Institute of
Management Technology
Dubai

BBA
INTERNSHIP
MANUAL

JANUARY 2023

About IMT

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition for all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a word class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with terminal degrees. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever-growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management.

Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies and undertake applied research by engaging in real issues of the corporate and social sectors.

Strategic Goals and Objectives

Goal-1: Offer high quality programs relevant to business and Industry in the region.

Obj 1a: To design and deliver a portfolio of programs and courses in the areas of business, management, and allied fields.

Obj 1b: To sensitize students to sustainability, environmental and ethical issues related to business and society.

Goal-2: Create a conducive and productive environment for student learning and professional development.

Obj 2a: To adopt innovative pedagogical methods that will enrich student learning and experience.

Obj 2b: To actively pursue student and faculty mobility with international partner universities.

Obj 2c: To develop high quality teaching materials, text books, cases, and reference books to augment teaching and learning experience.

Obj 2d: To provide IT enabled processes for teaching, learning, and related activities.

Goal-3: Attain National, Regional and International Recognition for high quality Academic Programs.

Obj 3a: To benchmark and improve curriculum and academic processes every five years.

Obj 3b: To strive and achieve international accreditations for the programs.

Goal-4: Foster partnerships with industry and government bodies for experiential learning

Obj 4a: To offer executive education programs for professionals and executives.

Obj 4b: To engage with the industry for collaborative projects and strengthen the industry-academia interface.

Goal-5: Promote international outreach with recognized universities and institutions.

Obj 5a: To have a diversified mix of students and faculty from different geographical regions.

Obj 5b: To create and develop a partnership with institutions of repute.

Goal-6: Focus on applied business research relevant to industry, business, and society.

Obj 6a: To support high-quality applied research in corporate and social sectors

Obj 6b: To encourage faculty and students' research publications in conferences and journals

Contents

A. Internship Policies and Procedures

The BBA program at IMTD incorporates practical understanding of business operations and the Institute provides opportunities to students to learn real-life business through internships. The opportunities are designed in the course curriculum itself and are included in the modules of the program in form of In-company individual assignments.

The In-company internship is a key element of the learning process and as such an integral part of the program. An internship is assigned based on student preferences after mapping the agreed job description with Program Learning Outcomes (PLOs). The internship assignment is conducted on an individual basis and monitored and supervised by IMTD Faculty members together with a designated company supervisor. The Internship Program has two separate internships –Internship I & II.

I. The Organization of the Internship in the BBA Program

Internship-I

Internship-I is of 4 credits and carried out after the 4th Semester. The duration of the Internship-I is of **six weeks**. Internship-I allows students to learn about the company itself, the basic roles within a functioning business, and the general ecosystem of a business. Internship-I intends to provide students with hands-on experience in the real world.

Internship-II

Internship-II carries 13 credits, and the duration is for **15 weeks**. Internship-II is carried out during the eighth semester. Internship-II is more intensive in nature which allows students to spend more time as interns in a business organization. This helps students to work on longer term projects or rotate through different areas within the company internship. In Internship-II, the student shall undertake a research project of concrete and practical benefit to the host organization or the broader industry. The student is expected to work in closer collaboration with the managers but also demonstrate the capability to work independently and in a responsible manner.

Students who have had work/internship experience prior to joining IMTD are exempted from the Internship Program and opt for project work under the supervision of a faculty Supervisor.

II. Mapping of Internship job description with the Program Learning Outcomes (PLOs)

While arranging internship, the Office of Career Services (OCS) and the Chairperson Internship shall ensure that each internship assignment has clear job description. The job description is mapped with the PLOs by an *Ad hoc* Internship Committee comprising of at least three faculty members from different subject areas before assigning any internship to the students. The *Ad hoc* Internship Committee shall be appointed by the Dean-Academics at the beginning of the academic year.

Mapping of Job Descriptions with Program Learning Outcomes (PLOs)

Elements of Job Description	As per National Qualification Framework (NQF-7)				
	PLO-1 (KNOWLEDGE)	PLO-2 (SKILL)	PLO-3 (AUTONOMY & RESPONSIBILITY)	PLO-4 (ROLE IN CONTEXT)	PLO-5 (SELF DEVELOPMENT)
	Apply business and management principles and concepts in business and general decision making.	Use interpersonal and general business skills to solve complex and multidimensional business issues	Solve business and other issues independently by analyzing available alternatives and by creating solutions unknown.	Initiate and lead change for the performance of the organizations.	Identify the ways to sustain and improve self and organizational performance.
1					
2					
3					
4					
5					

Comments of the *Ad hoc* Internship Committee

_____

_____

Based on the comment of the A*d hoc* Internship Committee, a student shall be allowed to undertake the internship assignment.

III. Internship Evaluation and Award of Credits

On completion of Internship project, it is evaluated as per the process stated in Section-N and accordingly, credits are awarded by the faculty examiners. The Registrar prepares a consolidated results sheet and submits to the Examination and Grade Moderation Committee (Section-1C.9 of the PPM) for approval. The results are announced and credits are awarded by the Registrar.

The Chairperson Internship consolidates and analyzes the scores as per CLO-PLO Mapping with assessment components as stated in Section-F based on parameter stated therein and submits the internship course portfolio to the QAIE office.

The *Ad hoc* Internship Committee shall also conduct annual Internship evaluation in accordance with the policies stated in Section-Q.

