



MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE



Mohamed bin Zayed University
of Artificial Intelligence

Student Internship Guide

PhD Programs

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Student Internship Guide

The internship is intended to provide you with hands-on experience, blending practical experiences with academic learning.

General Rules & Regulations

- 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.

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).

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In regards to length & focus

- For PhD students the internship should be 3 months in length. Hours should align with the working hours of your host organization and the internship should directly relate to your research at MBZUAI.
- 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 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 your 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.

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Internship Procedure

If you have found your own internship:

Please book an appointment with the Career Services and Internships team who shall support with the internship process including finalizing the details of the internship with the employer. You should record this on the MBZUAI Student Careers Portal by clicking on Internship and entering the details of the employer using the Add New Internship tab.

OR

Apply for an internship opportunity via the MBZUAI Student Careers Portal:

If you are successfully selected by the employer, you should then meet with your MBZUAI Supervisor to approve the internship.

Log in to your account on the MBZUAI Student Careers Portal, select your specialism and the internship learning outcomes shall auto-populate the form for your program. The Career Services and Internships team will receive a notification via the MBZUAI Student Careers portal to approve the internship.

You should also ensure to attend an Internship Orientation Session with the Career Services and Internships team prior to attending the internship which shall be advertised to you. Your space at this workshop can be secured via the MBZUAI Student Careers Portal.

The intellectual property of any research undertaken during the dates of the internship shall be reviewed as per the MBZUAI IP Policy. Please advise the Career Services and Internships team if you are asked to sign any type of contract by the host organization.

During each week of the internship you are asked to log into the MBZUAI Student Careers Portal to track your internship hours and submit your weekly tasks. These shall be reviewed and approved by the employer.

Finally you will receive an evaluation form via the MBZUAI Student Careers Portal to complete at the end of the internship period.

You are able to request a record of all your internship experiences during your time at MBZUAI, via the MBZUAI Student Careers Portal.

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Student Responsibilities

You should remember you are representing MBZUAI during the internship period as well as yourself. Once the internship has been completed, you will most likely request a reference from your Internship Supervisor. You are expected to be diligent, thorough, responsible, and professional with all assigned tasks;

You should adhere to the rules and regulations of the company where you are working during the period of the internship. Please also refer to the MBZUAI Student Code of Conduct Policy;

Confidentiality in the workplace has be observed at all times including posts regarding the company on social media;

Non-attendance must be reported by you to the Internship Supervisor at the host organization. A sick leave form should be submitted to MBZUAI via e-forms on Sharepoint. Select Sick Leave from Internship from the drop-down menu, upon which your MBZUAI Supervisor and the Career Services and Internships team shall be notified. To discuss with the employer and MBZUAI supervisor, the possibility of extending the internship period (at the end of the internship), to make up any time missed due to sick leave.

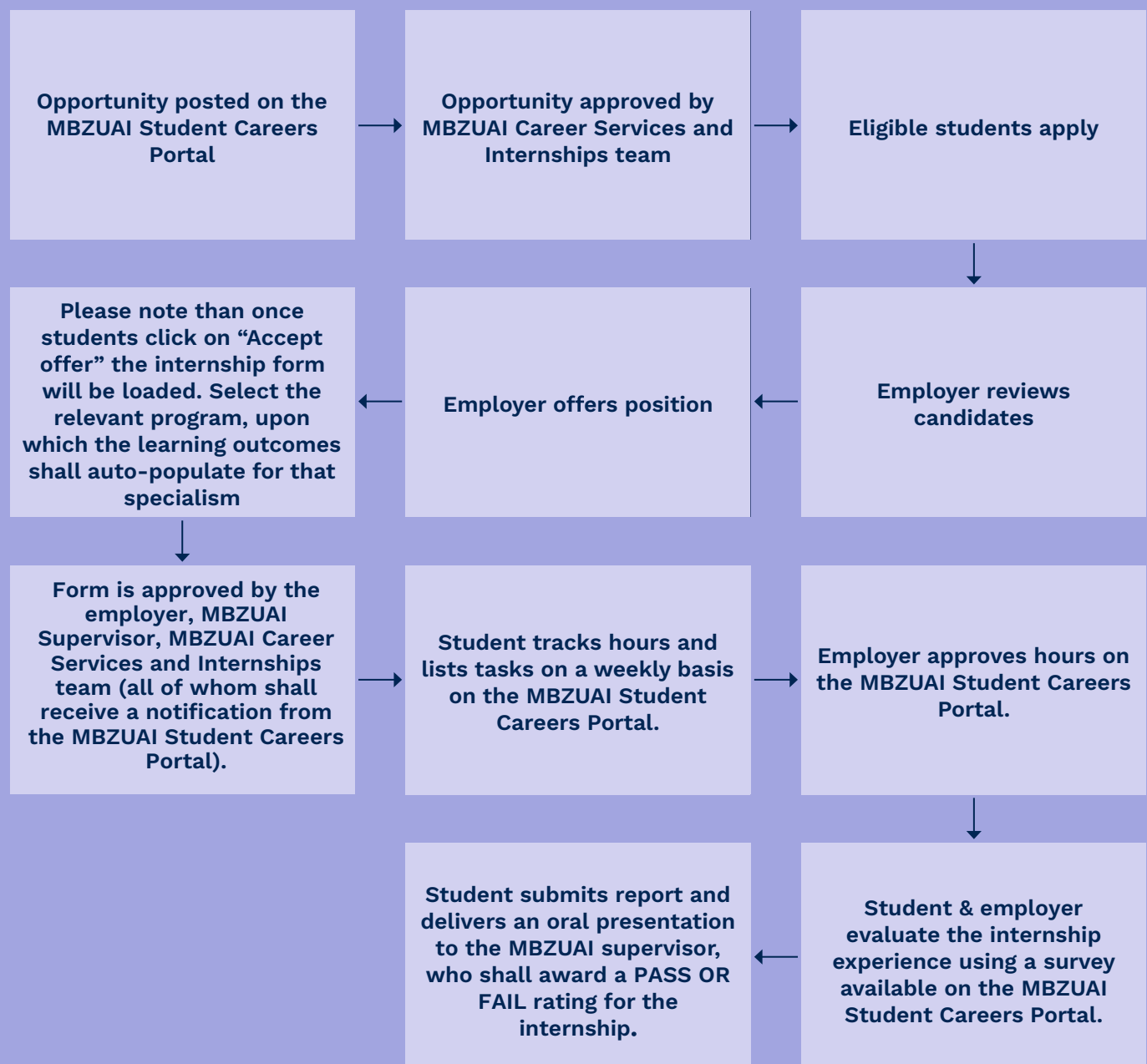
You should dress and behave in a professional manner, in accordance with the organization's dress code;

