

## Internship Program Process

1. The Academic Department conducts an orientation session prior to the start of the internship Program.
2. The student looks for an internship opportunity
3. The student finds an internship opportunity
4. The student gets the "Internship Application Form" from his/her Department Internship Supervisor. The student and the supervisor should define the "Learning Objectives" of the particular Internship experience.
5. The student obtains the Host Organization Approval on the "Internship Application Form", then s/he submits it to his/her Department Internship Supervisor.
6. The student obtain the "Internship Job Description" from the Host Organization (either a ready one or by filling the "Template of Job Description". The Student attaches the description to the application form.
7. The Department Internship Supervisor approves the submitted "Internship Application Form".
8. The student attends the Internship Program.
9. The student fills out the "Internship Program Weekly Report" and obtains the signature of the Host Organization Supervisor on it. The student sends the weekly reports on weekly bases to his/her Department Internship Supervisor.
10. The Department Internship Supervisor monitors and verifies the weekly reports and provides the student his feedback and comments.
11. The Department Internship Supervisor schedules several contact points with the student during the internship to monitor progress of the internship, student's progress in reaching the learning objectives and to assure completion of all assignments.
12. The student delivers the "Internship Evaluation Form" to the Host Organization.
13. The Host Organization Supervisor fills out the evaluation form and submits it directly to TIU Department. If it was sent with the trainee, it should be put inside a sealed, signed, and stamped envelope.
14. The Department Internship Supervisor approves the submitted Evaluation Form.

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