B. Internship Agreement

IMTD signs an agreement with all organizations that offer internship to IMTD Students. The agreement highlights the role and responsibilities of the organization/company and IMTD. The agreement structure is presented in **Appendix 1.** Internship agreement shall include job description in details. After all the parties have signed the document, it will be uploaded to SharePoint and the same will be made available to students and company representatives.

C. Internship Duration

The internship-I assignment is carried out after 4th Semester and internship-II assignment during 8th Semester. Internship-I is of 6 weeks' duration after the completion of two years of the program. Internship-II is of 15 weeks' duration and carried out in the final semester of the program.

D. Responsibilities of Internship Provider

The following responsibilities are outlined in the internship agreement.

Company Responsibilities:

- The internship assignment offered to the student must have a business/managerial content, therefore allowing the students to apply the knowledge gained during their course of studies to real business situations.
- During the internship period, the student works on a full-time basis in the company/organization, where he/she has been attached to. They will continue to have the status of full-time students at IMTD.
- The company/organization must assign a supervisor who will be in charge of the intern during the whole period of his/her assignment.
- Provides a safe and conducive work environment.
- The work environment should meet all national employment standards and other relevant laws and regulations.
- The company/organization is required to formally provide feedback of the student's work to the OCS in the prescribed form [**Appendix 4**]. The feedback form is provided to the company/organization by the IMTD Office of Career Services (OCS).
- Any expense incurred by the student in the course and the purpose of his work in the company/organization should be covered by the company and IMTD will not be held liable for such expenses.

Company Supervisor Responsibilities:

- Company Supervisor should commit to help students meet their learning outcomes, through provision of a job description and suitable assignments throughout the duration of the internship.
- Provides a thorough orientation; inform the intern of all company policies and procedures.
- Schedules regular, periodic supervision meetings with the student intern to discuss performance, schedules, future assignments, and other issues.
- Provides the student intern reasonable freedom to participate in staff meetings, activities, projects, programs, and key elements of service at the company to facilitate in obtaining a broad and relevant experience as a pre-professional.
- Early in the internship, assists the student in determining projects and tasks that integrate core knowledge areas.
- Provides Internship feedback in the prescribed form [refer to Appendix 4] within ten days upon completion of the internship.

E. Internship Guidelines and Evaluation

The internship assignment consists of three main phases:

Phase 1: **Familiarization**

The internship program starts with an integration period with the aim to familiarize the students with the company, its business and competitive environment and to apprehend the content and scope of the Internship assignment. During this phase, the students will finalize with the person in charge of his internship in the company all the practical details and the scope of work as well as the duties and responsibilities involved. The duration of the familiarization period depends on the nature and scope of work assigned to the students as well as the concerned company policy and should preferably not exceed a period of 1 week.

Phase 2: Implementation

Students are conducting practical work during the next 6 weeks within the company for Internship-I and 15 weeks for internship-II. The work must be linked to the specific project assigned to them by the company.

Phase 3: The Internship Report and Presentation

For preparing the internship report, the students are required to follow report writing guidelines.

Report Writing Guidelines: The internship report should have 15 – 20 pages. The contents should be typed in Times New Roman font 12, justified, 1 ½ line space, one-inch margin on all sides. Subheading Font: 12, times new roman, underline, title case, e.g. *Subheading Font*. All pages should be numbered.

Students may arrange the internship report in the following structure:

- Cover Page (As per the format in **Appendix 8**)
- Contents
- Acknowledgement
- Internship Completion Certificate signed by designated person in the company on company official Letterhead
- Executive Summary (Executive summary should be maximum 1 page (Heading font: 12, times new roman, bold, title case, e.g. **Heading Font**)

- Maximum one page)
- Chapter 1 – Scope and Objective of work
- Chapter 2 – Methodology for the study
- Chapter 3 – Analysis
- Chapter 4 – Recommendations
- Bibliography
- Appendices (optional) to include data which add value to the report. Appendices may contain program listings, drawings, extra figures, technical specifications, or other detailed explanations of some aspects of your Report.
- References/Bibliography: Please acknowledge use of materials from printed sources in the preparation of your report and indicate in the below mentioned pattern
  - author's name, title of book, year published, publisher's name, city, ISBN number, page number
  - bibliographic entries are listed alphabetically by the name of the author or by the first major work of the title
  - Example: Vetterli, C. "Technical Report Guidelines", Internship Journal, Vol. 1 No. 1, August 1992, pp.51-53.

After completing the internship program, the student is required to submit soft copy (MS Word document as per the report writing guidelines) of the Internship report on Canvas. The internship reports submitted by the students are subjected to OURIGINAL Plagiarism Detection integrated with Canvas LMS (Refer to **Appendix 9** for Plagiarism Policy).

The student is required to give formal presentation to a panel of that includes faculty supervisor and a faculty co-examiner for Internship-II. The presentation is of thirty minutes followed by questions and answers. The Internship is evaluated as per the process outlined in Section-N.

F. Course Learning Outcomes aligned with QF Emirates Levels

The Objectives of the Internship Program are:

1. To expose students to functions, structures and operational activities of an organization
2. To provide opportunities for learning how various managerial concepts, tools and techniques are applied in an organization
3. To facilitate students in analyzing different business situations and opportunities and carrying out specific operational activities assigned to them
4. To provide a forum for practicing and enhancing the presentation and skills in real life business situations
5. To enable students to observe, experience and acquire interpersonal and skills.

