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# Industry Partners Internship Guide

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# Industry Partners Internship Guide

The internship is intended to provide the student with hands-on experience in the field of Artificial Intelligence and an extension of the classroom learning and the research (or proposed research) of the student.

## Benefits of the MBZUAI Internship for the host organization

- It enables you as the host organization to form a relationship with the student prior to graduation, with the possibility of full-time employment upon completion of studies;
- Alignment of future recruitment needs with an appropriate candidate pool;
- Development of AI related projects within the organization;
- Implementing MBZUAI student knowledge in business operations.

## Internship Agreement

Prior to student placements, the agreement shall be shared with you to sign, and indicate dates including the renewal date for the agreement. This is a signed agreement by you as the host organization and MBZUAI. The document outlines the expectations of all parties.

## General Guidelines

Important considerations for the MBZUAI internship are highlighted below:

**At least one (1) internship is mandatory for MSc & PhD students as a graduation requirement (from 2022 intakes onwards).**

**Conducted primarily during the summer months (Mid May - Mid August).**

**Upon offering the internship, the student shall be asked to add the opportunity to the MBZUAI Careers Portal. Upon your approval, you will be prompted to add a specific internship description, demonstrating how the MBZUAI learning outcomes shall be met.**

### Partner Internship Guide

Please [click here](#) to download and review the Industry Partners Internship guide and then provide your signature below

Employer Internship Description \*

Employer Signature \*

# Industry Partners Internship Guide

## In regards to length & focus

- For MSc students, the internship should be 6 weeks in length and align with the working hours of your organization. The internship does not have to directly align with the student's research at MBZUAI.
- For PhD students the internship should be 3 months in length. Hours should align with the working hours of your organization.
- For part-time internships during term time, this is allowed for ONE semester only (without the possibility to duplicate over other semesters), as long as the MBZUAI Supervisor and Provost are in agreement and the internship does not exceed X 20 hours per week.
- For international internships during term time, this shall be reviewed on a case by case basis and agreed in partnership with the student's MBZUAI Supervisor and Provost. In addition feedback to be included from the University Registrar.
- Internship requests from industry partners, which differ from those listed above, shall be reviewed on a case-by-case basis with all relevant internal stakeholders. In particular, this must be agreed in partnership with the student's MBZUAI Supervisor to ensure on-going priority is given to MBZUAI commitments and the necessary measures, if applicable, are put in place to ensure that course learning outcomes will be met and all assessment tasks satisfactorily completed.
- To publish, when possible, all internship opportunities to students via the MBZUAI Student Careers Portal.
- MBZUAI students have the functionality to add the internship opportunity to the MBZUAI Student Careers Portal independently. The student/s will then meet with their MBZUAI Supervisor to discuss the internship and gain the MBZUAI Supervisor's approval.
- The student will record their weekly hours and weekly tasks using the MBZUAI Student Careers Portal. Industry Partners will receive a notification to approve the submitted hours via the MBZUAI Student Careers Portal.
- To provide formal feedback of the student's performance at the end of the internship by completing the Internship Evaluation Form, via the MBZUAI Careers Portal (this can also be shared via external link if necessary).
- The Career Services and Internships team shall be the organization's point of contact regarding any issues which may develop during the internship.
- Students are responsible for reporting any periods of sickness during the internship to the Internship Supervisor at the host organization.



# Industry Partners Internship Guide

## Expectations of the host organization

Confirmation of the appropriate internship dates in line with the student's academic commitments/needs (during the summer months);

Regular formal and on-the-job feedback to the intern by an experienced supervisor;

That there are resources, equipment and facilities that support the learning objectives/goals of the internship;

Induction and clear guidelines on health & safety procedures

The provision of an appropriate work visa for the intern if applicable;

To seek MBZUAI approval prior to using the MBZUAI name and logo on marketing or publicity material;

During the internship period to supervise the student/each student, for the mutually agreed number of hours and weeks;

The right to modify planned tasks and projects during the internship period, as may be required by changes in circumstances. However, to make every reasonable effort to ensure that the student is placed in a similar position and receives access to appropriate training and guidance;

Inform the student of his/her responsibilities in regards to the requirements pertaining to the internship (if overseas, this may relate to transportation, accommodation, daily expenses);

Should the organization become dissatisfied with the performance of the student, to notify the Career Services and Internships team before performing necessary disciplinary procedures;

For a global internship placement, we may require the organization to submit additional documentation prior to the start of the internship to ensure the health and safety of MBZUAI students (i.e. copy of company licence/information such as company website and LinkedIn account);

The host organization shall be responsible for financially funding the international internship, including visa requirements, health insurance, flights (and other travel-related expenses), accommodation and a daily stipend.

