



**Internship Program Manual**

**American University in Dubai**

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# 1. Introduction

This manual is intended to outline the steps that AUD students have to follow to procure an internship site and the requirements they need to meet to successfully complete the internship experience. Although faculty advisors assist students throughout the entire experience, from site selection to internship completion, it is fundamentally each student's responsibility to ensure that all requirements are met.

## 2. Internship Program Purpose

The goal of the Internship Program at the American University in Dubai is to provide students the opportunity to apply theoretical principles learned in the classroom to the professional environment, and to help students make the transition from being a student to being a professional.

The program promotes connections between AUD and the UAE professional community and a larger global environment. This is in accordance with the mission statement of AUD which is to *serve as a culturally diverse learning community committed to the pursuit of knowledge through excellence in teaching and scholarly and creative endeavors, leading to students' academic, personal and professional success, as well as the advancement of society.*

## 3. Internship Outcomes

Upon completion of the internship, students will be able to:

1. Demonstrate personal and professional values that are consistent with the ethics of the profession, showing respect for cultural, ethnical and social diversity
2. Demonstrate experience in performing the profession's tasks
3. Understand the way a company operates internally and within the industry at large
4. Promote collaborative and cooperative working relationships with the supervisor, managers, staff, and peers
5. Effectively express ideas and recommendations in oral, written, and/or graphic form when working with supervisors, managers, staff, and peers. Adjust communication style and content based upon the audience
6. Demonstrate evidence-based practice and critical thinking. Use evidence to solve problems in all areas of practice.
7. Take responsibility for learning and professional development through self-assessment, planning, and participation in professional activities.

## 4. Finding an Internship

A student may locate an internship in one of the following ways:

- Apply for an internship announced by the Career Services Office (CSO) through the AUD Career Center
- Identify a hosting company through the student's professional network
- Identify an internship through Academic Department contacts with the assistance of the relevant department's faculty.

***In all cases, it is imperative that the student identifies and registers for the internship before the start of the academic semester/term during which the internship is set to take place.***

### 4.1. Internships through Career Services

When the CSO is informed of a possible internship opportunity, it communicates to the host company the internship program requirements (Appendix I), which describe the host company's role. The company is also required to provide a job description of the tasks and duties of the intern.

Upon receipt of all necessary documents, the CSO determines whether the internship opportunity fits the School's/Department's internship requirements and proceeds with announcing it to students through the AUD Career Center [audubai.jobteaser.com](http://audubai.jobteaser.com)

***Students should discuss the internship requirements with their academic advisors before contacting Career Services and applying for an internship.*** Students who wish to apply for an internship, are requested to apply for it through <https://registrar.aud.edu/>

Fill the online *Student Internship Application Form* (Appendix II) along with the required supporting documentation (as per section 5.4) for evaluation to determine whether the student fits the internship eligibility requirements, then it is passed to the Dean/Chair for approval. ***Before students register and begin their internship, the School Dean or Chair of the Department must approve the host company and the internship program.***

The faculty advisor is the initial contact between AUD and the host company during the internship period. The faculty internship advisor is also responsible for following up with the company internship supervisor on matters related to the student's performance.

## 4.2. Internships through Student Contacts

A student, who has contacts within the UAE professional community, may locate a potential host company through his/her network. The student should approach the CSO to acquire the *Requirements for Host Companies*, and the *Sample Acceptance Letter*. If the company agrees to provide internship opportunities to AUD students, the *Acceptance Letter* must be completed, signed, and returned to the student to upload online while registering.

Once the internship has been screened by the faculty internship advisor and the student has submitted online all required documentation, the approval process will be followed as described in the ***Internship Online Application*** section below.

## 4.3. Internships through Academic Department Contacts

Through its contacts with business entities in the UAE, an academic department, or faculty member within that department, may arrange an internship for a student. Faculty internship advisors must inform the CSO, who has the responsibility of sending the host company the *Requirements for Host Companies*. If the company agrees to provide internship opportunities to AUD students, the *Acceptance Letter* must be completed, signed, and returned to the selected student, before the internship period begins.

Once the internship has been screened by the faculty internship advisor and the student has submitted online all required documentation, the approval process will be followed as described in the ***Internship Online Application*** section below

# 5. Internship Requirements

## 5.1. Internship Guidelines

Each internship must be completed following each Department's requirements and an approved plan for the internship program. Upon completion of the internship program, students must submit all required written reports to the faculty internship advisor, as per the course syllabus of each Department (Appendix V). The report format and content must be of professional quality and must comply with each Department's requirements.

