



Internship Manual

Abu Dhabi Polytechnic

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TABLE OF CONTENTS

1. Purpose of the Manual	2
2. Overview of Abu Dhabi Polytechnic Academic Programs	3
2.1. Vision	3
2.2. Mission	3
2.3. Academic Program Scope and Philosophy	3
3. Internship/OJT Overview	5
4. Professional Standards	6
5. Settings and Characteristics of an Effective Internship	8
6. Internship Practices and Procedures	9
Pre-Internship Seminar	9
Qualifying for an Internship/OJT	9
Internship/OJT Waiving	9
International Internships	10
Leaves and Absences	10
Accommodation	11
Changing Placements	11
Dismissal from an Internship	11
Withdrawing from Internship	11
Incomplete (I) Grades During Internship	12
Allegations of Misconduct	12
Level of Commitment	12
Safety in the Internship/OJT	13
7. Guidelines for Student Interns	14
8. Guidelines for Faculty Internship Supervisor	17
9. Guidelines for Worksite Supervisor	18
APPENDICES	19
Weekly Reports	20
Internship Presentation	30
For Instructors: Oral Presentation Rubric	31
Internship Final Report	33
Internship Agreement Form	37
Visiting Faculty Internship Supervisor Form	39
Worksite Supervisor Report	41
Aviation Internships	44

1. Purpose of the Manual

Abu Dhabi Polytechnic values education that integrates theory, knowledge, skill, and practice. On-the-job training (OJT)/internship is a critical component of this educational experience.

This manual is designed to provide students and worksite supervisors with background information, practices, procedures, and forms that are necessary to successfully conduct an internship complying with national and international standards of their profession. It applies to student internships for all programs at Abu Dhabi Polytechnic. It describes the purpose of the internship course, internship settings and code of conduct. This manual addresses responsibilities of the student intern, the industrial partner, and the role of the Department of Industry and Partnership, guidelines for validating and approving of internships, and official forms that might be required.

This manual will be utilized by undergraduate students who are expected to perform their internships/OJT courses at Abu Dhabi Polytechnic. Nevertheless, the manual shall be used to draw Memoranda of Understandings (MOUs) between Abu Dhabi Polytechnic and industrial partners/internship providers.

This manual provides the faculty member supervisors, program administrators, and worksite supervisors/mentors involved in an internship with the guidelines of good practice required by the Commission for Academic Accreditation (CAA). It serves as a guide for them to plan and implement student internship experiences for course credits. The manual is a useful resource for planning and managing successful, quality internship experiences that will enrich the educational experience of students at Abu Dhabi Polytechnic.

2. Overview of Abu Dhabi Polytechnic Academic Programs

2.1. Vision

The vision of Abu Dhabi Polytechnic is to create skilled professional technologists and engineers capable of performing at the highest international standards to build a knowledge based economy in the UAE.

2.2. Mission

The mission of Abu Dhabi Polytechnic is to graduate technologists and engineers with an accredited academic degree and industrially recognized skills and competencies. Abu Dhabi Polytechnic accomplishes this mission through a dual educational-professional training system with multiple high-tech specializations to produce the workforce to serve the UAE industrial manpower for UAE aligned with Abu Dhabi Economic Vision 2030.

2.3. Academic Program Scope and Philosophy

Abu Dhabi is currently heavily reliant on foreign labor, both skilled and unskilled. Expatriates make up 89% of the workforce, one of the highest proportions of foreign labor in the world.

Whilst Abu Dhabi welcomes expatriate employees to its shores to help build the economy and share in its success, the Emirate recognizes the need to ensure that Nationals are well equipped to fill available positions, especially in the technology sector. This pressure will become increasingly acute due to the rapid growth of the national population that has accompanied economic prosperity.

For the most part, unemployment amongst nationals can be ascribed to a mismatch between education and labor market demand. The resolution of this issue is central to the future success of the economy. A series of education reforms and training initiatives have been set in motion to address the skills gap and to ensure the supply of suitably qualified employees to meet the shifting requirements of the private sector.

The academic programs offered at Abu Dhabi Polytechnic are designed to provide the necessary balance of knowledge and practical skills to prepare students for a career as a technologist and professional engineers in different fields of technology.

Graduates from the Abu Dhabi Polytechnic are expected to be able to:

- Assume technical positions to apply current technologies
- Make technical judgments
- Assist and act as professional engineers to transfer and to develop new technologies
- Communicate clearly both in writing and orally in supervisory positions.

To achieve these aims, the Abu Dhabi Polytechnic academic programs are designed to embrace a balance between lectures/tutorials, laboratory work, as well as On-the-Job-training (OJT) in an industrial facility. The curriculum includes studies in different specialization streams for each program offered at the Abu Dhabi Polytechnic.

The Abu Dhabi Polytechnic dual educational system is semester-based. There are 3 semesters: S1, S2 and summer semester. Each semester (S1 and S2) is composed of 16 instructional weeks including one week of examinations. Summer semester is composed of two 8-week summer terms (Summer Term 1 and Term Summer 2). Summer Term 1 is mandatory for all programs. However, Summer Term 2 may only be used for OJT as the ADPoly campus is closed for academic teaching staff break. There is a 2-week break between S1 and S2 and a further 2-week break in spring. Admission to programs is open in the first and the second semester. Students of Abu Dhabi Polytechnic will have the opportunity to integrate knowledge with professional practice during the OJT period which comes at the end of a student's program (except for programs such as Meteorology which are constrained in the available dates for internships offered by the program sponsor). However, students must complete the minimum number of credit hours of field study required by Abu Dhabi Polytechnic to graduate.

3. Internship/OJT Overview

Internships are work-based activities in which students engage in learning through practical and relevant experiences at various internship sites. These structured experiences involve the practical application of previously studied theory through course work. Internships are targeted to the students' meaningful future plans and allow students to explore careers that require additional degrees, certification, or OJT.

The internship course is an arrangement involving the student, the student's parents/guardians, the institute, and the businesses/industries and organizations of the community. Each of these will benefit from the existence and operation of an effective internship course. Some benefits of the internship include but are not limited to:

- Students receive guidance and feedback during the entire internship period.
- Business/industry and organizations are utilized for specialized training.
- Internship experiences assist in exploring future career choices.
- The private sector is provided with opportunities to take an active part in the education and career preparation of students in the local community.
- Job experiences are supplemented with technical information and encounters that cannot be simulated in the classroom.

In addition to these general benefits, internships offer specific advantages to the student, institute, and the community. Abu Dhabi Polytechnic has broadened the curriculum through the utilization of many community resources and hence meets the needs of a rapidly changing field. Besides, Abu Dhabi Polytechnic establishes a cooperative working relationship with the surrounding community, interacts with professionals outside the institute environment who are involved in the training of young people, and enforces the concept that education is indeed a community-wide partnership.

An internship is an opportunity for students to receive hands-on experience in a field of their interest and to develop and enhance skills acquired during their training. In addition, an internship is a platform to launch a career by developing a personal professional network of contacts often leading to employment. During an internship, students acquire or enhance their soft skills and understanding of what is required to present effective resumes and acceptable interview etiquette while job-hunting.

Internships complement gained classroom knowledge and training while enabling students to explore career opportunities in an active learning environment.

