CAPITAL UNIVERSITY
OF SCIENCE AND TECHNOLOGY



ADMISSIONS

REGISTRATIONS

SCHOLARSHIPS

ASSESSMENTS

REGULATIONS

INTERNSHIP POLICY

Contents

1. Purpose 3
2. Learning Outcomes 3
3. Scope 4
4. Types of Internships 4
5. Supervision 4
   - 5.1 Role and Responsibilities of the Internship Coordinator 5
   - 5.2 Roles and Responsibilities of Faculty Supervisor 5
   - 5.3 Roles and Responsibilities of On-Site Supervisor 6
6. Student Intern 6
7. Internship Performance Evaluation 6
8. Operational Steps 7

Annex **10**

CUST Internship Policy

1. Purpose

The Capital University of Science and Technology (CUST) Internship Policy is designed to bridge the gap between academic learning and professional practice, providing students with a platform to apply theoretical knowledge in real-world settings. This policy outlines the framework and guidelines for implementing the internship program, ensuring that students gain practical experience, develop essential skills, and build professional networks that can significantly enhance their career prospects.

The internship program is an integral part of CUST's commitment to produce graduates who are not only academically sound but also professionally competent and industry-ready. By participating in internships, students can develop a deeper understanding of their chosen field, enhance their problem-solving abilities, and cultivate the soft skills that are highly valued by employers.

This policy applies to undergraduate students and aims to regulate internships in a manner that maintains academic standards and industry relevance. The policy provides a structured yet flexible framework that allows students to explore different aspects of their profession, work under the guidance of experienced professionals, and earn academic credits towards their degree.

Through this Internship Policy, CUST seeks to foster a strong partnership between academia and industry, ensuring that our students are well-prepared to meet the challenges of the professional world and make meaningful contributions to their respective fields.

2. Learning Outcomes

The following are key learning outcomes of the internship program for students:

(a) Gaining practical experience of working in a real-world environment.

(b) Learning how to deal with practical challenges.

(c) Developing communication and interpersonal skills.

(d) Developing positive professional relationships that may lead to future reference for employment.

3. Scope

As per HEC Undergraduate Policy 2023, adopted by the university, every student is required to complete an internship program of at least 6-8 weeks' duration, generally during the summer. The policy applies to all the students registered in undergraduate programs offered by the University. Students who have completed ADP from CUST without an internship may be granted provisional admission to the relevant BS program, conditional on completing the internship prior to degree completion.

4. Types of Internships

The following are various types of internships:

(a) On-site Internship: An on-site internship is a location-based internship. That is, the intern has to be physically present at the Host Institution / Organization.

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

(c) Hybrid Internship: A hybrid internship can be a combination of an on-site internship and a virtual internship.

A specific internship requirement may be preferred / selected at the departmental level, based on the discipline requirements. The Host Institution / Organization should be a corporate body registered by a relevant regulating authority. Student may opt for an internship on campus if offered by the University. It is further added that internships can be either paid or unpaid. In this connection, detailed program-specific internship guidelines may be issued by each department / faculty.

5. Supervision

Each intern will be supervised by a Faculty Supervisor and an On-Site/Work Supervisor. The Faculty Supervisor will be a member of the teaching faculty, and the On-Site/Work Supervisor will be a professional nominated by Host Institution or Organization. Each department

will nominate an Internship Coordinator for their respective program to oversee and facilitate internship-related activities under the guidance of the Head of Department (HoD).

5.1 Role and Responsibilities of the Internship Coordinator

Each department will notify an Internship Coordinator to facilitate the students in completion of internship requirements. He / She shall have the following responsibilities:

(a) Facilitate students in arranging an internship

(b) Arrange orientation session for student-interns

(c) Assign every student to a Faculty Supervisor.

(d) Coordinate with Faculty Supervisor during internship

(e) Maintain complete records of internship activities

(f) Arrange student internship evaluation by faculty and site supervisor.

5.2 Roles and Responsibilities of Faculty Supervisor

The Faculty Supervisor will be responsible to

(a) Interact either physically or virtually with the student on a biweekly basis to discuss internship progress.

(b) Address students' queries, provide advice, and help to resolve issues that students may face during the internship.

(c) Liaise with the On-Site / Work Supervisor as and when the need arises.

(d) Liaise with the Internship Coordinator.

(e) Review and provide feedback on submissions made by the students.

(f) Review assessments sent by the On-Site / Work Supervisor.

(g) Provide a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student in the format prescribed by the department.

5.3 Roles and Responsibilities of On-Site Supervisor

The On-Site/Work Supervisor will be responsible for

(a) Assigning work/tasks to interns in the Host Institution/Organization.

(b) Monitoring students' progress in the Host Institution/Organization, including attendance.

(c) Promptly reporting to Internship Coordinator any problems or difficulties the intern may run into.

(d) Submitting a final evaluation of the intern that summarizes the intern's work experience and performance to the university.

6. Student Intern

The following are some of the expectations for student-interns:

(a) Register internship on completion of prerequisite credit hours as determined by the department.

(b) Identify the core domain of work/internship in coordination with Internship Coordinator.

(c) Maintain contact with the Faculty Supervisor.

