

ANNEX 'A'

To VC Office Order No.

DHA/DSU/19/VC-OO/194

Dated: 18-1-2016



**DHA SUFFA UNIVERSITY
OFFICE OF DIRECTOR STUDENTS PLACEMENT
STANDING OPERATING PROCEDURE**



SOP Table of Contents

Section 1.01 Introduction

Section 1.02 Benefits of internship to Students

Section 1.03 Establishment of office of director students placement

Section 1.04 Departmental internship coordinators

Section 1.05 Process of seeking internship

Section 1.06 Responsibilities after getting internship

Section 1.07 Evaluation of the internship

Section 1.08 Internship completion

Section 1.09 Frequently Asked Questions

Section 1.10 Internship Proposal Form

Section 1.11 Intern Attendance Agreement

Section 1.12 Student Intern Evaluation Regarding Internship

Section 1.13 Supervisor Evaluation for student Intern

Section 1.14 Internship Acceptance Form

Section 1.15 Student Internship Application Form

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Introduction

1. At DHA Suffa University (DSU), we are fully conscious of the utility of earning practical experience for students by undergoing internship(s) during their studies. Interning in a field of choice will stand out on students' resume and help them with their job search after graduation. Students/interns should endeavor to gain on-the-job training that integrates education and career development; while organizations and companies hosting interns also benefit from the contributions of creative and innovative students. People/Students meet during the course of their internship become subsequently professional "*contacts*" who can help guide their career path as they make their way into professional world.

Benefits of Internship to Students

2. Following are some of the advantages of internship for the students:
- a. Career related experience
 - b. Practical knowledge
 - c. Opportunity to explore career venues
 - d. Valuable work experience to add value to the résumés of students
 - e. Increased self-confidence
 - f. Support and enhance conventional classroom learning methods
 - g. Possibility of getting job in the same organization
 - h. Obtain references from co-workers

Establishment of Office of Director Students Placement

3. Office of Director Students Placement, was established vide Vice-Chancellor's office Order No 116 dated 27 January, 2015. This office is made responsible to interact with different organizations, offices and industries for placement of DSU students for internship during their studies and subsequently for their employment after their graduation.

Departmental Internship Coordinators

4. Each department will nominate at least one faculty member to function as Departmental Internship Coordinator or Industrial Liaison Officer who will coordinate students' placement activities in between the office of Director Students Placement and the concerned teaching department.
5. The Internship Coordinator/Industrial Liaison Officer of the department will:
 - a. Coordinate the internship and screening of year-round intern applicants
 - b. Assist in the selection of appropriate interns when internship is sought by DSP
 - c. Promote internship opportunities within the department
 - d. Serve as the contact person regarding the departments' internships
 - e. Review and revise the department's internship procedures as needed

Process of Seeking Internship

6. The entire Internship procedure is summarized in Internship Program Flow Chart attached as Annexure A in the beginning of this document.
7. DSU students who are desirous to seek internship should:
 - a. Analyze their skills, values and interests to determine the location and working environment desired.
 - b. Check with the office of DSP if they possess required qualifications and other requirements on academic credit.
 - c. Fill up Internship Request Form (attached separately)
 - d. Prepare a resume and cover letter, especially to participate in Job Fair.
 - e. Explore and exploit their own personal contacts to seek internship for themselves
 - f. Visit notice board of the office of DSP frequently to find out any announcement of internship
 - g. Visit notice board of the departmental Internship Coordinator.
 - h. Visit on and off DSP webpage/Departmental Internship Coordination webpage.

Responsibilities of DSU Students after getting an internship

8. Interns should:
 - a. Adhere to the policies, procedures, and rules governing professional behavior of the organization they join as an intern.
 - b. Be punctual, and work for the required number of hours as agreed to by the intern and the organization.
 - c. Notify their organization as well as DSU if they are unable to attend as planned.
 - d. Behave and dress appropriately to the particular workplace.

- e. Respect the confidentiality of the workplace, its clients and its employees.
- f. Take positive initiative and volunteer for different tasks or other work.
- g. Discuss any problems with their incharge and, if necessary, with DSP or at least Departmental Internship Coordinator of their respective departments.

Evaluations of the internship – two sided feedback

9. Evaluation is important to an intern's development and is an opportunity to identify strengths and weaknesses. It is ideal if the internship offering organization evaluates the performance of the intern (DSU Student) throughout the entire internship, not just at the end. The evaluation should be planned as a learning experience and an opportunity for two-sided feedback.