An internship is not just like a job – it is a job. Students are more likely to succeed at an internship if they treat their internship as a first job, which may likely be their most important job. This first job will place a student firmly within an employer’s network and could lead to employment and further opportunities such as referrals to other organizations and relationships that may benefit them throughout their professional career. Internships are also a great way to help determine if a student’s chosen field holds the promise of fulfillment for which they hoped.

Companies and organizations that offer internships often use their programs as an opportunity to preview potential employees; a practice that can give students an edge upon graduation. When an internship is properly directed and used by the student, the student will benefit from all it has to offer.

It is important to remember that the impression a student makes during their internship will have an impact on the image of Abu Dhabi Polytechnic and will influence opportunities for future internships. Abu Dhabi Polytechnic students are Abu Dhabi Polytechnic’s ambassadors, and they carry the responsibility of representing the values of the institution.

4. Professional Standards

Abu Dhabi Polytechnic is committed to assisting students to become responsible professionals; therefore, there is a need to emphasize the role of fostering professional behaviors and attitudes in the conduct of students during their internship. The behaviors outlined below describe professional characteristics and activities students are expected to develop and demonstrate during their internship. Appropriate demonstration of these professional responsibilities will be assessed by workplace supervisors and organization personnel.

- The student acts in a manner that maintains the honor and dignity of the profession and Abu Dhabi Polytechnic.
- The student acts in a responsible manner that includes being punctual, dependable, trustworthy, consistent and reliable.

- The student treats colleagues, peers, management, and customers with dignity and respect and is considerate of their circumstances.
- The student must notify Abu Dhabi Polytechnic and the internship site in advance of unavoidable absences.
- The student maintains positive interpersonal relationships by contributing, cooperating, participating, and working with others in a flexible and adaptable way.
- The student responds to feedback by listening, evaluating, and responding to suggestions.
- The student demonstrates a commitment to work through interest in learning about internship site, building positive relationships, interacting with people and working hard.
- The student respects the confidentiality of information.

5. Settings and Characteristics of an Effective Internship

An effective internship course contains the following:

- Application, interview, communication with students including their orientation to the internship course and acceptance into the internship course.
- Abu Dhabi Polytechnic-directed coordination of instruction, preparation, and internship experiences.
- A goal of facilitating the student's personal and career growth, including a student's ability to adapt to business/industry trends and to become the manager of his/her own career development.
- Student instruction and/or practice in decision making, problem solving, teamwork, internship expectations, terminology and protocol, and adaptation to unexpected or unusual events at work. Careful placement of each student according to their meaningful future plan and readiness to participate in the internship course.
- An internship agreement signed by all individuals identifying responsibilities of the student intern, worksite supervisor/mentor, and faculty internship/OJT supervisor.
- An internship training plan listing tasks, assignments, and/or observations specific to each internship site.
- Communication by the internship coordinator with all participants during the internship experience, including handling of problem situations.
- Evaluation of the internship course by interns, worksite supervisors/mentors, and faculty internship/OJT supervisor.
- Intern reflection of internship experience and visitation of meaningful future plan to identify next steps in career development.
- Policies that address liability and insurance, transportation, absences, confidentiality, local legal regulations, etc.

6. Internship Practices and Procedures

Pre-Internship Seminar

Abu Dhabi Polytechnic publishes the field training dates each semester and deadlines at the beginning of the academic year in which the internship course is to be conducted. Validated dates and deadlines for the internship course are provided by the OJT/internship office. Subsequently, Abu Dhabi Polytechnic organizes a seminar for all students eligible for the internship prior to the semesters of the field training. This seminar is conducted to all eligible students in the first semester of the final or third year. At the seminar, students will be introduced to all issues related to the place of internship and extensive highlight of the internship guidelines.

Qualifying for an Internship/OJT

Students should meet any necessary prerequisites including number of credits, academic standing, background check, and approval from both department and potential employers in order to enroll in the internship learning experience. Students who are on academic probation must receive approval from the academic program department to enroll in the internship/OJT courses.

Students can register for the OJT in semester 1, semester 2, and summer 1 if prerequisites are satisfied. Moreover, OJT is offered in summer 2 only for graduating students who completed all the required courses to graduate except for the OJT.

OJTs which start in between semesters shall be allowed to start but their students will be registered in Banner in the subsequent semester. Likewise, OJTs may end after the end of a semester but before the start of the next semester. This is allowed and its students only need to be registered in the semester prior to its end date and the end date in Banner will be the last day of that semester.

Internship/OJT Waiving

All students enrolled in any of Abu Dhabi Polytechnic programs are required to register, abide by all regulations, and complete the supervised field-based study period in each program with a satisfactory performance. Furthermore, students who are working in

companies with a major relevance to their major in Abu Dhabi Polytechnic may be able to conduct the OJT in the same company they work for.

The following criteria will be followed:

- Use the job description, requirements, responsibilities and documentation of the work to evaluate the level of competencies attained or knowledge learned.
- In addition, make sure that the student has actually acquired the learning and skills required for the academic program.
- The output competency of the work will be mapped with course learning outcomes in the OJT syllabus.
- The student should submit the OJT requirements for grading and assessment.

International Internships

With pre-approval by the academic program department and appropriate permissions from Abu Dhabi Polytechnic, students may enroll in one or two semesters of internship study in an international setting. Students who are interested in this option should contact the internship field supervisor for additional details early in their program of study. Permission must be received from the student's guardians, a minimum of three months prior to departure.

Leaves and Absences

At the beginning of each period of the field training, students are required to meet with the worksite supervisor to discuss a schedule of hours to be completed during the semester and as per agreements with the industrial partners. Vacations and finals week schedule should be discussed with the worksite supervisor at that time.

The OJT is an academic course and students are expected to observe the academic schedule and holidays. In situations where holidays may interfere with continuity of service, students usually follow the training provider work schedule, exceptions can be made by agreement between students and supervisors. For sick leave and during inclement weather, students must notify their worksite supervisor if they are unable to attend a scheduled day of internship/OJT experience. Any missed time must be made up on a schedule agreed to by the student and the worksite supervisor.

Accommodation

Each student is expected to meet the essential functions of performance with or without accommodations to participate in an internship/OJT learning experience. It is the policy of IAT and Abu Dhabi Polytechnic to provide academic accommodations for students. Students requiring special arrangements during their internship should report this need to the internship coordinator before the beginning of the internship.

Changing Placements

A student who plans to change the site of the internship should notify the OJT coordinator approximately six weeks before the new placement is to begin or as early as a decision is made. The student shall clearly justify the reasons for this change and an approval process will be initiated. Upon approval or denial, the student will be notified within two weeks of filing his/her request.

Dismissal from an Internship

The Abu Dhabi Polytechnic, the Academic Program Department, or the Worksite Supervisor with the approval of Abu Dhabi Polytechnic Director has the right to terminate a student's placement at any point in the semester for unprofessional behavior or unsatisfactory performance. A dismissal due to unprofessional behavior, excessive absenteeism, or unsatisfactory performance typically results in an unsatisfactory grade and loss of rights including financial issues for the semester. In some circumstances, dismissal from a placement may also result in probation or dismissal from the program. Determinations are made on a case-by case basis during the student review committee meeting. In situations where the student is dissatisfied with the placement, Abu Dhabi Polytechnic may go for formal attempt at resolution.