You should submit weekly hours and record weekly tasks on the MBZUAI Student Careers Portal;

To submit a report, update your resume, and deliver an oral presentation to your MBZUAI Supervisor as part of the MBZUAI internship evaluation.

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Workflow for Internship found via the MBZUAI Student Careers Portal



Student Internship Guide

Workflow for Internship found independently

(but the employer is not on the MBZUAI Student Careers Portal)

Please refer to the MBZUAI Student Internship Manual (when the student is adding the opportunity to the portal)



Contact:
Careerservices@mbzuai.ac.ae

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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.**

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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.**

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**

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.**

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Student Internship Reflection Report

Please kindly add your feedback below:

Give a brief description of your internship work (role/responsibilities/duties/projects/deadlines):

Was your internship experience related to your major area of study?

☐ **Yes** ☐ **No** ☐ **To some extent**

How did your internship activities enable you to acquire the knowledge/understanding and skills to meet the learning outcomes (listed above):

Were there any learning outcomes you identified that you were not able to accomplish adequately? If yes, please state why.

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How did your studies and research at MBZUAI, prepare you for the internship?

Did you identify any gaps between your studies and research at MBZUAI, and what was expected of you during the internship?

How was your work performance evaluated (meetings with supervisor/end of internship presentation/other)?

How do you feel about your role as an intern in this organization? How well has your internship supervisor helped you in defining and developing that role?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

Give suggestions as to how your internship experience could have been improved.

How has the internship prepared you for your future plans?

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Internship Oral Feedback Guidelines:

Process:

- Time: 10-15 minutes (including questions and answers)
- The presentation/oral feedback usually takes place during the first month following the completion of the internship
- The student should demonstrate that they have submitted all components of their feedback, including:
 - Student Self-Reflection Report
 - Updated resume (including the internship experience). This should be placed at the top of the Experience Section of the resume, due to most recent experiences being listed first. It should mention the name of the company, date duration and have related bullet points, summarizing the main responsibilities of the internship experience.
- The MBZUAI Supervisor will inform the student of the time and place of the presentation/oral feedback
- Please refer to the Internship Learning Outcomes

Name of host organization: _____

Name of MBZUAI Supervisor: _____

Date of Oral Presentation: _____

Content	
Student adequately summarizes all key items included in the Employer Evaluation Form.	MBZUAI Supervisor's Comments:

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Delivery

- Body language
- Speed of delivery/volume
- Ability to communicate effectively and clearly
- Ability to use appropriate formal and professional language
- Presentation visuals (if applicable) are appealing, relevant and to a high standard
- Presentation visuals (if applicable) are incorporated into the oral feedback at appropriate points of the discussion

MBZUAI Supervisor's Comments:

Potential questions you may be asked:

- Would you recommend this internship/organization to other students?
- Would you like to work in this organization or a similar type of organization when you graduate?
- How do you believe you contributed most effectively to your host organization?
- Give an example that analyzes the importance and challenges of working in a team during your internship
- Describe how you set your priorities each day
- Discuss an issue that you faced during the internship and how you were able to handle the situation yourself or did you need advice or help (consider professional, ethical, health, safety and environmental issues)
- Explain the use of AI related to your internship. What tasks was it applied to? Were you familiar with it or did you need to learn new technologies/systems?
- Compare the skills you have learnt so far at MBZUAI, with the skills needed to succeed in the workplace.
- Evaluate the competencies and skills you still need to develop.
- How has your internship experience affected your future career plans?

MBZUAI Supervisor's Comments: