



Work Term

Information Guidelines for
Students, Instructors and Employers

CNA-QATAR.COM



A WORK TERM/INTERNSHIP is any career-related work experience of limited duration that provides students an opportunity to gain experience before they graduate.

Students need to pass the work term to graduate!

Major Benefits of a Work Term

- Explore career opportunities early.
- Develop CV writing, interview and job search skills.
- Begin to develop a network of professional contacts.
- Gain access to new experiences.
- Develop confidence in your field.

Work Term Eligibility Requirements

- Students must successfully complete all academic courses.
- Students must have at least a 2.0 GPA.
- Student must apply for graduation.
- Students must register for their work term course.

TO PASS WORK TERM

The following reports are required to pass the Work Term course:

- 1. Student Daily Activity Summary must be typed by the student and signed by the Direct Supervisor each week. It will be reviewed by the student's instructor.**
- 2. Instructor site visit evaluation**
- 3. Employer final evaluation**

It is the student's responsibility to find a work term placement. Here are some job search strategies that might help:

- Attend a career fair**
- Search online**
- Ask people you know**
- Ask the Work Term Coordinator**

FAILING WORK TERM

- The School of Business Studies requires the student to repeat the entire work term. The student may be allowed to repeat their work term within the same semester if time allows.
- The School of Information Technology will give an extension of one month if the student's attendance was good. However, the one month extension needs to be approved by the Dean.

INSURANCE

It is understood that the student is covered by College of the North Atlantic – Qatar's insurance arrangements for the duration of the work term.

SPONSORED STUDENTS

An email will be sent to the Sponsors with a list of students eligible for work term in order to give the company time to plan the student training programs.

WEBSITE

Register on Work Term Solution (WTS)

An application for work term students

www.tinyurl.com/wtcnaq

Upload your updated CV and weekly reports to WTS so the Work Term Coordinator and your instructor can view the information.

If you have any problems with WTS, please inform the Work Term Coordinator or your instructor.



STUDENT RESPONSIBILITIES

- Create/update your CV and upload it to WTS.
- Provide the Work Term Coordinator, or your instructor, with the contact information of your direct supervisor.

Summary of Daily Activities

Students will maintain a daily record of all work activities during work term.

- This report will include a list of tasks performed, equipment operated and any activities the student participates in.
- The report must be typed.
- The direct supervisor must sign each weekly report.
- The student must upload the report every week to WTS.

Rules and Regulation

Students will observe the regulations, operating procedures, working hours, and other such policies that apply at the workplace.

WORK HOURS

Students are expected to follow the work hours of the business to which they are assigned (minimum 25 hours per week and not exceeding 40 hours per week). They are expected to arrive at least 15 minutes before the start of business and should not leave before the scheduled end of the business day.

Attendance and Expectations

Students are expected to maintain 100 percent attendance. Absence from the workplace will only be excused for special, approved reasons. If a student is absent or sick, they must notify their Workplace Supervisor(s) and the Work Term Coordinator immediately.

Personal Appearance and Conduct

Students are expected to dress appropriately at all times and to conduct themselves in a professional manner.

WORK TERM CHECKLIST

Before:

- I have attended work term orientation.
- I have a GPA of 2.0 or higher.
- I have successfully completed all the required courses for my program.
- I have access to my **college email and check it daily** for work term messages.
- I have registered for my work term course with CNA-Q.
- I have registered and have access to WTS.
- I have uploaded my CV to the WTS **and/or** I have contacted my sponsor regarding my work term placement.
- I have entered my mobile number and personal email on the WTS.
- I have found a work term placement that is related to my program of study.
- I have confirmed my start date and supervisor with my work term instructor.

The above items must be completed before starting your work term.

During:

- I am working the regular hours of my work term company.
- I am keeping a daily record of my duties and tasks on my Daily Activity Summary.
- I am providing my completed Daily Activity Summary report to my supervisor at the end of each week for his/her review and signature.
- I am uploading my Daily Activity Summary reports to WTS at the end of each week.
- I have arranged for a site visit to be held between me, my supervisor, and my work term instructor (to be scheduled within the last half of the work term).

WORK TERM DURATION AND FEES

If all college fees are paid for both the fall and winter semesters in an academic year, no further fees will be required for intersession or summer semesters immediately following.

School of Business Studies

Programs	Program Duration	Total Fees (QR)
OAE ⁽¹⁾	6 weeks	2,025
OAC ⁽²⁾	3 weeks	1,025
BAC ⁽³⁾	3 weeks	692
BAA ⁽⁴⁾	6 weeks	2,025
BAHR ⁽⁵⁾	6 weeks	2,025
BAM ⁽⁶⁾	6 weeks	2,025

School of Information Technology

Programs	Program Duration	Total Cost (QR)
ISH ⁽⁷⁾	8 weeks	2,692
ISS ⁽⁸⁾	8 weeks	2,692

⁽¹⁾ Office Administration Executive

⁽²⁾ Office Administration Certificate

⁽³⁾ Business Administration Certificate

⁽⁴⁾ Business Administration Accounting

⁽⁵⁾ Business Administration Human Resource

⁽⁶⁾ Business Administration Marketing

⁽⁷⁾ Information System – Hardware

⁽⁸⁾ Information System – Software



EMPLOYER/SUPERVISOR RESPONSIBILITIES

- The student must have a Direct Supervisor to report to.
- The student must have a work station (computer, desk).
- The Direct Supervisor should provide support and meet regularly with the student to provide clear directions on assigned duties.
- The Direct Supervisor must review and sign each weekly report.
- The Direct Supervisor must meet with an instructor who will visit the student during the training.
- The Direct Supervisor has to evaluate the student at the end of the Work Term by completing a final evaluation.
- The site visit instructor will provide information to the Direct Supervisor regarding the final evaluation form.