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| Engineering Summer Internship Manual |
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**Engineering Summer Internship Manual**

# Introduction

Summer internship is one of the academic requirements at Alfaisal University, where each student is expected to work in one of the governmental or private organization in a job related to his/her specialty. Each student needs to get the approval from the College of Engineering before joining a training program. The student is then requested to attend a full-time training for 10 weeks (5 days per week and 8 hours per day) with a total of 320 hours.  
  
The student is expected to learn and link theory and practice together. The university takes a number of criteria to ensure student readiness for work. There are number of biweekly reports that are needed to be filled by the student’s direct supervisor evaluating and describing his/her assignments during the training period.

This document details the guidelines for student summer internships at Alfaisal University College of Engineering, including the learning outcomes, assessment tools, grade calculation, planning and preparation guidelines, and student guidelines.

# Terminologies

**Supervising Faculty:** The member(s) assigned by the College of Engineering Dean or the department chair to supervise the student through their internship course. The Supervising Faculty is the internship program representative in the internship committee.

**Internship Coordinator:** A member of the internship program representatives selected by the Dean to coordinate at the college level.

**Employer:** The company where the student will complete their internship.

**Field Supervisor/Site Supervisor:** The member(s) assigned by the employer to supervise the student through their internship at the site.

**Internship Package:** A folder shared with the student by the supervising faculty contains the internship manual, the guidelines documents, evaluation rubrics, and templates.

# Learning Outcomes

The learning outcomes of the internship are listed in the table below, with their mapping to the NQF learning domains and ABET student outcomes.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Learning Outcome** | **NCAAA**  **SAQF Learning Domains** | **ABET**  **Student Outcomes (SO)** |
|  | Illustrate knowledge of relevant mathematical, sciences, and engineering practices, together with their economic and social impacts, both locally and globally. | Knowledge & Understanding | **SO 1**  **SO 8** |
|  | Evaluate the appropriateness of acquired techniques, skills, and modern engineering tools and plan and apply a reasonable engineering choice. | Skills | **SO 2** |
|  | Demonstrate effective communications (both oral and written) in a professional, multi-disciplinary engineering environment. | **SO 3** |
|  | Show ethical and responsible practice, whether individually or within teams. | Values, Autonomy, and Responsibility | **SO 4**  **SO 5** |

# Deliverables and Assessment Methods

# Deliverables:

The following lists the deliverables a student must submit before, during, and after the internship. Where applicable, sample forms are provided in the Appendix for reference only. The original forms and templates are shared with the student and a package in a separate folder.

1. **Application Form:** The student must apply for the Summer term *before* the summer of their third year. The student must seek both the supervising faculty’s and employer’s approval before the summer.
2. **Student Progress Report:** The field supervisor confirms the student’s progress by e by filling the student progress form *halfway through the internship* (160hrs or continuous four weeks).
3. **Employer’s Evaluation:** The field supervisor evaluates the student performance by filling the employer evaluation form *by the end of the internship*.
4. **Student Final Presentation:** The student presents their field experience in a public presentation *during the first two weeks of the Fall following the summer internship term*. The presentation must follow the guidelines shared in the internship package.
5. **Student Final Report:** The student submits a report *by the end of the internship*. The report must follow the guidelines shared in the internship package.
6. **Attendance Log:** the student submits an attendance log confirming the completion of the internship duration. The template is provided, and the field supervisor must approve it before submission.
7. **Certificate of Completion:** the employer provides the student with a certificate or statement attesting to the completion of the internship.

The below chart summarizes the internship steps:

## Assessment Method:

The following table illustrates the assessment method and the tools used to evaluate student learning. Where applicable, the rubrics are provided in the Appendix for reference only. The original rubrics are embedded in the templates shared with the concerned parties in the internship package.

