

3 Credit Hours Mandatory for Undergraduate Programs	For Associate Degrees prescribed by the respective Accreditation Council or University	6–8 Weeks or as prescribed by degree plan; HEC: after 4 semesters or 72 Cr. Hrs	4 Modes On-site · Virtual · Hybrid · In-house (on-campus internship, simulation work or boot camps)	Paid or Unpaid same academic requirements
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APPROVAL & PROCESS TIMELINE

STEP 1 >	STEP 2 >	STEP 3 >	STEP 4 >	STEP 5 >	STEP 6 >	STEP 7 >	STEP 8
Register Eligible student registers for the internship through course selection	Supervisors Assigned Department assigns Faculty Supervisor; host assigns Site Supervisor	Letter Issued Placement Office issues the internship recommendation letter	Find Placement Placement Office facilitates, or student self-finds (needs Faculty + Placement approval)	Site Evaluation Site Supervisor evaluates intern every 3rd week (Annex-1 form)	Student Submissions Student submits internship report and activity log to Faculty Supervisor (Annex 2 & 3)	Final Assessment Faculty Supervisor scores report and compiles final score and level and submit to CSO	Transcript Clearance Signed forms + Internship Certificate submit to Exam Office. Failed students re-register
Student	Department & Host	Career Services	Career Services	Site Supervisor	Student	Faculty Supervisor	Career Services

ROLES & RESPONSIBILITIES

DEPARTMENT <i>Internship Coordinator</i>	FACULTY SUPERVISOR <i>Academic oversight</i>	SITE SUPERVISOR <i>Host organization</i>	CAREER SERVICES OFFICE <i>Placement, Alumni & Corporate Liaison</i>
- Department shall constitute a departmental level Placement Advisory Committee (PAC) Which: - Assigns Faculty Supervisors - Monitors progress; resolves issues - Circulates forms; keeps records - Ensures HEC / university compliance	- Provides academic oversight and mentorship - Supports development of TOR - Reviews student submissions periodically - Scores student reports (Annex 2-B) - Compiles final score and performance level - Evaluation weight: 25%	- Supervises on the ground; allocates tasks - Monitors attendance, performance, conduct - Gives feedback to the intern - Evaluates every 3rd week on (Annex-1) & submit to faculty supervisor through intern - Issues Internship Completion Certificate along with all signed Annex - Evaluation weight: 40%	- Facilitates internships; employer relations - Approves self-found internships (with Faculty) - Issues recommendation letters - Collects signed evaluation forms by faculty & site supervisor + certificate - Photocopy will be sent to exam department and original will be kept by CSO

EVALUATION, DELIVERABLES & TRANSCRIPT

EVALUATION WEIGHTAGE - Site supervisor evaluations: 40% - Student reports: 30% - Faculty supervisor evaluations: 25% - Activity log completion: 5% KEY INDICATORS Work accomplishment · Problem-solving · Organizational skills · Communication · Interpersonal skills · Professional behaviour	MANDATORY DELIVERABLES - Registration form / recommendation letter - Internship Completion Certificate (from employer) - Site Supervisor Evaluation Form - Weekly Internship Log - Comprehensive Internship Report - Final Presentation and Viva Voce - Faculty Evaluation Form	WHAT SHOWS ON THE TRANSCRIPT The overall score decides the performance level that is reflected on the student's transcript. <table> <tr> <td>Level 1</td><td>80–100%</td><td>Outstanding; exceeded workplace expectations</td></tr> <tr> <td>Level 2</td><td>65–79%</td><td>High levels of achievement</td></tr> <tr> <td>Level 3</td><td>50–64%</td><td>Satisfactory work performance</td></tr> <tr> <td>Level 4</td><td>0–49%</td><td>Did not demonstrate satisfactory performance</td></tr> </table> On completion: Level 1–3 shows on transcript after TAS Portal clearance (signed forms + certificate). On failure (Level 4): student must re-register for the course and pass before the program is completed.	Level 1	80–100%	Outstanding; exceeded workplace expectations	Level 2	65–79%	High levels of achievement	Level 3	50–64%	Satisfactory work performance	Level 4	0–49%	Did not demonstrate satisfactory performance
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Level 2	65–79%	High levels of achievement												
Level 3	50–64%	Satisfactory work performance												
Level 4	0–49%	Did not demonstrate satisfactory performance												

Internship will not be approved if: work unrelated to the student's discipline · no proper supervision · mainly routine clerical work · activities violating legal or ethical standards.

Ethics: confidentiality, integrity and compliance with host policies are mandatory; violations may lead to disciplinary action.

Internship completion is mandatory for the award of the degree.
Source: FoBA Undergraduate Internship Handbook 2026