The Outcomes of the Internship Program are:

1. Assess functions, structures and operational activities of an organization. **(Knowledge)**
2. Apply various managerial concepts, tools and techniques are applied in an organization **(Skill)**
3. Analyze different business situations and opportunities and carrying out specific operational activities assigned to them **(Role in Context)**
4. Prepare presentation based on real life business situations **(Autonomy & Responsibility)**
5. Observe, experience and acquire interpersonal and skills **(Self Development).**

NQF-PLO-CLO Mapping:

NQF	(KNOWLEDGE)	(SKILL)	(AUTONOMY & RESPONSIBILITY)	(ROLE IN CONTEXT)	(SELF DEVELOPMENT)
Program Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5
Course Learning Outcomes	CLO1	CLO3	CLO4	CLO2	CLO5

The CLOs of Internship-I are achieved through the assessment components as mapped in the below table:

Internship-I (BB247) CLO-PLO Mapping with Assessment Components

Sl. No	Assessment Components	Total marks	PLO1 (Knowledge) CLO-1	PLO2 (Skill) CLO3	PLO3 (Autonomy & Responsibility) CLO4	PLO4 (Role in Context) CLO2	PLO5 (Self Development) CLO5	Total
			Weights assigned to each CLO for the assessment tool					
1	Scope and Objective of Work	5	5					5
2	Methodology for the Study	10	5	5				10
3	Analysis	15	5	10				15
4	Recommendations	10			5	5		10
5	Clarity of Writing	10		10				10
6	Feedback of the Company Supervisor and Students	50	7.5	10	7.5	5	20	50
	Total weights assigned for each CLO		22.5	35	12.5	10	20	100

The CLOs of Internship-II are achieved through the assessment components as mapped in the below table:

Internship-II (BB482) CLO-PLO Mapping with Assessment Components

Sl. No	Assessment Components	Total marks	PLO1 (Knowledge) CLO-1	PLO2 (Skill) CLO3	PLO3 (Autonomy & Responsibility) CLO4	PLO4 (Role in Context) CLO2	PLO5 (Self Development) CLO5	Total
			Weights assigned to each CLO for the assessment tool					
1	Scope and Objective of work	5	5					5
2	Methodology for the Study	10	5	5				10
3	Analysis & Recommendations	15	5	5	2.5	2.5		15
4	Presentation	20	2.5	5	5	5	2.5	20
5	Feedback of the Company Supervisor and Students	50	7.5	10	7.5	5	20	50
	Total weights assigned for each CLO		25	25	15	12.5	22.5	100

G. Mechanism for matching students with potential providers

The Office of Career Service (OCS) obtains the students enrollment list along the area of specialization for internship program from the Program Office/Registrar's Office. The OCS seeks inputs from students regarding their preferences about Industry/ Sector, Skills/Competencies, locations in order of priority as stated in **Appendix 2**.

The OCS arranges internship assignment considering the students' preferences to the extent possible. The OCS prepares a summary sheet based on preferences given by the student and the actual allocation of internship, and submits to the Chairperson internship. The *Ad hoc* Internship Committee evaluates internship mapping statement and suggests improvement plan, if any, and includes its recommendations in the Annual Internship Evaluation Report. The Academic Committee take necessary action(s) in this regard.

H. Orientation for Students

Preparatory work for internship starts in the 3rd semester – the semester preceding Internship-I. A general orientation outlining the expectations from students specific to the internship and a discussion of dos and don'ts in a professional environment is conducted by the OCS under the supervision of the Chairperson-Internship and Projects.

Secondly, OCS provides students with training on resume writing and interview Skills. OCS also provides resume editing services. The same is outlined in the OCS responsibilities in Section-M.

I. Requirement of Internship Site

The expectations from the company regarding the work environment are outlined in the internship agreement. The company is expected to:
- Provide a safe and conducive work environment.
- Ensure that the work environment meets all national employment standards and other relevant laws and regulations.
- Ensure that the internship assignment offered to the student must have a business/managerial content, therefore allowing the students to apply the knowledge gained during their course of studies to real business situations.
- Assign a supervisor who will be in charge of the intern during the whole period of his/her assignment.
- Commit to help students meet their learning outcomes, through provision of a job description and suitable assignments throughout the duration of the internship.

J. Internship Facilitation

The entire process is facilitated by the Chairperson of Internships & Projects with the support of the Office of Career Services (OCS), and the BBA program officer. The support of the entire faculty body is elicited to serve as supervisors to the interning students.

The Chairperson of Internships & Projects is responsible for the smooth running of the process.

K. Employment site monitoring and Students Feedback

As outlined in Section-M, after the completion of at least half the duration of internship the faculty supervisor is required to conduct a site visit (or conduct virtual meeting in case the site visit is not possible) to gather feedback from students and the company supervisor.

After the completion of the internship, the OCS collects detailed feedback in the prescribed form **(Appendix 4)** regarding the work environment, nature of the work and the quality of supervision using the form.

L. Internship Placement and Assignment of Faculty Supervisor

Internships for students can be sourced in one of the following ways:
- Students may apply for an internship announced by the OCS
- Students may identify a suitable opportunity through their own professional network.

Internship opportunity identified by the students shall have clear job descriptions which shall be mapped with the PLOs in accordance with the procedures stated in Section-A. II. Based on the observations of the *Ad hoc* Internship Committee, permission is granted to the students to pursue such internship assignment.