10. A proforma is designed and is attached with this document. This proforma is forwarded to the organization to consider the following when evaluating a nominated DSU student/an intern:

- a. Progress towards or accomplishment of learning objectives.
- b. Overall contribution to meet mission of the organization.
- c. Dependability, punctuality, attendance.
- d. Relations with others, overall attitude.
- e. Potential in the field.

11. The student will also evaluate the internship experience, which is important in determining the value of the work experience for future interns. A separate questionnaire is designed for that and is attached with this document.

12. Categories in the feedback include:

- a. Was there educational value or merit in the assignment?
- b. Does the experience relate to major or career goals of the student?
- c. Did the intern receive a proper job orientation?
- d. Was the supervisor willing and/or capable of answering questions?
- e. Could inter develop good work habits?

Internship Completion

13. At the end of the internship:

- a. The internship offering organizations will be requested to provide the student with a letter of recommendation/internship certificate.
- b. The internship providing organization will complete a feedback proforma provided by DSU assessing the intern's progress and skill development.
- c. An Internship certificate will be issued by office of DSP to the students which will facilitate him/her in his/her future professional endeavors.
- d. The student Intern will evaluate the overall internship experience. The evaluation form will be submitted to office of DSP.

FREQUENTLY ASKED QUESTIONS

FAQ by Intern

1. *Why should I opt for an internship?*

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still studying in the university. Students will gain valuable work experience and the opportunity to explore career avenues.

2. *How do I find an internship?*

The Office of Director Students Placement (DSP) advertises different intern positions at the notice board outside the office and on its web site.

3. *How do I earn academic credit for my internship?*

Academic credit varies by department and its degree programme. Please contact your academic (class) advisor for information on earning academic credit.

4. *Is my internship paid?*

The decision of an internship being paid or not, solely depend on the organization practice & procedures. Office of DSP has very little to do with it.

5. *What happens at the end of my internship?*

You will receive a letter of recommendation from office of Director Students Placement of DSU. You will also have an opportunity to evaluate the department's internship program.

FAQ by Supervisor of any organization seeking Interns:

1. *How do I request an intern?*

Complete the Internship Proposal Form and send a Duty Statement. Forward forms to the Office of Director Students Placement, DSU.

Interview interns the same way you would do to anyone applying for a permanent job. Check references, ask for transcripts and hold competitive interviews so applicants know you mean business.

Upon request, the Director Students Placement will assist prospective employers in selecting and interviewing students.

2. *How long can I keep my intern?*

An internship is typically a semester break experience but may be conducted during summer semester if a student does not opt to study during that semester. Much of the “when and for how long” depends on the arrangements made between the employer and the student.

3. *How does the student benefit with an unpaid internship?*

The internship program is primarily meant to provide students with education experience that will bridge the gap between their classroom learning and intended career hence the program is highly beneficial for the students even if it is totally unpaid internship.

4. *How do I get myself prepared for my intern?*

Complete all necessary forms. Orientate the intern to the department. Discuss duties, responsibilities and training. Be sure to have a proper work station with office supplies for the intern.

5. *What if I have a “problem” intern?*

Sometimes the department and the intern, or the experience and the intern are not a good fit. Decide whether the mistake deserves a second chance. If not, counsel the student on why the internship has come to an end and notify the office of Director Students Placement immediately.

ANNEX 'B'

