



**WISE**  
Work . Internship . Student . Experience



2021

## HOSTING DEPARTMENT INFORMATION



## **WISE 2021**

### **Information for hosting departments**

WISE 2021 will run for 4 weeks from Sunday July 25th – Thursday August 19th, 2021. Before you submit a request for a WISE Intern, please ensure you have a Mentor available for the whole period – to manage the day-to-day work of the Intern and to provide support and mentorship.

### **FAQs**

#### **What is WISE and who is eligible?**

**WISE** is a community-based internship and work experience program.

- Work Internships (**WI**) are open to University Student dependents (aged 25 or under) whose parents are KAUST residents. Work Internships provide opportunities for gaining practical work experience and professional skills.
- Student Experience (**SE**) is open to The KAUST School students and out-of-kingdom High School students who are currently in Grades 10 to 12. It is an enrichment program which introduces students to the professional workplace and provides the opportunity to explore a potential area of interest that they may wish to study at University.

#### **How does a WISE student benefit from their internship/work experience?**

Participating in WISE gives students the opportunity to engage in on-the-job training, experience a potential career path, enhance their résumé, develop working relationships with world class teams, gain confidence in their abilities, expand their vision for the future, and prepare for admission to top Universities worldwide.

#### **How does a hosting department benefit from having an Intern?**

An Intern can provide immediate assistance to support projects. They can bring new ideas and viewpoints and they can energize a workplace with their enthusiasm and desire to learn.

#### **How many interns can we host in our Department/Team?**

There is no specific limit on how many Interns a Department may host, but it is very important that each Intern experiences a carefully planned and monitored work experience, with the goal to gain additional knowledge from on the job exposure. Each Intern must have a designated Mentor who has the time to support them as they undertake their day-to-day duties over the whole four-week period.

#### **What does the WISE application and recruitment process look like?**

Students will be invited to attend the Virtual WISE Internship Fair which will be organized for end of February 2021. This is a chance to network, meet the mentors and find out more information about the positions available. Following this, the application process allows them to apply for up to three internship positions.

Interns are interviewed rigorously and fairly. Interviews will take place in March 2021. Mentors will be involved in the interviewing stage, along with a TKS Representative and/or a member of the WISE Team.

#### **What happens on the first day?**

A short induction will be delivered on the first day which all interns must attend and it will ensure that all Interns have a broad understanding of the KAUST workplace and also have an opportunity to get to know

each other. Host departments will then orientate the Intern to their departments: discuss duties, responsibilities and training. ***Mentors must ensure the Intern has a fully equipped work station and office supplies ready from the first day.***

### **How many hours does my Intern need to work each day?**

High School students work 6 hours per day and University students work 8 hours per day.

### **Does the Intern attend training sessions?**

Optional training and information sessions are available throughout the program. The Intern may also attend job-related training sessions, organized by the Mentor and/or Department, which supports them in undertaking their role responsibilities safely and efficiently.

### **What happens at the end of the Internship?**

Upon successful completion of the full program, Interns will receive be presented with a Certificate of Completion at the WISE Closing Ceremony. All Interns also receive a stipend.

Mentors must provide the Intern with feedback at the end of the program through a one-to-one discussion. Mentors may also provide a Letter of Recommendation if they wish.

### **Who pays the stipend?**

The stipend is funded from a central WISE budget.

### **How do I request an Intern(s)?**

Departments/teams interested in participating in the WISE 2021 program should complete and submit the Internship Proposal form. A separate form is required for each position that is being offered as part of the program. The deadline for completion and submission of form(s) is January 31st, 2021.

### **How can I get further information?**

If you have any questions, please send an e-mail to [WISE@kaust.edu.sa](mailto:WISE@kaust.edu.sa) or contact Samantha Tully on 808 6318.

### **Key Dates for the WISE 2021 Program:**

January 31st, 2021	Closing Date to submit proposals for Internship positions
End of February 2021	Virtual WISE Internship Fair
End of February 2021	Student applications to WISE
March and April 2021	WISE Interviews
July 25th – August 19th, 2021	WISE 2021