I. Internship Placement Process

The placement process through the OCS consists of the following steps:

1. Students submit their details and preferences for the nature of internship to the OCS through a form as mentioned in Section-G.
2. The OCS sources for opportunities in accordance with the profiles and preferences of the student. The OCS will do due diligence in shortlisting internship opportunities that are sufficiently challenging and appropriate to meet the CLOs and PLOs. The Job descriptions of Internship opportunities are mapped with the PLOs in accordance with the requirements stated in Section-A. II.
3. Students may apply to suitable positions through the OCS or channels approved by OCS (such as LinkedIn)
4. Students prepares for the interviews with the support of OCS.
5. When offered a position, students accept the offer most suitable to them through the OCS. All communications with company HR and offer negotiations should be done through the OCS. Students should keep the following in mind during offer acceptance:

- Students are not allowed to accept more than one assignment.
- Once an offer accepted the student is expected to follow through and join the internship. Failure to do so will result in non-issuance of No Objection Certificate (NOC) to proceed with the internship.
- Students have to complete the work and remain with the company during the entire period of internship.
- Leaving the internship assignment without valid reasons and prior approval of IMTD will lead to disciplinary action as well as "F" grade for the internship assignment.

If a student sources their own internship, they should opt out of the OCS placement process and provide information about their internship to the OCS. The OCS evaluates the nature of the role and provide the NOC for the student to proceed. The OCS continues to support the students through self-sourced internships as well.

The OCS shall prepare a consolidated report providing student-wise details regarding-

- Functional area;
- Name of the Company;
- Name of the Company Supervisor with contact details;
- Start date, end date and renewal date of any of the internship assignment;
- Any other information;

and submit it to the chairperson internship with a copy to the Program Office and Registrar Office.

II. Allocation of Internship Faculty Supervisor

The Chairperson of Internships and Projects assigns faculty supervisor(s) with expertise in the functional area of the internship assignment. The faculty supervisor(s) is provided with the all internship details e.g. copy of the Internship Agreement with the company, job description mapping (See Section-A. II). The Faculty Supervisor(s) monitors progress of the internship assignment as per the policies and procedures stated in Section-P.

M. Roles and Responsibilities during Internship

Responsibilities of the OCS are to:
- Collect data from students and program office about student profile and their preferences
- Identify the strengths, weaknesses, abilities of students and seek opportunities accordingly
- Maintain a wide range of corporate networks to be able to successfully match a student with an appropriate role/project
- Conduct due diligence in shortlisting the roles so they satisfy the internship learning outcomes
- Assist students in applying for roles and preparing them for interviews
- Negotiate on behalf of the student when an offer is made
- Ensure that the company agrees to the terms and conditions laid out in the official Internship Agreement [refer to Section-B]. The same document is signed by both students and company and acts as a binding agreement for both parties to fulfil the obligations outlined. Records of these are maintained by the OCS
- Issue a No Objection Certificate (NOC) based on their evaluation of the acceptability of the role and company environment to the students so they can legally work for the company while being a student at IMTD
- During the internship, continue to support the student and act as a conduit for effective communication between the student and the company as needed – especially when the company is not providing opportunities or challenges as promised
- Collect feedback from students upon completion of the internship and use that to curate the list of companies for future placement cycles.

Responsibilities of the Student are to:

- Diligently participate in the orientation and workshops during the preparation phase.
- Actively communicate their job interests and preferences to OCS
- apply for advertised positions proactively
- Ensure all communication with company HRs and managers is through the OCS before the start of the internship
- Bear the ultimate responsibility of finding a suitable role while adhering to the program schedule
- Once offered an internship, review the job description and ask pertinent questions about the duties that he/she does not understand. Then, accept a suitable offer.
- Register the internship with the program office so that the Chairperson of Internships can assign a faculty Supervisor
- With the help of the faculty advisor, develop specific goals and learning outcomes for his/her internship
- At work, be punctual, polite, conscientious, friendly, and a team player. Most importantly, the intern should maintain confidentiality regarding information about the host company and its products, should respect the company's dress code, and adhere to high ethical standards.
- Regularly keep in touch with the company and faculty supervisors and keep them updated of the progress.
- Inform the host company's supervisor immediately in case of any absences or lateness and display a professional attitude at all encounters with colleagues.
- In case of encountering work related problems, students notify their respective faculty supervisor and the OCS immediately and seek help
- Upon completion of internship, submit the reports and makes presentations as needed.
- Obtain the completion certificate and ensure that the company Supervisor sends their feedback to the program office.

Responsibilities of the Faculty Supervisor are to:

- Provide a supportive environment to students with an open line of communication. Offer advice and guidance to students
- Provide timely feedback on submission of draft reports
- Ensure there is contact (via email or a meeting) at least once in 3 weeks with every mentee
- Conduct a site visit to monitor the employment site and gather feedback from students and the company Supervisor
- Clearly communicate expectations to the students
- Evaluate the internship report and/or project as per the guidelines provided in the manual.

N. Internship Evaluation

Internship-I is worth 4 credits (6 weeks) and is completed during the summer after semester 4. Internship-II is worth 13 credits (15 weeks) during 8th semester. On completion, and Internship project is evaluated as per the process stated below.