On the other side, unusual or unanticipated emergencies at the internship site may result in the partner's inability to continue to support student field learning. Abu Dhabi Polytechnic will make necessary arrangements for the student to be placed in a different place.

Withdrawing from Internship

With department approval and for unusual circumstances, students who elect to leave a placement or field training during the course of a semester will need to withdraw from the internship/OJT course and re-enroll in a subsequent semester, if applicable. Hours

that were completed during the semester in which the withdrawal took place cannot be applied towards coursework in later semester

Incomplete (I) Grades During Internship

In the rare event that a student is unable to complete internship hours prior to the end of a semester, the student may request an incomplete (I) grade. The “I” grade is subject to approval of the academic program department and the student should show information on how and when the hours will be completed during the following semester. At the discretion of the worksite supervisor and department, a student may not be allowed to enroll in a subsequent semester of internship until “I” grade requirements are satisfied.

Allegations of Misconduct

When the academic program department of Abu Dhabi Polytechnic receives a complaint of serious misconduct by an internship student that is alleged to have taken place within the context of industrial partner work, the student will be placed on immediate leave from the placement. If there is reason to believe that misconduct is of a criminal nature, then Abu Dhabi Polytechnic will cooperate with law enforcement officials and make any necessary notifications as required by mandated reporting laws. If the situation is not resolved within two weeks of the initial report, the department will provide the student with a determination regarding continuation in the placement. On the other hand, a student can start an academic grievance appeal process by filling an appeal and adhere the strict timelines when filing a grievance, and all grievances must originate with the student going to the individual (worksite supervisor) or entity (department) that made the initial decision.

Level of Commitment

Internship courses require a commitment of time and resources. Successful programs have support at all levels of the internship course, as well as cooperation of all participating college personnel. Planning, coordination, and continuing communication with the education staff and internship worksite supervisors/mentors are crucial. Industrial partners should allocate sufficient and appropriate classroom, office space, equipment, and materials for teaching the seminars/classes associated with the internship or as per the regulations of the internship workplace.

Safety in the Internship/OJT

Each placement organization (industrial partner) is required to orient students to the safety policies and procedures using orientation sessions, as well as during supervision meetings. It is important to discuss guidelines for prevention and crisis/safety plans with all interns. Discussion should also include safety issues in the community, within the building(s), with particular clients prone to violent behavior, and safeguarding of personal belongings. Students are required to sign the acknowledgement of risk and consent for treatment form indicating understanding of the inherent risks associated with a field placement.

7. Guidelines for Student Interns

7.1. Duration – 8-10 training weeks, minimum of 300 training hours is required for all Abu Dhabi Polytechnic graduates of Applied Bachelor's Degree programs namely:

- Electro-Mechanical Systems Engineering Technology
- Information Security Information Technology
- Petroleum Engineering Technology.
- Meteorology

Typically, students will have a 10-week internship period, where they are 6 – 8 hours of work a day (depending on work site and shift schedule).

Specialized higher diploma programs require the following:

- Aircraft Engineering Technology requires 380 training hours (EASA training).
- Aircraft Maintenance requires 300 training hours.
- Advanced Energy Engineering Technology requires 300 training hours.

7.2. First Day at Worksite – Students should report to the worksite supervisor on the first day.

7.3. Absences – Student interns are expected to attend their entire internship program without absences. However, if illness or an emergency should require the student intern to be absent from the worksite for any period of time, it is the responsibility of the student to inform the Faculty Internship Supervisor and Work Site Supervisor as soon as possible.

7.4. Attire and Grooming – The attire and grooming of the student intern should conform to accepted local practices, for example, some work sites require white coats, no slippery flat shoes, and no jewelry.

7.5. Outside Activities – Student interns should not make plans for off-site activities that would interfere with work related responsibilities in any way. If there is a pressing need for participation in any activity, it must first be approved by the Faculty Internship Supervisor and Worksite Supervisor.

7.6. Transportation – It is the responsibility of the student intern to arrange their own transportation throughout the internship.

7.7. Evaluation – Student interns are responsible for attending their internship regularly, submitting a weekly report, oral presentation, and an internship report to the Faculty Internship Supervisor.

7.8. Attendance Policy:

- Students should attend all days of their internship as planned. In case of any legitimate reason of absence, both the Faculty Internship Supervisor and the Worksite Supervisor should be informed and the student will have to make up for the days lost.
- A student who misses 5% of the internship meetings/sessions allotted for a course will receive a warning from the Abu Dhabi Polytechnic Director's office.
- A student who misses 10% of the internship meetings/sessions allotted for a course will receive a second warning from the Abu Dhabi Polytechnic Director's office.
- A student who misses more than 15% of the internship days will not pass the course. If there is a legitimate reason for the absence, which has been accepted by the Abu Dhabi Polytechnic Student Services Office in the semester in which the absences occurred, the student will be allowed to either (i) withdraw from the course without penalty, (ii) be given a Withdrawal grade for the course with possible penalties, or (iii) be given permission to continue and complete the course (depending on the decision of the Abu Dhabi Polytechnic Academic Review Board). In cases where a student withdraws from a course, the student may have to repeat the internship.
- **Vacations:** The internship does not abide by the academic vacations, but it follows the work site rules for days off and holidays. Student interns should not make personal travel plans during the internship. In case student interns wish to travel during the internship, they should seek approval from the Faculty Internship Supervisor prior to starting the internship; with the understanding that missed days must be covered after the return of the student.

- **Medical Leave:** In case of sickness, medical reports should be provided to the Faculty Internship Supervisor and the Work Site Supervisor.

7.9. Grading Key:

Formal and informal observations will be used by the site supervisor and the faculty supervisor to monitor the intern's progress.

- **Pass** – The student intern continuously improves in the ability to plan, facilitate and assess efficiently and in consideration of developmentally appropriate practice. The final level of the student intern's skills is consistent with professional standards. The student intern's behavior is consistent or exceeds professional expectations related to punctuality, ethics, and leadership. The student intern abides by the rules and regulations of the internship and meets the learning outcomes of the course. In addition, student interns must fulfill the following requirements:
 1. Submit student intern assignments, weekly reports and internship final report.
 2. Give an oral presentation at the end of the internship.
 3. Adhere to Abu Dhabi Polytechnic policies regarding attendance.
- **Not Pass** – A student intern fails to improve to a level of professional proficiency in planning, facilitating, and assessment of intended outcomes. A student intern fails to submit assignments, weekly reports and internship final report or to give an oral presentation at the end of the internship. A student intern fails to adhere to Abu Dhabi Polytechnic policies regarding attendance. A student intern fails to behave consistently with professional expectations related to punctuality, ethics, and leadership. The final level of the student intern is below professional standards. In most cases, the student intern will have the opportunity to repeat the internship in the following semester.

7.10. Other provisions:

EASA/GCAA related internships will abide by the rules and forms approved by the authorities for that purpose.