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 complete if the student does not submit any of the deliverables. In addition, the student is primarily assessed on the following points:

* Personal initiative
* Responsiveness and willingness to carry out assigned tasks
* Technical competence in carrying out tasks
* Student contribution to solving day-to-day problems
* The efficiency of using work time
* Attendance on the job site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Assessment Method** | **Tool** | **Weight** |  |
| Student Progress Report | Written form following the provided template | Progress report form | 5% | **0:** Did not complete 160hrs or four continuous weeks.  **5:** completed 160hrs or four continuous weeks. |
| Student Final Report | Written report following provided guidelines and template | Final report rubric | 30% | The supervising faculty grades the report according to the rubric. |
| Student Final Presentation | Verbal presentation to a faculty and students audience | Internship presentation rubric | 20% | Averaging all the jury inputs using the presentation rubric. |
| Employer Evaluation | Written evaluating the student performance during the internship by | Employer evaluation form | 40% | The grade from the employer evaluation form out of 40. |
| Attendance | Time logged daily during the internship duration | Attendance log sheet | 5% | **0:** Did not complete 320hrs or eight continuous weeks.  **5:** completed 320hrs or eight continuous weeks. |
| **Total** | | | **100%** | **Summation of the previous components** |

# Planning and Preparation:

This section explains how the student qualifies for the internship course, the selection of the hosting company, the field supervisor(s), and the safety requirements and precautions concerning the student. The college of engineering regulates the selection of the hosting companies. Hence, approval must be sought from the individual program coordinator (or a program representative) before the summer. In addition, the college maintains a list of recommended employers where a student can conduct the training. However, it remains the students’ responsibility to secure an appropriate company for their internship.

# Student Qualifications

In all engineering programs, the student applies for the internship before the summer of their third year. The department approves the internship according to the following conditions:

* The student completed a minimum of (6) semesters (end of the third year).
* Successfully allocating an approved hosting company (by internship committee members or student’s individual application).
* The department successfully assigned a faculty supervisor.

## Faculty Supervisor Qualifications

For each CoE program, the administration of summer internship is recognized as a program/departmental service. Therefore, the CoE Dean selects program representatives and one of the program representatives to be coordinate at the college level. The selection depends on their relevance, availability, and experience—the internship coordinator assists in managing internship files by at least one administrative staff.

## Hosting Company Qualifications

The student can pursue their internship in a company if the following conditions are satisfied:

* The company is relevant to the program of study.
* The company has the required safety and risk management resources.

## Field Supervisor Qualifications

For an employee to be a field supervisor for an internship student:

* They need to be certified in the field of relevance to the student program.
* They need to have the required safety training needed in the location of the internship.

# Responsibilities

This section illustrates the internship stakeholders’ responsibilities; the student, the employer, the supervising faculty,

and the field supervisor.

## 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 before summer from both the internship coordinator and the employer. Approval should be sought using the application in the internship package folder.
2. Seek a minimum internship duration of eight (8) uninterrupted weeks or 320 logged hours.
3. Submit a *progress report* after completing 160 hours or four (4) weeks- midpoint check- using the report template in the internship package. The site supervisor must approve the report.
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.
   1. *Certificate/statement* of internship completion by the company
   2. The *employer’s evaluation form,* filled and signed by the employer
   3. The approved attendance log
   4. Submit a *final report* using the report template in the internship package. The site supervisor must approve the report.

**Note:** The templates for the above deliverable are available in the internship package.

1. The student must also offer a *public presentation* reviewing his Internship experience. The program coordinator/representative will select the presentation date no later than the end of the first month of the fall semester. A suggested outline for the presentation is provided in the Appendix.
2. Contact the assigned faculty supervisor for learning-related queries and the internship coordinator for the administrative queries.

## Supervising Faculty and Internship Coordinator Responsibilities

The internship coordinator is responsible for the following tasks:

* Process the student’s application for an internship within a proper timeframe.
* Coordinates between the external companies and keeps the records and the contacts for future use and reporting purposes.
* Schedule the internship presentations.
* Oversee the communication between the programs, students, and employers before and during the internship.

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

* Assessing student performance using the assessment tools as mentioned above and shared in the course specs file too.
* Extract the learning outcomes as per the course specs file.
* Answer the student queries related to the learning process.

## Field Supervisor Responsibilities

The field supervisor is responsible for the following:

* Assessment of student performance and the field experience.
* Provide sufficient learning resources to the student during the internship.
* Provide and guide the student through all the safety and risk management requirements on the site (training, PPE, tools, precautions, safety rules… etc.).
* Convey employer administrative regulations to the student.
* Administer and approve the student attendance log.

