



**SULTAN QABOOS UNIVERSITY**  
**COLLEGE OF AGRICULTURAL AND MARINE SCIENCES**

## **INTERNSHIP HANDBOOK**

**2023**

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## **Preface**

Preparation of undergraduates to be productive and skilled working force after graduation is a major aim of the educational program at Sultan Qaboos University. The internship program makes an important contribution to this objective. It is a required course (equivalent to 3 credit hours) for all undergraduate programs at College of Agricultural and Marine Sciences. This handbook aims to provide students with useful information regarding aims, structure, procedures and expected outcomes of the internship program. It will also be a valuable reference for internship coordinators at the College and for supervisors at host organizations.

Assistant Dean for Training and Community Services

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# 1 INTRODUCTION

The internship course was added as a departmental requirement to all degree programs starting with the 1996 cohort. It is intended to introduce the students to the work environment to enable them to gain some practical experience regarding their areas of specialization. Given the nature of the course, it has been decided that a common way (at the College level) of conducting it should be followed to provide better opportunities for our students and to avoid duplication of efforts by the various Departments of the College.

This document contains all relevant information on the internship program offered by the College of Agricultural and Marine Sciences. This document is intended to be used by the student (interns), departmental internship co-coordinator and supervisor in the host organization.

## 1.1 Course Objectives

1. To acquire technical knowledge and work experience in a practical situation related to agriculture, marine sciences and fisheries, or food sciences and nutrition.
2. To apply or appreciate the theoretical knowledge gained in the university to practical situations in commercial, research or government sectors.

## 1.2 Course Description

This course is designed to provide opportunities for students to receive practical work experience in government and private sectors in Oman and other countries. The training may be in research or working under the supervision of qualified experienced personnel in various sectors in agriculture and fisheries.

## 1.3 Grading Scheme

- A** Exceptional performance
- B** Very good performance
- C** Satisfactory performance
- D** Minimally acceptable performance
- F** Unacceptable performance

## 1.4 Grading Procedure

Assessment by the Supervisor (host organization)	<b>50%</b> of the final grade
Student's Oral Presentation	<b>25%</b> of the final grade
Student's Report	<b>25 %</b> of the final grade

## 1.5 Special Conditions

1. Student must have fulfilled the prerequisite requirements of the degree plan of the credit hours required for graduation in their respective degree programs to qualify for the internship program.
2. Students should maintain a daily record activities and accomplishments for a minimum of 300 working hours.
3. The internship program cannot be undertaken at any facility at SQU.
4. The top student with a minimum GPA 2.5 from each major will go for overseas internship.

## **2. COLLEGE DEPARTMENTS AND INTERNSHIP OBJECTIVES**

### **2.1 Animal and Veterinary Sciences (AVS)**

The Department of Animal and Veterinary Sciences was established to teach Omani students at the B.Sc. level to understand husbandry and veterinary practices in the production of food producing animals, pets and exotic animals so that they could use this knowledge to manage various animal production systems. The curriculum is designed to provide graduates who are knowledgeable in animal feeds and nutrition, physiology, genetics, reproduction, production, husbandry and animal health so that our graduates have a thorough understanding of the art and science of animal and veterinary sciences in intensive and extensive system of management and it's interaction with the environment.

The Department has over the years sent students to mainly to Ministry of Agriculture and Fisheries, Ministry of Regional Municipalities, Veterinary Clinics, Diwan of the Royal Court, Agricultural Development Center, Research Centers, Commercial Dairy, sheep, goat and poultry farms.

### **Specific Internship Objectives**

We would like the students at their placement centers to engage in all or part of the following activities:

Understand the role of the organization in relation to animal production.

1. Understand the real problems faced by the local animal producers.
2. Feeding and management of various classes of livestock.
3. Understand the methods that are used in the production of plants and cereals for feeding animals.
4. Understand the routine breeding practices that are used in various classes of livestock including natural breeding and artificial insemination.
5. Identify various diseases that affect livestock and how to prevent and treat them.
6. Learn the various methods and techniques that are available to diagnose diseases including the pathology of diseases.
7. Methods of collecting data for research and animal production and reproductive management.
8. Understand the importance of manual and computer based record keeping.
9. Any other activities the supervisor think will be useful for the students in the future career including extension activities.