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Dated: 18-1-2016

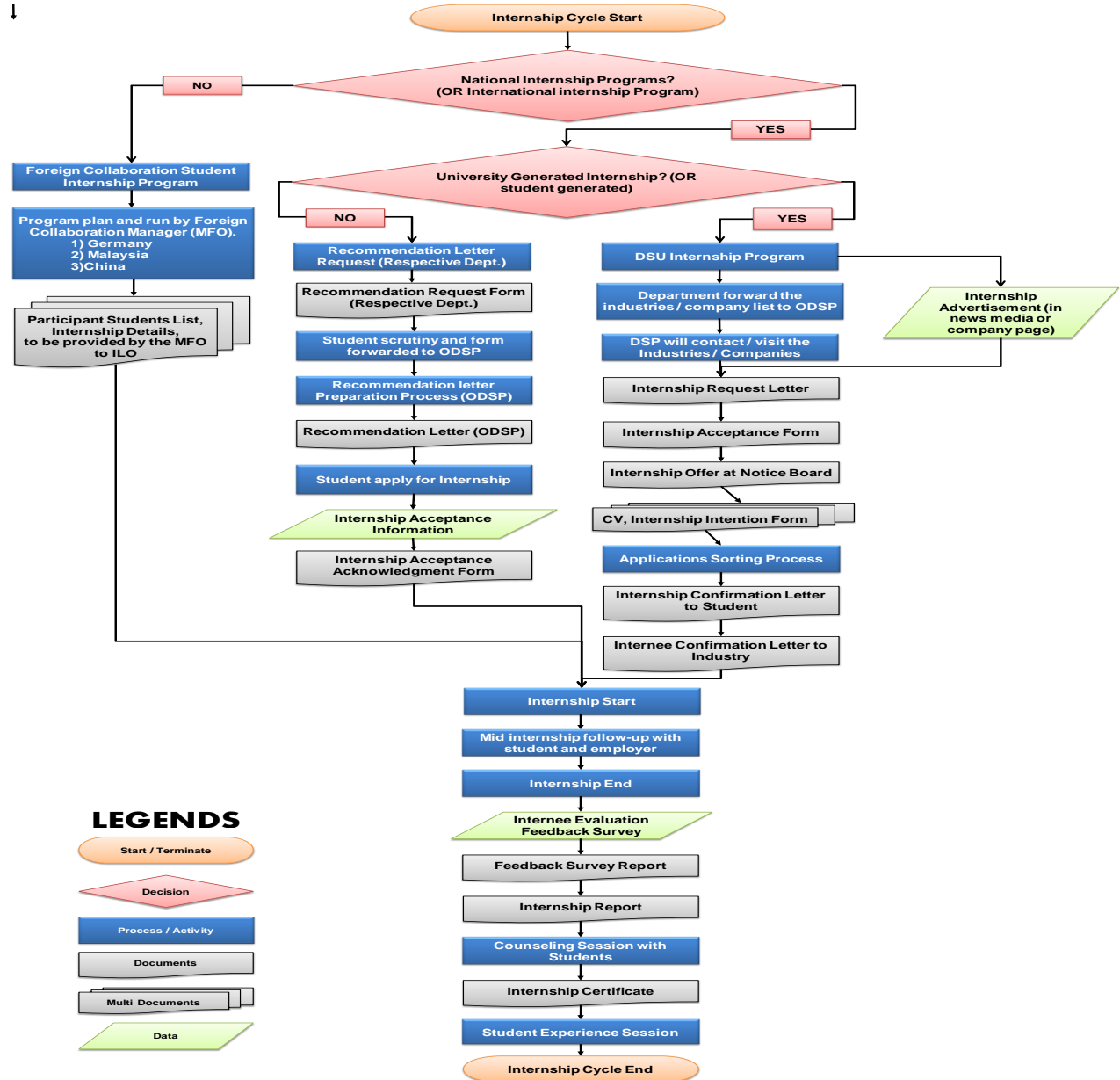


OFFICE OF DIRECTOR STUDENTS PLACEMENT & DIRECTOR PUBLICATIONS

DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500

INTERNSHIP PROGRAM FLOW CHART



ANNEX 'C'

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OFFICE OF DIRECTOR STUDENTS PLACEMENT

DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500

Internship Proposal Form

Offices interested in hiring an intern should complete this form.

If you have questions, please coordinate with office of Director Students Placement of DSU

Date:		
Department:		
Division:		
Intern Supervisor Name:		Intern Supervisor Title:
Intern Supervisor Phone:	Intern Supervisor Fax:	Intern Supervisor E-Mail
Intern Supervisor Mailing Address:		Office Location:
Internship Job Title:		Number of intern positions available for this job title:
Intern hours per week:	Requested Start Date:	

Approval Signatures:

Intern Supervisor/Manager Date

Position Description: The following information will be used to create an internship. Please be concise and specific as possible. Students will apply for internships based on this information.

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OFFICE OF DIRECTOR STUDENTS PLACEMENT

DHA SUFFA UNIVERSITY

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INTERN ATTENDANCE AGREEMENT

When running more than 15 minutes late, please call your assigned supervisor. Excellent attendance is an expectation of all employees. When you need to be absent or if you need to modify your schedule, please notify your supervisor as soon as possible.

