



THE PETROLEUM INSTITUTE

Number:	PIP 3275
Effective:	11-June-2009
Revised:	6-October-2009

SUBJECT: Special Courses and Internship

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (3b & 3c, page 45).

SECTION 1 PURPOSE

1.1 To establish and communicate a standard policy for the administering and numbering of special courses and Internship.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all undergraduate special courses and internship offered at the Petroleum Institute.

SECTION 3 DEFINITIONS

The following courses are identified as special courses and are defined as follows. Further details on these special courses are included in section 6 of this policy.

- 3.1 **Reserved Course Numbers:** All course numbers X90 through X99 are reserved for special courses regardless of the level of the course.
- 3.2 **Design Project I:** The course focuses on writing a capstone design project proposal to be implemented in the following regular semester.
- 3.3 **Design Project II:** The course offers a capstone design project to be completed towards fulfilling a degree requirement.
- 3.4 **Special Topics:** An experimental course that offers content not included in existing courses.
- 3.5 **Research Topics:** An experimental course that focuses on research-driven topics.
- 3.6 **Independent Study:** The course offers content that may not be included in existing courses in an independent study format based on a formal arrangement between the student and instructor.



THE PETROLEUM INSTITUTE

Number:	PIP 3275
Effective:	11-June-2009
Revised:	6-October-2009

3.7 **Internship and Field Work Experience:** The course allows students to gain practical experience and apply their academic learning in an off-campus work environment.

SECTION 4 POLICY

4.1 All academic programs shall assign the appropriate course number, course description and guidelines to special courses offered in their programs in accordance with this policy.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

6.1 **Reserved Course Numbers:** The following course numbers are designated for the corresponding special course.

- X90 Design Project I
- X91 Design Project II
- X92 reserved
- X93 Special Topics
- X94 Research Topics
- X95 reserved
- X96 Independent Study
- X97 Internship and Field Work Experience
- X98 Professional Examination Preparation
- X99 reserved

6.2 **Design Project Courses:** These courses carry the course numbers 490 and 491. The four letter prefix reflects the program of study.

6.2.1 All academic programs shall adhere to the following course details:

6.2.1.1 Course Description:

Design Project I: The course focuses on writing a capstone design project proposal to be implemented in the following regular semester.



Design Project II: The course offers a capstone design project to be completed towards fulfilling a degree requirement.

6.2.1.2 **Restrictions:** Design Project courses are open to senior students only.

6.2.1.3 **Prerequisites/Corequisites:** Each academic program designates the appropriate courses to serve as prerequisites/corequisites.

6.2.1.4 **Credit Hours:** 1-4.

6.3 **Special Topics Courses:** These courses carry the course numbers 293, 393 or 493. The four letter prefix reflects the field or program of study. A student can take multiple Special Topics courses with different content for credit subject to program approval. However, a specific Special Topics course can only be offered twice before being changed to a permanent course listed in the academic catalog. The course does not require approval of the Curriculum Committee, but requires prior approval of the Program Chair and Provost (or designee).

6.3.1 All academic programs shall adhere to the following course details:

6.3.1.1 **Course Description:**

Special Topics: The course offers content not included in existing courses. A student can take multiple Special Topics courses with different content for credit subject to program approval.

6.3.1.2 **Restrictions:** Special Topics courses at the 300 level are open to students in the sophomore level and above. Special Topics courses at the 400 level are open to students in the junior level and above.

6.3.1.3 **Prerequisites/Corequisites:** Each academic program designates the appropriate courses to serve as prerequisites/corequisites.

6.3.1.4 **Credit Hours:** 1-4.

6.4 **Research Topics Courses:** These courses carry the course number 394 or 494. The four letter prefix reflects the field or program of study. A student can take multiple Research Topics courses with different content for credit subject to program approval. The course does not require approval of the Curriculum Committee, but requires prior approval of the Program Chair and Provost (or designee).

6.4.1 All academic programs shall adhere to the following course details:

6.4.1.1 **Course Description:**

Research Topics: The course focuses on research-driven topics. A student can take multiple Research Topics courses with different content for credit subject to program approval.