**Department of AVS**

**AVS Internship Coordinator:**

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## **2.2 Crop Sciences (CS)**

The Department of Crop Sciences was one of the founding departments of the College of Agriculture and Marine Sciences. The Department was established in order to teach Omani students about the renewable natural resources in this country and to place knowledge of these resources in the context of world crop production. Students learn about the various crop systems in Oman as they relate to agronomic and horticultural crops. Students learn to identify the principal pests, diseases and weeds of economic importance in the Sultanate and they learn the techniques that can be applied in a sustainable program to manage these constraints to production. Emphasis is also placed in the abiotic constraints to increased production such as salinity and exposure is given to the special problems associated with dryland agriculture. Students become familiar with modern and emerging tools in plant breeding and biotechnology such as the analysis of DNA and the use of genetically modified crops.

### **Internship Specific Objectives**

Depending on the host institution and the facilities available, the Department would like its students to perform some of the activities mentioned below:

1. Become involved in field trials to evaluate crop varieties.
2. To learn about field based techniques in crop pest and disease management.
3. To become familiar with aspects of crop production at commercial farming enterprises.
4. Visit ongoing landscape and amenity horticulture development projects.
5. To learn about the problems associated with crop production under salinity limiting conditions.
6. To learn about the use of water, for crop production, generated as a by-product from the oil industry.
7. Learn about the relationship between soil fertility and crop productivity.
8. Learn about the relationship between insect and disease levels and reductions in yield.
9. Become familiar with commercial companies that supply the agricultural sector, including pesticide and fertilizer sales.
10. Perform soil fertility studies.
11. Perform plant propagation studies.
12. Any other activities that officials of the host organization think will be useful to the students in their future career.

**Department of CS**

**CS Internship Coordinator:**

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## **2.3 Food Sciences and Nutrition (FSN)**

The Department offers a Bachelors Degree in Food Science and Human Nutrition/Dietetics as well as Masters Degree in Food Science and Nutrition. Food science is a discipline where biological, physical and engineering sciences are used to study the nature of food, their deterioration, and the changes that take place during their processing. Food technologists/scientists will be able to apply their knowledge in the areas of Food chemistry, Food processing, Food engineering, Food Microbiology, Quality Control, Food regulations, and Human Nutrition. Nutrition is the science of nourishment. It deals with the body's interaction with food; it's absorption, utilization and elimination of the end products of nutrient metabolism in a healthy state as well as in the conditions of disorder. Nutritionists/dietetics will have a sound background needed for practice in hospitals, primary health care facilities, and institutional food services. They will acquire the ability to assess, plan and implement a treatment plan for patients in hospitals/clinic setting.

### **Specific Internship Objectives for Food Science Students**

1. To allow students gain valuable technical know-how in as many areas of the food industry as possible. Towards this end students should be exposed to the following areas such as, raw material acquisition, food product manufacture (formulation, processing, packaging, manpower scheduling), quality control (on-line monitoring, reporting, quality assurance), sales and marketing, and product development.
2. To allow students acquire practical experience in conducting researches, food quality evaluation, and analyses of food constituents for meeting Oman food regulations, and formulation of Oman food laws by working with various government establishments.

### **Specific Internship Objectives for Human Nutrition Students**

1. To give the student an understanding of the objectives and procedures of nutritional care and introduce the skills required in integrating this knowledge with related aspects of clinical care.
2. To have an understanding of the importance and effect of nutritional therapy, ranging from meal preparation and diet modification to administration of specialized nutritional therapies such as intravenous or tube feedings. The student should also be able to evaluate laboratory data and other patient information, understand the purpose of the main aspects of treatment of the conditions discussed, assess the nutritional status of a patient and the nutritional adequacy of the diet in terms of specific medical conditions, plan the most frequently used diet modifications, recognize the interrelationships between diet and other forms of treatment, and integrate sociological factors into the nutritional care plan.

#### **Department of FSN**

**FSN Internship Coordinator:**

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## **2.4 Marine Sciences and Fisheries (MSF)**

The Department provides students with a theoretical and practical training in numerous fields of marine sciences and fisheries. The students receive a general scientific background in marine sciences and then choose to pursue their training in one of the specializations offered by the degree program: marine science and ecology, fisheries science and technology and aquaculture.

### **Specific Internship Objectives**

#### **Oceanography and Marine Biology**

1. Measurements of ocean physical, biological and chemical parameters (temperature, salinity, DO, fluorescence, pH, current, etc.) using oceanographic equipment.
2. Sampling of marine organisms for scientific purposes (plankton, fish larvae, fish, benthos...).
3. Acquisition and analysis of remotely sensed data (satellite analysis, mapping, bathymetric survey, echosounding analysis etc.).
4. Techniques of environmental monitoring and identification of industrial or urban marine pollution (oil, heavy metals, heat, sewage...).

#### **Fisheries Science and Technology**

1. Acquisition and analysis of fisheries data including morphometrics of fish or invertebrates, age determination, age analysis.
2. Sampling of fish and invertebrate for fisheries purpose.
3. Acquisition of bioeconomic fisheries data such as fishing effort cost of fishing, catch/effort data in the field and in government statistics.
4. Scientific evaluation of sea food quality (bacterial, toxicity, freshness).
5. Design of equipment or gears used in aquaculture, fisheries or marine sciences.
6. Processing of sea food and product development for animal or human consumption.
7. Utilization of fishery product for the manufacture of fish meals and marine oils.

#### **Aquaculture**

1. Management and operation of fish and shellfish farms (water quality, feed development, hatchery techniques, sea trials, marketing, etc.).
2. Life-food culture (microalgae isolation and culture, rotifer and *Artemia* culture).
3. Methods and techniques of pathogen identification and treatment in farmed fish and shellfish.

#### **Department of MSF**

##### **MSF Internship Coordinator:**

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## **2.5 Natural Resource Economics (NRE)**

The degree in agricultural economics is intended to augment basic education in the science and technology of agricultural and marine sciences with fundamentals of economics and business. Fundamental knowledge of economic and business principles is essential for a graduate to be effective in any private sector enterprise involving the production, processing, transport, and marketing of the products of the land and the sea. Knowledge of economic principles is also essential for public sector employment involving planning and natural resource conservation, management and policy. The agricultural economics major emphasizes coursework in fundamental principles of business and economics. Specialized courses apply these principles to production, marketing, management, and agricultural, food, and natural resource policy. The internship is intended to expose the student to real world economic and business situations involving agricultural and marine products. It is anticipated that internships will be mainly oriented toward the private sector.

### **Specific Internship Objectives**

1. To become acquainted with real business practice and situations.
2. To apply academic knowledge to practical economic and business problems, thus bridging the gap between theory and practice.
3. To hasten the preparation of the student for productive employment in the private sector.
4. To become familiar with, and get involved in, small business administration: record keeping, budgeting, and planning.
5. To learn the different types of business organization.
6. To learn how to develop a business plan: marketing, financial management, and daily operation.
7. To learn the various steps in development planning: project, sectoral and macro-economics. (For students taking internships in Ministry of Agriculture and Fisheries).
8. To participate in the design and implementation of firm/farm surveys.
9. To become familiar with the public measures to promote rural development. (Ministry of Agriculture and Fisheries).
10. To become familiar with public measures to promote export and competition. (Ministry of National Economy).
11. Any other activities requested by the private or public organizations.