8. Guidelines for Faculty Internship Supervisor

The Abu Dhabi Polytechnic Faculty Internship Supervisor will provide the connection and build the partnership between the student, Abu Dhabi Polytechnic, and the organization. In general, the Faculty Internship Supervisor will:

- 1) Serve as a student advisor to ensure that the internship meets the student's academic or professional goals.
- 2) Develop with the organization and student intern, the internship experiential learning goals and competencies. These goals and competencies agreed to by the partners becomes the "Internship Agreement."
- 3) Visit the internship site at the onset of the internship and continuously monitor the intern thereafter. The Faculty Internship Supervisor will visit the intern at least once and confer with the Worksite Supervisor to ensure organization and student satisfaction with the internship arrangement.
- 4) Evaluate, with the Worksite Supervisor, the performance and achievement of the student intern towards meeting the goals determined in the Internship Work Agreement.
- 5) Grade and evaluate weekly reports and final internship portfolios, reports, projects, and presentations submitted by student interns.

9. Guidelines for Worksite Supervisor

Participating organizations need to be active, proactive, and involved partners who place the learning experience of the student intern in high regard. Work Site Supervisors need to:

- 1) Understand the goals of the Abu Dhabi Polytechnic internship program.
- 2) Expect perfect attendance and punctuality of the student intern. Any concern regarding attendance or behavior should be reported immediately to the Faculty Internship Supervisor.
- 3) Define meaningful work for student interns that is useful to the organization and offers student interns direct, hands-on professional experience.
- 4) Assist in the development of the internship experiential learning goals and competencies in the “Internship Work Agreement.”
- 5) Designate a supervisor within the organization to train, supervise, mentor, and advise the student intern.
- 6) Set aside staff time during the initial week of placement to orient the student intern to the organization, its mission/philosophy, professional work environment, and intern expectations.
- 7) Confer with the Faculty Internship Supervisor periodically through the semester to ensure organization, faculty and student satisfaction with the internship arrangement.
- 8) Evaluate, with the Faculty Internship Supervisor, the performance and achievement of the student intern towards meeting the goals determined in the Internship Work Agreement, using the forms below that would be sent by the Faculty Internship Supervisor.

APPENDICES

Weekly Reports

Instructions for Student Interns

Student interns are required to keep a dated report and submit it to their Faculty Internship Supervisor via email at the end of every week.

The report entries should focus on the following:

- Activities performed, meetings, knowledge & experience gained, questions and challenges faced, how you solved them, plans for following week.
- This weekly report will call for an overall reflection of your week, it will inform your supervisor of much of what you have done, of what you have learned, and of problems that need addressing. In other words, it is an important resource for your supervisor in understanding what has happened between visits.
- In summary, it is a description for what you have done and learned every week. Include any concerns and worries, your successes, and your reactions to the internship. Use the below form to the weekly report and submit to your Faculty Internship Supervisor in Abu Dhabi Polytechnic.

For Faculty Internship Supervisors: Weekly Reports Rubric

Criteria	Levels of Achievement				
	Exemplary (A) 90-100 %	Accomplished (A-/B+/B) 80-89 %	Developing (B-/C+/C) 70-79 %	Beginning (C-/D+/D) 60-69 %	(F) 0-59 %
Organization & content Weight 40 %	The report information is very well presented and is interesting to read. Writing demonstrates the thorough breadth, depth with examples. All information is relevant, and the reflection is highly original. The information presented is consistent.	The report information is logical and organized. The reader can follow easily. Writing demonstrates breadth, depth with examples about the experience. Journal report is thoughtful and relevant. Information presented has no significant errors and very few minor errors.	The report information presented is organized and the reader can follow the theme. The writing demonstrates adequate breadth, depth and includes examples about the experience. Most information is relevant. Information presented has no significant errors and very few minor errors.	The report information presented has some organization. The reader has difficulty following. Student writing demonstrates some breadth, depth and a few examples. Some information is irrelevant. Reflection is vague. Information presented has some significant errors and a few minor errors.	The report information lacks a coherent sequence. The reader has considerable difficulty understanding the information. Student writing demonstrates inadequate breadth, depth and use of examples about the experience. Reflection is very vague. Information presented has several significant errors.
Learning Objectives Weight 40 %	Most of the learning objectives are clearly identified. The information clearly connects with student learning. Includes personal reactions that are descriptive and insightful about the internship experience.	Several of the learning objectives are identified and include personal reactions that are very descriptive, insightful, and connect with student learning during the internship experience.	A few objectives are mentioned that include a few personal reactions that are somewhat descriptive and occasionally connect with student learning during the internship experience.	The learning objectives are briefly mentioned with very little information that connects with student learning. There are no personal reactions or description of the learning that has taken place during the internship.	The learning objectives are not identified. The information presented is vague and does not connect with student learning during the internship.
Activities: Challenges, Problems and Positive Aspects Weight 20 %	The internship activities are clearly identified and explained in detail. When appropriate, problems, challenges and/or positive aspects are discussed. Several examples are included and make connections with the activities.	The internship activities are clearly identified and explained in some detail. When appropriate, problems, challenges, and/or positive aspects are discussed but may be incomplete. Some examples are included and make connections with the activities.	The internship activities are briefly discussed but vague in a few instances. The discussion about problems, challenges and/or positive aspects of the internship experience is briefly mentioned. One or two examples are included. There is little connection with the activities.	The internship activities are identified and briefly discussed and a bit vague. The discussion about problems, challenges and/or positive aspects of the internship experience is absent or only briefly mentioned. Examples are not included.	The internship activities are either not discussed or too vague for understanding. The discussion about problems, challenges and/or positive aspects of the internship experience is absent or only briefly mentioned. Examples are not included.

Student score: _____ Pass score > 59

Weekly Report Form

Student Name:	Date:
Student ID:	Faculty Supervisor's Name:
Name of Internship Site:	Worksite Supervisor's Name:
Tasks Performed this week: _____ _____ _____ _____	
Key knowledge attained (equations, methods of analysis or assessment, specific skills, etc.) _____ _____ _____ _____	

Please rate each statement as it applies to your internship site/supervisor, using the following scale:

1=Strongly Agree 2=Agree 3=Neutral 4=Disagree 5=Strongly Disagree NA = Not Applicable

- _____ Oriented you to the rules, policies and procedures of the site.
- _____ Helped you develop objectives and projects/activities for the internship.
- _____ Guided you through completion of your internship objectives.
- _____ Gave you clear directions when asked to perform specific tasks.
- _____ Provided you with quality training that applied to your intern responsibilities.
- _____ Set reasonable work performance standards.
- _____ Met with you at regular intervals to discuss your performance.
- _____ Provided you with constructive feedback about your performance, allowing you to understand your strengths and weaknesses.
- _____ Provided you with the appropriate resources to fulfill your responsibilities.
- _____ Provided you with an organized, well-planned internship experience.

Using the same scale, please rate each statement as it applies to your internship experience during this week

_____ My courses at ADPoly prepared me with the skills necessary to complete the tasks assigned to me during this week.

_____ The academic requirements for the internship during this week are reasonable.

- Did you have any difficulties/challenges over the past week? If yes, mention them and explain how did you solve them?

- What are your plans for next week? What would you like to learn or achieve?

Internship Presentation

For Students: Instructions on Presentation

- Final internship presentations will take place upon the completion of the internship and are compulsory to attend.
- This assignment is to give a summary presentation of your internship. Students who completed their internship at the same institution with the same focus on topics, may prepare a group presentation, compiling all their thoughts and experiences in one presentation. In case of groups, each student should have a significant section to discuss/present.
- Students have a limited time for the presentation, detailed below:
 - Individual presentations: 10 minutes
 - Group presentations: 15 minutes (if 2 students)
20 minutes (if 3 students)
 - Presentation will be followed by a 5-minute “question and answer” period.

