Updated Internship/Training Policies & Procedures

(Virtual Internship/Training)

COVID-19

April 2020
The Career Advising and Students Training Office (CASTO) at the Deanship of Academic Support Services (DASS) would like to present the updated Policies & Procedures for the Internship/Training Course for all Colleges except Medical Colleges. The policies are updated in response to the Covid-19 outbreak noting that the changes also introduced Virtual Internship/Training.

The following sections highlight the training guidelines along with the eligibility, credit hours allocated and the required training hours.

All policies listed in this document have been extracted from the UoS bylaws, Catalogue and circulars that have been approved by the Chancellor.

**Internship/ Training Course Rules and Guidelines**

1) All training opportunities including virtual must be approved by the Academic Advisor/Supervisor to ensure that the training is adequate and fulfills the academic requirements.

2) Virtual internship/ training can be conducted within UAE or anywhere in the world.

3) Students should secure an appropriate internship/ training opportunity on their own and it has to be approved by the Academic Advisor.

4) Students can obtain a “Training Request Letter” from their Department addressed to the training site.

5) Students should receive an official acceptance letter from the training site.

6) Internship/training can start anytime after the official beginning of the Summer Semester; however, it must be completed before August 2020.

7) Students should undergo their internship/training for a minimum of 4 weeks, and shall not exceed 10 weeks.

8) Students are not allowed to register the training with another course.

9) However, students who are expected to graduate in the summer (left with 3 or less Crd Hrs + Training only) should obtain an exemption letter from the training site allowing them to conduct their training before or after the registered course timing.

10) Students expected to graduate in Summer 2019/2020, will be given priority on virtual Internship/ Training opportunities on campus (offered by research centres, research groups, etc.).

11) Students are expected to comply with all policies and guidelines of the onsite/virtual training, e.g. attendance, work hours, reporting, etc.

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**Internship/Training Policies & Procedures (COVID-19)**

- **Policies & Procedures**
  - In view of the prevailing circumstances, the Deanship of Academic Support Services (DASS) is introducing Virtual Internship/Training (CASTO) for all Colleges except Medical Colleges. The policies are updated in response to the Covid-19 outbreak noting that the changes also introduced Virtual Internship/Training.
  - All policies listed in this document have been extracted from the UoS bylaws, Catalogue and circulars that have been approved by the Chancellor.

- **Internship/Training Course Rules and Guidelines**
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10) Students expected to graduate in Summer 2019/2020, will be given priority on virtual Internship/ Training opportunities on campus (offered by research centres, research groups, etc.).

11) Students are expected to comply with all policies and guidelines of the onsite/virtual training, e.g. attendance, work hours, reporting, etc.
Important Note: All students must meet the minimum required credit hours condition (eligibility) before they register the Internship/Training course. Students who fail to meet this condition will be dropped automatically.

Training Stages:

First phase: Before Training

- Receive your official acceptance from the Training Site with details of your training start/end date, information of the site supervisor (name, job title, email and direct number).
- Get the required approvals from your Academic Advisor.
- Register for the "Internship/Training Course" on Banner.

Second phase: During the Training

- Start your training on time (virtual or on-site).

On Taskstream

- Upload Guardian’s Acceptance Letter. (for female students only)
- Fill-in the company details under "Training Site Information".
- Upload a copy of your acceptance letter.
- Upload a copy of the exemption letter from the company to begin training before or after the course. (if applicable)
- Fill-in the "Weekly Activities" by the end of each training week.
- Complete the "Student Evaluation of the Training" a week before the end of training.
- Upload the filled "Site Supervisor Evaluation" at the end of your training.
- Prepare your "Final Report" (if required) and upload it at the end of the training.

Important Note: يجب على الطلبة استيفاء شرط عدد الساعات الأكاديمية المنجزة قبل تسجيل سماق التدريب، وفي حال عدم إستيفاء هذا الشرط سيتم سحبهم من السماق تلقائياً.

مراحل التدريب العملي:

المرحلة الأولى: قبل البدء في التدريب

احصل على الموافقة الرسمية من مكان التدريب تتضمن تفاصيل تاريخ بداية وبداية التدريب، ومعلومات عن المشرف الميداني في التدريب (الاسم، والمساهم الوظيفي، والبريد الإلكتروني، ورقم التواصل).

- احصل على الموافقات المطلوبة من المرشد الأكاديمي.
- سجل "سماق التدريب" على البانر.

المرحلة الثانية: أثناء التدريب

- إبدأ التدريب في الوقت المحدد (سواء كان افتراضياً أو ميدانياً).

على برنامج التاسكستريم (Taskstream):

- حمل رسالة موافقة ولي الأمر (للطلاب فقط).
- حمل نسخة من رسالة الموافقة.
- حمل نسخة من رسالة الاستثناء من الشركة لبدء التدريب قبل أو بعد السماق (إن وجد).