Start Date	
End Date	
Total Hours Per Week	
Work schedule	

Intern Signature

Date

Supervisor Signature

Date

Please provide a copy to the intern. Keep a copy for your records and return the completed form to the department's Internship Coordinator

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OFFICE OF DIRECTOR STUDENTS PLACEMENT

DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500

Student Internee Evaluation Regarding Internship

Department/Office/Organization with complete address and Tel No.:

Date of Internship: From: _____ to: _____

Intern's Name

Semester of Internship: Fall Spring Summer Year: _____

Intern's Supervisor Name & Designation

What resources did you use to find your internship? (Check all that apply)

- DSU website DSU Notice Board Company website DSU FB Page DSP Notice Board
 Family Friend Other Dept. Notice Board Dept. FB Page

This evaluation is completed by the student. The report is confidential and will not be shared with your internship site.

Please rate the following aspects of your Internship placement on the basis of this scale:

- | | |
|--------------------|--|
| Excellent | (Consistently exceeds expectations) |
| Good | (Sometimes exceeds expectations) |
| Average | (Meets expectation) |
| Poor | (Rarely meets expectations) |
| N/A Not Applicable | (Not applicable to this internship experience) |

Select **one** evaluation level for each area by marking an "✓" under the level that represents the internship.

	Excellent	Good	Average	Poor	N/A
Work experience relates to my area of study					
Adequacy of employer supervision					
Helpfulness of supervisor					
Acceptance by fellow workers					
Opportunity to use my training					
Opportunity to develop my human relations skills					
Provided levels of responsibility consistent with my ability and growth					
Opportunity to develop communication skills					
Cooperativeness of fellow workers					
Opportunity to develop my creativity					
Opportunity to problem solve					
Opportunity to develop critical thinking skills					
Provide orientation to the organization					
Attempt to offer feedback on my progress and abilities					
Effort to make it a learning experience for me					
Gave me a realistic preview of my field of interest					
Adequate training					
I feel I am better prepared to enter the world of work after this experience					
I felt I was productive for the department					
Through this internship I had the opportunity to use and develop my:					
Interpersonal/human relation skills					
Oral communication/presentation skills					
Creativity					
Problem solving abilities					
Critical thinking skills					
Writing skills					
My Internship experience:					
Confirmed my interest in a career in this line of work					
Has made me decide to pursue a different career path					
Overall Internship experience (circle one)	Excellent	Good	Average	Poor	N/A

COMMENTS:

Would you work for this supervisor again? Yes No Uncertain

Would you work for this company again? Yes No Uncertain

Would you recommend this company to other students? Yes No Uncertain

Why or why not?

Intern's Signature: _____

Date: _____

Student Registration No.: _____

Thank you very much for completing this evaluation of your internship. We take your comments very seriously. Please return this evaluation to the office of Director Students Placement, DSU.

Departmental Internship
Coordinator

Director Students
Placement

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OFFICE OF DIRECTOR STUDENTS PLACEMENT
DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500
Tel: 92-21-35244869

Supervisor Evaluation for Student/Internee

Intern's Name _____ Date _____

Intern's Supervisor

Department/Office/Organization with complete address and Tel No.:

This internship started on (date) _____ and was completed on (date) _____

Do you permit the student to receive a copy of this evaluation? Yes No

- | | |
|--------------------|--|
| Excellent | (Always demonstrates this ability/consistently exceeds expectations) |
| Good | (Usually demonstrates this ability/sometimes exceeds expectations) |
| Average | (Sometimes demonstrates this ability/meets expectation) |
| Poor | (Seldom demonstrates this ability/rarely meets expectations) |
| N/A Not Applicable | (Not applicable to this internship experience) |

Evaluation of personal qualities of the intern observed during the internship. Select **one** evaluation level for each area by marking an “|✓|” under the level that represents the intern’s performance

