



**Regulations for Student Internships
at the American University of Madaba (AUM)
No. (8) of 2019**

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**Issued by the Council of Deans, according to Article (4) of the bylaws of granting scientific degrees,
honorary degrees and certificates (1) 2018**

Article 1 These regulations shall be named “Regulations for Student Internships at the American University of Madaba No. (8) Of 2019”. They shall go into effect after they have been duly approved .

Article 2 The words and phrases below shall have, wherever they appear in these regulations, their specified meaning unless otherwise indicated in context:

Kingdom	Hashemite Kingdom of Jordan
University	American University of Madaba
Council	Council of Deans
President	President of the University
Faculty	Any faculty at the University
Dean	Dean of the student’s faculty
Department	Any department in the Faculty
Student	Regular student registered to study at the University
Academic Supervisor	Faculty member in charge of supervising the student intern
Field Supervisor	Employee or official charged by their institution with supervising the student intern

Article 3 a. The internship is an academic course and shall be treated as other academic courses concerning attendance and add/drop. It shall, consequently, be subject to all regulations concerning the study of the academic courses required for obtaining the Bachelor’s degree, except for the calculation of grades; the internship’s grade is recorded as ‘Pass’ or ‘Fail’, and therefore it is not entered into the calculation of semester and cumulative averages.

- ⁽¹⁾**b.** Student may not study any other subject during the training period except:
1. Student with remaining (3) credit hours for the summer session or (6) credit hours for the regular semester as a maximum, with the approval of the Dean.
 2. Any other cases based on the recommendation of the department chair and the approval of the Dean

Article 4 To join the internship, **the following is required:**

- a. Students may register for the internship course upon successfully completion of no less than 90 credit hours in four-year specializations
- b. Students may register for the internship course upon successfully completion of no less than 99 credit hours in five-year specializations

Article 5 The Department shall have the following tasks at the beginning of each academic year:

- a. Prepare a comprehensive training plan in which the training period and skills are defined and approved by the College Council
- b. Selecting internship sites that meet the training requirements, whether inside or outside the Kingdom, and recommending them to the faculty council for approval
- c. Establishing contacts with public and private institutions within the Kingdom and drafting memoranda of understanding with them to provide internships to students, provided those institutions have a high professional reputation. Those memoranda shall outline the tasks of the student intern and the expected outcomes of the internship.
- d. Dealing with the problems of internship and take action in the light of the university's regulations and instructions
- e. Recommending to the dean of the Faculty to equate the student's practical experience with the internship, in preparation for duly getting the approval of the Council of Deans for that equivalence.
- f. Announcing the approved sites of internships for the students.
- g. Assigning academic advisors to students
- h. Approving the field training programs for students.
- i. Approving the periodical and final student internship reports.
- j. Approving the final grades (Pass/Fail) of students in the internship course.
- k. Recommending to the faculty council who recommends in his turn to the Council of Deans the approval of the internship equivalency for transferred or bridging students in as much as it is not conflicting with the University bylaws and regulations.

Article 6 a. Students shall be allowed to obtain an opportunity for internship through their personal efforts within or without the Kingdom, provided the site and program be approved by the faculty council and based on the recommendation of the department council at least a month prior to its commencement.

b. Internships may, upon the approval of the department council, be undertaken partially or completely in University centers or departments related to the specializations of students.

Article 7 The student's practical experience may, upon a recommendations from the councils of the department and faculty and a decision from the Council of Deans, be counted instead of the

internship if it was in their field of specialization, thus meeting the objectives of internships stated in these regulations, and for a period not going below six months for each three credit hours of internship. In this case, students shall have to pay the internship tuition fees approved for their specialization.

Article 8 The academic supervisor's tasks include:

- a. Visiting students in their training sites to monitor the progress they are making, direct them towards the following steps in their training, provided the number of field visits does not go below 2 for each 3 credit hours of internship, and submitting a periodical report to the Department chair about the students' achievements upon the end of each visit.
- b. Coordinating with the field supervisor to carry out the program especially made for the student intern.
- c. Coordinating with the field supervisor to help students overcome the difficulties and problems facing them in the internship and propose proper solutions.
- d. Following up the training with the field supervisor through electronic media (email, skype, etc.) for the student undertaking internship outside the Kingdom, provided the number of calls does not go below 4 for each 3 credit hours of internship, and submitting a periodical report to the Department chair about the student's achievements after each call.
- e. Preparing the final report at the end of the internship on a form especially made for this purpose, and submitting it in a confidential way to the Department chair.

Article 9 The field supervisor shall prepare a final report about the intern on a form especially made for this purpose. This report shall be sent to the Department chair in a confidential way. In the case of the student undertaking the internship outside the Kingdom, the report shall be sent via email to the Department chair.

- Article 10**
- a. The training hours needed for each Department shall be determined by the Faculty Council, provided they do not go below 160 training hours for each 3 credit hours designated for internship.
 - b. Field training may be undertaken during the first or second semester or the summer session.
 - c. Field training may, upon the consent of the Academic Supervisor, be undertaken during the break between the summer session and the first semester, provided the internship course be registered for the summer session, and the 'in progress' remark be recorded until the internship is completed.

Article 11 At the end of the field training, the interns shall submit a report to the Department chair about their achievements during the internship on a form especially made for this purpose. This report shall include all the works they have carried out, their relationship to their field of specialization, points of strengths and weaknesses in their views, the extent to which

they have benefited from the field training, its relation to the learning outcomes, and its compatibility with the vision, mission, and objectives of the University and those of their specialization.

- Article 12** The intern shall abide by the University bylaws and regulations and those of the institution in which the training is undertaken during the training period.
- Article 13** The Council of Deans shall decide to adopt the following forms, which shall be considered part and parcel of these regulations:
- a) The Academic Advisor's final report
 - b) The Field Advisor's final report
 - c) The intern's final report
- Article 14** Student internships shall be evaluated by the Academic Supervisor based on the reports received from the field supervisor, and the student. the Academic Supervisor shall send it to the department chair to be discussed at the department council. Then the faculty dean in his turn presents it at the faculty council for approval. The dean shall forward student's grade (Pass or Fail) to the Director of Admission and Registration to record it on the student's transcript. If a student fails, they shall have to re-register for the internship course and complete it as a repeated course.
- Article 15** Students shall be responsible for all expenses associated with internships, such as transportation, travel, training fees required by the institutions in which they are trained, if any, and any other related expenses.
- Article 16** The teaching load of academic supervisors shall be calculated in such a way that one credit hour is counted for each 10 students supervised in the field in any one semester, including the summer session.
- Article 17** Should the University not provide a means of transportation to the academic advisor to the training sites, they shall be compensated for by a decision from the President upon a recommendation from the faculty dean based on a proposal from the department chair on a form especially made for this purpose.
- Article 18** Department chairs and faculty deans are responsible for the execution of these regulations.
- Article 19** The Council of Deans shall decide on all cases not covered by these regulations.
- Article 20** These regulations cancel any previous regulations or decisions regarding Student Internships