



The American University of Kurdistan Policy of Undergraduate Internships

Policy Number: AS006
Effective Date: May 7, 2020

1. **Policy:** This policy defines the standards, eligibility criteria, and academic requirements governing the process, approval, and completion of student internships at The American University of Kurdistan (AUK). The University is committed to supporting student's professional development and academic success by providing a clear, fair, and structured internship framework. All regulations pertaining to student internships shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated transparently to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, alignment with AUK's mission and institutional objectives, and consistency with curricular and professional frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT).
 - a. **Purpose:** This policy establishes the requirements and procedures for students registering for an internship, including the mandated number of hours that must be completed to fulfill internship obligations.
 - b. **Scope:** This policy applies to all AUK's undergraduate students, Office of Provost, Admissions and Registration Department (ARD), Office of Institutional Effectiveness and Planning (OIEP), Academic Departments, Department Chairs, College Deans and College Manager/Coordinator/Assistant.

2. Definition of Terms:

Academic Calendar: A schedule that outlines key academic dates and deadlines for an academic year, including start and end dates of terms, holidays, exams, and registration periods.

Academic Catalog: The University's official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

Agreement: An agreement is a mutual understanding or arrangement between two or more parties about their rights, responsibilities, or actions.

Company Supervisor: An employee or designated representative of the hosting company or organization responsible for the day-to-day supervision of the intern. The Company Supervisor provides mentorship, assigns tasks relevant to the internship objectives, evaluates the student's performance, and coordinates with the University Supervisor as required.

Hosting Company or Organization: The company/organization that provides an approved internship placement for a student. The hosting company/organization agrees to offer a structured learning environment, assign an appropriate supervisor, and comply with the terms and conditions outlined in the formal internship agreement.

Internship: Work at a public or private sector site related to a student's major and/or career plans for which credit hours are awarded.

Non-Instructional Staff: Non-instructional staff employees are those hired on a full-time or part-time basis to support the institution's operations through administrative, operational, or service

roles, without any involvement in teaching.

Semester (Spring & Fall): The total duration typically spans 16 to 18 weeks, depending on holidays, weather-related closures, or other scheduling adjustments.

Student Records: Pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

Summer Session: The summer session is an academic term offered between the spring and fall semesters. It is typically shorter than regular semesters, lasting approximately eight weeks.

Transcript: Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course.

Designated AUK Internship Supervisor: A faculty member or authorized University representative responsible for overseeing the student's academic internship experience. The University Supervisor provides academic guidance, monitors the student's progress, ensures alignment with program learning outcomes, and serves as the primary liaison between the University and the hosting company or organization.

3. Responsibilities:

- a. **Issuing Unit:** The Provost Office holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** ARD, OIEP, Academic Departments, Department Chairs, College Deans and the College Manager/Coordinator/Assistant.

4. Procedures

a. Eligibility and Requirements for Student Internships

- Students shall first consult the relevant College Manager/Coordinator/Assistant regarding internship procedures, recognizing that requirements may vary across academic programs. After consultation, students must submit the Internship Registration Form (see Section 6: Related Documents) to the respective College Manager/Coordinator/Assistant as per instruction.
 - Registration for the internship takes place concurrently with course registration for the respective semester.
- The form shall be forwarded to the Department Chair, who, in consultation with the College Dean, approves the request if all internship eligibility requirements are met. If approved, the College Manager/Coordinator/Assistant submits the notification to the ARD, which then registers the student for the internship in the semester corresponding to the approval.
- If the request is not approved, the College Manager/Coordinator/Assistant informs the student of the decision.

All requirements governing student eligibility, enrollment, and participation in internship programs shall be aligned with the following criteria:

- Internship fields are subject to the approval of the Academic Department Chair in consultation with the Dean
- Students must have completed at least 60 credit hours of their programs to be eligible for the internship program.
- The study plans of each academic program shall state the credit hour range that possibly can be awarded for the internship placement.
- Formal written confirmation letters must be signed by the University and the Hosting Company/

organization providing the internship placement. The agreement must also identify the interning student and clearly state the names and official positions of the designated AUK internship supervisor and company supervisor.

- The designated AUK internship supervisor and company supervisor will be the points of contact for the interning student, in case any problems arise as well as to oversee the progression of the program during the course of the internship.
- All students must abide by AUK's Policy of Student Code of Conduct as well as the rules set by the hosting company/organization, during the entire course of the internship period.
- All students are required to immediately report to their supervisors any hazards, health risks, challenges, or obstructions that they might be exposed to during the internship placement.
- Students must report to their designated AUK internship supervisor by email on a weekly basis. This weekly report will consist of an email narrating the weekly events at the hosting company/organization including any and all difficulties they are facing.
- In accordance with Accreditation standards, students must complete 45 on-site work hours for each credit hour of internship—90 hours for a two-credit internship and 135 hours for a three-credit internship. The following scenarios illustrate acceptable distributions of the required internship hours:
 - Two months of full-time work, consisting of five days per week, with 45 hours required per credit hour.
 - Part-time work distributed across an entire semester, cumulatively meeting the required 45 hours per credit hour.
 - Completion of multiple internship experiences over the course of the student's academic program, cumulatively fulfilling the required on-site hours.
 - Internship schedules may consist of fewer than five working days per week, provided that the total number of completed hours meets the 45-hour requirement per credit hour.

b. Internship Reporting and Evaluation

- Upon the conclusion of the internship, the student is required to submit a comprehensive final report to the designated AUK internship supervisor. The student's final report must describe tasks performed, learning outcomes, and provide an evaluation of the internship placement, including any serious incidents encountered.
- The company supervisor at the hosting organization must prepare an evaluation report assessing the student's performance, attendance, achievement of internship objectives, and any incidents during the placement.

All requirements governing the submission, evaluation, and certification of internship reports shall be aligned with the following criteria:

- The University supervisor must certify both the student's and the hosting organization's reports, confirming the academic validity of the internship experience.
- All reports and the certification letter must be maintained as part of the student's official academic file at AUK.

c. Employer Feedback and Satisfaction Assessment

- Upon conclusion of the internship, the College Manager/Coordinator/Assistant shall provide the Company Supervisor with the Employer Satisfaction Survey developed by the OIEP. The Company Supervisor who directly supervised the intern shall complete and return the survey as required.
- The survey shall evaluate the intern's performance, professional conduct, preparedness, and achievement of internship objectives, as well as the overall quality of the internship experience.
- The completed Employer Satisfaction Survey shall be submitted to the OIEP for analysis and quality assurance purposes.
- OIEP shall aggregate and review survey data to identify strengths, areas for improvement, and trends

relevant to internship program effectiveness.

- Survey results shall be used to inform program development, employer engagement, and continuous improvement initiatives.
- All employer survey responses shall be maintained in accordance with institutional record retention policies.

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	Office of Provost	March, 2026	University website, email	Announce the revision of the policy, assessment metrics, and objectives.
Feedback Collection	Office of Provost	March, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy’s effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures annually or as necessary to ensure continued relevance and compliance.

6. Related Documents

[Internship Registration Form](#)

[Policy of Student Code of Conduct](#)

[Policy of Academic Advising](#)

7. Ways to Measure Success

Compliance Metrics

All procedures are applied consistently to all students, and all registration requests must comply with the established procedures and required documentation. All internship-related documentation must be completed and signed by all relevant parties.

8. Policy History

- Approved by:** Board of Trustees
- Adopted:** May 7, 2020
- Revised:** June 30, 2022
- Revised:** February 25, 2026