



جامعة الفيصل
Alfaisal University

Summer Internship

Information Package

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Guidelines

This document details the guidelines for student summer internships at Alfaisal University College of Engineering, including the outcomes, deliverables, elements of evaluation, administration and instructions for students.

Learning Outcomes

The learning outcomes of the internship are.

1. Illustrate knowledge of relevant mathematical, sciences, and engineering practices, together with their economic and social impacts, both locally and globally.
2. Evaluate the appropriateness of acquired techniques, skills, and modern engineering tools, as well as plan and apply a reasonable engineering choice.
3. Show ethical and responsible practice, whether individually or within teams.
4. Demonstrate effective communications (both oral and written) in a professional, multi-disciplinary engineering environment.

Deliverables

The following detail the deliverables a student must submit before, during, and after the internship. Where applicable, sample forms are provided in the appendix.

1. Application Form: Must be submitted *prior* to the internship. A student must seek both the instructor's and employer's approval before the summer.
2. Employer's Evaluation: To be filled by the employer and submitted after the summer.
3. Student Presentation: To be presented by the student after the summer.
4. Student Final Report: To be prepared by the student and submitted after the summer.

Administration

The selection of the hosting companies needs to be regulated. It is hence that an approval must be sought from the individual program coordinator (or a program representative) prior to the summer. The College shall maintain a list recommended employers where a student can conduct the training. However, it remains the students' responsibility to secure an appropriate company for their internship.

For each CoE program, the administration of summer internship shall be recognized as a program/departmental service. The CoE Dean may select of one of the program representatives to be a coordinator at the college level, who shall be assisted in managing internship files by at least one administrative staff.

The program coordinator/representative is responsible for the administration of the course. Depending on need, the responsibilities may be distributed between more than one faculty member. In all cases, the coordinator/representative shall

1. Process the student's application for internship within a proper timeframe.
2. Evaluate of the students' deliverables.

Elements of Evaluation

The following describes how each of the above noted deliverables is weighed in grading the student's internship experience.

Deliverable	Deliverable Title	Weight
D ₁	Student Presentation	25 %
D ₂	Student Report	35 %
D ₃	Employer's Evaluation	40 %
D ₄	Student Assessment	0 %
	Total	100 %

Indications for the following elements will form the basis for the overall evaluation of the students' experience.

1. Initiative.
2. Responsiveness.
3. Competence.
4. Contribution
5. Efficiency
6. Communication skills
7. Presence
8. Professional presentation and demeanor.

The grade for the internship is either Pass or No Pass. A minimum of 60% is required for a Pass.

Note that the internship requirement will not be considered completed if any of the deliverables are not submitted by the student. It is hence suggested that the students' score be computed as follows.

$$D_1 \times D_2 \times D_3 \times D_4 \times (P + R + E)$$

Where D_1, D_2, D_3 and D_4 are binary indicators of whether or not the deliverable has been submitted by the student, and P, R and E are respectively the marks attained by the student in the student presentation, student report and the employer's evaluation, each per its weight.

Employee evaluation (E) is out of 40 point. The score of employee evaluation could be computed as follows:

$$E = \frac{\sum_{i=1}^{19} Q_i * W_i}{W_i} \text{ (out of 40)}$$

Where I is question number.

Q_i is the score of the question.

And W_i is the weight of question (either 1 or 0)

The value of Q_i and W_i are calculated as follows:

- a) Strongly Disagree ($Q_i=0$)

- b) Disagree ($Q_i=10$)
- c) Neutral ($Q_i=20$)
- d) Agree ($Q_i=30$)
- e) Strongly Agree ($Q_i=40$)
- f) Not Applicable (if marked then $W_i=0$, else $W_i=1$)

Instructions to Students

Students should complete the internship requirement in the last summer before the graduation year. In fulfilling this requirement, a student should

1. Seek approval prior to summer from both the Internship Coordinator and the employer. Approval should be sought using the application in the Appendix.
2. Seek minimum internship duration of eight (8) uninterrupted weeks or 320 logged hours.
3. Submit a progress report along with the final report. The report must be approved by the employer.
4. At the end of the internship, submit the following no later than the end of the second week of the fall semester. Late submissions will not be accepted.
 - a. Certificate or statement of internship completion by the company.
 - b. The Employer's Evaluation Form, filled and signed by the employer.
 - c. The Student Final Report
5. The student must also offer a public presentation reviewing his Internship experience. Presentation date will be selected by the program coordinator/representative no later than end of the first month of the fall semester. A suggested outline for the presentation is provided in the appendix.
6. The content of the student final report should follow the outline provided in the appendix.