Internship-I Evaluation

Internship projects are evaluated by the faculty supervisor after taking in to account feedback points awarded by the Company Supervisor. The faculty may also consider the feedback of the students while evaluating the feedback points awarded by company supervisor. The internship evaluation form is presented in **Appendix 5.**

Internship-II Evaluation

Internship projects are evaluated by a panel comprising of the faculty supervisor and a co-examiner after taking in to account feedback points awarded by the company supervisor. The faculty panel may also consider the feedback of the students while evaluating the feedback points awarded by company supervisor. The internship evaluation form is presented in **Appendix 6**.

Based on the percentage score awarded, letter grades are assigned per the below table:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
>=90	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-49	40-44	<40

O. Reflections from Internship

Students submit a detailed report as outlined in Section-E upon completion. Additionally, non-working students get an opportunity to share their learnings of Internship-II through an oral presentation.

P. Internship Monitoring

During the course of the internship program, each student's work is monitored and supervised regularly by Faculty Supervisor(s) (See Section-L. II for allocation of Faculty Supervisor). In the monitoring process Faculty Supervisor(s) shall *inter alia* take in to consideration the following:
- Whether student is working as per the Job description stated in the Internship Agreement
- Company Supervisor's feedback on the progress of the internship assignment and student's

performance.

- Students interim feedback about the progress of the internship assignment, work place environment and learning expectation gap if any

The faculty supervisor may visit the internship site and obtain necessary information. Alternatively, faculty supervisor may make off-site assessment in consultation with the company supervisor. The faculty supervisor shall provide continuous guidance and support to the students in performance of the internship assignment. In case the faculty supervisor notices any deviation in job description that affects the initial mapping with PLOs (See Section-A. II), he/she shall report such deviation to the Chairperson Internship for necessary action in consultation with the *Ad hoc* Internship Committee.

For internship-II, mid-term review is required to be submitted by the students to the faculty supervisor. All internship also has a summative evaluation at the end of the internship period as described in Section-N.

Q. Internship Annual Evaluation

The *Ad hoc* Internship Committee evaluates student internship program as a whole taking into consideration *inter alia* the following aspects:

- Initial mapping of job description with PLOs
- Consolidated internship monitoring report
- Internship Evaluation by Faculty Mentor
- Consolidated grade sheet of internship program
- Students' Feedback on Internship
- Company supervisors' Feedback
- Outcomes of CLOs and PLOs Mapping as per Section-F
- Internship Preference mapping as per Section-G

The committee shall prepare Annual Internship Evaluation Report mentioning the areas of improvements and submits to the Chairperson Internship who in turn provide necessary remarks and submits to the Academic Committee.

The Academic Committee shall review the Annual Internship Report and suggest corrective actions.

Appendices

Appendix 1 Agreement for Internships

Agreement for Internships

This agreement defines the relationship between Institute of Management Technology, DIAC, Dubai, and _____ ("Company") with its registered office located at _____ for internship placement of IMTD students.

The purpose of this agreement is to define the responsibilities of the institution, the student and the provider or company throughout the internship process so that the learning outcomes set forth for the internship by IMTD are adequately met.

FRAMEWORK OF AGREEMENT:
A) Responsibilities
   1) Company Responsibilities
   2) Intern Responsibilities
   3) IMTD Responsibilities
B) Contact details, Stipend, Role & Location details
C) BBA Internship Evaluation Form
D) Internship Completion Certificate

A. Responsibilities

1. Company Responsibilities

- The internship assignment offered to the student must have a business/managerial content, therefore allowing the students to apply the knowledge gained during their course of studies to real business situations.
- During the internship period, the student works on a full-time basis in the company/organization, where he/she has been attached to. They will continue to have the status of full-time students at IMTD.
- The company/organization must assign a supervisor who will be in charge of the intern during the whole period of his/her assignment.
- Provides a safe and conducive work environment.
- The work environment should meet all national employment standards and other relevant laws and regulations.
- The company/organization is required to formally provide feedback of the student's work to the OCS in the prescribed form. The feedback form is provided to the company/organization by the IMTD Office of Career Services (OCS).

- Any expense incurred by the student in the course and the purpose of his work in the company/organization should be covered by the company and IMTD will not be held liable for such expenses.

2. **Intern responsibilities:**

- For all corporate duties, the intern should be punctual, polite, conscientious, friendly, and a team player. Most importantly, the intern should maintain confidentiality regarding information about the host company and its products, should respect the company's dress code, and adhere to high ethical standards. The student should inform the host company's supervisor immediately in case of any absences or lateness and display a professional attitude at all encounters with colleagues.
- During the course of the internship, the intern should communicate with the host company supervisor, as stated in the internship agreement, and should complete all assignments as assigned by host company and faculty supervisor within set deadlines. The student should strive to gain a good understanding of the working of the company and complete projects to the best of their abilities.
- In case of encountering work related problems, students should notify their respective faculty internship advisor and OCS immediately.
- Within ten (10) days of completing the work term agreement (or by the end of the semester - whichever is earlier), the student should submit to the faculty internship advisor the completed Internship Evaluation Form. Other required reports should be submitted within deadlines as defined by the faculty internship advisor.

3. **IMTD Responsibilities**

- Issue a No Objection Certificate (NOC) based on their evaluation of the acceptability of the role and company environment to the students so they can legally work for the company while being a student at IMTD
- During the internship, continue to support the student and act as a conduit for effective communication between the student and the company as needed.

