


Policy Group	Academic Programs	Policy Number	ACA-PRO-03	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	30 June 2013	Effective Date	30 June 2013	
Date Last Reviewed	16 June 2013	Due Date for Next Review	16 June 2016	

PROCEDURES

Designation of Courses and Periods of Study

1. Assignment of Credit Hours

The college which offers a course, assigns credit hours for the course, subject to the approval of the Provost.

2. Special Topics Courses

Students who have completed 30 earned credits or more may take special topics courses.

3. Independent Study

3.1 Students who have complete 30 earned credits or more with a cumulative grade point average of 3.0 (B) or higher may apply to engage in independent study under the supervision of a faculty member.

3.2 An eligible student should submit a written proposal for independent study to the faculty member who will guide and evaluate the project. The proposal must be submitted by midterm of the term prior to the project. If the faculty member agrees to supervise the project, the faculty member will complete an *Independent Study Approval* form specifying the number of credits to be earned, the process of evaluation, how supervision of the work will occur, and the estimated time commitment of the faculty member. The form is then submitted to the college dean for approval. The student may register for an independent study course for the number of credits approved by the dean.

4. Internship Courses

4.1 Academic Elements

- a) Internships will be eight (8) weeks in duration and include between 180 and 240 hours of placement time. Internships will be assigned 3 to 6 credit hours depending on college academic and/or accreditation requirements.
- b) Each college will maintain a standardized orientation and follow-up program that will be approved by the dean, formally timetabled and published.
- c) Students will maintain an electronic internship portfolio that is part of the permanent record of student performance. The portfolio will include:
 - i) The internship prospectus;
 - ii) Weekly student intern reports read and commented on by faculty supervisors;
 - iii) A written assignment that analyzes the relationship between the prospectus and the experience. This reflective piece will become a summative element

of the college or department's experience, also serving as a source of information regarding programmatic effectiveness. Common guidelines for this writing project will be developed by a cross-college/department faculty committee.

- d) Internships will be graded as pass/fail. Colleges, however, are free to use letter grades if authorized by deans.
- e) As part of the internship experience, a culminating event will be organized by each college. This could include presentations by students and/or a reception that brings together employers, faculty and students in the college or unit.
- f) Colleges will use standardized work agreements (in English and Arabic). Internship site supervisors and student interns sign off on these forms. The forms are then filed in both the college/department and in Career Services.

4.2 Administrative Elements

- a) College Deans will appoint an Assistant Dean, Associate Dean, Chair or Co-Chair to oversee the 'management' of internship. Internship Supervisors and Internship Coordinators will report to the dean's designee.
- b) **The Workplace Coordinator:** Colleges will appoint a College/Department Workplace Coordinator for each campus. The duties of the Workplace Coordinator include:
 - i) Works with and oversees supervisors;
 - ii) Meeting with and orienting interns a semester prior to the internship period;
 - iii) Reviewing CVs/ portfolio (if necessary);
 - iv) Communicating with parents when necessary;
 - v) Coordinating between college/department, Careers Services, internship students and employers;
 - vi) Adhering to Service Level Agreements between the college/department and Careers Services;
 - vii) Collecting parent agreement forms and CVs and providing Career Services with copies;
 - viii) Organizing follow-up activity in coordination with supervisors;
 - ix) Assisting Career Services in identifying work-place opportunities;
 - x) Administering online internship evaluation to employer in coordination with Institutional Research;
 - xi) Facilitating the development and success of the Career Office by collaborating with the latter in year-long internship workshops/forums;
 - xii) Collecting, archiving and analyzing internship assessment information;
 - xiii) Coordinating with advising;
 - xiv) Maintaining college lists of Internship Supervisors and interns;
 - xv) Representing the college at campus-based Career Services Council meetings, chaired by the Campus Director.
- c) **The Internship Supervisor:** Internship Supervisors will receive a stipend per student for the internship period. There will be no course credits assigned for supervising internship. The duties of the Internship Supervisor include:
 - i) Coordinate with employers in getting the work agreement filled out;
 - ii) Make at least two (2) physical site visits to an individual student's placement;
 - iii) Maintain logs of site visits for each intern (this log will be included in the intern's portfolio);

- iv) Grade/evaluate reports submitted by students and final internship project/presentations;
 - v) Use college/department rubrics for evaluating student portfolios and/or written work;
 - vi) Conduct assessment of major learning outcomes mapped to Internship.
- d) **Career Services' Responsibilities**
- i) Take the lead locating and securing appropriate internship placements for male and female students, including summer school;
 - ii) Make all administrative arrangements prior to commencement of placement;
 - iii) Advertise available internship sites to students one semester ahead of placement time and then subsequently up-date and distribute internship sites information;
 - iv) Work with college administrators to ensure seamless and constant communication between careers and college on all internship issues;
 - v) Ensure the arrangements for internships result in a meaningful and worthwhile experience for the students;
 - vi) Write an administrative review of each internship site (basically stating whether it is a good site for internships) and share with the specific college involved. Colleges review the students' performance, but Career Services reviews the quality of the internship site;
 - vii) Maintain an up-date an annual list of approved internship site placements.

4.3 Additional Items

- a) **Current Work Experience and Internship**
- i) Student's current job site can serve as the internship site if an additional special project or responsibility is added to the student's current role in order to enrich the work experience. This should be formulated in conjunction with the supervisor and could take the form of a project, research paper or report.
 - ii) These interns will also be responsible for doing an internship presentation.
- b) **Research Assistantships**
- i) Students can choose to pursue a Research Assistantship during their Internship period.
 - ii) A proposal explaining the nature of the research assistantship (the faculty advisor and his/her institution, the title of the project, research period, duties of the research assistant, byproducts of student work, etc.) should be submitted to the Assistant/Associate Dean or Chair for approval. Once approved (based on guidelines governing the quality of research assistantships at the college level), this information is provided to the Internship Workplace Coordinator, along with the parent/agreement form and CV.
 - iii) Such students would be assigned an Internship Supervisor and would be responsible for meeting all requirements outlined in Section 1.c.

5. Revision History

Date	Revision
9 June 2020	Non-substantive change: Added External Distribution.
21 November 2019	In line with the policy, updated the policy number, Responsible Office, and format.

30 June 2013	Revision approved by the Vice-President. <ul style="list-style-type: none">• Added procedures for internships.
October 2000	Procedures revised and approved.