Policy on: Industry Liaisons

November 2023

Policy Title	Policy on: Industry Liaisons	
Perspective	Community Engagement & Outreach	
Policy Owner	Industry Liaison Office (ILO)	
Approval Body	**Quality Assurance**	**College Board**
Approval Date		
Review Cycle	Every 3 years	
Email	ilo@mcbs.edu.om	
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1. Statement.

The Policy statement outlines the general purpose of the policy. This statement should be clear and concise to aid in decision making.

This policy is hereby developed to outline the College's interactions with the industry with regards to student internships and all collaboration between the academia and industry, the coordination of industry advisory boards (IABs) as well as the delivery of in-class lectures by professionals from the industry and site visits to the industry.

2. Policy Purpose.

This section outlines a set of statements that indicates what would be achieved as a result of policy implementation.

Organize the College's relationship with the industry to:

2.1 Assist students to learn better based on input received from the industry

2.2 Allow faculty to receive feedback from industry through a better understanding of industry, hosting guest speakers, IABs, visits to the industry, etc.

2.3 Contribute to program review and development to align with industry requirements

3. Definitions and Abbreviations.

3.1 Guest Lecture: when a professional from the industry is invited by a member of the faculty to give their students a lecture to achieve various objectives and learning outcomes

3.2 Head of Departments (HoDs): members of the faculty who are heading entire departments, for example the HoD of the Department of Business & Economics

3.3 ILO: Industry Liaison Office

3.4 Industry: the workplace which includes the private and government sectors

3.5 Industry Advisory Boards (IABs): a board created by each academic program which includes members from the industry (both private and government sectors) to provide input on the curriculum in terms of relevance, alignment with industry requirements and up-to-date the curriculum is

3.6 Internship: mandatory work experience in the industry based on your academic program

3.7 Site Visit: a visit by the faculty and/or students to an industry partner to achieve various objectives and learning outcomes

3.8 Training: voluntary work experience based on the student's willingness to obtain work experience

4. Stakeholders.

This policy applies to:

- Students
- Faculty
- Staff

5. Procedures.

5.1 Internships

Internships are a mandatory requirement for students enrolled in the below programs.

1. Aviation Management

2. Airport Management
3. Computer Science (Both Bachelor & Associate)
4. Information Technology
5. Information Systems
6. Information Security
7. Health & Safety Management

Duration of the internship varies from specialization to specialization, depending on the course, learning outcomes of the internship and requirements from the industry.

5.1.1 Stage 1: Approach/Inform ILO (2) months or a semester in advance to seek assistance in internship placement (Before Registration).

5.1.2 Stage 2: Email request to be sent to internships@mcbs.edu.om by the student.

5.1.3 Stage 3: ILO will share the Internship Application Form (Appendix 1) to be completed by the student. The form is required to be approved by the indicated departments. The completed form is then emailed back to internships@mcbs.edu.om

5.1.4 Stage 4: Once the form is received (completed), ILO shall process the request letter and email it to the concerned student.

> Note: The Internship details requested must be completed by the student before forwarding the form to ILO. If the student has not decided on the organization, the internship details need not be filled, but, must inform ILO (through email) that they seek ILO's assistance in internship placement well in advance (1 semester or 2 months).

5.1.5 Stage 5: For students seeking assistance in Internship placement, The ILO shall directly contact/coordinate with organizations for placements.

5.1.6 Stage 6: Upon receiving Internship placement, it is the student/intern's responsibility to follow - up with the host organization to inform the ILO regarding their placement.

5.1.7 Stage 7: After being accepted into the internship placement, coordinate with the respective academic departments for the internship report template. Each intern is required to submit an internship report at the end of the internship to their respective academic departments, which will be evaluated and graded.

5.1.8 Stage 8: The intern is required to share the internship duration details & host organization contact details with the ILO before the internship is completed.

5.1.9 Stage 9: Interns are to complete an evaluation form on their experience (Evaluation of Internship Experience)

5.1.10 Stage 10: Host organizations are to complete an evaluation of the students' performance during the internship (Host Organization Evaluation of Intern)

5.2 Training:

Is encouraged at MCBS, and to support the students to gain work experience while they are still at college, ILO issues request letters to organizations.