	Excellent	Good	Average	Poor	N/A
Ability to learn					
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks out and utilizes appropriate resources					
Accept responsibility for mistakes and learns from experiences					
Open to new experiences; takes appropriate risks					
Reading/Writing/Computation Skills					
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate to the job					
Attention to accuracy and detail					
Listening & Oral Communication Skills					
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					
Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Creative Thinking & Problem Solving Skills					
Seeks to comprehend and understand the “big picture”					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates on analytical capacity					
Interpersonal & Teamwork Skills					
Relates to co-workers effectively					
Manages and resolves conflict to a team atmosphere					
Supports and contributes to a team atmosphere					
Controls emotions in a manner appropriate for work					
Basic Work Habits					
Reports to work as scheduled					
Is prompt in showing up to work and meetings					
Exhibits a positive and constructive attitude					
Dress and appearance are appropriate for this organization					
Character Attributes					
Brings a sense of value and integrity to the job					
Seeks to serve others					
Refrains from gossip/respects the privacy of others					
Behaves in an ethical manner					
Respects the diversity (religious/cultural/ethnic) of co-workers					
Overall performance of the intern (circle one)	Excellent	Good	Average	Poor	

COMMENT:

Would you supervise this intern again?

Yes No Uncertain

Would your agency host this intern again?

Yes No Uncertain

Would you recommend this student to other organizations?

Yes No Uncertain

Why or why not?

Would take other internees from DSU? How many? When?

_____ I have _____ I have not discussed this assessment with the intern.

Evaluator's Signature: _____

Date: _____

Title/Position: _____

Telephone: _____

Thank you very much for completing this evaluation of your intern. We take your comments very seriously. Please return this evaluation to the FAX number or address listed above.

Director Students Placement



OFFICE OF DIRECTOR STUDENTS PLACEMENT

DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500

In reply, please quote, DHA/DSU/1115/DSP/ORG

Tel: 35244869; 021-35244851-4 Ext: 111 Fax:021-35244856 Email: col.akhtar@dsu.edu.pk

INTERNSHIP ACCEPTANCE FORM

COMPANY INFORMATION

Name of the company: Contact Person (CP) Name: CP Designation: CP Email Address: CP Office Phone Number: CP Cellphone Number: Company Postal Address : Last date of receipt of internship nomination:

NATURE OF BUSINESS (please tick all that apply)

- Manufacturing (please specify) Aerospace, Automation / Robotics, Automotive / Marine, Civil Engineering / HVAC, Electrical / Electronics, Food / Drink / FMCG, Material / Metal Working, Medical / Pharmaceutical, Oil / Gas / Chemical, Textile, Other (please specify) Agriculture and Mining, Educational Institution, Power Generation and Distribution, Other Utilities, Financial Services, Government, Information Technology/Computer, Real Estate, Retailers and Distributors, Transportation, Other (please Specify)

INTERNSHIP INFORMATION

Number of Internees (MALE/FEMALE) to be accepted from the following disciplines offered at DSU :

- i. Mechanical Engineering : MALE; FEMALE ii. Electrical Engineering : MALE; FEMALE iii. Computer Science : MALE; FEMALE iv. Management Sciences : MALE; FEMALE

Duration of Internship: FOR WEEKS; STARTING FROM to

Special requirements (if/any):

Stipend (if any): Transport: YES\NO

Date To be signed by company with official seal



OFFICE OF DIRECTOR STUDENTS PLACEMENT

DHA SUFFA UNIVERSITY

DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500

Tel: 35244869;

021-35244851-4 Ext: 111

Fax:021-35244856

Email: col.akhtar@dsu.edu.pk

Date: _____

In reply, please quote,
DHA/DSU/INT/PL/EE/ME/CS/MS

STUDENT INTERNSHIP APPLICATION FORM

(student to fill the form in triplicate and attach a copy of DSU students ID card and a copy of recent result Intimation)

STUDENT'S INFORMATION

Student's Name _____

Father's Name _____

Registration Number _____

Semester & Department _____

Student's CNIC Number _____

Student's Address _____

Student's Mobile Number _____

Student's Email ID _____

PREVIOUS ACADEMIC GRADES ACHIEVED

Matric / O-Level: _____

Intermediate / A-Level: _____

DSU Sem 01: _____

DSU Sem 02: _____

DSU Sem 03: _____

DSU Sem 04: _____

DSU Sem 05: _____

DSU Sem 06: _____

DSU Sem 07: _____

DSU Sem 08: _____

PROFESSIONAL GROWTH

Professional Skills _____

Academic Achievements _____

Project _____

Voluntary/Social Work _____

INTERNSHIP COMPANY INFORMATION

Contact Person Name _____

Contact Person Designation _____

Department _____

Company Name _____

Contact Number _____

Contact Person Email ID _____

Complete Postal Address _____

DEPARTMENTAL NOMINATED OFFICER

HEAD OF DEPARTMENT

Director Students Placement