

3 Credit Hours mandatory for graduation	6–8 Weeks full-time unless approved otherwise	After 3 Years preferred; summer or approved regular semester	On-Site mandatory at designated pharmacy site / hospital (PCP)	4 Tracks Clinical · Industrial · Community · Research
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APPROVAL & PROCESS TIMELINE *Step 1 onwards: who does what*

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 FoP 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 + Completion 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>Placement Advisory Committee (PAC)</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: - Handles internship registration - Assigns Faculty Supervisors - Verifies host institutions - Circulates evaluation forms - Maintains documentation, records and emergency contact protocols	- 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 (Annex-1) - Issues Internship Completion Certificate - 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

PLACEMENT TRACKS, SITES & READINESS

PLACEMENT TRACKS & SCOPE	APPROVED PLACEMENTS	PRE-INTERNSHIP READINESS
- Hospital & Clinical: prescription evaluation, medication therapy management, drug information, ward activities, pharmacovigilance - Pharmaceutical Industry: manufacturing, QA / QC, GMP, regulatory affairs - Community Pharmacy: dispensing, counseling, OTC guidance, inventory - Research Institution: projects, literature review, lab work, research ethics	- Hospitals: Tabba Heart Institute, Darul Sehat, Patel, Advanced International (Islamabad), MH and CMH Rawalpindi - Industry: Herbion, Atco Laboratories, Wilson Pharma, Siben, Unicorn - Regulatory & QC: PCSIR, PSQCA, DRAP-affiliated programs - Research: PCSIR, HEJ-affiliated programs - Community: Dvago, Nigeban Compounding Pharmacy, D. Watson labs - Plus other approved hospitals, companies and licensed pharmacies	- Clinical: pharmacology and pharmacotherapy, drug information retrieval, counseling basics, prescription interpretation, infection control - Industrial: manufacturing processes, GMP and lab safety, HPLC / titration / dissolution, QC documentation, regulatory submissions - Community / Research: dispensing and compounding, OTC knowledge, patient history documentation, literature review, data collection and statistics

EVALUATION, DELIVERABLES & TRANSCRIPT

EVALUATION WEIGHTAGE - Site supervisor evaluations: 40% - Student reports: 30% - Faculty supervisor evaluations: 25% - Activity log completion: 5% KPI DOMAINS (HEC & PCP) Knowledge · Cognitive skills · Interpersonal skills & responsibility · Communication, IT & numerical · Psychomotor	MANDATORY DELIVERABLES - Activity log (daily / weekly), signed by site supervisor - Signed Site Supervisor Evaluation Form - Internship Completion Certificate (site supervisor) - Final report, minimum 1,500 words - Clinical: case study / patient profile - Industrial: process or QC report - Research: research summary - All in physical + digital copy to Faculty Supervisor	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 Transcript 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 4	0–49%	Did not demonstrate satisfactory performance												

Safety & ethics: hospital interns complete infection control orientation first; plant interns get health and safety induction (chemicals, PPE, emergencies) · any accident or injury is reported at once to site supervisor, faculty supervisor and PAC · patient data stays confidential and consent is needed for counseling or case studies · data misuse, falsified logs or misconduct lead to disciplinary action · respect host research ethics and proprietary information.

FACULTY INTERNSHIP COORDINATORS

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