

Classification: Student Affairs

Approving Authority: President

Responsible Authority: Vice President of Student Affairs

Implementing Authority: Career Services Office / Office of Student Life / Academic Colleges

Effective Date: 2026

Review Date: 2028

Career Development and Experiential Learning Policy

1.0 Purpose

- 1.1 The American University of Iraq – Baghdad (AUIB) is committed to preparing students for meaningful careers and lifelong professional development.
- 1.2 This policy establishes the framework for career development services and experiential learning opportunities designed to enhance students’ professional skills and readiness for the workforce.
- 1.3 Experiential learning opportunities allow students to integrate academic learning with practical experience in professional environments.

2.0 Scope

- 2.1 This policy applies to all students participating in:
 - career development programs
 - internships
 - professional development engagements
 - employer partnership activities.
- 2.2 These opportunities are coordinated through the Career Center, Office of Student Life, and academic colleges.

3.0 Definitions

- 3.1 **Career Development Services**
Programs and resources designed to help students explore career paths, develop professional skills, and prepare for employment.
- 3.2 **Internship**
A structured experiential learning opportunity that allows students to gain practical experience related to their field of study.
- 3.3 **Student Professional Development Program**
A structured university program that provides supervised training and professional development opportunities for students within university departments.
Participation in this program is intended for educational purposes and does not constitute employment.
- 3.4 **Stipend**
An educational support allowance provided to students participating in the professional development program. The stipend is not a salary or wage and does not establish an employment relationship.

4.0 Policy

- 4.1 **Career Development Services**
The University provides career development support through the Career Center and related units.
Services may include:
 - career advising



- resume and cover letter preparation
- interview preparation
- networking events
- employer engagement programs.

4.2 Internships

Internships are encouraged as part of experiential learning.

Internships may:

- be integrated into academic programs
- be arranged through employer partnerships
- provide opportunities for practical learning.

Students participating in internships must comply with both University policies and host organization requirements.

4.3 Student Professional Development Program (Non-Employment)

AUIB may offer a Student Professional Development Program that provides supervised learning opportunities within university departments.

The purpose of the program is to support students' professional growth through hands-on learning experiences.

Participation in the program:

- does not constitute employment
- does not create an employer–employee relationship with the University
- is governed by a Student Professional Development Engagement Letter signed by the student and supervising department.

4.4 Eligibility

To participate in the program, students must typically:

- be enrolled as full-time undergraduate students
- have completed at least one academic year
- maintain satisfactory academic standing
- maintain good conduct standing.

Additional eligibility requirements may be defined in program guidelines.

4.5 Supervision and Learning Activities

Students participating in the program will:

- work under the supervision of a designated university staff member
- participate in professional development activities or departmental projects
- receive guidance and feedback on their participation.
- participation schedules must be arranged to avoid interference with academic commitments.

4.6 Educational Support Stipend

Students participating in the program may receive a stipend to support educational expenses.

The stipend:

- is not considered salary or wages
- is not linked to hourly employment
- does not entitle the student to employment benefits.

4.7 Employer and Institutional Partnerships

The University seeks to build partnerships with employers and organizations to support:

- internship opportunities
- career mentorship
- industry engagement
- job placement opportunities.



4.8 Student Responsibilities

Students participating in experiential learning opportunities must:

- maintain professional conduct
- respect confidentiality
- comply with university policies
- balance professional commitments with academic responsibilities.

Related Policies

Student Support Services Policy

Student Conduct and Community Standards Policy

Student International Mobility Policy

Scholarship and Financial Aid Policy

Related Procedures

Career Development and Experiential Learning Procedure