### **Department of NRE**

**NRE Internship Coordinator:**

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**Email:** sabra@squ.edu.om

## **2.6 Soils, Water and Agricultural Engineering (SWAE)**

The Department of Soils, Water and Agricultural Engineering is one of six departments within the College of Agricultural and Marine Sciences at Sultan Qaboos University. The SWAE three programs are intended to train students in environmental soil and water sciences, water resources and agricultural engineering. The programs are designed to produce graduates with practical and theoretical engineering expertise in the areas of irrigation and water resource, food processing, machinery. The graduates can understand the soil and water phenomena and manage these vital resources in a better way for more efficient agricultural production. Interpretation and evaluation of land-use alternatives and land management practices is another important skill developed in our programs. Our graduates will not only understand life and biological sciences but also possess advanced knowledge of biological, chemical and physical processes and constraints which limit agricultural production and diminish the quality of the natural environment. Consequently, they are well equipped to devise and apply appropriate solutions to problems faced in the agricultural and environmental sectors in Oman. The Department has over the years sent students to PDO, drilling companies, large farms, food companies, desalination plants, consulting companies dealing with environmental problems in Sultanate, Ministry of Agriculture and Fisheries (MAF), Muscat Municipality, Divan, Ministry of Regional Municipalities, Environment and Water Resources (MRME&WR) for internship.

### **Specific Internship Objectives**

1. Become familiar with all the departments of the company.
2. Follow and learn manufacturing steps of a given product.
3. Learn about processing, packaging equipment and measuring.
4. Learn what the processing conditions
5. Familiarize with types of machinery.
6. Understand the maintenance management.
7. Gain practical experience in operating machinery.
8. Learn about the selection of appropriate machinery.
9. Obtain experience in environmental and hydrological monitoring, instrumentation and data analysis.
10. Familiarize with water conservation measures and participate in the design of new water conservation structures.
11. Processes in issuing licenses for groundwater well installation.
12. Determine irrigation demand and designing pressurized irrigation systems.
13. Perform chemical analysis of water samples.
14. Perform farm water requirement calculations.
15. Analyze pump test data for groundwater assessment.
16. Learn about management of produced water in oil industry.
17. Visit desalination plants and assess wastewater disposal methods.
18. Learn about wastewater treatment facilities.
19. Perform soil fertility studies.
20. Any other activities the officials of the host organization think will be useful for the students in their future career.

### **Department of SWAE**

#### **SWAE Internship Coordinator:**

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### **3. INTERNSHIP GUIDELINES**

#### **3.1 For the Students**

1. After completing 70% of the credit hours required for graduation, the student should talk to the Department's Internship Coordinator to inform him/her of the following:
  - Potential organizations where internship could be undertaken and order of preference.
  - Any special requirements (accommodation and transport requirements). Please note that as per SQU rules, accommodation is available only at SQU campus and transportation is provided only to and from SQU campus. Such privileges are available only under certain conditions.
2. Once arrangements are finalized, the student should receive the internship handbook from his/her departmental internship coordinator and make sure that the required forms are completed.
3. Report to place of internship and present the internship handbook to the assigned supervisor.
4. Maintain a weekly record during internship program by completing the appropriate form in the internship handbook.
5. After the completion of the internship program the student should report back to the internship coordinator.
6. Register for the course and submit the internship report along with the internship record. The report has to be prepared following the prescribed format described in the internship handbook.

#### **3.2 For the Department Internship Coordinator**

1. Circulate notices at appropriate time for interested students to indicate their choices of location.
2. Give each student the internship handbook and complete the necessary form with signatures indicated therein.
3. Advise students on date and location of reporting for commencement of internship.
4. Arrange for any special needs (transport, accommodation, etc.) for the student in conjunction with the ADTCS Office.
5. Conduct unannounced on-site visits during the internship program if required.
6. Grade the reports submitted by the students.
7. Assign a final grade based on the mark obtained on the report as well as supervisor (host organization) evaluation of the student.

#### **3.3 For the Supervisor in the Host Organization**

1. Receive the student and discuss with him/her the details of the internship program.
2. Sign the internship program application.
3. Supervise the student during the course of the internship and submit the confidential evaluation form (INT-F3) to the Assistant Dean for Training and Community Service, College of Agricultural and Marine Sciences (please keep a copy for your records).

