German Year Internships Flow in MyGJU for Students

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Overview

- The main objective of this presentation is to demonstrate the German Year (GY) internships flow in MyGJU [1, 2] from the student perspective

- The following topics are covered:

  - GY internships management process

  - User responsibilities

  - Adding an internship

  - Entering company information and specifying internship duration

  - Uploading internship contract, certificate, and report

  - Editing/deleting a GY internship

GY Internships Management Process

▸ A student can add the information for one or more GY internships, given that he/she already had an approved GY outgoing application (see [3,4]).

▸ Initially, the student can enter the company information, specify the internship duration, and upload the internship contract for validation by OIL.

▸ Next, the designated OIL user validates the contract document and has the option to ask the school (i.e., exchange coordinator and dean) to review and approve the contract.

▸ Then, the OIL user asks the student to upload (and hand in) the internship certificate for validation by OIL and approval by the school.

▸ Later, the OIL user asks the student to upload (and hand in) the internship report for validation by OIL and approval by the school.

▸ If all is fine, the OIL User specifies the internship acceptance information (e.g., whether the internship was done in Germany or not, completion status, credit hours, year, semester) and then approves the internship.

User Responsibilities

	GY Internships Process		
	- Add internship - Enter company information - Specify duration - Upload contract - Upload certificate - Upload report	- Validate contract - Request student action - Request school action - Validate certificate - Validate report - Enter acceptance data - Approve/Reject internship **(see [5] for details)**	- Approve contract (optional) - Approve certificate - Approve report **(see [5] for details)**
OIL User		Yes	
Student	Yes		
Exchange Coordinator			Yes
Dean			Yes

Typical Sequence of Steps to Approve a GY Internship (Process)

	Student	OIL User	Coordinator	Dean
1	- Enter company information - Specify internship duration - Upload contract - Submit internship			
2		- Validate contract document - Ask school to review contract		
3			Approve contract	
4				Approve contract
5		Ask student to upload certificate		
6	Upload and hand in certificate			
7		- Validate certificate document - Ask school to review certificate		
8			Approve certificate	
9				Approve certificate
10		Ask student to upload report		
11	Upload and hand in report			
12		- Validate report document - Ask school to review report		
13			Approve report	
14				Approve report
15		- Enter acceptance information - Approve internship		

Adding a GY Internship (1)

Adding a GY Internship (2)

Course Sections | Schedules | Evaluations | Grades | Transcript | German Year | Other Affairs

▶ Academic Affairs ▶ German Year ▶ GY Internships

Student Information

Student ID:		**Faculty:**	School of Electrical Engineering and Information Technology
Name:		**Department:**	Computer Engineering Department
Degree:	Bachelor	**Major:**	Computer Engineering

Note: For eligibility to apply to the GY internship, you must have an approved GY outgoing application

GY Internships			
Internship Id	Internship Status	Year	Semester
1	Approved	2020	First

Edit   Delete

Total Rows: 1

← Back   + Add   ← Click the Add button to add a new GY internship

Note: You must have an approved GY outgoing application (see [3,4]) to be able to add a GY internship!

Entering the GY Internship Company Information and Duration

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After clicking the Add or Edit internship button, you will be navigated to this page

| Course Sections | Schedules | Evaluations | Grades | Transcript | German Year | Other Affairs |

▸ Academic Affairs ▸ German Year ▸ GY Internships ▸ Edit Application

GY Internship

Internship Year: 2020
Internship Semester: First
Internship Status: Pending

Company Information

Enter the information of the internship company

Company Name: * Intel
Street/P.O. Box: * Berlin Street
City: * Berlin
ZIP Code: * 34567
Country: * Germany
Website:
Contact Person: * Mr. Mark
Email: * mark@intel.com
Phone No.: *

Internship Duration

Enter the internship duration

From Date: * 01-09-2021
To Date: * 01-02-2022
Number of Weeks: 21
Number of Extra Days: 6

Make sure to always save the entered information
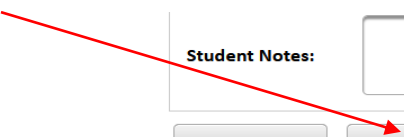
Student Notes: Enter student notes here, if needed

← Back   💾 Save   ● Submit

Uploading the GY Internship Contract
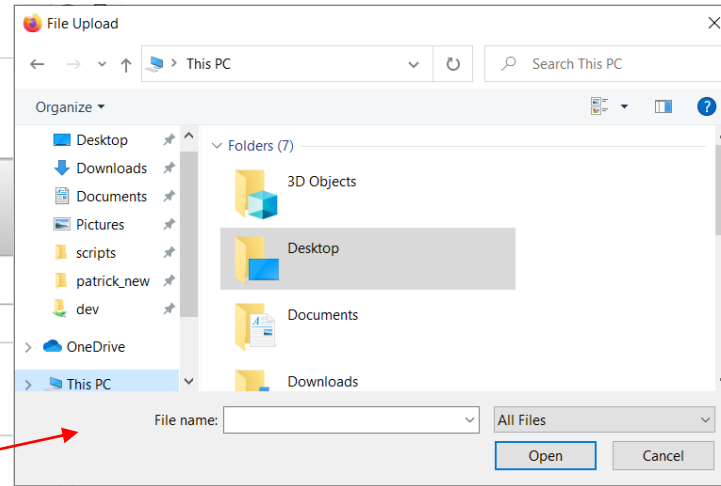
1. Click the Internship Contract button
2. When the File Upload window shows up; browse for, and select, the desired contract file
3. Click the Upload button (when enabled)

4. Finally, click the Submit button when done

Note: After submitting the internship contract, OIL will validate the contract and then will ask you to upload the internship report and certificate when the internship is completed

Uploading the GY Internship Certificate

When you are asked by the OIL User [5] to upload your Internship Certificate, then:
1. Select the internship
2. Click the Edit button, and follow the steps shown below

GY Internships				
	Internship Id	Internship Status	Year	Semester
○	1	Approved	2020	First
○	6	Pending Certificate Upload by Student	2020	First

✎ Edit   − Delete   Note: The status of the internship is as shown above

Internship Certificate

When asked to upload the file, please follow these steps:
Step 1:   Upload the internship certificate.
Step 2:   Hand in the original copy to the OIL.

Uploaded File:

Upload File

(Valid file size: 2 MB; Valid file type is pdf.)

+ Internship Certificate   ↑ Upload   ⊘ Cancel

☐ Document verified by OIL

1. Click the Internship Certificate button
2. When the File Upload window shows up; browse for, and select, the desired file (see previous slide)
3. Click the Upload button

Finally, click the Submit button when done (see previous slide), **then <u>hand in</u> the original copy to the OIL**

Uploading the GY Internship Report

When you are asked by the OIL User [5] to upload your Internship Report, then:
1. Select the internship
2. Click the Edit button, and follow the steps shown below

GY Internships			
Internship Id	Internship Status	Year	Semester
1	Approved	2020	First
6	Pending Report Upload by Student	2020	First

Edit   —   Delete

Note: The status of the internship is as shown above

Internship Certificate Approval by School
Internship Certificate Approval Status by Coordinator: Approved
Internship Certificate Approval Status by Dean: Approved

Internship Report
When asked to upload the file, please follow these steps:
Step 1: Upload the internship report.
Step 2: Hand in the original copy to the OIL.
Uploaded File:
Upload File

(Valid file size: 2 MB; Valid file type is pdf.)

+ Internship Report   ⤴ Upload   ⊘ Cancel

☐ Document verified by OIL

1. Click the Internship Report button
2. When the File Upload window shows up; browse for, and select, the desired file
3. Click the Upload button

Finally, click the Submit button when done, **then <u>hand in</u> the original copy to the OIL**

Editing/Deleting a GY Internship

1. Select the internship

2. Click the Edit button to edit the internship, or click the Delete button to delete the internship

The Delete button is disabled in this case, because you cannot delete an Approved internship

Note 1: If the internship is Submitted you will only be able to view it
Note 2: You cannot change or delete a Submitted internship
Note 3: To check the internship status, view the value in this column

References

1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed February, 2021].

2. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. International Journal of Applied Engineering Research, 2017, 12(1):119-133.

3. F. Al-Hawari and O. Al-Sawaeer. German year outgoing applications flow in MyGJU for students.

4. F. Al-Hawari and O. Al-Sawaeer. German year outgoing applications flow in MyGJU for administrators.

5. F. Al-Hawari and O. Al-Sawaeer. German year internships flow in MyGJU for administrators.