Semester (Feb-Jun)

Student Performance

Intellectual Skills

Learning/Understanding

Excellent V.Good Good Fair Poor

Critical Thinking

Excellent V.Good Good Fair Poor

Problem Solving

Excellent V.Good Good Fair Poor

Decision Making (Leadership)

Excellent V.Good Good Fair Poor

Professional Skills

Organizational

Excellent V.Good Good Fair Poor

Written Communication

Excellent V.Good Good Fair Poor



United Arab Emirates University
 Internship & Work Integrated Learning

Oral Communication

Excellent V.Good Good Fair Poor

Computer/Technical Skills

Excellent V.Good Good Fair Poor

Social Skills

Interpersonal

Excellent V.Good Good Fair Poor

Initiative

Excellent V.Good Good Fair Poor

Reliability

Excellent V.Good Good Fair Poor

Level of Professionalism

Excellent V.Good Good Fair Poor

Work Ethics

Attendance

Excellent V.Good Good Fair Poor

Time Management

Excellent V.Good Good Fair Poor

Credibility

Excellent V.Good Good Fair Poor

Abidance to Work Standards

Excellent V.Good Good Fair Poor

Overall Assessment of Student

Excellent V.Good Good Fair Poor

Other Comments and/or Suggestions

iWIL Student Checklist

A. Internship Registration

- 1. Talk with faculty in your field, your academic advisor and past interns to develop a vision of the learning experience you would like from your internship.
- 2. Contact your academic advisor regarding specific college requirements and the minimum credit hours needed to be eligible for internship.
- 3. Understand that you are required to be a full-time student, earn at least a 2.0 GPA, and not fail any courses during the semester prior to your internship term.
- 4. Register for the internship course at the banner system, and find the internship course number and the corresponding CRN.
- 5. Register for internship pre-placement workshops. Remember that failure to attend disqualifies you from the internship.

B. Internship Preparation

- 1. Attend Workshop I.
- 2. Read and understand the iWIL student handbook.
- 3. Log in to the iWIL on-line system and browse through the internship job bank.
- 4. Consult your parents, academic advisor, and past interns about finding a suitable internship job. (Remember that the university provides neither accommodation nor financial compensation to internship students.)
- 5. Submit on-line the following: Application form, resume, passport copy.
- 6. Meet with internship college administrator for resume approval and selection of suitable employer based on college criteria.
- 7. Attend workshop II.
- 8. Check if your selected employer requests an interview.
- 9. Follow-up with college internship administrator about the employer's approval of your internship assignment until your job placement is confirmed.
- 10. Attend workshop III.

C. Internship at Site

- 1. After Arrival at your internship site, confirm that the address and telephone number for contacting you during your internship, is correct.
- 2. Report to work supervisor on start date. Discuss your job with the work supervisor and define your task assignments.
- 3. Maintain regular contact with your college internship administrator throughout the work period to discuss concerns or any problems that may rise.
- 4. Be sure to submit your weekly report at the end of each week with the approval of your work supervisor.
- 5. View your graded weekly progress report corrections and seriously consider the academic advisor's comments for next submissions.
- 6. Make sure that your employer provides you with feedback throughout the semester and completes the employer evaluation form at the end of the internship assignment.
- 7. Contact your college internship administration for final exam instructions.

Internship Hotline

Internship and Work-Integrated Learning (iWIL) Center

Mr. Michael Rjeily	iWIL	03-7133036	iwil@uaeu.ac.ae
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Ms. Mouza AlNaqbi	Office of the Assistant Dean for Student Success	03-7134788	moza.a@uaeu.ac.ae
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College of Science

Ms. Fatima Al Dosari	Internship Unit	03-7135032	cotraining@uaeu.ac.ae
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College of Business & Economics

Ms. Azza Al Otaiba	Internship Unit	03-7133630	azza.alotaiba@uaeu.ac.ae
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College of Law

Mr. Hamdi Ibrahim	Advising Unit	03-7550570	hamdi.ibrahim@uaeu.ac.ae
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Mrs. Rowida Mussa	Females	03/7134791	rowida.mussa@uaeu.ac.ae
Mr. Abu El Majed Matwally	Males	03-7133255	a.elmatwally@uaeu.ac.ae

College of Engineering

Eng. Mustafa Mohamad Ali	Industrial Training Unit	03-7133615	training.office@uaeu.ac.ae
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Mr. Helmi Al Seada	Internship Unit	03-7135540	helmi@uaeu.ac.ae
Mrs. Fatima Al-Niyadi	Internship Unit	03-7135526	fatimah@uaeu.ac.ae



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Summary

Your internship assignment may be one of the best experiences you undergo as you complete your degree requirements. UAEU students who have completed their internship assignments agree that the internship was well worth the time they invested in it, and that they advise other students to learn as much as they can from this program. The application of classroom knowledge and theory into a real-life professional experience results in a truly complete education.

The iWIL Center works with all academic departments at UAEU. Therefore, this handbook addresses all UAEU students regardless of their majors. It covers the benefits of internship, the process to start this experience, and the requirements and procedures to successfully complete your internship assignment. Now that you've read this handbook, keep it and refer to it for future needs. Although the handbook contains a lot of useful information, it is no substitute for the guidance of your academic advisor, to whom you should always refer.

Your internship can help you create a successful start-up to your career by gaining work experience related to your studies and establishing a network of professional contacts. However, you must do your best in this assignment. Give your employer all your efforts while learning as much as possible.

Best wishes for success!

iWIL Center

iWIL Contact Information

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