THE PETROLEUM INSTITUTE

Number:	PIP 3275
Effective:	11-June-2009
Revised:	6-October-2009

6.4.1.2 **Restrictions:** Research Topics courses at the 300 level are open to students in the junior level and above. Research Topics courses at the 400 level are open to senior level students only.

6.4.1.3 **Prerequisites/Corequisites:** Each academic program designates the appropriate courses to serve as prerequisites/corequisites.

6.4.1.4 **Credit Hours:** 1-4.

6.5 **Independent Study:** This course carries the course number 396 or 496. The four letter prefix reflects the program of study. A student can take one or more Independent Study course (up to 6 credits). The student must complete an “Independent Study Request” Form available at the Registrar Office. The Form must ensure comparability of content and assessment methods to other courses. The course does not require approval of the Curriculum Committee, but requires prior approval of the Program Chair and Provost (or designee).

6.5.1 All academic programs shall adhere to the following course details:

6.5.1.1 **Course Description:**

Independent Study: The course offers content that may not be included in existing courses in an independent study format based on a formal arrangement between the student and instructor. A student can take one or more Independent Study course (up to 6 credits). Independent Study courses require prior approval of the Program Chair and Provost (or designee).

6.5.1.2 **Restrictions:** Independent Study courses at the 300 level are open to students in the junior level and above. Independent Study courses at the 400 level are open to senior level students only. The course is open to students with a minimum CGPA of 3.0.

6.5.1.3 **Prerequisites/Corequisites:** Each academic program designates the appropriate courses to serve as prerequisites/corequisites.

6.5.1.4 **Credit Hours:** 1-6.

6.6 **Internship and Field Work Experience:** This course carries the course number 397. The four letter prefix reflects the program of study.

6.6.1 All academic programs shall adhere to the following course details:

6.6.1.1 **Course Description:**

Internship: The course requires students to complete a program of full time training to gain practical experience and apply their academic learning in an off-campus work or research environment.



THE PETROLEUM INSTITUTE

Number:	PIP 3275
Effective:	11-June-2009
Revised:	6-October-2009

6.6.1.2 **Restrictions:** Internship is open to junior students and above. Students enrolled in the internship program may not register for additional courses.

6.6.1.3 **Prerequisites/Corequisites:** Each academic program designates the appropriate courses to serve as prerequisites. No corequisites are allowed.

6.6.1.4 **Credit Hours:** To be determined by each academic program.

6.6.2 Each academic program shall ensure that the following internship guidelines are met:

6.6.2.1 Upon completion of their junior year, students are required to complete an internship program. The student will be assigned to an appropriate venue for on-the-job training.

6.6.2.2 A mentor is assigned to supervise the student on a daily basis. The mentor shall send a report on the trainee evaluating his/her overall progress during the program. A full time faculty member is appointed to oversee the internship program for the particular discipline.

6.6.2.3 At the end of the internship period, students are required to submit a report related to their program of study no later than the first day of classes of the following semester. An appropriate grade shall be assigned by the internship faculty advisor no later than the end of that semester's add/drop period.

6.6.2.4 Each student shall receive an "Internship Manual" detailing the objectives, procedures and requirements of the internship program.

6.7 **Professional Examination Preparation:** A course that assists senior students with successfully completing the "Fundamentals of Engineering Examination" administered at US engineering programs or similar professional examinations. This course carries the course code and number ENGR 498.

6.7.1 All engineering programs shall adhere to the following course details:

6.7.1.1 **Course Description:**

Professional Examination Preparation: The course reviews and reinforces knowledge of engineering and science principles, and assists students with successfully completing the "Fundamentals of Engineering Examination" administered by the National Council of Examiners for Engineering and Surveying (NCEES) or similar professional examinations.

6.7.1.2 **Restrictions:** Senior Level Standing.

6.7.1.3 **Prerequisites/Corequisites:** XXX 490



THE PETROLEUM INSTITUTE

Number:	PIP 3275
Effective:	11-June-2009
Revised:	6-October-2009

6.7.1.4 **Credit Hours:** 2-0-2.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair

Date

Provost

Date

President

Date