- املاء خانة "التقرير الأسبوعي" عند نهاية كل أسبوع تدريبي.
- استلم خانة "تقييم المشرف الميداني للطالب" عند نهاية التدريب.
- حمل نموذج "تقييم المشرف الميداني للطالب" عند نهاية التدريب.
- حضر "التقرير النهائي" (إن طلب) وحمله عند نهاية التدريب.
### Important Information

Students are required to abide the following:

- Adhere to the official working hours of the training site.
- Adhere to the policies and procedures of the training site.
- Maintain the confidentiality of information of the training site.
- Positively represent UoS and adhere to work ethics.
- Inform the Academic or Site Supervisor of any problems encountered during the training.
- Do not be absent, and in case of any emergency, please obtain the permission of both Academic and Site Supervisor.
- Ensure that you are available online for virtual internship/training.
- You may address a "Thank you Letter" to the Site Supervisor after completion of your training.
- There might be a request to prepare a presentation in person or virtually on your final report for your department.
- The official training platform for UoS for reporting your internship/training is Taskstream.

**Note:** You are NOT permitted to change your training organization after obtaining written acceptance.

Queries and questions should be directed to CASTO

casto@sharjah.ac.ae

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### معلومات مهمة

على الطلبة الالتزام بما يلي:

- الالتزام بساعات العمل الرسمية لجهة التدريب.
- الامتثال للقوانين واللوائح والنظم المتبعة في جهّة التدريب.
- المحافظة على سرية المعلومات التي يتم إطلاع المتدرب عليها من قبل جهة التدريب.
- إبلاغ المشرف الميداني أو الأكاديمي على أي مشاكل تواجههم خلال فترة التدريب.
- عدم الغياب، وفي حال حدوث أي حالات طارئة، يرجى الحصول على إذن المشرف الميداني وacademic.
- التأكد من أنك متاح دائمًا عبر الوسائل الإلكترونية في حال إجراء التدريب الإفتراضي.
- يطلب إرسال رسالة شكر للشرف المباشر بعد إنجاز فترة التدريب.
- قد يتطلب منك تحضير عرض تقديمي في قسمك عن تقريرك النهائي إما وجوهًا لوجه أو باستخدام وسائل التكنولوجيا.
- تعتبر ناسكستيرم (Taskstream) المنصة الرسمية لجامعة الشارقة لتقديم تقارير التدريب العملية.

**ملاحظة:** لا يسمح بتغيير مكان التدريب بعد الحصول على موافقة خطية.

للإطلاع على التواصل مع مكتب التدريب والتوجيه الوظيفي عبر الاميل
casto@sharjah.ac.ae
Training/Internship Eligibility Criteria

Students are required to fulfill the indicated Eligibility Crd Hrs shown in the table below to register Training/Internship Course and should undergo their internship/training for a minimum of 4 weeks, and shall not exceed 10 weeks.

<table>
<thead>
<tr>
<th>College of Sahri’s &amp; Islamic Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
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<tr>
<td>Sharia &amp; Law</td>
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<table>
<thead>
<tr>
<th>College of Arts, Humanities &amp; Social Science</th>
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<tbody>
<tr>
<td>Major</td>
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<tr>
<td>Arabic Language &amp; Literature</td>
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<tr>
<td>International Relations</td>
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<tr>
<td>Translation</td>
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<tr>
<td>Sociology</td>
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<tr>
<td>History &amp; Civilization-Tourist</td>
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<table>
<thead>
<tr>
<th>College of Business Administration</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Business Administration</td>
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<tr>
<td>Accounting</td>
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<td>Finance</td>
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<thead>
<tr>
<th>College of Engineering</th>
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<tbody>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Architectural Eng.</td>
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<tr>
<td>Civil Engineering</td>
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<tr>
<td>Sustainable/Renewable Energy Engineering</td>
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<tr>
<td>Industrial Engineering &amp; Engineering Management</td>
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<tr>
<td>Electrical/Electronic Engineering</td>
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<tr>
<td>Mechanical Engineering</td>
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<tr>
<td>Nuclear Engineering</td>
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### College of Law

<table>
<thead>
<tr>
<th>Major</th>
<th>Eligibility CH</th>
<th>Allocated CH</th>
<th>Actual hrs to complete at training site</th>
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<tbody>
<tr>
<td>Law</td>
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### College of Fine Arts & Design

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<thead>
<tr>
<th>Major</th>
<th>Eligibility CH</th>
<th>Allocated CH</th>
<th>Actual hrs to complete at training site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Design &amp; Multimedia</td>
<td>Unit 11</td>
<td>3</td>
<td>240</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Unit 11</td>
<td>3</td>
<td>240</td>
</tr>
<tr>
<td>Fashion Design with Textiles</td>
<td>Unit 11</td>
<td>3</td>
<td>240</td>
</tr>
<tr>
<td>Interior Architecture and Design</td>
<td>Unit 11</td>
<td>3</td>
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### College of Communication

<table>
<thead>
<tr>
<th>Major</th>
<th>Eligibility CH</th>
<th>Allocated CH</th>
<th>Actual hrs to complete at training site</th>
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<tbody>
<tr>
<td>Public Relation</td>
<td>84</td>
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<tr>
<td>Mass Communication</td>
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### College of Sciences

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<th>Actual hrs to complete at training site</th>
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<tbody>
<tr>
<td>Biotechnology</td>
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<td>Chemistry</td>
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<tr>
<td>Mathematics</td>
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### College of Computing & Informatics

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<tr>
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<th>Eligibility CH</th>
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<tbody>
<tr>
<td>Computer Science</td>
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<tr>
<td>Computer Engineering</td>
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<td>240</td>
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<tr>
<td>Management Information Technology</td>
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