

Guidelines for Academic Credit Eligibility of Internships Advised by Dr. Reza Saeed Kandezy

This guide outlines the criteria for students who wish to count their internship toward academic credit under the advisory of Dr. Reza Saeed Kandezy. Following these guidelines is necessary to have the internship appear as credit on your transcript. Students are free to pursue internships independently, but adherence to these guidelines is required for academic credit.

Process Overview

1. Internship Approval

- **Application Submission:** Submit an application with details about the organization, role, and project proposal **at least two weeks** before the internship or course enrollment.
- **Proposal Review:** Dr. Kandezy evaluates proposals for relevance and academic alignment.
- **Project Definition:** After proposal approval, Dr. Kandezy and the student will work together to define the academic project that integrates the internship experience.
- **Formal Agreement:** Signed agreement by student, organization, and advisor outlining roles, expectations, and credit eligibility criteria.

2. Monitoring & Evaluation

- **Bi-weekly Check-ins:** Discuss internship and project progress with Dr. Kandezy.
- **Monthly Progress Reports:** Document work, achievements, and challenges. Reviewed by both organization and advisor.
- **Mid-Term Evaluation:** Assess progress and make adjustments if needed with feedback from the organization.

3. Completion & Assessment

- **Final Report:** Comprehensive report reflecting project outcomes and learning experiences, submitted before the Final Exam Preparation Period.
- **Final Presentation:** Present project highlights to the department and host organization during the Final Exam Period.
- **Feedback & Final Grade:** Organization feedback and academic assessments will determine the final grade based on project integration and internship contributions.