B. Contact details, Stipend, Role & Location details

Position Type	Intern
Functional Area (Marketing/HR/Finance/Operations)	
Mode of Work	Office based/ Remote working/ Hybrid
Internship Start Date (dd/mm/yyyy)	
Expected Internship End Date (dd/mm/yyyy)	
Renewal Date, if any	
Department	
Internship Location (City)	
Stipend details (AED p.m.)	

Description of Job responsibilities and Planned Work:

1. _____
2. _____
3. _____
4. _____
5. _____

Contact information of all relevant persons:

- **Company Name**: _____
- Address: _____
-
- HR Name: _____
- HR Tel: _____ HR Email: _____

- **IMTD representative Name:** _____
- Tel: _____Email: _____
- Signature: _____ Date: _____

C. BBA Internship Feedback FORM (for Company Supervisor)

Name of the Intern: _____

Roll number: _____

The company Supervisor may please assess the work conducted by the interns on the following 5-point scale. Please note that you may award the marks in between two categories also. For e.g., 3.5 or 3.75 or 4.25 or 4.5 etc.

Excellent   Good   Unsatisfactory   Very Unsatisfactory   Fail
   5_____4_____3_____2_____1

Evaluation criteria	Points out of 5
1. Understanding the nature & scope of the project	
2. Planning ability	
3. Execution ability	
4. Methodology & tools used	
5. Fulfillment of the objectives	
6. Communication skills	
7. Initiative	
8. Teamwork	
9. Perseverance	
10. Sociability	
Total Marks (out of 50)	

Name of the Company Supervisor: _____

Designation: _____

Signature: _____   Date: _____

Company Name & Address:

D. Completion Certificate Format

Institute of Management Technology, Dubai

Internship Completion Certificate

This is to certify that ………………………. (Student Name), enrolled in the BBA Program at IMT, Dubai

with Roll No…………., has successfully completed the project titled ………………. under my supervision

at ……………. (Company Name). The duration of the project was from ……………. to ……………….

Company Supervisor
Name:

Signature:

Date:

OCS Signature: _____   **Company HR Signature**: _____

Date: _____   **Date:** _____

Appendix 2 BBA student's preference for Internship

Dear Students,

IMTD is committed to provide quality internships to students. This form is for the purpose of collecting/understanding your preference and skill sets when opting for an internship through the college/Office of Career Services.

1.Student Name

2.Batch

3. Area of Function /specialization (indicate which area is of interest to you) -Select all that apply *

- o   Marketing
- o   Finance
- o   HR
- o   Operations
- o   Supply chain and Logistics
- o   Sales /Business Development

4. Industry/Sector preference (indicate which sector/industry you would like to work in) Select all that apply *

- o   FMCG
- o   FMCD
- o   Auto
- o   Retail
- o   E-Commerce
- o   I.T
- o   Supply Chain
- o   Manufacturing
- o   Energy
- o   Chemicals
- o   Market Research

- o Insurance
- o Pharma
- o Healthcare
- o Education
- o Telecom
- o Advertising and Public Relations

5. Skills/Competencies (please indicate which areas you are good at)- Select all that apply

- o Market Research
- o Data Analysis
- o Communication
- o Content Creation
- o Customer Service
- o Digital Marketing
- o MS Office Package (word/excel /PowerPoint)
- o Problem solving
- o Teamwork

6. Location preference, if any _____.

Appendix 3 Student Feedback

Questions

Dear Student, IMT is committed to providing quality internships to students, and therefore we would like to collect your feedback regarding your experience in the companies this year. Your feedback and comments will help us to identify the challenges you have faced and screen these companies for the following year. This form is not for students who finished their internship/projects under faculty guidance.

1.Student Name

2.Location of the company

○ UAE

○ India

3.Name of the company

4.Area of the internship (Choose the closest)

○ Marketing

○ Operations

○ Finance

○ HR

5.Duration in weeks (enter the closest number)

6.Placement channel

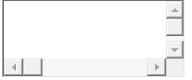○ Office of Career Services

○ Self-sourced

7.How often did you interact with your company supervisor? (Pick the closest option)

Less than once a week	Once a week	Twice a week	Everyday
○	○	○	○

8.On a scale of 1-5 indicate how important the following behavioral traits were for successful completion of your internship. (1= least important 5= extremely important)

	1	2	3	4	5
Decision Making	○	○	○	○	○
Problem Solving	○	○	○	○	○
Analytical Skills	○	○	○	○	○
Creativity and Critical Thinking	○	○	○	○	○
Inter-personal Skills	○	○	○	○	○
Written communication	○	○	○	○	○
Oral communication	○	○	○	○	○
Team Work / Collaboration	○	○	○	○	○

9.List the top 5 technical skills/tools learned/used during the internship. Separate each entry by a comma.

10.How likely is the conversion of your internship into the final placement? (5 being most likely and 1 being least likely)

1 ⊙

2 ○

3 ○

4 ○

5 ○

11.What was the extent of overlap between your role during the internship/project and the JD provided during selection? (1 being least overlap and 5 being highest)

1 ◯

2 ◯

3 ◯

4 ◯

5 ◯

12.Did you feel sufficient learning happened in the internship?

◯ Yes

◯ No

13. If No, please elaborate.

14.What was/is going to be the outcome of the internship?