Before contacting the CSO, students are encouraged to check with their academic advisor concerning the requirements of their program or concentration.

**All internships must be completed within the United Arab Emirates.** Exceptions should be assessed and approved on a one-to-one basis by Deans/Chairs of Departments and following the approval of the AUD Academic Council. Students **may not** work in a family business or with a parent/relative at a host company.

Internships may be completed in any of the academic semesters including Summer I and Summer II. The total amount of internship credits must not exceed three credit hours toward the completion of the students' degree programs. **Students with double majors, where two internships are required, are expected to complete only one internship and replace the second one with a professional elective.**

If an internship is approved by the Dean/Chair of the relevant department, students can register online and commence their internship experience, which should be completed **within the semester for which students have registered** to earn academic credits. In exceptional circumstances, the internship period may be extended after the end of the semester, following Dean/Chair approvals. However, on this occasion the student will receive an "incomplete" for the semester for which he/she is registered for the internship course and the final grade will be issued as soon as the internship is completed and reports are submitted.

***Example:** A student registers for the internship course in Spring. The internship should be completed by the end of April (end of the semester) for the student to receive a grade. If the internship is not completed and continues over Summer I, then the student will receive an incomplete for the Spring semester and a final grade will be issued during Summer I, upon fulfillment of the internship requirements.*

If an internship is approved by all involved academic parties (the Dean/Chair, the Career Services Office and the Registrar), students are allowed to commence their internship experience before the semester starts as far as the internship period is completed within the semester for which the students are registered to take the accredited internship.

Simultaneously, students can start their internship after the beginning of the semester but should register for the internship course within the first two weeks of the semester. Applications after this time will not be accepted by the Registrar's office. Should the documents for internship application are not fully prepared (i.e. due to employer delays), students are advised to contact the Career Services Office before the end of the first two weeks of the semester in which they wish to register in case it was during Fall or Spring semesters, however same process should be completed two days after the drop and add for summer I and summer II semesters.

**Example:** A student registers for the internship course in Summer I which commences in May. The internship can officially begin before May, i.e. April. As far as the internship continues after May, it can be accepted for earning academic credits.

**In all cases, it is imperative that students register for the internship before the start of the academic semester/term during which the internship is set to take place. Credits cannot be claimed for internships that were completed without students being registered in advance and/or without internships being approved by the relevant Dean/Chair.**

## 5.2. Time Requirements

Students must complete the following hours for an accredited internship:

- Advertising and Integrated Marketing Communications 225 hours
- Architecture 250 hours
- Business Administration 225 hours
- Communication and Information Studies 225 hours
- Interior Design 225 hours
- International Studies 225 hours
- Psychology 225 hours
- Visual Communication 250 hours

The internship schedule - number of weeks and number of hours per week - will depend on the needs of the company and the availability of the student, given that the above time requirement is met within the semester. The working schedule will be established before the beginning of the internship in consultation with the company, the faculty advisor, and the student.

According to the AUD Academic policy, students need to work for 4 hours a day or 20 hours a week **unless special approval is given by the Dean/ Chair** to work beyond the listed hours. If the duration of the internship does not meet the minimum working hours required, then the Career Services Office has full authority not to approve the internship.

## 5.3. Eligibility Requirements

**Department of Architecture** (compulsory for all – equal to 3 credit hours). Please refer to Appendix VIII for a detailed internship course syllabus.

- The Dean's/Chair's approval is required in all cases.
- Only senior year students (or 90 credit hours and above) are eligible to apply for an accredited internship
- Cumulative GPA of 2.0 or above

**School of Business Administration** (Starting Fall 2019 the internship is compulsory for all other majors – equal to 3 credit hours). Please refer to Appendix VIII for a detailed internship course syllabus.

- The Dean's/Chair's approval is required in all cases
- Only senior year students (or 90 credit hours and above) are eligible to apply for an accredited internship
- Cumulative GPA of 2.0
- Must have completed all School of Business Administration requirements in the following areas: Business Foundation Courses (24 credits), Arts and Sciences Core Requirements (36 credits), and all Business Core Requirements (27 credits)

For Advertising and Integrated Marketing Communication students, the following courses are required to be completed before registering for the internship course:

- AIMC 411 (Media Planning )
- AIMC 421 (Strategic Planning and Measurement for Advertising and IMC )
- AIMC 431 (Campaign Development and Evaluation)

**The SBA does not accept internships that involve more than 20% administrative or clerical work.**

**Communication and Information Studies - Mohammed Bin Rashid School for Communication** (compulsory for all – equal to 3 credit hours). Please refer to Appendix VIII for a detailed internship course syllabus.

