

# **INTERNSHIP**

KURDISTAN REGIONAL GOVERNMENT INITIATIVE

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# WHAT IS INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in the professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent.

## CHARACTERISTICS OF INTERNSHIP

- Duration 150 hours or more
- May be paid or unpaid
- Part of educational program that is carefully monitored
- Intentional learning agenda is structured into the experience
- Learning activities include learning objectives, observation, reflection, evaluation and assessment
- Promote academic, career and personal development

## ADVANTAGES

- Gain value work experience
- Have an edge in the job market
- Transition into a job market
- Decide if this the right career for you
- Networking opportunities
- Apply classroom knowledge
- Gain confidence

# INTERN ELIGIBILITY

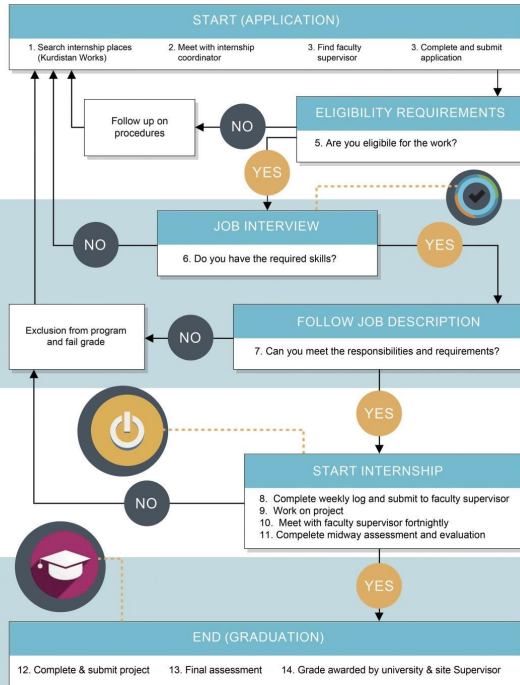
- ✓ **Third year university or polytechnic student**
  - ✓ **Meet the requirements stated in the job description**
  - ✓ **Participate in the mandatory soft skills training workshops**
    - Writing a personal Statement
    - Building a solid CV
  - ✓ **Have an up to date CV**  
interview requirements
  - ✓ **Complete the application form – ensuring all your personal details are correct**  
Details Etc
  - ✓ **Be available for interview when called – answer your phone!!!**
- 
- **All internships will take place during the summer break!!!**

# INTERN RESPONSIBILITIES

- ✓ **Demonstrating the highest level of professionalism**
  - Arriving on time for work and meetings
  - Notifying the site supervisor of any concerns or changes regarding the established schedule
  - Dressing to the standards of the organization
- ✓ **Communicate effectively with the site supervisor, and other company staff**
  - Respecting the organizations reporting structure
- ✓ **Acknowledge and apply critiques and suggestions to daily work to improve**
  - Following the policies and procedures of the organization
- ✓ **Complete Weekly Time Logs to be submitted to faculty supervisor in timely manner**
- ✓ **Complete and discuss with site supervisor the midterm and final evaluations**
- ✓ **Complete and submit final report on the last day of placement**
- ✓ **Appreciate and respect diversity by acting ethically at all times**
- ✓ **Failure to comply with the university and company policies may result in fail grade award and suspension or termination of the internship**

# INTERNSHIP PROCESS

## KRG - INTERNSHIP PROGRAM - STUDENT FLOWCHART



# THANK

# YOU

**An internship is your opportunity to engage and participate in learning as a professional under conditions conducive to educational development**