# Appendices

## Internship Application Form (1/2)

Dear Prospective Employer

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_  http://obviousdiversion.com/images/place-stamp-here.png*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Selection Criteria Form (2/2) Summer Internship Selection Criteria for **Architectural Engineering**  **The Parameters determine if the companies are deemed to be appropriate are:**   |  |  |  | | --- | --- | --- | | The company follows adequate work safety policies that fulfill the regulations of the local authority. | **YES** | **NO** | | The company respects the working hour’s regulation by the ministry of human resources and social development, which is not more than 8 hours a day for 5 days a week. Overtime work hours can be accepted with student consent and with an adequate compensation. | **YES** | **NO** | | The Company agrees to employ the students for a minimum duration of not less than two months of training in order for students to fulfill the minimum amount of working hours required from them to pass ARE 390 which is 320 working hours | **YES** | **NO** |   **The Company is relevant to the fields of:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Design and built environment. |  | Engineering. |  | Others: | | Urban Planning. |  | Project and Construction Management. |  |   **List of tasks that the student will be (partially/ fully) involved in:**   |  |  |  |  | | --- | --- | --- | --- | | Designing. |  | Presenting, relation building and Client meeting. |  | | Site managing and inspection. |  | Building facilities managing or operation managing. |  | | Quantity Surveying. |  | Real Estate Marketing. |  | | Administrating, Project or Construction Managing. |  | Building Information Modeling (BIM). |  | | Research & Development. |  | 3D Modeling, Rendering and graphic visualization. |  | | Drawing and Drafting |  | Others: | | |
| **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 above. |
| Company Selection Criteria Form(2/2)  Summer Internship Selection Criteria for **Mechanical Engineering**  **The Parameters determine if the companies are deemed to be appropriate are:**   |  |  |  | | --- | --- | --- | | The company follows adequate work safety policies that fulfill the regulations of the local authority. | **YES** | **NO** | | The company respects the working hour’s regulation by the ministry of human resources and social development, which is not more than 8 hours a day for 5 days a week. Overtime work hours can be accepted with student consent and with an adequate compensation. | **YES** | **NO** | | The Company agrees to employ the students for a minimum duration of not less than two months of training in order for students to fulfill the minimum amount of working hours required from them to pass ME 390 which is 320 working hours | **YES** | **NO** |   **The Company is relevant to the fields of:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Mechanical design |  | Energy |  | Project Management |  | Others: | | Manufacturing |  | Engineering |  |  |  |   **List of tasks that the student will be (partially/ fully) involved in:**   |  |  |  |  | | --- | --- | --- | --- | | Component Design |  | Operations Management |  | | Manufacturing |  | CAD of mechanical systems and components |  | | Research & Development |  | Mechanical maintenance works |  | | Presentations and meetings |  | Quality control and inspection |  | | Others: | | | | |
| **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. |

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| Company Selection Criteria Form (2/2) Summer Internship Selection Criteria for **Software Engineering**  **The Parameters determine if the companies are deemed to be appropriate are:**   |  |  |  | | --- | --- | --- | | The company follows adequate work safety policies that fulfill the regulations of the local authority. | **YES** | **NO** | | The company respects the working hour’s regulation by the ministry of human resources and social development, which is not more than 8 hours a day for 5 days a week. Overtime work hours can be accepted with student consent and with an adequate compensation. | **YES** | **NO** | | The Company agrees to employ the students for a minimum duration of not less than two months of training in order for students to fulfill the minimum amount of working hours required from them to pass SE 390 which is 320 working hours | **YES** | **NO** |   **The Company is relevant to the fields of:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Cybersecurity |  | Assistive Technologies |  | Web Development |  | | Artificial Intelligence |  | Data Analytics |  | Computer Networks |  | | Machine Learning |  | Application Development |  | Others: | |   **List of tasks that the student will be (partially/ fully) involved in:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Application Developer |  | Software Project Lead |  | Cybersecurity Engineer |  | | Programmer |  | Network Administrator |  | Others: | | | Software Testing Engineer |  | Server-Side Web Developer |  | | Software Quality Assurance Engineer |  | Database Administrator |  | |
| **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. |

