MAJ101 INTERNSHIP

GUIDE

AMERICAN COLLEGE

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Below you may find the procedure concerning the internship of students:

1. **Preparing the Curriculum Vitae**

   Students who would like to do an internship are requested to prepare their Curriculum Vitae (CV) and send it to their academic advisor. The CV must include at least the following:

   - Personal information: (full name, nationality, address, phone number, email)
   - Education: (name of the educational institution, location, degree, dates)
   - Experience if any: (organization, location, job duties, dates)
   - Abilities: (extra qualifications that the student has such as computer skills)
   - Languages
   - Hobbies if any
   - Photo

2. **Finding an organization to provide the internship**

   The student's academic advisor sends his/her advisees' CVs along with an explanation as to what he/she is looking, to suitable organizations that can provide paid or unpaid internship related to the student's field of study. Interested organizations will then arrange with the academic advisor to interview those students they are interested to host for an internship. The interview may take place at the organization's offices or at American College.

   Alternatively, a student may find his/her potential organization, which is willing to offer him/her internship by him/herself. In such a case, the student's academic advisor must check that the job position and duties are appropriate before he/she approves the internship.

3. **Completing the formalities prior to the beginning of the internship**

   Once the organization decides to accept a student for an internship, it needs to assign a suitable and a qualified supervisor who will be responsible throughout the student's internship for observing the student's work, providing guidance and support, analyzing the student's work and providing him/her with feedback. Finally, the work supervisor is responsible for evaluating the student.

The student's academic advisor sends to the work supervisor and the student via email the internship guide, the internship specifications (special attention is given to the learning outcomes that must be achieved), the internship obligations form, the internship evaluation form and the Internship Log Book. The advisor then explains to the work supervisor what his/her obligations in terms of the internship are and what is expected from him/her to do regarding the student's internship, how the logbook must be completed and what is expected from him/her to do in terms of the student's internship evaluation. With the use of the logbook the student will keep record of his/her weekly activities at the working place. Similarly, the advisor explains to the student what his/her obligations in terms of the internship are and what is expected from him/her to do during the internship and how the logbook is completed.

They are then asked to sign the Internship Obligations form. The form specifies the obligations of the student and the work supervisor in regards to the internship. In addition, any other necessary formalities that usually apply regarding employment must be completed (e.g. signing of employer's contract, obtaining work permit).

4. **Finding an academic consultant**

Once the internship obligations form is signed, the student academic advisor finds an appropriate and a qualified academic consultant either from the faculty of American College or from outside the College. The academic consultant must be a holder a relevant academic or professional qualification in an area relevant to the student's field of study. Previous experience in dealing with an internship will be considered as an advantage.

Once the academic consultant is found, the academic advisor explains to the supervisor the procedure to be followed and his/her role and sends him/her the internship guide, the internship specifications, the internship evaluation form and the internship logbook.

The academic consultant is responsible for any communication between the work supervisor, the student and the academic advisor and for resolution of any problems that may arise during the student's internship. The academic consultant is responsible to visit the student's workplace during the mid-period and final student evaluation by the work supervisor to:

1. have a private meeting with the student to discuss the student duties and tasks executed, see how he/she is getting on with the internship, make sure that the logbook was properly completed and make sure that everything is fine;
2. have a private meeting with the work supervisor to discuss the duties and tasks executed by the student, to see how the student is getting on with the internship (from the work supervisor's perspective), let the work supervisor know in case the logbook was not properly completed, suggest ways to enhance the student's learning and help the supervisor complete the internship evaluation form accurately and objectively; and
3. submit a scanned copy of the completed form to the student's academic advisor along with his/her comments as to how the internship went so far.

During the final evaluation the consultant collects the fully completed logbook and submits it to the student's academic advisor.

Each work supervisor cannot supervise more than 3 students concurrently. Each academic consultant cannot supervise more than 5 students concurrently.

5. **During the internship**

The student must do his/her best to perform and behave as good as possible during the internship. Upon completion of the internship, the student must make sure that he/she will be leaving the job on the very best of terms. The student should receive regularly oral feedback from his/her supervisor concerning his/her performance.

The student needs to complete the logbook at the end of each week of the internship or on a daily basis and give the logbook to his/her work supervisor at the end of each week. At the end of each week of internship the work supervisor must complete his/her part of the logbook.

The duration of the internship is 150 hours. Once the student completes 75 hours of internship the work supervisor needs to inform the student advisor that 75 hours have been completed. The student advisor will then ask the academic consultant to visit the student at his/her workplace for the student evaluation.

The work supervisor, with the help of the academic consultant, will evaluate the student with the use of the Internship Evaluation form for approximately the first 75 hours. Once the form is

completed a copy of the form is given to the student and to the supervisor. The original form is maintained by the academic consultant. The work supervisor orally provides feedback to the student about his/her performance and explains to him/her the marks given in the evaluation.

The academic consultant submits the form to the student's advisor along with his/her comments as to how the internship went so far. The same will happen when the 150 hours of internship will be completed. The work supervisor will assess the student for the remaining hours of internship that were not previously assessed. Each assessment weights 50% towards the final mark. The dates and the times of the visits are agreed between the academic consultant, the student and the work supervisor so that both the student and the work supervisor are available at the evaluation meetings. In addition, during the visit the logbook must be available and up to date so that the academic consultant can inspect it. The areas in which the student is assessed and their weight are clearly described in the evaluation form.

6. **After the completion of the internship**

Once the internship and the second assessment is over the student and the work supervisor need to make sure that the logbook is fully completed and the academic consultant collects the logbook from the student and submits it to the student's advisor. The student may continue to work at his/her employer after the 150 hours of internship are completed but this will not form part of the college-assessed internship. The employer must issue a letter confirming that the student worked at the employer. The letter must also provide the dates and the total hours the student worked. Finally, the employer may write in the letter if he/she wishes some good words about the student's performance, character and behavior.