جـامـعـة محـمـد بـن زايـد
للـذكـاء الاصطـنـاعـي
Mohamed bin Zayed University
of Artificial Intelligence

**CAREER SERVICES**
AND **INTERNSHIPS**

# MBZUAI INTERNSHIP AGREEMENT FORM

## Length and duration of the internship:

- For M.Sc. students, the internship should be 6 weeks in length and align with the working hours of your organization.

- For Ph.D. students, the internship should be 3 months in length and align with the working hours of your organization.

- The internship is predominantly during the timeframe of mid-May to mid-August, each academic year.

- The internship should kindly be offered in person OR hybrid (x 3 days a week in the office and x 2 days remotely).

- Any extension or request which differs from the above shall require the approval of the MBZUAI Supervisor and the Provost's office.

## Expectations of the host organization:

- Confirm the dates and provide a clear internship description, demonstrating how the opportunity aligns to the MBZUAI internship learning outcomes;

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

- Induct and provide clear guidelines on health & safety procedures;

- Seek MBZUAI approval prior to using the MBZUAI name and logo on marketing or publicity material;

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

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

- Provide the student with meaningful work experience throughout the period of the internship, with access to the appropriate resources, as outlined in the learning outcomes;

- The host organization has the right to modify planned tasks and projects during the internship period, as may be required by changes in circumstances. However, every reasonable effort should be made 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 regard to the requirements pertaining to the internship (if overseas, this may relate to transportation, accommodation, daily expenses);

- Conduct with the student periodic evaluation sessions to assess the student's performance and progress, to review the projected work and concerns;

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

- 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;

- Complete the Internship Evaluation Form within one month of the student completing the internship .

- For an overseas internship, the host organization shall be responsible for financially funding the international internship,

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## Course Learning Outcomes for a M.Sc. internship

- Collaboration and Teamwork
- Function effectively in a team, to create a collaborative environment to plan tasks and meet objectives
- Demonstrate effective verbal and written communication skills in a variety of work settings
- Demonstrate ethical conduct in the workplace and in life
- Reflect, acquire and apply new knowledge
- Describe solutions and recommend strategies that meet the business needs of the host organization to improve and enhance business processes and operations
- Describe and apply technical skills in a wide range of professional settings
- Reflect on professional development, both now and for the future

## Internship Specific Learning Objectives Machine Learning (M.Sc.)

- 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 (M.Sc.)

- 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 (M.Sc.)

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

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## Internship Specific Learning Outcomes Robotics (M.Sc.)

- Identify practical problems connected to robotics in industry
- Apply industrial experience to develop robotics solutions for practical problems

## Internship Specific Learning Outcomes Computer Science (M.Sc.)

- Apply mathematical techniques and/or statistical methods in analyzing and improving algorithms
- Exercise computational thinking toward the construction of a product/service
- Collaborate with stakeholders in prototyping a product/service that meets user needs and expectations.

## Internship Specific Learning Outcomes Statistics and Data Science (M.Sc.)

- Analyze and apply datasets with supervised learning methods for functional approximation, classification, and forecasting and unsupervised learning methods for dimensionality reduction and clustering.
- Investigate research questions and designs by loading, extracting, transforming, and analyzing data from various sources.

## Internship Specific Learning Outcomes Master in Applied Artificial Intelligence

- Apply industrial experience to develop artificial Intelligence solutions for practical problems.
- Identify opportunities to apply artificial intelligence to improve organizational processes.
- Critically evaluate societal, economic and human related impacts of artificial intelligence application.

# MBZUAI INTERNSHIP AGREEMENT FORM

## Course Learning Outcomes for the MBZUAI Ph.D. Internship

- Analyze organizational business needs and recommend (ML, CV, NLP, CS, and Robotics based) solutions to the host organization.
- Implement (ML, CV, NLP, CS, and Robotics 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.

## Internship Specific Learning Outcomes Machine Learning (Ph.D.)

- 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 (Ph.D.)

- 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 (Ph.D.)

- 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.

## Internship Specific Learning Outcomes Robotics (Ph.D.)

- Analyze practical challenges connected to robotics in industry.
- Formulate research findings to develop robotics solutions for practical problems.

## Internship Specific Learning Outcomes Computer Science (Ph.D.)

- Analyze and improve mathematical and/ or statistical algorithms.
- Apply computational thinking towards the construction of a product/service.
- Discuss with and justify research findings to stakeholders and prototype a product/ service that meets user needs and expectations.

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## What you can expect from MBZUAI:

- The provision of appropriate candidate resumes, as per the internship opportunity, via a range of marketing routes;
- Ability to post the opportunity on the MBZUAI Student Careers Portal (to receive direct applications);
- On-going support as required from the MBZUAI Career Services and Internships team;
- Support with arranging interview schedules if required;
- Support for any requests, approvals or issues which arise as a result of the internship;
- Provision of documents to evaluate the intern and provide formal feedback;
- Access to the MBZUAI Intellectual Property Policy document.

## What you can expect from MBZUAI Students:

- To add the internship opportunity to the MBZUAI Student Careers Portal and gain approval from their MBZUAI Supervisor and the MBZUAI Career Services and Internships team;
- To attend an Internship Orientation session with the MBZUAI Career Services and Internships team;
- Timely attendance for the duration of the internship as per the hours of the host organization as per the duration agreed (generally 6 weeks for M.Sc. students and 3 months for Ph.D. students);
- To gain the necessary approval for any internship extension via the MBZUAI Career Services and Internships team;
- Where possible to meet the internship tasks as outlined by the host organization;
- To report any sickness to the host organization and the MBZUAI Career Services and Internships team;
- To report any issues pertaining to the internship with the MBZUAI Career Services and Internships team;
- To represent MBZUAI in a professional manner at all times, adhering to the policy and procedures of the host organization (as outlined by the host organization during the induction);
- To add tasks and hours completed on the MBZUAI Student Careers Portal;
- To complete an evaluation form of the internship experience;
- To complete a self-reflection report of the internship experience;
- To complete an oral presentation with the MBZUAI Supervisor, upon completion of the internship.

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## Internship timeline

**Start Date of Internship:**

**End Date of Internship:**

## Description:

General description of the internship (Kindly provide a more detailed description of the internship on the MBZUAI Careers Portal, once added by the student):

## Renewal details:

**Renewal Date of the Internship Agreement:**

**Signed by MBZUAI representative:**

## Host organization authorization

Signed by host organization representative

**Full Name of Representative**

**Job Title**

**Email Address**

**Signature**

**Date Signed**