Outline to follow for the Presentation:

1. Briefly highlight the mission and vision of the organization and the population it serves and describe the function of the office/division(s) in which you worked.
2. Mention your primary responsibilities during your internship placement.
3. Describe your goals and objectives, and how well you met them.
4. List your biggest challenges.
5. Describe the type of projects on which you worked. Present examples.
6. Share the highlights of your internship.
7. Give insight on useful information you learned (what important lessons did you learn).
8. Explain how the internship has influenced your career plans.
9. Employer assessment: what did you think of the organization where you worked?
10. Do you recommend this worksite to other ADPoly interns? Defend your opinion.

For Instructors: Oral Presentation Rubric

Criteria	Exemplary (A) 90-100	Accomplished (A-/B+/B) 80-89	Developing (B-/C+/C) 70-79	Beginning (C-/D+/D) 60-69	(F) 0-59
Oral Communication Skills Weight 30%	The presenter spoke very clearly, loudly and distinctly throughout the presentation; established good eye contact with the audience; spoke without referring to notes.	The presenter spoke clearly, loudly and distinctly for most of the time; established eye contact with the audience; rarely referred to notes.	The presenter spoke somewhat clear, loud and distinct for most of the time; established eye contact with the audience but had to refer to notes sometimes.	The presenter did not speak clearly, was not loud enough most of the time; established little eye contact with the audience and had to frequently refer to notes.	The presenter did not speak clearly and distinctly for most of the time; established no eye contact with the audience and had to refer to notes always.
Analytical/ Critical Thinking Skills 20%	Presented excellent analysis in work assignments with an ability to offer multiple solutions, options and alternatives to solve work assignments. All solutions were clear, coherent, well supported.	Presented adequate analysis in work assignments with an ability to offer solutions, options and alternatives to solve work assignments. Most of the solutions were accurate and justified.	Presented few evidence/ attempts for solutions, alternatives, or options to problems in work assignments. Some of the suggested solutions were inaccurate/not justified.	Presented limited evidence/ attempts for solutions, alternatives, or options to problems in work assignments. Most of the suggested solutions were inaccurate/not justified.	Presented no evidence/ attempts for solutions, alternatives, or options to problems in work assignments. All of the suggested solutions were inaccurate/not justified.
Leadership and abilities Weight 20%	Demonstrated high proficiency on each of the leadership aspects including taking own initiatives, ability to guide, encourage, and motivate others toward identified goals and balanced the need for task accomplishment with the needs of work group members.	Demonstrated kind of high leadership in any of the following areas; taking own initiatives; ability to guide, encourage, and motivate others toward identified goals; but focused excessive attention to interpersonal relations in work groups.	Demonstrated medium leadership abilities in any of the following areas; no own initiatives or ideas, lack of ability to guide, encourage, and motivate others toward identified goals; and/ or focused excessive attention to interpersonal relations in work groups.	Demonstrated low leadership abilities in any of the following areas; no own initiatives or ideas, lack of ability to guide, encourage, and motivate others toward identified goals; and/ or focused excessive attention to interpersonal relations in work groups.	Demonstrated no leadership abilities in any of the following areas; no own initiatives or ideas, lack of ability to guide, encourage, and motivate others toward identified goals; and/ or focused excessive attention to interpersonal relations in work groups.
Interpersonal and Teamwork Skills Weight 20%	Demonstrated proficiency in interacting and communicating with co-workers; sought and willingly accepted constructive criticism and advice.	Demonstrated an acceptable ability to interact and communicate with co-workers; accepted constructive criticism and advice in some case.	Exhibited marginal ability or willingness to interact and communicate with co-workers; was unwilling or reluctant to accept constructive criticism and advice.	Exhibited little ability or willingness to interact and communicate with co-workers; was unwilling or reluctant to accept constructive criticism and advice.	Exhibited no ability or willingness to interact and communicate with co-workers; was unwilling or reluctant to accept constructive criticism and advice.

Overall impression Weight 10%	Presentation was well prepared and well organized, and interesting to listen to.	Presentation was well prepared, but lack in organization. It was mainly engaging to listen to.	Presentation adequately prepared, organized but not engaging.	Presentation lacked proper preparation or organization and was disengaging.	Presentation lacked preparation, organization and was disengaging.
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Student score; _____

Pass score > 59

Internship Final Report

For Students: Instructions on Internship Report

Each student should submit a written report on the internship experiences. Include in the report the following information:

1. What is the philosophy of the organization?
2. Who does the organization serve? (Who are the clients?)
3. How old is the organization?
4. Describe the different departments in the organization.
5. Who supervised you and how did they do it?
6. What were your assignments? What did you do? Include assignments/activities
7. Can you relate any aspect of your experiences to theory?
8. What part of the internship impacted you the most?
9. What do you think you did really well during the internship?
10. What do you wish you had done better?
11. How has the internship impacted your career objectives?
12. What recommendations do you have for improving the internship?
13. Which skills and courses from Abu Dhabi Polytechnic program were of great help to complete tasks assigned to you during your internship?
14. Do you have any other information you would like to add to your report?
15. Reflection on professional code of conduct in relations to the tasks and jobs during your internship period.

Goals Achieved

- What goals did you set for yourself at the beginning of the internship?
- What did you actually achieve?
- Explain the processes of how you achieved the goals of your internship.
- If there were any goals you did not achieve, explain why you were not able to explain them and give reasons.

Discuss and reflect upon your internship experience in relation to ADPoly Learning Outcomes and the Course Learning Outcomes.

Report Format

The internship final report must be typewritten on white A4 size paper. Font-size of 12 points with type face of Times New Roman must be used throughout the report with line spacing of 1.5. The report must be properly bound with 'staple and tape binding.'

- a. Front Cover Format: The format for the front cover should be as shown below.
- b. Abstract/Preface: This section of the report should consist of brief description of the following: (i) Activities of the Organization, (ii) Summary of the Report
- c. Table of Contents: This section of the report should consist of: (i) Titles, (ii) Sub-titles, (iii) Page numbers
- d. Background of Company/Organization: This part will give a brief and concise description of the company/organization in which the student is undertaking the industrial training. The main items are: (i) History, (ii) Structural organization of main activity, (iii) Title and position of the officer in responsible, (iv) Others deemed necessary. (no more than three (3) pages)
- e. Summary of Duties: This section should be the brief description of the time, duration and types of duty carried out during the training. The description must follow the schedule of the training, that is, in chronological order (300 hours minimum). The days when the student is not on duty must be properly recorded with reasons given. Letter of permission must be attached in the appendix.
- f. Working Experience: In this section, the student must describe the experience gained according to titles considered appropriate. For example, the main items are: (i) Projects carried out, (ii) Supervisory works, (iii) Problems encountered, (iv) Problems solved.
- g. Summary: Student should provide an overall discussion in this section and arrive at a conclusion with regards to the industrial training undergone. Subjects that may be presented are: (i) Types of experience gained, (ii) Problems, (iii) Views and recommendations.
- h. References: Provided that there are important resources that are used as references while preparing the report, a complete list of the titles of references concern must be included.
- i. Appendix: Appendixes are additional information considered appropriate to support the main text. Every appendix must have a title and be mentioned in the main text where appropriate. Suggested appendixes are: (i) Investigation/project report during the industrial training, (ii) Technical drawings etc.
- j. Others: (i) Figures/Tables, All figures, tables and similar contents must be captioned and labeled. Every figure or table must be mentioned in the main text. (ii) List of Notations and Symbols, if the report contains notations and symbols, the full definition must be given when each notation or symbol first appeared in the main text. The list of notations and symbols with the full definitions can be placed after 'Table of Contents'.

For Instructors: Internship Report Rubric

A. Internship Report Checklist

Has the following information being included in the report?

Information	Yes	No
The philosophy of the organization		
The clients (receiving the service)		
Date the organization was established		
Description of the departments in the organization		
Supervision at worksite		
Assignments assigned to the intern (should be included in the report)		
Relationship of intern's experiences to theory		
The most important part of the internship impacted the intern		
The best achievement during internship		
What the intern wish she/he had done better		
Impact of internship on intern's career objectives		
Recommendations of intern for improving the internship		
Skills and courses from Abu Dhabi Polytechnic program were of great help to complete tasks assigned to the intern		
Other information added to the report		
Goals the intern set at the beginning of the internship		
Goals actually achieved		
The processes of how the intern achieved the internship goals		
Goals were not achieved and reasons		
Discussion and reflection upon the internship experience in relation to Abu Dhabi Polytechnic LOs and CLOs		

Internship Report Score

B. Internship Report Rubric

Criteria	Levels of Achievement				
	Exemplary (A) 90 to 100%	Accomplished (A-/B+/B) 80 to 89 %	Developing (B-/C+/C) 70 to 79 %	Beginning (C-/D+/D) 60 to 69 %	0 (F) 0 to 59 %
Organization Background Weight 40%	Includes all of the following demographic information about the internship site: 1. Philosophy of the organization 2. The clients receiving the service 3. Date the organization was established 4. Description of the department in the organization 5. Number of employees 6. Services offered by the organization.	Includes 4 or 5 the following demographic information about the internship site: 1. Philosophy of the organization 2. The clients receiving the service 3. Date the organization was established 4. Description of the department in the organization 5. Number of employees 6. Services offered by the organization	Includes 3 of the following demographic information about the internship site: 1. Philosophy of the organization 2. The clients receiving the service 3. Date the organization was established 4. Description of the department in the organization 5. Number of employees 6. Services offered by the organization	Includes 1 or 2 of the following demographic information about the internship site: 1. Philosophy of the organization 2. The clients receiving the service 3. Date the organization was established 4. Description of the department in the organization 5. Number of employees 6. Services offered by the organization	Includes none of the following demographic information about the internship site: 1. Philosophy of the organization 2. The clients receiving the service 3. Date the organization was established 4. Description of the department in the organization 5. Number of employees 6. Services offered by the organization
Internship Experience Weight 30%	Includes all of the following information about the internship experience: 1. Supervision at worksite 2. Assignments assigned to the intern 3. Relationship of intern's experience to theory 4. Goals the intern set at the beginning of the internship 5. Goals actually achieved 6. Processes of how the intern achieved the internship goals 7. Goals not achieved and reasons.	Includes 5 or 6 of the following information about the internship experience: 1. Supervision at worksite 2. Assignments assigned to the intern 3. Relationship of intern's experience to theory 4. Goals the intern set at the beginning of the internship 5. Goals actually achieved 6. Processes of how the intern achieved the internship goals 7. Goals not achieved and reasons	Includes 3 or 4 of the following information about the internship experience: 1. Supervision at worksite 2. Assignments assigned to the intern 3. Relationship of intern's experience to theory 4. Goals the intern set at the beginning of the internship 5. Goals actually achieved 6. Processes of how the intern achieved the internship goals 7. Goals not achieved and reasons	Includes 1 or 2 of the following information about the internship experience: 1. Supervision at worksite 2. Assignments assigned to the intern 3. Relationship of intern's experience to theory 4. Goals the intern set at the beginning of the internship 5. Goals actually achieved 6. Processes of how the intern achieved the internship goals 7. Goals not achieved and reasons	Includes none of the following information about the internship experience: 1. Supervision at worksite 2. Assignments assigned to the intern 3. Relationship of intern's experience to theory 4. Goals the intern set at the beginning of the internship 5. Goals actually achieved 6. Processes of how the intern achieved the internship goals 7. Goals not achieved and reasons
Internship Reflection Weight 30%	Includes all of the following information about the internship experience: 1. The most important part of the internship that impacted the intern 2. The best achievement during the internship 3. What the intern wishes she had done better 4. Impact of internship on intern's career objectives 5. Recommendations for improving the internship 6. Skills and courses from student program that were of great help to complete tasks assigned to the intern 7. Discussion and reflection upon the internship experience in relation to ADPoly LOs and CLOs.	Includes 5 or 6 of the following information about the internship experience: 1. The most important part of the internship that impacted the intern 2. The best achievement during the internship 3. What the intern wishes she had done better 4. Impact of internship on intern's career objectives 5. Recommendations for improving the internship 6. Skills and courses from student program that were of great help to complete tasks assigned to the intern 7. Discussion and reflection upon the internship experience in relation to ADPoly LOs and CLOs.	Includes 3 or 4 of the following information about the internship experience: 1. The most important part of the internship that impacted the intern 2. The best achievement during the internship 3. What the intern wishes she had done better 4. Impact of internship on intern's career objectives 5. Recommendations for improving the internship 6. Skills and courses from student program that were of great help to complete tasks assigned to the intern 7. Discussion and reflection upon the internship experience in relation to ADPoly LOs and CLOs.	Includes 1 or 2 of the following information about the internship experience: 1. The most important part of the internship that impacted the intern 2. The best achievement during the internship 3. What the intern wishes she had done better 4. Impact of internship on intern's career objectives 5. Recommendations for improving the internship 6. Skills and courses from student program that were of great help to complete tasks assigned to the intern 7. Discussion and reflection upon the internship experience in relation to ADPoly LOs and CLOs.	Includes none of the following information about the internship experience: 1. The most important part of the internship that impacted the intern 2. The best achievement during the internship 3. What the intern wishes she had done better 4. Impact of internship on intern's career objectives 5. Recommendations for improving the internship 6. Skills and courses from student program that were of great help to complete tasks assigned to the intern 7. Discussion and reflection upon the internship experience in relation to ADPoly LOs and CLOs.

ABU DHABI POLYTECHNIC
DEPARTMENT/PROGRAM:
COURSE NUMBER:

Internship Agreement Form

ABU DHABI POLYTECHNIC INTERNSHIP WORK AGREEMENT
--

Student Name & ID: _____ **Telephone:** _____

Course Title: _____ **Course Number:** _____

Faculty Supervisor: _____ **Telephone:** _____

Worksite Supervisor: _____ **Telephone:** _____

WORK PLAN (to be completed by Faculty Internship Supervisor, Work Site Supervisor and student intern):

Upon completion of the plan, student intern must return the Agreement to their Faculty Internship Supervisor for approval before placement is finalized.

A. Describe the work expectations and activities of this Internship:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

B. List the learning objective aimed to achieve in this experience, mention how many internship days per objective

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

STUDENT INTERN:

I agree to spend _____ hours per week, from _____ to _____ for a total of _____ hours effective from _____ to _____ in order to fulfill the internship activities and objectives described above. I agree to complete all timesheets, forms, and evaluations for this program. I have also reviewed and agree to adhere to the guidelines in the Abu Dhabi Polytechnic Internship Manual.

Student Intern Signature

Date

ORGANIZATION/BUSINESS SUPERVISOR:

As Work Site Supervisor of the above student intern, I hereby agree to guide this student intern's work and to submit a periodic and final evaluation of his/her achievement upon request.

Worksite Supervisor Signature

Date

FACULTY INTERNSHIP SUPERVISOR:

As Faculty Internship Supervisor, I agree to provide academic and on-site support to this student intern.

Faculty Internship Supervisor Signature

Date

Visiting Faculty Internship Supervisor Form

This form is to be filled in by the visiting Faculty Internship Supervisor from Abu Dhabi Polytechnic.

Department/Program		Specialization/ Major of Student	
Student Name		Student ID	
Course Name		Course Number	
CRN		Date of Visit	
Name of Work Site Supervisor		Name of Training Organization	
Address of Training Organization			

Type of visit: (a) onsite
(b) online

Evaluation by the Faculty Internship Supervisor:

A. Please evaluate student's internship work by commenting on level of professionalism, leadership, and skills demanded by the training organization. Highlight specifically any achievement student accomplished and/or difficulties encountered.

Student Score	[1] Unsatisfactory	[2] Below Average	[3] Average	[4] Very Good	[5] Excellent
Training Progress					
Professionalism					
Leadership					
Skills					
Achievement					

Total Score = ____ / 25

B. Please briefly evaluate the internship program of the training organization. How rigorous and organized was it? Would you recommend to other students?

.....
.....
.....
.....
.....
.....

Name of Faculty Internship Supervisor & Signature:

.....
.....

Date:



Worksite Supervisor Report

Department/ Program		Specialization/ Major of Student	
Student Name		Student ID	
Training Start Date		Training End Date	
Training Period		Name of Training Supervisor	
Name of Training Organization		Phone of Training Supervisor	
Address of Training Organization			

- **Overall evaluation**

Please complete this evaluation at the end of the student intern's work period.

Assessment Milestones	Maximum Score	Score
OJT Technical: Tasks Completion		
Sufficient knowledge to perform tasks	10	
Verbal and Written communication skills	10	
Analytical skills – analyses problems and takes appropriate action	10	
Uses technical skills required for the position	10	
Takes initiative to get a job done, including overcoming obstacles, meets deadlines and Sets priorities	10	
OJT Behavioral Assessment		
Appropriate dress	5	
Attitude	5	
Practices ethical behavior	5	
Self-motivated	10	
Manager Assessment		
Attendance	5	
On-Time	5	
Accountability	5	
General Business Conduct	5	
Receptiveness	5	
Total	100	

- ***This section gives you the opportunity, as an experienced professional, to make recommendations that would help in the professional development of the student intern as well as give the Faculty Internship Supervisor some insight into the areas that may need more attention.***
-

1. What do you consider the major strengths of this intern?

.....
.....
.....
.....

2. What areas need improvement?

.....
.....
.....
.....

3. Other comments, commendations, or recommendations:

.....
.....
.....
.....

Worksite Supervisor's Signature and Date:

Stamp of Organization:

Aviation Internships

This section contains the acceptable means of compliance under the internship/on-the-job training (OJT) for aviation students and was extracted from the ATO's Curriculum Manual.

3.20 Maintenance Practices

3.20.1 Reference Material

- Relevant Aircraft Maintenance Manuals
- Relevant regulatory documents
- The Maintenance Organisation Exposition (MOE) of the organisation within which the student is placed.
- The relevant Company Procedures and Work Place Instructions of the organisation within which the student is placed.
- The relevant health and safety requirements of the organisation within which the student is placed.

3.20.2 Objectives and Examination Levels

The Maintenance Experience element of the course complies with EASA Part 147/GCAA CAR 147AMC A.200 (d), paragraph 2, in that *'at least 30% of the practical training element should be carried out in an 'approved maintenance environment.'*

The purpose of Maintenance Experience is to ensure that the student has some limited exposure to the working environment before completion of the approved course.

A description of the subject module is given in paragraphs 3.20.6 to 3.20.10.

3.20.3 Student Assessment

Type of Assessment	EASA Min	AD Poly
Formal Practical Assessment		Required

3.20.4 Prerequisites

Maintenance Experience is an essential part of the overall training programme. As such, it is expected that students will have demonstrated success in all of the preceding EASA Modules. Therefore, in order to proceed to the Maintenance environment students should have been successful in Modules 3, 5, 7, 9, 11, (13 and 14 for B2), 15, and 17. Students who do not meet these criteria may be allowed to progress but this is dependent upon other assessments during the course.

3.20.5 Subject Module Duration (Hours)

Course	Practical
EASA Part 147/GCAA CAR 147 Approved Course	380

3.20.6 Introduction

Maintenance Experience is a purely practical module at the end of the training course. It is designed to consolidate the knowledge gained during the course within an operational maintenance environment.

This phase of training requires the student to be placed within an Approved Maintenance Repair (MRO) Organisation. The MRO should, within its approval, maintain aircraft representative of the type of aircraft covered by the basic license the training course is approved for.

Although not formally applied it is anticipated that Maintenance Experience training will fall into three Phases:

Phase 1: An introduction to the operational environment and a familiarisation with facilities and paperwork.

Phase 2: Observations that will allow the student to become familiar with working practices and the aircraft being worked on.

Phase 3: A progressive programme of hands on experience so that by the end of the Maintenance Experience phase of training, the student will demonstrate a competency level that will allow him/her to assist certifying engineers in their maintenance tasks.

3.20.7 Aims and Objectives

The aims of Phase 1 are to:

1. Familiarise the students with the procedures and facilities typical of an aircraft maintenance environment with particular emphasis on safety.
2. Raise an awareness of support facilities including Quality Assurance, Production Support Departments, ie Planning, Tech Records, Workshops and Stores.
3. Introduce the students to typical procedural documents and engineering documentation.

The aims of Phase 2 are to:

4. Introduce the students to 'the job' and highlight the demands of work patterns and norms and the human factors involved.
5. Emphasise by example and experience the need for Quality Assurance certification and compliance with Legislation.
6. Expose the students to specialist maintenance activities such as NDT and Composite Repairs.
7. Introduce the students to Glass Cockpit technology and On-board Maintenance systems.
8. Introduce students to the operation of aircraft systems.
9. Allow students to use aircraft manuals to identify aircraft component parts.

