

Proposed

“Internship & Placement Policy”

for

Under-Graduate (BS) Computing Programmes

at

Baqai Institute of Information Technology (BIIT)

Baqai Medical University (BMU)

Version 1.0

2023

1. PURPOSE:

The purpose of this policy document is to make, operate & supervise a mechanism to offer opportunities for the student internships and job placements. The BIIT aims to work *for* the students for their career growth by establishing links with the IT industry.

2. SCOPE:

The policy applies to the students of BS and AD Programmes of BIIT.

3. POLICY STATEMENT:

This policy aims to provide students of BIIT a platform in securing opportunities for internships and job placements.

4. TYPES OF INTERNSHIPS

Following are various types of internships. However, regardless of the type of internship in which a student is placed, the requirements of the internship have to be met.

(a) *On-site Internship:* An on-site internship is a location-based internship. That is, the internee has to be physically present in the host institution.

(b) *Virtual Internship:* A virtual internship can be completed remotely and does not require internee's physical presence at the workplace.

(c) Internships can be either **paid** or **un-paid**

5. BIIT INTERNSHIP OFFICE:

To assist the student internship/placement, the Internship Office at BIIT develops and maintains a relationship of common benefits between IT Industry Employers and BIIT. It helps students to define their career goals and equips them with the skills and information necessary for a successful job/internship search. The Internship Coordinator/In charge facilitates the students in this regard.

5.1 Roles & Responsibilities of the Internship Office

The Internship Office of BIIT has the following responsibilities:

- (a) Assign every student to a faculty supervisor.
- (b) Identify potential host institutions and enter into MoUs with them for student placement for a period with minimum 6 and maximum up to 8 weeks' duration.
- (c) Arrange internship placements for the students.
- (d) Arrange assignment of every student to a site supervisor of the host institution.
- (e) Maintain complete records of each student on all matters pertaining to internships.
- (f) Arrange periodic on-campus activities such as internship expos, workshops for developing professional skills, and recruitment drives in collaborations with potential employers.

6. HOST INSTITUTION

A host institution is an institution with which the Internship office has signed an MoU and in which an intern is placed.

Host institutions could be local, provincial, or national government offices; an autonomous body (attached department of a government agency); a business enterprise (industrial and commercial enterprises); an academic institution (university, college, or school; public or private); or a registered NGO.

7. SUPERVISORS

A. Faculty Supervisor:

A member of the teaching faculty will be the faculty supervisor.

7A-1: Roles & Responsibilities

- (a) Liaise with the Internship office.
- (b) Meet either physically or virtually with the student at least twice every three weeks to discuss internship progress.
- (c) Assist in the development of the student's internship TORs.
- (d) Address student queries, provide advice, and help resolve other issues the student may face during the internship.
- (e) Liaise with the site supervisor as and when the need arises.
- (f) Review and provide feedback on submissions made by the student.
- (g) Review assessments sent by the site supervisor.
- (h) Ensure all relevant documentation for the internship rests with the Internship office.
- (i) Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student.

B. Site Supervisor:

The Internship office will arrange assignment of a site supervisor to every student-intern.

7B-1: Roles & Responsibilities

- (a) Liaise with the Internship office and the faculty supervisor.
- (b) Provide orientation to the intern and explain organizational aspects and the nature of work at the internship.
- (c) Train, guide, and provide feedback to the student intern throughout the course of the internship.
- (d) Complete intern evaluation at the of internship period and submit to the faculty supervisor.

8. STUDENT INTERN:

Following are some of the expectations from student-interns.

8.1 Roles & Responsibilities

- (a) Liaise with the Internship office.
- (b) Maintain contact with the faculty supervisor.
- (c) Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the site supervisor.
- (d) Prepare a report at the end of internship period reflecting assignments & learning experiences and submit to the faculty supervisor.
- (e) Maintain a weekly activity log, and submit the log with the report to the faculty supervisor.

9. OPERATIONAL STEPS

(Step_1) Registration: The Internship office registers all undergraduate students.

(Step_2) Assignment to Faculty Supervisor: The Internship office assigns every student to a faculty supervisor.

(Step_3) Student Placement: The Internship office secures placements for students in host institutions that it has signed MoUs with.

However, students may also search for internships on their own, in which case the Internship office will review and approve such self-found internships.

(Step_4) Assignment to Site Supervisor: Once a student has successfully secured a placement with a host institution, the Internship office will facilitate assignment of site supervisors (from the host institution).

(Step_5) The Internship TORs: Before the start of the internship, the faculty supervisor will facilitate the development of internship TORs for each student-intern, which will be communicated to the internship office.

(Step_6) Working at the Host Institution: The student will remain engaged at the host institution under the supervision of the site supervisor. The faculty supervisor will advise and guide the student as and when necessary.

(Step_7) Performance Evaluation:

- (a) The performance of every internee will be evaluated at the end of the internship period,
- (b) The student and the site supervisor will submit evaluation documents to the faculty supervisor.

(Step_8) Completion: On successful completion, a Certificate will be issued by the Internship Office.

10. INTERNSHIP PERFORMANCE EVALUATION

- (a) The site supervisor will evaluate the intern's performance at the end of the internship period using the **“Intern Assessment Feedback Form”**
- (b) The student-intern will submit his/her report and weekly activity log to the faculty supervisor at the end of the internship period using the **“Student Internship Activity Log – Section A”**
- (c) The faculty supervisor will evaluate the Site Supervisor Assessment Feedback” and “Student Report” using **“Student Internship Activity Log – Section B”**
- (d) The faculty supervisor will compile a final performance assessment, which will be based on the evaluations of the site supervisor, and reports and activity logs of the student-intern.

10.1 Tabulating Final Performance Evaluation:

- (a) The faculty supervisor will evaluate overall performance by using the following weightages:

Evaluation	Contribution
Site supervisor evaluations	40%
Student reports	30%
Faculty supervisor evaluation	25%
Student's activity log completion	5%

- (b) The overall obtained score will indicate performance level, which will be reflected on the Student Internship Certificate. The following table provides sample descriptions:

Score	Level	Level Description
80% - 100%	Level 1	The intern demonstrated outstanding performance and exceeded workplace expectations.
65% - 79%	Level 2	The Intern demonstrated high levels of achievement.
50% - 64%	Level 3	The intern's work performance was considered satisfactory.
0% - 49% (unsuccessful)	Level 4	The intern did not demonstrate satisfactory performance.

The policy has been adopted from “HEC Internship Guidelines” & “HEC UEP-2023”

<https://www.hec.gov.pk/english/services/students/UEP/Documents/Internship%20Guidelines.pdf>