Internship Application Form

Dear Prospective Employer

The student whose name appears below is enrolled in the Bachelor of Science in Engineering Program at Alfaisal University, majoring in _____.

As part of their program requirements, students are required to work during one summer term at a company that offers a professional engineering practice in their field of specialization. The work period should cover a minimum eight (8) weeks of full time work (or equivalently, 320 hours). Students may not begin their practice before having this form filled out and signed by your company.

We appreciate your assistance in providing a working opportunity for our students, and would be interested in receiving your comments at the end of their training. Your input and evaluation are crucial for the improvement of the education of our graduates.

Student Information [filled by the student]

Student Name: _____ Student ID#: _____
Student Email: _____ Student Phone Number : _____

Company Information and Approval [filled by the company representative]

Company Name: _____
Address: _____
Phone Number: _____ Website: _____
Contact Person: _____
Phone Number: _____ Email: _____

By signing this sheet, I, the above name, on behalf of the company outlined above, testify that Mr./Ms. _____ has been officially accepted to his/her internship practice at our company during the summer of _____, and will be given an official letter to certify this at the end of said internship.

Signature: _____
Date: _____

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Coordinator Information and Approval

Coordinator Name: _____
Coordinator Phone: _____ Email: _____
Coordinator Signature: _____ Date: _____



Instructions

1. Student is responsible for having this form completed and signed by the course coordinator before beginning the internship.
2. Student is responsible for observing the course requirements as outlined in the “Internship Guidelines” document.
3. The company is expected to monitor and evaluate the student’s work, and report to the coordinator any violation of the student’s work commitments.
4. Students will not be given credit for this course unless these criteria are all met.
5. For any additional information, please contact the coordinator listed below.



Employer's Evaluation Form

Dear Employer,

Thank you for training our students!

Your input and perspective are important to the evaluation of the student's experience, and we would greatly appreciate it if you would fill out this form to be submitted by the student along with his final report.

Student Information

Student Name: _____

Company Information and Approval [filled by the company representative]

Company Name: _____

Address: _____

Phone Number: _____ Website: _____

Contact Person: _____

Phone Number: _____ Email: _____

Supervisor Signature

Supervisor Signature: _____

Date: _____

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Evaluating Student Preparation and Skills

In an effort to assess our student academic preparation in undertaking this internship, please evaluate the extent to which the student intern has demonstrated the following skills and abilities during the internship period.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
<p>Analytical skills</p> <p>Ability to translate academic knowledge into practical applications and using appropriate techniques/tools</p>						
<p>Communication skills</p> <p>Ability to communicate, both orally and in writing.</p>						
<p>Ability to work in teams</p> <p>Ability to listen and cooperate with others, share information and reconcile differences.</p>						
<p>Research skills</p> <p>Effective use of information resources for an appropriate collection and interpretation of data needed for the development and completion of projects and experiments.</p>						
<p>Problem solving capabilities</p> <p>Development of many potential solutions to problems, ability to design components and conduct experiments.</p>						



Evaluating Student Performance during Training

Please assess the student performance and attitude in the following areas while at your facility.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Initiative in undertaking assigned tasks						
Responsiveness and willingness to carry out assigned tasks						
General technical competence in carrying out assigned tasks						
Contribution to day-to-day problems and operations						
Communication and presentation skills						
Efficiency in using work time.						
Presence on job site(s)						
Personal presentation and demeanor						



Evaluating Student Learning

The following are statements that describe what the student is expected to acquire, learn, or be able to do by completing this internship. Please rate how well these outcomes were met through this internship.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Knowledge of contemporary engineering practice						
Use of engineering skills, and modern engineering tools necessary for engineering practice						
Apply effective communications skills in a work environment						
Practice and defend professional, ethical, and social responsibilities in a work environment						
Understand the impact of engineering solutions in a global, economic, environment, and societal context						
Ability to work on multi-disciplinary teams.						



Overall Impression and Further Remarks

Would you be willing to accept interns from Alfaisal University in the future?

Yes No

This following space is provided for you in case there are further comments and observations that you would like to add, especially points that were not addressed by the evaluation form.



Outline for Final Student Report

Cover Contents

1. Names of the University, the College and the Program.
2. The student name and ID.
3. Internship title, if application
4. Company name and facility location
5. The year in which the internship was made.

Report Contents

1. Preamble, including table of contents, list of figures and list of table
2. Introduction to the Company
 - a. Size of the company
 - b. Number of employees
 - c. Main projects, products or services the company offers
 - d. Countries of operation
3. Scope of Work
 - a. Description of project in which the students were involved
 - b. Description of tasks completed by the student
4. Schedule Log
 - a. Summary of overall timeline during internship
5. Summary of learning experience
6. Appendices

Summary of learning experience is where the student should relate the work performed to each of the learning outcomes listed below. For each learning outcome, student should provide at least one section with related information as experience in his or her internships.