The objectives of Phase 3 are that the student will be able to:

10. Demonstrate compliance with safe working practices in an engineering environment.
11. Select and use tools, equipment and test equipment as specified by the manufacturer or in associated documentation
12. Ensure clean working conditions are maintained
13. Demonstrate awareness of FOD.
14. Demonstrate awareness of electro Static hazards.
15. Choose and use aircraft maintenance manuals competently and confidently.
16. Work to acceptable tolerances.
17. Carry out any required inspection/testing without missing any defects
18. Carry out assembly and disassembly tasks in the correct order and without error.
19. Carry out removal and refit tasks in the correct order and without error.
20. Work in accordance with maintenance procedures or written instructions without departure.
21. Completion of all parts of any particular task
22. Clean up on completion.
23. Return all tools equipment and unused parts or components to stores.
24. Correct completion of documentation and records including handover reports.
25. Demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft

3.20.8 Delivery Maintenance Experience

Maintenance Experience is to be carried out in a base maintenance environment where the student gains experience in base maintenance activities on commercial aircraft. Some work may be carried out in a line environment where the work is consistent with the aims listed in 3.20.8 above.

Certain tasks and assignments are permissible only within the time limits stated below:

Task or assignment	Not more than
Simple tasks such as replenishments and aircraft handling	5%
Assignment to maintenance planning and/or records departments and in stores	5%
Assignment to workshops where the disassembly/assembly or testing of complex parts or components is carried out	10%

It is accepted that in an operational environment, it is not possible to forecast the actual workload or tasks that will arise during the Maintenance Experience period and therefore a schedule or programme of training cannot be prepared.

However, the supervising Instructor will ensure that the above limits are not exceeded and that the balance of the Maintenance Experience period covers as wide a range of tasks appropriate to those tasks normally carried out by Category B Technicians.

3.20.9 Recording and Assessment of Maintenance Experience

Student Recording

Each student will keep a record of the tasks carried out or participated in during Maintenance Experience.

Each task entry must be verified by supervising engineers and verified by instructional staff of the Part 147 approved organisation.

In the description of the task, the level of detail of the student's involvement should be clear and will normally be one of the following:

- Observed
- Assisted with
- Carried out

Where the activity is assisting with or actually carrying out the task the Assessor's signature will again signify that the task has been carried out satisfactorily. Where a student is carrying out a task, some help may be necessary from the Assessor since the student is still under training. It is a matter of judgment for the Assessor as to whether he is assisting the student carrying out the task or vice versa. The experience at assisting with or carrying out the same task previously will have a bearing on the amount of help needed and the assessment of satisfactory or otherwise.

Assisting with or carrying out a task satisfactorily means being able to demonstrate:

- The capability of using relevant tools/equipment/test equipment as specified by the maintenance procedure or manual
- The correct selection and use of maintenance manuals
- Identification of the location of components
- The capability of correctly removing/fitting components
- An appreciation of the need to ensure clean working conditions
- The observance of safety precautions
- A responsible attitude in respect to flight safety and airworthiness of the aircraft as appropriate to the task.

Supervising Instructor Entries

The supervising Instructor, acting as an auditor of the student's chronological record will countersign all students Maintenance Experience records.

The Instructor should check each task recorded by the student against the list in the Record of Tasks and, if completed satisfactorily, as indicated by the assessor's signature, the Instructor should sign the student's record.

The Record of Tasks, listed by ATA number, allows staff to establish that a representative range of tasks has been completed during the Maintenance Experience period.

It should be noted that not all tasks need to be completed during the Maintenance Experience period. Time and opportunity constraints will preclude this. However if the Training Manager and/or Quality Assurance Manager determine that the range of tasks completed is insufficient then they should indicate those tasks, which may include alternatives, that need to be completed during an extended Maintenance Experience period.

Some tasks completed during Maintenance Experience may correspond to tasks within modules completed during the preceding elements of the course. Where these tasks were not carried out during the earlier training, due to lack of time or opportunity, then they can be signed off by the Maintenance Experience supervising Instructor.

Maintenance Experience Assessment Report

On completion of periods of work with an engineer, the supervising engineer will complete an assessment of the student and submit it to the supervising instructor. The supervising instructor is to collect these reports for future reference and storage. On completion of the Maintenance Experience, the supervising Instructor(s) will complete a Report on each student that summarises the whole period of the Maintenance Experience. This report allows for a summary assessment of ability, attitude and application and for general comments and should include a declaration of 'Competent' or 'Not Yet Competent'.

3.20.10 Typical Aircraft Maintenance Tasks

Since Maintenance Experience may be carried out in different environments and on different aircraft types these guidance notes cannot be prescriptive and detailed. However, the following tasks can be considered as suitable for Maintenance Experience:

1. Rigging
2. Adjustment
3. Replacement of LRUs
4. Replacement of parts and components
5. Trouble shooting
6. Rectification of minor defects
7. Functional test of systems
8. Inspection

Operational occurrences and the maintenance programme will dictate the opportunities that arise for Maintenance Experience in particular skill and knowledge areas. It follows that specific tasks cannot be guaranteed on any Maintenance Experience programme.

The table, below, illustrates the type of task that would be appropriate for an EASA Part 66/GCAA CAR 66 Maintenance Experience secondment. Not all tasks can possibly be carried out in the time available but the trainee should be assigned on an opportunity basis to achieve as wide a spread as possible within his/her category.

Repeated tasks are only likely to occur where operationally such tasks are regularly encountered. It follows that repeated assignment for certain common tasks will not only be acceptable but helpful since it will allow the build-up of expertise.

3.20.11 Typical Tasks by ATA Number

1	Rigging	5	Trouble shooting
2	Adjustment	6	Rectification of minor defects
3	Replacement of LRUs	7	Functional check of systems
4	Replacement of parts and components	8	Inspection

ATA	System	B1 Tasks	B2 Tasks
21	Air Conditioning/ Pressurisation/Cooling	2345678	
23	HF VHF PA & Interphone CVR	37 ⁽¹⁾	2345678
24	Power Generation & Distribution	2345678	2345678
25	Equipment/Furnishings	345678	345678 ⁽²⁾
26	Fire Protection	34568	
27	Flight controls	12345678	
28	Fuel systems	345678	
29	Hydraulic power	2345678	
30	Ice & Rain Protection	2345678	
31	Instrument panels EICAS/ECAM	345678	345678
32	Landing gear/ Anti-skid	1234568	
33	Internal & External lighting	345678	345678
34	ADC & Pitot Static System	37 ⁽¹⁾	2345678
34	Compass System	37 ⁽¹⁾	345678
34	Navigation displays/EFIS/Flt Director/FMS	37 ⁽¹⁾	2345678
34	Radio/Radar Navigation	37 ⁽¹⁾	2345678
34	GPWS	37 ⁽¹⁾	2345678
35	Oxygen System	34568	
36	Pneumatic system	2345678	
38	Water & Waste	345678	
49	APU	2345678	
52	Doors	12345678	
53	Fuselage	34568	
54	Nacelles/Pylons	34568	
55	Stabilisers	34568	
56	Windows	34568	
57	Wings	34568	
61	Propellers	12345678	
71	Powerplant	468	
72	Engine	4578	
73	Fuel control	12345678	345678 ⁽²⁾
74	Ignition & Starting	345678	
75	Engine anti-Icing	345678	
76	Engine controls	12345678	
77	Engine indication	345678	345678
78	Exhaust/Thrust reverser	12345678	
79	Engine Oil system	2345678	
80	Starting	7	

81-83	Turbines/ Water injection/ Accessory GB	468	
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- (1) Only where serviceability can be established by a simple self-test facility either on-board test systems/equipment or by simple ramp test equipment.
- (2) Only equipment/parts related to Category B2 responsibilities

→END→