5.2.1 Stage 1: Communicate the ILO through email on internships@mcbs.edu.om informing on the training opportunity the student seeks.

5.2.2 Stage 2: ILO will share the Training Application Form (Appendix 2) to be completed by the student. The completed form is then emailed back to internships@mcbs.edu.om.

5.2.3 Stage 3: Upon receiving the request, the ILO will issue a training request letter to the student, send through email.

Note: The Training Application form must be filled in before forwarding the form to ILO. Students are NOT encouraged to miss classes due to training.

5.2.4 Stage 4: The trainee is required to share the training duration details & host organization contact details with the ILO before the training is completed.
5.2.5 Stage 5: Trainees are to complete an evaluation form on their experience (Evaluation of Trainee Experience)
5.2.6 Stage 6: Host organizations are to complete an evaluation of the students' performance during the training (Host Organization Evaluation of Trainee)

5.3 Industry Advisory Boards (IABs)

Industry Advisory Boards (IABs): a board created by each academic program which includes members from the industry (both private and government sectors) to provide input on the curriculum in terms of relevance, alignment with industry requirements and up-to-date the curriculum is.

5.3.1 Stage 1: Head of Departments (HoDs) identify how many IABs will be established based on the programs in their department
5.3.2 Stage 2: HoDs, in coordination with the Industry Liaison Office, develop the Terms of Reference (ToRs) for the individual IAB
5.3.3 Stage 3: HoDs, in coordination with the Industry Liaison Office, identify the profiles and backgrounds of members from the industry that they would like to invite to be a part of the board, along with members of the faculty
5.3.4 Stage 4: ILO, in coordination with the HoDs, invites the members to join the IAB for the duration of the academic year.
5.3.5 Stage 5: IAB meetings to be held once every semester
5.3.6 Stage 6: Inputs from to industry to be collated into a report and raised to the Program Review Committee for their action.

5.4 Guest Lectures

Guest Lecture are when a professional from the industry is invited by a member of the faculty to give their students a lecture to achieve various objectives and learning outcomes.

5.4.1 Stage 1: Faculty determine that they would like to host a guest speaker during their class
5.4.2 Stage 2: If speaker has already been identified, faculty are required to complete the Guest Speaker Form (available at ILO) including all details of the speaker, the objective, the learning outcomes, etc.
5.4.3 Stage 3: If the Faculty require assistance in identifying a speaker they need to complete the Guest Speaker Form (available at ILO) but leave the speaker details blank
5.4.4 Stage 4: Faculty member or ILO will contact guest speaker and coordinate a visit
5.4.5 Stage 5: Students and attendees of the guest speaker lecture are to provide feedback on the session as per the Guest Speaker Evaluation Template
5.4.6 Stage 6: Faculty member to prepare a report on the event as per the Guest Speaker Report Template

5.5 Site Visits

Site Visits are a visit by the faculty and/or students to an industry partner to achieve various objectives and learning outcomes.

5.5.1   Stage 1: Faculty determine that they would like to arrange a site visit for their students

5.5.2   Stage 2: If site has already been identified, faculty are required to complete the Site Visit Form (available at ILO) including all details of the site, the objective, the learning outcomes, etc.

5.5.3   Stage 3: If the Faculty require assistance in identifying a site they need to complete the Site Visit Form (available at ILO) but leave the site details blank

5.5.4   Stage 4: Faculty member or ILO will contact the site owners and coordinate a visit

5.5.5   Stage 5: Students are to provide feedback on the session as per the Site Visit Evaluation Template

5.5.6   Stage 6: Faculty member to prepare a report on the visit as per the Site VIsit Report Template

The policy owner should use this space to create and insert a flow chart explaining the procedures in section 5.

6. Roles and Responsibilities.

Outline the key personnel with their roles and responsibilities in implementing the policy.

6.1 Members of the Faculty

- Communicate with ILO in advance to arrange for any of the above
- Clearly fill out the ToRs, learning outcomes and objectives
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6.2 Member of the Industry Liaison Office

- Coordinate and organize all the above in a timely manner
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7. References.

A list of resources that were used to obtain information during the development of the policy.

The development of this policy has, in a contextualized manner, benefited from the following documents:

8. Appendices.

A list of checklists, forms, or templates relevant to the policy.

8.1. Appendix I

8.2. Appendix II