- Illustrate knowledge of relevant mathematical, sciences, and engineering practices, together with their economic and social impacts, both locally and globally.
- Evaluate the appropriateness of acquired techniques, skills, and modern engineering tools, as well as plan and apply a reasonable engineering choice.
- Show ethical and responsible practice, whether individually or within teams.
- Demonstrate effective communications (both oral and written) in a professional, multi-disciplinary engineering environment.

Appendices should include any relevant material that supports the information in the report, in addition to completed and signed log report.



Worklog

This report logs the student's activity for the duration of the internship.

Student Information

Student Name: _____ Student ID#: _____

Student Email: _____ Student Phone Number : _____

Company Information and Approval [filled by the company representative]

Company Name: _____

Address: _____

Phone Number: _____ Website: _____

Contact Person: _____

Phone Number: _____ Email: _____

Student Signature

Student Signature: _____ Date: _____

Supervisor Approval

Supervisor Signature: _____

Date: _____

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Work Log

Kindly complete the following log

Day	Date	Hours	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
	Total Hours		



Summary of tasks assigned, photos, and plans for the next two week period

Kindly summarize the tasks completed over the last two weeks, and briefly describe the tentative plans until the next progress report.

Kindly paste two photos taken last two weeks. ***(Optional for female students)***

If photos are attached, kindly sign the consent below,

I hereby give permission to Alfaisal University to use these photos,

Name:

Student ID:

Signature:

Date:



Outline for Student Presentation

After the Internship, the student needs to offer a public presentation at Alfaisal University reviewing his experience in a professional manner that best reflects his or her experience.

The presentation should at least cover the following aspects, though not necessarily in the specified order.

1. Introduction to the Company
 - a. Size of the company
 - b. Number of employees
 - c. Main projects, products or services the company offers
 - d. Countries of operation
2. Scope of Work
 - a. Description of project in which the students were involved
 - b. Description of tasks completed by the student
3. Summary of learning experience

Summary of learning experience is where the student should relate the work performed to each of the learning outcomes listed below.

- Knowledge of contemporary engineering practice.
- Use of acquired techniques, skills, and modern engineering tools necessary for engineering practice.
- Apply effective communications skills in a work environment.
- Practice and defend professional, ethical, and social responsibilities in a work environment.
- Understand the impact of engineering solutions in a global, economic, environment, and societal context.
- Ability to work on multi-disciplinary teams.

The student is also encouraged to assess the trainer and the premises at which the internship was conducted. The following elements can be used in this assessment.

- Quality of tasks assigned and relevance to your degree of study
- Level of technical difficulty of the tasks assigned
- Mentorship and guidance provided by your supervisor
- Adequacy of safety measures used on the job site
- Degree of independence in carrying out tasks
- Degree of professional and ethical responsibility assigned to you
- Overall satisfaction with training experience

Finally, the student may further reflect on whether he or she would recommend this employer for fellow students.



Student Assessment Form

Student Information	
Student Name:	_____
Company Information and Approval [filled by the company representative]	
Company Name:	_____
Address:	_____
Phone Number:	_____ Website: _____
Contact Person:	_____
Phone Number:	_____ Email: _____

What resources did you use to find your internship? (Check all that apply)

- Career Services Office/Internship Coordinator
- FacultyGeneral
- Internet Sites
- Family/Friend
- Previous Employer
- Other: _____



Student Assessment for the training

Please assess the trainer and the premises at which the internship was conducted.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Quality & Quantity of Work						
The work I performed was challenging and stimulating.						
The assigned tasks were relevant to the technical knowledge gained throughout your study.						
Training & Guidance						
Mentorship and guidance provided by my company's supervisor was helpful in accomplishing my tasks						
My company's supervisor was available when I had questions/concerns.						
The company provided me with appropriate safety measures to accomplish my tasks.						
Skill Development						
I had the opportunity of participating in tasks as a member of a team work.						
I had a high degree of independence in carrying out the assigned tasks.						
I was provided with different levels of professional responsibility consistent with my ability and was given additional responsibility as my experience						
The experience gave me a realistic understanding of the ethical responsibility in my field.						
Overall Internship Experience						
I feel that I am better prepared to enter the world of work after this experience.						



Overall Impression and Further Remarks

Would you recommend this employer for fellow students?

Yes No

What suggestions would you give to students who may intern at this company in the future?

Has this internship stimulated your interest in the field? Why?

Additional Comments.