## **4 STUDENT'S REPORT FORMAT**

A report of student's internship activities is required before a final grade is given. The following format is a guideline to use when preparing the report.

### **1. Introduction**

- Description of host organization  
(name, location, activities, products, facilities)
- Your place and duties in the organization  
(specific tasks objectives, typical daily works)

### **2. Procedures**

- Description of activities
- Diagrams, flowcharts, photos, etc.
- Links between theory and practice
- Experience or techniques that you acquired

### **3. Results**

- Your work outcomes / results
- Diagrams, flowcharts, photos, etc.

### **4. Evaluation of works experience**

- Problems faced and solutions found
- Evaluation of your host organization as a place of work

### **5. Conclusion**

- Summary of the main outcomes
- Suggestions for improvements

### **6. References**

Textbooks, scientific papers, reports, websites

### **7. Appendix**

**College of Agricultural and Marine Sciences  
Sultan Qaboos University  
Official Approval Form for Host Origination**

**Student basic information** *(to be completed in by student and academic advisor)*

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Student address \_\_\_\_\_ Tel. No. \_\_\_\_\_

Department/Major \_\_\_\_\_ No. of credits completed \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Academic advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Do you require accommodation and/or transportation from SQU Yes ☐ No ☐

**Student's academic background** *(to be completed in by the student's academic advisor)*

	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
▪ English skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Participation in College activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Overall academic status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Internship relevant courses	_____			
	_____			
	_____			
▪ Other information to add	_____			
	_____			

**Host Origination 1** *(to be completed in by Department Internship Coordinator)*

Name of training organization \_\_\_\_\_

Name of host supervisor \_\_\_\_\_

Contact address of training organization \_\_\_\_\_

Contact numbers of training organization \_\_\_\_\_

**Host Origination 2** *(to be completed in by Department Internship Coordinator)*

Name of training organization \_\_\_\_\_

Name of host supervisor \_\_\_\_\_

Contact address of training organization \_\_\_\_\_

Contact numbers of training organization \_\_\_\_\_

**Host Origination 3** *(to be completed in by Department Internship Coordinator)*

Name of training organization \_\_\_\_\_

Name of host supervisor \_\_\_\_\_

Contact address of training organization \_\_\_\_\_

Contact numbers of training organization \_\_\_\_\_

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**CAMS Approval** *(order of signatures should be followed)*

Department Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean for Training and Community Services  
\_\_\_\_\_ Date \_\_\_\_\_

---

**Condition:** The student who is not committed in the training program without an acceptable excuse will get fail (FW) in the course.

Student Signature: \_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 1)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

--

#### Activities

--

#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 2)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

--

#### Activities

--

#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_



## INT-F2

### Student's Weekly Activities Record (Week 3)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

--

#### Activities

--

#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 4)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

--

#### Activities

--

#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 5)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

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#### Activities

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#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 6)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

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#### Activities

--

#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 7)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

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#### Activities

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#### Problems faced this weeks

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Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

## INT-F2

### Student's Weekly Activities Record (Week 8)

To be filled by Mentor

#### Attendance

Days	Date	Time In	Signature	Time Out	Signature	Supervisor's Comments
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						

#### Achievements

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#### Activities

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#### Problems faced this weeks

--

Supervisor's Name \_\_\_\_\_

Supervisor's signature\_\_\_\_\_

**NT-F3 (Confidential)****Student Training Evaluation Form**

Mentor period from..... to .....

**Instructions:** (1) To be filled by each mentor in respective department/unit at the host organization. (2) It should reflect a frank assessment of the student's performance during the training period. (3) Any comparison should be relative to other individuals at the same level of education and experience. (4) In case student is trained in more than 3 department/unit, please copy the form.

**Important:** Please either mail this form to "Assistant Dean for Training and Community Services , College of Agricultural and Marine Sciences, Sultan Qaboos University, PO Box 34, Al Khoud 123, Sultanate of Oman" or fax it to +968 24413418.