(d) Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the On-Site/Work Supervisor.

(e) Maintain a weekly activity log and submit the log with the report to the Faculty Supervisor

(f) Prepare a report at the end of the internship period reflecting assignments and learning experiences and submit to the Internship Coordinator on the format prescribed by the department/faculty.

7. Internship Performance Evaluation

(a) The work of every student-intern will be monitored and evaluated by the assigned Faculty Supervisor and On-Site/Work Supervisor at the Host Institution / Organization.

(b) The On-Site/Work Supervisor will evaluate the intern's performance biweekly using the evaluation form prescribed by the department / faculty.

(c) The student-intern will submit On-Site/Work Supervisor report and weekly activity log to the Faculty Supervisor on a fortnightly basis on the proforma prescribed by the department/faculty.

(d) The On-Site / Work Supervisor will evaluate the intern's performance at the end of the internship period using the "Site Supervisor Evaluation Form" prescribed by the department.

(e) The Faculty Supervisor will evaluate the intern's performance at the end of the internship period using the "Student Internship Report Form".

(f) The Faculty Supervisor will conduct final assessment of the internship report.

(g) The Faculty Supervisor will compile a final performance assessment, which will be based on the evaluations of the On-Site/Work Supervisor, Faculty Supervisor, Student Viva / Report, and Student's Activity Log.

(h) The Faculty Supervisor compiles overall performance by using the following weightages:

Evaluation	**Weightage**
On-Site/Work Supervisor Evaluation (Annexure-A)	40%
Student Report and Viva (Annexure-B)	30%
Faculty Supervisor Evaluation	25%
Student's Activity Log Completion (Annexure-C)	5%

(i) The internship is graded as standard grading policy of the university based on marks attained in internship. The letter grades shall be assigned on absolute scale.

(j) The evaluations will be made part of the students' academic record.

8. Operational Steps

Step 1: Registration

The student registers internship through the portal.

Step 2: Assignment to Faculty Supervisor

The HoD Office assigns every student to a Faculty Supervisor.

Step 3: Student Placement

The HoD/Internship office facilitates placements for students in Host Institution or Organization. However, students may also search for internships on their own; in such case the HoD/Internship coordinator office will review and approve such internships.

Step 4: Assignment to On-Site/Work Supervisor

Once a student has successfully secured a placement with a Host Institution or Organization, the Host Institution or Organization will assign an On-Site/Work Supervisor.

Step 5: The Internship Orientation

Before the start of the internship, the Internship Coordinator will conduct an orientation session for student-interns, to explain roles and responsibilities and conduct at the Host institution.

Step 6: Working at the Host Institution/Organization

The student will remain engaged at the Host Institution or Organization under the supervision of the On-Site/Work Supervisor. The Faculty Supervisor will advise and guide the students as and when necessary.

Step 7: Performance Evaluation

The performance of every intern will be evaluated at the end of the internship period in the manner prescribed by the department or faculty.

Step 8: Completion

On successful completion, a Pass/Fail grade will be notified by the University and a certificate will be issued.

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Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone V, Islamabad

Site Supervisor Evaluation Form

Site supervisor (name)		Designation	
Host Institution			
Student-intern (name)		Reporting Period	
Reporting Period		Report Number (Circle one number)	1 2 3

Instructions

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

1. Does not meet expectations
2. Inconsistently meets expectations
3. Consistently meets expectations
4. Above expectations
5. Far above expectations

Scale (Circle the number that best describes the student-intern's performance)

1	Arrives to work on time	1	2	3	4	5
2	Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3	Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4	Exhibits basic skills required at the workplace	1	2	3	4	5
5	Conducts self professionally in all work- related scenarios	1	2	3	4	5
6	Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7	Completes tasks and reports to supervisor on time.	1	2	3	4	5
8	Demonstrates the ability to work with others in a team	1	2	3	4	5
9	Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature **Date**

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Student Internship Report Form

Intern Name:			
Host Institution & Site Supervisor Name			
Faculty Supervisor			
Reporting Period		Report Number (Circle one)	1 2 3

SECTION - A

Instructions

The intern will complete this section

a) **Task/s Performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them.

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Student Internship Report Form

SECTION - B

Instructions

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1. Does not meet expectations

3. Consistently meets expectations

5. Far above expectations

2. Inconsistently meets expectations

4. Above expectations

Scoring Rubric

1	Tasks performed	1	2	3	4	5
2	Learning experience	1	2	3	4	5
3	Overcoming challenges	1	2	3	4	5

Faculty supervisor signature

Date

Capital University of Science and Technology

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Student Internship Activity Log

Intern Name			
Host Institution			
Faculty Supervisor		Reporting Period	

Instructions

1.The student-intern is to fill this form by recording major tasks performed by them.
2.Respective internship supervisors are to review and evaluate the student's activity log.

Weeks	Tasks Performed	Number of Hours
Week # 1	☐	
Week # 2	☐	
Week # 3	☐	
Week # 4	☐	
Week # 5	☐	
Week # 6	☐	
Week # 7	☐	
Week # 8	☐	
Week # 9	☐	

Site supervisor signature _____

Faculty Supervisor signature _____

Student-Intern signature _____