◉ Successful completion of minimum duration of 12 weeks with company issuing the completion certificate

◯ Terminated by company with certificate

◯ Terminated by company without certificate

◯ Terminated by student

15.How likely are you to recommend the company to another student? (5 being most likely and 1 being least likely)

1 ◯

2 ◯

3 ◯

4 ◯

Appendix 4 BBA Internship Feedback Form (for Company Supervisor)

Name of the Intern: _____

Roll number: _____

The Company Supervisor may please provide feedback on the work conducted by the interns on the following 5-point scale. Please note that you may award the points in between two categories also. For e.g., 3.5 or 3.75 or 4.25 or 4.5 etc.

Excellent	Good	Unsatisfactory	Very Unsatisfactory	Fail
5	4	3	2	1

Evaluation criteria	QF Emirates Strands	Points out of 5
Understanding the nature and scope of the project	Knowledge (PLO-1)	
Planning ability	Skill (PLO-2)	
Execution ability	Skill (PLO-2) Autonomy and Responsibility (PLO-3)	
Methodology and tools used	Knowledge (PLO-1) and Skill (PLO-2)	
Fulfillment of the objectives	Role in Context (PLO-4)	
Communication skills	Self-Development (PLO-5)	
Initiative	Autonomy and Responsibility (PLO-3)	
Teamwork	Self-Development (PLO-5)	
Perseverance	Self-Development (PLO-5)	
Sociability	Self-Development (PLO-5)	

Name of the Company Supervisor: _____

Designation: _____

Signature: _____   Date: _____

Company Name & Address:

Please email the completed feedback form to the program officer: iqra@imt.ac.ae. Alternately, it can be mailed to Program Office, Institute of Management Technology, Plot No. UG – 02, Academic City, P.O. Box: 345006, Dubai, U. A. E. Fax.: +971 4 3604838

Appendix 5 BBA Internship-I Evaluation Form (for Faculty Supervisor)

The student's internship report and its presentation are evaluated on parameters as indicated in the Internship Evaluation Form given below:

Name of the student: _____

Name of the Company: _____

Title of the Project: _____

Sl.No	Evaluation Components	Maximum Marks	Marks Obtained
1	Scope and Objective of work	5	
2	Methodology for the study	10	
3	Analysis	15	
4	Recommendations	10	
5	Clarity of writing	10	
6	Feedback of the Company Supervisor and Students	50	
	Total	**100**	

Name of the faculty: _____

Signature of the faculty: _____

Date: _____

Once completed, please return the form to the Program Office.

Appendix 6 BBA Internship II Evaluation Form (for Faculty Supervisor)

The student's internship report and its presentation are evaluated on parameters as indicated in the Internship Evaluation Form given below:

Name of the student: _____

Name of the Company: _____

Title of the Project: _____

Presentation Date (for Internship II only): _____

Sl. No	Evaluation Components	Maximum Marks	Faculty Supervisor marks	Faculty examiner marks	Total
1	Scope and Objective of work	5			
2	Methodology for the study	10			
3	Analysis & Recommendations	15			
4	Presentation	20			
5	Feedback of the company supervisor and Student	50			
	Total	**100**			

Name of the faculty Supervisor: _____Signature: _____

Name of the faculty examiner: _____   Signature: _____

Date: _____

Once completed, please return the form to the Program Office.

Appendix 7 Completion certificate format

Institute of
Management Technology
IMT | Dubai

Institute of Management Technology, Dubai

Internship Completion Certificate

This is to certify that ……………………. (Student Name), enrolled in the BBA Program at IMT, Dubai with Roll No…..........., has successfully completed the project titled ………………. under my supervision at ……………. (Company name). The duration of the project was from ……………. to ……………….

Company Supervisor
Name:
Signature:
Date:

OCS Signature: _____   **Company HR Signature**: _____

Date: _____   **Date:** _____

Appendix 8 Format of Cover Page

Internship Report

Title of Report
Company Name

Submitted by: Student Name
Student ID

Appendix 9 Student Academic Integrity

IMT expects its students to uphold high standards of academic integrity and conduct. In particular, students are required to:

- Abide by high standards of academic integrity, ethics and honesty. Refrain from cheating on homework and examinations, plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.
- Adhere to the published test or examination rules and regulations.
- The following are types of academic misconduct:
  o Cheating / using unfair means in examinations
  o Significant paraphrasing in student's written academic work
  o Switching off camera during remote examination
  o Disobeying instructions of invigilators during examinations
  o Unacknowledged use of information, ideas unless such ideas are commonplace
  o Citing sources which student had not read or referred to
  o Breaching the word limit of assignments and mentioning wrong word count.
- Plagiarism is another type of academic misconduct for which students needs to be aware of what constitutes plagiarism and its consequences. Students are briefed about the IMTD's plagiarism policies during the orientation program conducted at the beginning of each program. Faculty members also discuss plagiarism policy at the introductory session of each course. The plagiarism policy is also included in each course outline.

I. Plagiarism Definition

Plagiarism is the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly acknowledging the ownership (source) of the property (item). Plagiarism is considered as academic misconduct. Students should understand what the plagiarism is and take well informed steps to avoid it.

Plagiarism can take various forms. The main categories of use of unreferenced work that could be construed as an act of plagiarism can be summarized as:
- Using someone else's quoted words without putting these words in quotation marks.
- Unauthorized borrowing of another person's idea, research work or theories.
- Failure to reference the other author's written words, quotes or definitions.
- Use of descriptions or quotations of another author without acknowledgement.
- Cosmetic paraphrasing occurs when the acknowledgement is made. The paraphrased quote is very similar to the original work.
- 'Cut and paste work' from electronic sources without explicit mentioning of complete URL. The inclusion of large amounts of pasted material, even if acknowledged, raise doubts about authenticity of student's work.