- The Dean's/Chair's approval is required in all cases.
- The internship is open only to senior year students (or 90 credit hours and above)
- Cumulative GPA of 2.0 or above

**Department of Interior Design** (compulsory for all concentrations – equal to 3 credit hours). Please refer to Appendix VIII for a detailed internship course syllabus

- The Dean's/Chair's approval is required in all cases.
- Only senior year students (or 90 credit hours and above) are eligible to apply for an accredited internship
- Cumulative GPA of 2.0 or above
- Completion of DDFT 268, IDES 391

**Department of Visual Communication** (compulsory for all concentrations except Digital Media – equal to 3 credit hours). Please refer to Appendix VIII for a detailed internship course syllabus.

- The Dean's/Chair's approval is required in all cases



- Only senior year students (or 90 credit hours and above) are eligible to apply for an accredited internship
- Cumulative GPA of 2.0 or above
- Completion of all foundation courses for Visual Communication
- Completion of all discipline-specific concentration courses within the chosen area of study

#### 5.4. Required Documentation

Students should familiarize themselves with the *Internship Manual* before registering for the internship course. The manual is available on the website under the CSO page <https://www.aud.edu/on-aud-campus/student-affairs/career-services/how-to-land-an-internship/> as well as at the Administrative Assistants' Office of each Department and the Academic Advising Center.

Students must apply for internships before commencing their internship. The required documents have to be submitted online at <https://registrar.aud.edu/> before the end of the scheduled registration period at the beginning of each semester.

The internship placement **cannot** be changed after the submission of the relevant documents online. Dean's / Chair's approval needs to be acquired for exceptional cases.

Before a student commences an internship, he/she should:

- Complete the online registration
- Upload the acceptance letter obtained from the host company. In some cases, the student does not have a letter at the time of the internship application. This will not prevent the student from applying. However, approval of an incomplete application is at the Career Services discretion.

The student must also submit an acceptance letter (hard copy – signed and stamped) from the host company. **It is the student's responsibility to submit this letter to the CSO after completing the online registration** (see Appendix III for the *Sample Acceptance Letter*).

The internship acceptance letter should be on official company letterhead, signed and stamped by the company supervisor. The letter should confirm the acceptance of the student and should clearly state the following:

- Name of the student
- Department in which the intern will be occupied
- Position title (if applicable)
- Name of the workplace supervisor

- Duration of internship in terms of hours as per course requirements and the period in which the internship will be completed.
- An outline of the job description/internship tasks that outlines what the student should do

**Registration is allowed at any time before the end of the scheduled course registration period at the beginning of each semester.**

Upon completion of the internship, students are responsible for submitting to their faculty internship advisor the **Internship Related Reports and/or Daily Journals** - it should be compiled by the student. Each student is responsible for seeking detailed requirements from the relevant faculty supervisor in regards to the reports necessary for the successful completion of his/her internship course (in case it wasn't defined online by the faculty). Please refer also to the course syllabi in Appendix VIII.

**All post-internship documents must be submitted to the student's faculty internship advisor for grading within ten (10) days after the completion of the internship unless differently instructed by the faculty internship advisor. Failure to submit components that contribute to the grading of the internship, will result in an incomplete or fail grade. It is the students' responsibility to ensure appropriate submission.**

## 5.5. Internship Online Process

The internship application <https://registrar.aud.edu/>

1. Upon login, the student should click on **Apply Now** available on the left-hand side of the page.
2. The student will then be presented with the internship course relevant to their degree program.

### **Important note for business students**

- Business students pursuing the Advertising and Integrated Marketing Communication major ( AIMC) major must choose the AIMC481 course.
- All other Business majors must choose the BUSI481 course.
- All other programs' internship is well defined

Upon clicking on the appropriate course, the internship instructions appear on the left.

3. To continue, click on the **Proceed** option above. This opens the form below which presents the students' details on the right, and the internship details on the left. Students have the option to select the company they intend to intern with from the drop-down menu. This is for companies whose profiles already exist in the Career Services' database. If the company's profile does not exist, students have the option to indicate the required details.

4. The student should upload the acceptance letter obtained from the company he/she will be interning at. In some cases, the student does not have a letter while filling the internship application. This will not prevent the student from applying. However, approval of an incomplete application is at the Career Services discretion.

