



Internship Training

November 23, 2022

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Internship Defined

- 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.
- It is an activity where mentors play an important role in guiding the trainees on job requirements, expectations and career path.
- “Organizations can prepare their new hires with the proper internship mentoring that delivers career guidance, builds relationships, and sets performance criteria for job requirements” (Usanmaz, 2022).

Characteristics of Internships

- An internship is a structured and supervised professional experience, within an approved organization, for which a student earns academic credit.
- It is guided by learning goals and supervised by both academic and organization personnel.
- Some internships are paid and some are unpaid. It all depends on what the employer is willing and able to offer.
- The time it takes to complete an internship varies from 8 to 12 weeks, but it should be definitely completed within one academic semester.

Benefits of Internships

- **Job experience:** An internship is a perfect way to gain work experience. Students can gain valuable exposure to how a business in their chosen field runs.
- **Access to a variety of tasks:** While some internships might assign students a specific task every day, other offices might enable exposure to people in various departments and jobs such as help senior management, sit in on meetings, complete small tasks for projects or observe the daily functions of the office.
- **Help guide career goals:** An internship can give the students job experience by introducing them to daily rigors and tasks without a firm commitment to that precise career track. It can help the students decide if certain jobs fit their personality and their talents.

Benefits of Internships

- **Create a professional network:** Internships are a practical way to expand the students job network. The professionals they will meet might be the most valuable connection to their future jobs.
- **Secure good references and recommendations:** The supervisors and mentors the students meet during their internship can be a valuable reference for them as they pursue a full-time job.
- **Transition to a permanent job:** Hiring managers often use internships as an interview process to determine which interns would be a good fit for open positions. Students could be hired for a permanent position at the company if their internship was a positive experience.

Challenges of Internships

- **Recruitment processes:**
 - Cover letter: is an important tool to use when applying for a job because it:
 - Introduces the students to the prospective employer.
 - Highlights the students enthusiasm for the position.
 - Describes their specific skills and qualifications for the job or internship
 - Clearly explains why they are a good fit.
 - Curriculum Vitae (CV): By writing a well-structured internship CV, students can attract employers to consider their application for the internship.
 - It should include:

Challenges of Internships (Cont'd)

- **Education:** is an important aspect to include in the internship. A typical CV should include the education programs and the school the students are attending, the intended date of graduation and a highlight of completed classes that can help the students in their internship program.
- **Experience:** This section can list the students experience, it also includes other school organizations that the students are part of and other related experiences. This part provides more opportunity for students who still do not have a work history to consider some projects they were part of as work experience.

Challenges of Internships (Cont'd)

- **Skills:** Students should include the skills they possess and call attention to their talents. Outlining skills that match the employer's needs may help them get serious consideration for an internship position.
- **Affiliations:** Honorary society can be an excellent way to bolster the internship CV. Membership in national groups or associations related to the posting may fit their CV and help them get the position they want.

Challenges of Internships (Cont'd)

Other Challenges:

- Insecurities and doubts: e.g., being afraid of not having enough knowledge
- Knowing how to choose the “right” company/ organization
- Understanding what they have to offer/ what the organization can offer them

Challenges During the Internship

- **Managing responsibilities:**

The students responsibilities during an internship would mostly consists of:

- Fulfilling tasks set out by supervisors from several departments.
- Attending meetings and taking minutes.
- Performing research at a supervisor's request.
- Updating social media platforms and writing copy for posts.

- **Time Management:**

Time management helps prioritize tasks to ensure enough time is available to complete every project. The quality of work increases when the intern is not rushing to complete it ahead of a fast approaching deadline.

Challenges During the Internship

To manage time properly:

- Create a daily plan and stick to it. This can help you prioritize and rearrange your tasks if unexpected tasks come up (flexible)
Make your own deadlines – setting a specific time for completing each task helps you stay focused and organized.
- Focus on one task at a time – Focus on one task before moving on to the next; it will be done more quickly and effectively. Focus on quality rather than quantity. Multitasking will come after a period of experience.
- Learn to prioritize – try to learn what you should prioritize early, and when you start working on your own to-do lists, ensure that you confirm with your supervisor that your priorities are in line with the company's.
- Plan ahead - organize your day and your calendar for long-term time management. Try to schedule your fixed activities and project due dates.

Challenges During the Internship

In addition to managing time and responsibilities, students should:

- Adapt to a more formal context
 - Dress accordingly
 - Grooming
 - Earrings/ Tattoos
- Balance between taking initiative and asking for support
 - Always ask when in doubt
 - Take initiative when you are sure
- Inform your supervisor if not content with the experience and explain why.

Skills Needed for Internships

- Hard Skills

These skills consist of the following:

- Courses Taken
- -Extracurricular activities (e.g., clubs, volunteering...)
- -Self-learning (e.g., testing and analyzing databases)
- -More structured activities that can be promoted by the school/ career services' departments:
- -Sharing opportunities of short-term internships/ spring weeks,
- -business challenges,
- -Job shadowing,
- -organizing training with companies/ Alumni for specific skills,
- -hackathons...

Skills Needed for Internships

- Soft Skills:

Communication

Creativity

Adaptability

Flexibility

Problem solving

Critical thinking

Innovation

Teamwork

Results-
orientation

Work under
pressure

Organization

Autonomy

Responsibility

Leadership

Resilience /
Persistence

Interpersonal
relationship

Cultural
competence

Strategic
thinking

What are the must have subjects in a student preparation for the first contact with business?

- **Self-awareness:**

- Individual counselling sessions
- -Group counselling sessions
- -Exploratory workshops
- -Career development programs
- -Mentoring programs (e.g., joining Alumni and students, peer mentoring...)

What are the must have subjects in a student preparation for the first contact with business?

- **Knowledge about the market:**

- Internships
- Job shadowing
- Career events
- Career fairs
- Study trips
- Open days

What are the must have subjects in a student preparation for the first contact with business?

- **Skills' development:**

- Internships
- Business challenges
- Hackathons
- Job shadowing
- Taskforce of students for specific events/ activities
- Organizing training with companies/ Alumni for specific skills

What are the must have subjects in a student preparation for the first contact with business?

- **Going to the market**
 - Provide practical information (e.g., career guides)
 - Practical workshops on recruitment tools
 - Training on networking (online and offline)
 - Networking events
 - Career events
 - Career fairs
 - Counseling sessions focused on recruitment processes (e.g., Mock interviews, CV/ CL review)
 - Speed review days
 - Online tools to prepare for recruitment processes

THANK
YOU