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| Company Selection Criteria Form (2/2) Summer Internship Selection Criteria for **Industrial Engineering**  **The Parameters determine if the companies are deemed to be appropriate are:**   |  |  |  | | --- | --- | --- | | The company follows adequate work safety policies that fulfill the regulations of the local authority. | **YES** | **NO** | | The company respects the working hour’s regulation by the ministry of human resources and social development, which is not more than 8 hours a day for 5 days a week. Overtime work hours can be accepted with student consent and with an adequate compensation. | **YES** | **NO** | | The Company agrees to employ the students for a minimum duration of not less than two months of training in order for students to fulfill the minimum amount of working hours required from them to pass IE 390 which is 320 working hours | **YES** | **NO** | | The organization must not be a family business | **YES** | **NO** | | The number of employees in the organization must be at least 50 employees | **YES** | **NO** |   **The Company is relevant to the fields of:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Manufacturing systems |  | Digitalization and Innovation Leadership |  | Inventory System Design |  | | Quality Control |  | Facility Design and Internal Distribution |  | logistics and Supply Chain |  | | Operation Management |  | Development of Industrial Safety Programs |  | Product Development |  | | Production Planning |  | Human Factors and Work System |  | System Maintenance |  | | Industrial Systems |  | Process Design and Improvement |  | Others: | | |
| **Coordinator Information and Approval** |
| Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Coordinator Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 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. |

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| Company Selection Criteria Form (2/2) Summer Internship Selection Criteria for **Electrical Engineering**  **The Parameters determine if the companies are deemed to be appropriate are:**   |  |  |  | | --- | --- | --- | | The company follows adequate work safety policies that fulfill the regulations of the local authority. | **YES** | **NO** | | The company respects the working hour’s regulation by the ministry of human resources and social development, which is not more than 8 hours a day for 5 days a week. Overtime work hours can be accepted with student consent and with an adequate compensation. | **YES** | **NO** | | The Company agrees to employ the students for a minimum duration of not less than two months of training in order for students to fulfill the minimum amount of working hours required from them to pass EE 390 which is 320 working hours | **YES** | **NO** |   **The Company is relevant to the fields of:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Power engineering |  | Electronics |  | Artificial intelligence and robotics |  | Others: | | Telecommunication |  | Control systems |  | Renewable energy |  |   **List of tasks that the student will be (partially/ fully) involved in:**   |  |  |  |  | | --- | --- | --- | --- | | Electrical system (or part) design |  | Electrical testing |  | | Prototyping circuits |  | Specification matching |  | | Research & development |  | Electrical automation or improvement |  | | Electrical system maintenance |  | Design or practical problem solving |  | | Electrical solution development |  | Others: | | |
| **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** |
| http://obviousdiversion.com/images/place-stamp-here.png  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Evaluating Student Preparation and Skills

In an effort to asses 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** |
| **Analytical skills**  Ability to translate academic knowledge into practical applications and using appropriate techniques/tools |  |  |  |  |  |  |
| **Communication skills**  Ability to communicate, both orally and in writing. |  |  |  |  |  |  |
| **Ability to work in teams**  Ability to listen and cooperate with others, share information and reconcile differences. |  |  |  |  |  |  |
| **Research skills**  Effective use of information resources for an appropriate collection and interpretation of data needed for the development and completion of projects and experiments. |  |  |  |  |  |  |
| **Problem solving capabilities**  Development of many potential solutions to problems, ability to design components and conduct experiments. |  |  |  |  |  |  |

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 undertak ing 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
   1. Size of the company
   2. Number of employees
   3. Main projects, products or services the company offers
   4. Countries of operation
3. Scope of Work
   1. Description of project in which the students were involved
   2. Description of tasks completed by the student
4. Schedule Log
   1. 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.

**Sample 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** |
| http://obviousdiversion.com/images/place-stamp-here.png  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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
   1. Size of the company
   2. Number of employees
   3. Main projects, products or services the company offers
   4. Countries of operation
2. Scope of Work
   1. Description of project in which the students were involved
   2. 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 difficult of the tasks assigned
* Mentorship and guidance provided by your supervisor
* Adequacy of safety measured 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 increased.** |  |  |  |  |  | |  |
| **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.**

|  |
| --- |
|  |