Thereafter, the application goes to the Registrar's office for verification. At the Registrar's Office, a check will be made on the student's credit requirements to take an internship and confirmation that the student has selected the right internship course following his/her major.

5. Upon clearance from Registrar, the application moves to the instructor supervising the course. The instructor will indicate the frequency of the reports required. It could be weekly, bi-weekly, or customized as per the instructor's requirements.
6. Approving the request pushes the request to the Career Services department.
7. At the Career services, the Career Services representative will confirm if the application is complete. If it is not, an action point in the form of a comment will be added, and the comment is then sent to the student in the form of an email, with details on what is required.
8. Upon clearance from the Career Services, the request goes to the Finance Office.  
***The condition to go or not to go through the Finance office is set by the Registrar's Office before the beginning of the internship registration period. As a rule of thumb, if it is past the registration period, the request goes through the finance office. If it is within the regular registration period, no finance clearance is required.***
9. Upon approval by the Finance Team, the request shifts to the Registrar's Team, who then registers the student in question for the internship.

Upon being registered, an email is sent to the faculty supervisor as well as the company supervisor informing them that the student is now registered for the internship. The company internship supervisor is informed that an evaluation of the student's performance at work will be required after the duration of the internship.

10. To submit the reports set by the instructor on point 6 above, the student needs to log back into the application. An email is sent to the student every day when the report is due, reminding the student to submit the required report.
11. An email is sent to the Instructor as soon as a report is submitted for review. The instructor has the option to accept or reject the submitted report.
12. On the last day of the internship, the company supervisor gets an email reminder to evaluate the student by completing the Evaluation Report. The supervisor logs in and uploads the evaluation report. The report goes to the instructor for analysis and grading.

Internships without an evaluation form cannot be graded by internship faculty supervisors, resulting in an incomplete grade.

13. Once the instructor issues a grade P, P+, OR F, an email is sent to the Registrar's office to enter the student's grade in the system.

## 6. Internship Responsibilities

### 6.1. Student Responsibilities

- The student must register for the internship program for the academic semester/term during which the internship is due. An internship agreement will not be granted retroactively; the student must have the internship terms approved in advance of commencing the internship experience.
- The student should identify his/her interests, skills, and career goals and explore opportunities in the market. He/she completes an online registration application form and submits the needed forms.
- When invited for an interview, the student should research the company and prepare questions to ask during the interview.
- Once offered an internship, the student should review the job description and ask pertinent questions about the duties that he/she does not understand. Internships require 20 hours per week of work, or as agreed upon between the intern, the faculty advisor, and the host company.
- With the help of the faculty advisor, the student develops specific goals and learning outcomes for his/her internship.
- For all corporate duties, the intern should be punctual, polite, conscientious, friendly, and a team player. Most importantly, the intern should maintain confidentiality regarding information about the host company and its products, should respect the company's dress code, and adhere to high ethical standards.
- During the internship, the intern should communicate with the host company supervisor, as stated in the internship agreement, and should complete all assignments as assigned by the host company and faculty supervisor within set deadlines. The student should inform the host company's supervisor immediately in case of any absences or lateness and display a professional attitude at all encounters with colleagues.
- In the case of encountering work-related problems, students should notify their respective faculty internship advisor immediately.
- Within ten (10) days of completing the work term agreement (or by the end of the semester -whichever is earlier), the student should submit the required reports within deadlines as defined by the faculty internship advisor.

## **6.2. Company Supervisor Responsibilities**

During the internship experience, the host company should:

- Challenge the student with meaningful experiences that meet both the student and company needs.
- Plan the student's internship program and assignments in cooperation with the intern and following AUD's requirements.
- Provide a thorough orientation; inform the intern of all company policies and procedures.
- Schedule regular, periodic supervision meetings with the student intern to discuss performance, schedules, future assignments, and other issues.
- Monitor the student intern to protect and enhance the quality of the company's service as well as the student's well-being while affiliated with the company.
- Provide the student intern reasonable freedom to participate in staff meetings, activities, projects, programs, and key elements of service at the company to obtain a broad and relevant experience as a pre-professional.
- Regard the student intern with respect and pass that respect on to other staff members by emphasizing the important role the company plays in professional development.
- Early in the internship, assist the student in determining projects and tasks that integrate core knowledge areas.
- Evaluate and review with the student her/his performance and submit the results to AUD's faculty internship advisor.
- Communicate regularly with the faculty internship supervisor about any suggestions, problems, or concerns.
- Submit online a filled Internship Evaluation Form within ten (10) days upon completion of his/her internship.