II. Plagiarism Check Process at IMTD

All work submitted by students is accepted on the understanding that it is their own. IMTD views plagiarism as academic misconduct and dishonesty. Students should adhere to high standards of academic integrity that includes referencing and acknowledging other's work, good literature review procedures while submitting assignments, projects or case studies.

For the purpose of academic discipline and penalization, three categories of plagiarism are defined on the basis of similarity index (percent of similarity). However, given the limitations of a software, evaluation shall be supervised by the concerned course faculty.

The steps followed in plagiarism checking are listed below:

- The student is responsible for submitting a proper referenced assessment.
- Faculty members are responsible for implementing the acceptable academic code of conduct through proper student orientation, citing examples of assignments, projects and thesis work that have followed proper acknowledgement and referencing standards.
- Every faculty member provides and implements strict academic code of conduct guidelines at the beginning of course.
- The CANVAS LMS portal at IMTD is integrated with Turnitin anti-plagiarism software. All students' works are submitted through the LMS which has in-built plagiarism check software. Assessment submission links are available to the students through the LMS.
- Turnitin's ant-plagiarism system works with an ever-expanding number of documents and sources classified into sources found on the Internet, articles published in academic journals and previously submitted documents. This includes everything from Wikipedia to national repositories of theses language indiscriminately (https://www.ouriginal.com/our-products/)

A big part of the material available on the Internet is only accessible through password-protected systems; hence, it cannot be located with the aid of an ordinary search engine. There is also a plethora of search engines, each with its own coverage. On top of this, there is a huge amount of material on the Internet that cannot be found though using regular search engines. Turnitin manages to find sources in all parts mentioned above.

Published material consists of hundreds of millions of books, journals, reference works, scientific articles, and so forth. Some material is accessible electronically via specific databases, whilst other material can only be found in the printed format. OURIGINAL has formed strategic partnerships with a number of leading information providers.

Turnitin always checks all assignments against previously submitted material. Consequently, students cannot steal another student's work nor plagiarize through means of too close collaboration.

Turnitin generates an analysis overview and is delivered to the course Instructor, either via CANVAS LMS or by email. The results are presented in a comprehensible, interactive analysis report so that the instructor can make the final judgement based on Turnitin's analysis if any plagiarism has indeed occurred.

Turnitin anti-plagiarism system generates originality report with percentage of similarity and the citations from where plagiarism might have occurred. The instructor uses the originality report to determine the similarity that is acceptable. The student will also be able to see the originality report. The instructor can provide the option to the students to revise the assessment upon comparing with originality report and resubmit the assessment.

If an assignment is submitted by the student through e-mail to the instructor, the instructor may login to Turnitin portal directly, upload the student submissions and can check the plagiarism using upload documents option.

Faculty must review the plagiarism report on case-to-case basis and decide on the final penalty to be awarded to the student.

III.   Levels of Plagiarism and Penalties

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool Turnitin is excluded from any penalty provided this does not relate to any substantial section of the answer/ project report/ case analysis/ assignment, etc. which demands students' originality. Also, 15% similarity exemption applies to narratives about the company, views expressed by others, a common phrase or series of words used in context to the topic, bibliography, formula or derivation of formula, problem solution with same set of data that may have similar outcomes, etc. Faculty members/ Examiners shall assess all such exemptions applying the principle that similarities do not compromise to originality of the students' contribution. In case of any similarity even within 15% level that comprises the substantial section of the answer/ project report/ case analysis/ assignment, etc. should be awarded penalty at par with cases of Level I similarity." Similarities above 15 percent are classified in to two levels- Level 1 and Level 2 as shown below. The level wise penalties are as follows:

Level	Similarity Percentage	Penalty
I	16 - 25%	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in that assessment shall be deducted.
II	Above 25%	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

Faculty submits plagiarism incident report covering both Level-I and Level-II cases with all the details to the Program Chair. Program Chair keeps a record of all such incidents of plagiarism during the semester. Program Chair shall report the cases of level-II to the Disciplinary Committee. The Disciplinary Committee evaluates the cases of level-II and may come up with following penalties:

- Award zero marks for the component of assessment.
- Award grade XF (fail due to academic integrity violations) in the course. The student has to repeat the courses once again.
- In case of repeat violations, the student may be dismissed from the program.

Document Change Record

Version: **January 2023**   Date of Approval of the BoG: 25th January 2023

Sl.no	Change summary	Section	Page no. of previous version-May 2022	Page no. of current version-January 2023
1	Student Academic Integrity has been updated.	Appendix 9	37-40	37-40

Version: **May 2022**   Date of Approval of the BoG: 27th May 2022

Sl.no	Change summary	Section	Page no. of previous version-October 2021	Page no. of current version-May 2022
1	In Section A: Internship Policies and Procedures three sub points are added I. The Organization of the Internship in the BBA Program II. Mapping of Internship job description with the Program Learning Outcomes (PLOs) III. Internship Evaluation and Award of Credits	Section A	7	6-7
2	Mechanism for matching students with potential providers is revised	Section G	15	14
3	Internship Placement and Assignment of Faculty Supervisor is revised	Section-L	17	16-17
4	Internship Monitoring is elaborated	Section-P	20	19-20
5	A new Section on Internship Annual Evaluation is added in the Manual	Section Q	NA	20