



The American University of Kurdistan Policy for AUK Student Internship

Policy Number: AS006
Effective Date: May 07, 2020

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy outlines requirements and procedures required for students registering for an internship as well as the required duration of hours for internship that students need to complete.
- c. **Scope:** This policy applies to all enrolled students, faculty and programs.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Deans/Heads of Departments, and Student Affairs
- c. **Responsible Office:** Provost's Office
- d. **Policy Contact:** Deans / Department Chairs

III. Criteria Set for Internship Programs

All internship programs that are to be officially recognized by AUK must fulfil the following criteria set herein:

- The internship must be related and in line with the student's chosen degree.
- Students must have completed at least 60 credit hours of their programs to be eligible for the internship program.
- The study plans of each academic program shall state the credit hours to be awarded for the internship placement.
- A formal written Agreement must be signed by the three parties constituting the following: AUK, the hosting company/organization providing the internship placement, and the AUK student.
- The Agreement must clearly state the names and positions of the student's supervisor in AUK and supervisor at the hosting company/organization.
- Both supervisors will be the points of contact for the interning student, in case any problems arise as well as to oversee the progression of the program during the course of the internship.
- All students must abide by AUK's student Code of Conduct and Standards as well as the rules set by the hosting company/organization, during the entire course of the internship period. All students are required to immediately report to their supervisors any hazards, health risks, challenges, or obstructions that they might be exposed to during the internship placement.
- Students must report to their AUK supervisor by email on a weekly basis. This weekly report will consist of an email narrating the weekly events at the hosting company/organization including any and all difficulties they are facing.

IV. Student Report

- Upon the completion of the internship placement, a final report must be submitted by the student to his/her supervisor at AUK.
- The final report by the student should describe their experience(s) during the internship program, including the tasks and duties performed, and the learning outcomes drawn from the internship.
- The AUK student is also required to provide a detailed evaluation of the internship placement and state whether or not any incidents took place that were of a serious nature.

V. Supervisor's Evaluation Report from the hosting Company/Organization

A report should be drafted by the student's supervisor at the hosting company/organization describing and evaluating the intern's performance, any incidents that occurred, any absences from the place of work, etc. The supervisor will also be required to state whether or not the AUK student has accomplished the expected goals/ objectives of his/her internship program.

VI. AUK's Internship Supervisor Certification

The AUK supervisor must draft a letter certifying the reports received from the AUK student and the hosting company/organization of the internship program supervisor, confirming the academic validity of the internship experience. This document (letter) must be attached to the other two reports and must be included as part of the student's file at AUK.

VII. Required duration of hours for the Internship Program

According to accreditation standards, students are required to work on site for **45 hours in order to earn 1 credit hour, 90 hours for 2 credit hours, 135 hours for 3 credit hours**. The following scenarios outline the work hour distribution:

- 2 months' full-time work, consisting of 5 days per week, 45 hours per credit hour;
- Hours of part time work, distributed over an entire semester to cumulatively reach the threshold of 45 hours per credit hour;
- Distribution of various internship experiences over the course of the student's academic career at AUK to cumulatively reach the required threshold of on-site hours;
- The AUK's student intern schedule may include working days of less than 5 days a week, as long as the total number of completed working hours' amount to 45 hours for each credit hour required.

Upon meeting the requirements stated above, AUK shall issue the student with an official certificate in recognition of the successful completion of the internship, and as applicable, post the appropriate number of credit on the student's transcript.

VIII. REGISTRATION PROCEDURE

- Registration for the internship in any semester occurs at the same time as registration for courses for that semester. The student submits a request using the ARD internship registration form to their respective college administrative assistant.
- The Dean/Chair of the student's program approves the request if the student meets all internship requirements; alternatively, the college administrative assistant informs the student about the rejection of the request.
- The college administrative assistant informs the ARD to register the student for the internship; the ARD registers the student for the internship in the semester that corresponds with the internship approval.
- If the college approves the internship registration request any later in the semester than drop/add the ARD will register the student for the internship course in the following semester.

IX. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 07, 2020
- c. **Amended:** June 30, 2022

Form 1

The American University of Kurdistan

UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION AND REGISTRATION

NOTE: All fields must be complete for the internship to be considered for credit.

Your application must be reviewed and signed by your Supervisor, Chair, and Dean.

Student Name: _____ ID Number: _____

City: _____ Phone: () _____

College: _____ Major: _____

cGPA: _____ Number of Credits Accomplished so Far: _____

Internship Hosting Organization

Name of Organization: _____

Site Supervisor: _____

Title & Department: _____

Address: _____ City: _____

Email: _____ Phone: () _____

Advising Faculty

Name: _____

Department: _____ Phone: () _____

Email: _____

Internship

Your job title at the internship, if any: _____

Internship Session: Fall ' _____ Spring ' _____ Summer ' _____ Hours Per Week: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

SIGNATURES

Approval of Supervisor from AUK

(Your signature indicates you have met with the student to discuss the internship objectives, and reviewed the assigned tasks.)

X _____

Date: _____

Approval of Chair

X _____

Date: _____

Approval of Dean

X _____

Date: _____

Form 2

Internship Agreement

This agreement is made between the American University of Kurdistan and _____ To host the student _____ for the periods between _____ and _____, for the purpose of training the named student during his/her internship period.

Approval of Dean

X _____

Date: _____

Approval of the Director of the hosting organization

X _____

Date: _____

Approval of The Supervisor from the Hosting Organization

(My signature indicates my agreement to oversee student's training according to the internship schedule in appendix below.

X _____

Date: _____

Internship Schedule

The internship hours in the table below shows the number of hours and days in the internship attended by the student. According to accreditation standards, students are required to work on site for 45 hours in order to earn 1 credit hour, 90 hours for 2 credit hour internship, 135 hours for 3 credit hour internship.

Student Name: _____

Internship Site: _____

Email: _____

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								