

Internships - Policy & Procedures

1.0 Purpose

- 1.1 The policy outlines what is expected from both the intern and the university. This includes the duration of the internship, work hours, responsibilities, evaluation criteria, and any benefits or compensation provided.

2.0 Scope

- 2.1 This policy applies to all undergraduate AUIB students. It covers a wide range of services and support designed to empower students throughout their academic and professional journeys.
- 2.2 Designed to involve stakeholders, including interns, the university, HR personnel, legal, and compliance teams.

3.0 Definitions

- 3.1 Employer - any local, regional, or international entity, including high-profile organizations such as international corporations or global institutions, that provides internship opportunities for students.
- 3.2 Intern - a student enrolled in any program at AUIB who is officially registered and has paid for the required internship course during the internship period.
- 3.3 Advisor - academic faculty who provide guidance and support to students, ensuring they meet their learning objectives and gain practical skills.
- 3.4 Mentor - a mentor is an employer at the host organization who provides guidance and support at the organization where interns complete their internships, collaborating with the advisor at AUIB college.

4.0 Policy

Course Requirements

- 4.1 Individual Colleges determine when internships may be required. Students must meet the criteria established by the college to participate. Colleges may identify internships, but students would also independently seek their own internship opportunities and coordinate with the internship supervisor designated by the college.
- 4.2 The Career Services office at AUIB plays a crucial role in helping students secure internships, ensuring that they are well-prepared to enter the workforce. Its primary mission is to support students in exploring internship options, in coordination with their respective colleges, developing essential professional skills, and finding opportunities that align with their career goals.

- 4.3 Each college is responsible for establishing clear guidelines and requirements for internships. These must be directly communicated to the student during the advising process.

Credit Hours

- 4.4 Internships are undertaken and awarded academic credit through registration in the college's official internship course. Internship requirements and related academic information will be stated in the internship course syllabus.
- 4.5 Credit hours allotted to the internship will be calculated based on the Carnegie system.

Policy Guidelines

- 4.6 Specifies goals and objectives of the internship, including practical work experience, fostering learning opportunities, and identifying potential future employment opportunities.
- 4.7 Defines who is eligible to participate in the internship program. This could include criteria such as completing certain hours, special skills, and any other requirements by the college.
- 4.8 Describes how interns are recruited, including how they are announced, the application and selection process, and any requirements for interviews or assessments.
- 4.9 Specifies the duration of the internship (e.g., summer, semester-long).
- 4.10 States whether interns will receive compensation, stipends, or other benefits such as transportation reimbursements, housing assistance, or access to host organization facilities.
- 4.11 Outlines the responsibilities of advisors and host organization mentors in guiding and supporting interns throughout their internship experience.
- 4.12 Describe any training programs or learning opportunities provided to interns to enhance their skills and knowledge during the internship.
- 4.13 Explains how interns will be evaluated, including the criteria used to assess their performance, the frequency of evaluations, and any feedback mechanisms in place.
- 4.14 Addresses issues related to confidentiality, non-disclosure agreements, and the ownership of intellectual property created during the internship.
- 4.15 Specifies the host organization's code of conduct and any policies that interns are expected to adhere to, such as dress code, workplace behavior, and use of company resources.
- 4.16 Outlines the circumstances under which an internship may be terminated, as well as the procedures for exiting the internship program in a manner that reflects positively on the reputation of the university.

- 4.17 Ensures that the internship program complies with relevant labor laws, regulations, and industry standards, including provisions for workplace safety and equal opportunity employment.

5.0 Procedures

Responsibilities

5.1 Career Services Office Responsibilities

- Provide internship listings and opportunities.
- Build employer partnerships.
- Support internship applications.
- Provide Interview preparation and skill development

5.2 Intern Responsibilities

- Complete the minimum hours of work experience established by the college.
- Fulfill all tasks assigned by the College and host organization.
- Attend internship meetings as assigned.
- Submit an internship completion report by the end of the internship.

5.3 College Responsibilities

- Assist students in selecting a host organization.
- Maintain communication with the host organization before and during the internship.
- Monitor the student's work.
- Evaluate the intern's performance during the internship.

5.4 Host Organization Responsibilities

- Collaborate with the internship advisor and the intern to set training objectives.
- Assign daily/weekly tasks to the student.
- Evaluate the student's performance.

Securing an internship

- 5.5 Securing an internship involves several steps. General guidelines are stated below, but may vary by academic program according to the needs and requirements of the program (e.g., accreditation).

- 5.6 The College and Career Services Office plays an essential role in assisting students with securing internships by compiling a list of potential host organizations and, when possible, inviting these organizations to present directly to students. However, students are encouraged to take responsibility for finding internships and seeking out opportunities on their own. This proactive approach is crucial for developing communication, research, and networking skills that are key to success in their future careers.

Pre-Internship Preparation

- 5.7 Before students begin their internship, the college will deliver at least one session outlining guidelines on selected projects and employers.

- 5.8 At the beginning of the internship, each intern will be assigned a host organization mentor who will provide guidance and support throughout the course. The host organization mentor will be responsible for setting goals and providing regular feedback to the intern.



The host organization mentor will work in cooperation with the College to ensure academic requirements are met.

Communication with Host Organizations

5.9 The College will send a formal letter to the host organization explaining general guidelines and requirements, along with the host organization's responsibilities.

Evaluation and Completion

5.10 The intern must submit an internship completion report by the end of the agreed-upon duration of the internship.

5.11 The host organization responsible for the internship will provide an evaluation of the students' performance.