# Industry Partners Internship Guide

## Role of the Internship Supervisor at the host organization

Orient the student to the work environment and establish a schedule of work activities;

Present the student to the organization's staff as a co-worker in a manner which ensures the student's professional status;

Provide the student with meaningful work experience throughout the period of the internship as outlined in the Learning Outcomes shared by the Career Services and Internships team;

Conduct with the student periodic evaluation sessions to assess the student's performance and progress, to review the projected work schedule, and to discuss matters of concern;

Notify the Career Services and Internships team immediately of any problems arising out of association with, or supervision of the student;

Approve the weekly hours/ summary of tasks provided by the student via the MBZUAI Student Careers Portal and record any sick leave. Discuss with the intern the possibility of extending the internship period (at the end of the internship), to make up any time missed due to sick leave. Please note this also must be approved with the MBZUAI Supervisor and Career Services and Internships team;

The Internship Evaluation Form to be completed within one month of the student completing the internship.

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## Internship workflow for the MBZUAI Student Careers Portal



Contact:  
[Careerservices@mbzuai.ac.ae](mailto:Careerservices@mbzuai.ac.ae)



# Industry Partners Internship Guide

## Course Learning Outcomes for the MBZUAI Master's Internship

### Collaboration and Teamwork

Function effectively in a team, to create a collaborative environment to plan tasks and meet objectives

### Communication

Demonstrate effective verbal and written communication skills in a variety of work situations

### Interpersonal Skills/Work Ethic

Demonstrate ethical conduct in the workplace and in life

### Ability to Learn

Reflect, acquire and apply new knowledge

### Business/Professional Skills

Describe solutions and recommend strategies that meet the business needs of the host organization to improve and enhance business processes and operations

### Technical Skills

Describe and apply technical skills in a wide range of professional settings

### Professional Development

Reflect on professional development, both now and for the future

# Industry Partners Internship Guide

## **Internship Program Specific Learning Outcomes (Master's)**

### **Internship Specific Learning Objectives Machine Learning**

- Solve practical machine learning problems and articulate the solution in layman's language
- Identify the impact of machine learning techniques on the domain of interest or human society

### **Internship Specific Learning Objectives Computer Vision**

- Demonstrate both theoretical and technical skills regarding state-of-the-art Computer Vision algorithms
- Collaborate with stakeholders related to Computer Vision (either internal or external), along with sharing relevant findings
- Apply critical thinking skills and present a Computer Vision research problem solution clearly and compellingly (in both verbal and written form)

### **Internship Specific Learning Objectives Natural Language Processing**

- Develop advanced skills in text processing
- Critically analyse and evaluate various models for NLP
- Apply statistical models to solve a practical text processing problem

# Industry Partners Internship Guide

Course Learning Outcomes for the MBZUAI PhD Internship

- **Analyze organizational business needs and recommend (ML, CV, NLP based) solutions to the host organization.**
- **Implement (ML, CV, NLP based) solutions and improvements in the host organization.**
- **Identify limitations, challenges and constraints of the host organization.**
- **Apply (ML, CV, NLP) technical skills to solve complex organizational issues.**



# Industry Partners Internship Guide

## Internship Program Specific Learning Outcomes (PhD)

### Internship Specific Learning Outcomes Machine Learning

- Analyze practical machine learning problems and apply the proposed solution.
- Assess and reflect on the impact of machine learning techniques on domain of interest or human society.

### Internship Specific Learning Outcomes Computer Vision

- Apply research skills regarding state-of-the-art Computer Vision algorithms.
- Discuss and share relevant Computer Vision research findings with internal and external stakeholders.
- Reflect critically on Computer Vision research problem (s),
- Articulate and justify research findings in the research project

### Internship Specific Learning Outcomes Natural Language Processing

- Apply advanced skills in text processing.
- Apply various models for NLP findings in the research project.
- Generate solutions to a practical text processing problem in the research project.