<b>STUDENT NAME:</b>	<b>Major:</b>
<b>START DATE:</b>	<b>END DATE:</b>
<b>HOST ORGANIZATION:</b>	<b>DEPT/UNIT:</b>

**Grading scheme:**

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Excellent	Good	Acceptable	Marginal	Poor

Item	Evaluation of the student	Grade
1	How would you describe the student's technical knowledge when starting the internship?	
2	Did the student show initiative?	
3	Has the student improved his/her technical skills over the training period?	
4	Capacity of the student for independent learning	
5	Ability of the student to discuss technical subjects clearly	
6	Ability of the student to use academic theory to solve practical problems	
7	Student's interest to ask questions and learn about the working environment	
8	Level of cooperation and general attitude of the student	
9	Suitability of the student for employment in organizations like yours	
10	Overall performance of student	
Total 100 %		

Approximated number of working hours during mentoring:..... hours

**Comments:** Please add your comments on issues that are not covered above

--

**Supervisor Name:****Supervisor Signature:****Date:****Stamp:**

**NT-F3 (Confidential)****Student Training Evaluation Form**

Mentor period from..... to .....

**Instructions:** (1) To be filled by each mentor in respective department/unit at the host organization. (2) It should reflect a frank assessment of the student's performance during the training period. (3) Any comparison should be relative to other individuals at the same level of education and experience. (4) In case student is trained in more than 3 department/unit, please copy the form.

**Important:** Please either mail this form to "Assistant Dean for Training and Community Services , College of Agricultural and Marine Sciences, Sultan Qaboos University, PO Box 34, Al Khoud 123, Sultanate of Oman" or fax it to +968 24413418.

<b>STUDENT NAME:</b>	<b>Major:</b>
<b>START DATE:</b>	<b>END DATE:</b>
<b>HOST ORGANIZATION:</b>	<b>DEPT/UNIT:</b>

**Grading scheme:**

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Excellent	Good	Acceptable	Marginal	Poor

Item	Evaluation of the student	Grade
1	How would you describe the student's technical knowledge when starting the internship?	
2	Did the student show initiative?	
3	Has the student improved his/her technical skills over the training period?	
4	Capacity of the student for independent learning	
5	Ability of the student to discuss technical subjects clearly	
6	Ability of the student to use academic theory to solve practical problems	
7	Student's interest to ask questions and learn about the working environment	
8	Level of cooperation and general attitude of the student	
9	Suitability of the student for employment in organizations like yours	
10	Overall performance of student	
Total 100 %		

Approximated number of working hours during mentoring:..... hours

**Comments:** Please add your comments on issues that are not covered above

--

**Supervisor Name:****Supervisor Signature:****Date:****Stamp:**



**NT-F3 (Confidential)****Student Training Evaluation Form**

Mentor period from..... to .....

**Instructions:** (1) To be filled by each mentor in respective department/unit at the host organization. (2) It should reflect a frank assessment of the student's performance during the training period. (3) Any comparison should be relative to other individuals at the same level of education and experience. (4) In case student is trained in more than 3 department/unit, please copy the form.

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<b>STUDENT NAME:</b>	<b>Major:</b>
<b>START DATE:</b>	<b>END DATE:</b>
<b>HOST ORGANIZATION:</b>	<b>DEPT/UNIT:</b>

**Grading scheme:**

<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>2</b>
Excellent	Good	Acceptable	Marginal	Poor

Item	Evaluation of the student	Grade
1	How would you describe the student's technical knowledge when starting the internship?	
2	Did the student show initiative?	
3	Has the student improved his/her technical skills over the training period?	
4	Capacity of the student for independent learning	
5	Ability of the student to discuss technical subjects clearly	
6	Ability of the student to use academic theory to solve practical problems	
7	Student's interest to ask questions and learn about the working environment	
8	Level of cooperation and general attitude of the student	
9	Suitability of the student for employment in organizations like yours	
10	Overall performance of student	
Total 100 %		

Approximated number of working hours during mentoring:..... hours

**Comments:** Please add your comments on issues that are not covered above

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**Supervisor Name:****Supervisor Signature:****Date:****Stamp:**