## **6.3. Faculty Advisor Responsibilities**

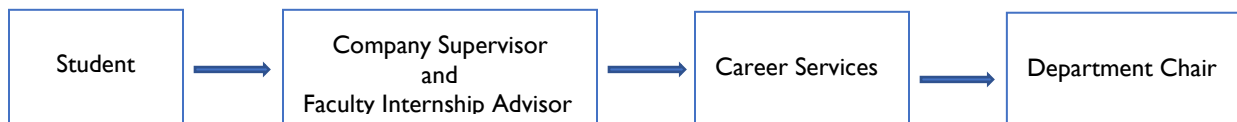
Faculty internship advisors are allocated by Deans/Chairs of Departments after consultation with faculty members and review of the student's internship application. The faculty internship advisor should:

- Assist the student in selecting an internship site that will meet the student's educational and career needs as well as interests; review the internship application, and give final approval for the site (in cooperation with the CSO).
- Conduct a pre-internship meeting to review the requirements of the internship experience with the student.
- Assist the CSO in formalizing the internship site with the company supervisor; initiate and follow-up on company/university agreements.
- If and when requested, be able to provide the company supervisor with information concerning his/her responsibilities as a participant in the internship program as well as student responsibilities during the internship.

- Monitor the student's experience, through periodic reports, telephone consultations as needed with the company supervisor and student, and site visits if feasible.
- Work with all parties concerned to assure the best possible education experience for the student intern.
- Remove the student from a company when both the company and the intern agree that a different assignment would be in the best interest of the student.
- Evaluate all assignments, written reports, and evaluations to assign the final grade. Advisors should not assign a grade unless they have received the *Internship Evaluation Form* by the host company. Grades must be submitted within the submission deadline as set by the Registrar's Office. In case of any delay in the evaluation report, the faculty internship advisor should fill an Incomplete Grade Form.
- Participate in the assessment of the internship program to recommend modifications and improvements, when necessary.

## 7. Conflict Resolution

Should problems arise, students should work through the appropriate channels to resolve them:



## 8. Early Termination

The company may exclude from participation any student whose performance is determined to be detrimental to the company's clients; who fails to comply with established company policies and procedures; who fails to comply with the applicable Code of Ethics; whose performance is otherwise unsatisfactory; or whose health status may prevent the required attendance and successful completion of the internship experience. The company may suspend the internship of a student for any of the above reasons. ***Final termination of the experience may not occur until after consultation with the student's faculty internship advisor. The company must provide the faculty advisor and the CSO with a written explanation of the termination.***

## 9. Criteria for Assigning an Incomplete

For reasons beyond a student's control, and upon request by the student, an incomplete grade may be assigned by the instructor when there is a reasonable certainty the student will successfully complete the course without retaking it. The grade "I", Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor. ***Partial credit is not given for the internship and students must complete the entire internship.***

# APPENDICES

## Appendix I

### Goals

### Requirements from Host Company

The goals of the internship for the host company are:

- To provide the company with the opportunity to assist in the preparation of future professionals
- To provide the opportunity to recruit trained professionals and to evaluate prospective candidates for later employment
- To provide the opportunity for an exchange of ideas between professionals and students
- To foster close working relationships with the American University in Dubai

### Host Company Responsibilities

#### A. Meaningful Assignment

Students should be given the opportunity to perform tasks that will intellectually stimulate them and provide real job experience. Effective assignments should include challenging projects and tasks. It would also be ideal to include interns in organization events, such as staff meetings, and to allow opportunities for the intern to network with business colleagues.

#### B. Effective Supervision

The host company supervisor is required to carefully plan the internship and to provide sufficient supervision by holding brief weekly meetings to stay up to date on the intern's progress.

#### C. Appropriate Documentation

The employer and intern with the assistance of the intern's faculty internship supervisor create mutually agreed-upon learning objectives. The host company should provide a job description that illustrates the experience that will be gained by an intern. The company should also provide feedback and evaluation of the intern as described in the Internship Evaluation Form upon completion of the internship.

#### D. Evaluation

- a) The host company supervisor should be willing to be available for any query that emanates from AUD's Career Services Office or the faculty internship supervisor's in regards to the internship placement process, the ongoing student's progress, and the student's final evaluation.



- b) The host company supervisor and the student will create a list of specific objectives for the internship duration, including assessment criteria that will form the basis for evaluating the successful completion of the internship.
- c) Although each student is expected to work a minimum of twenty hours during the internship period, it is not necessary that the length of the work term be confined to twenty (20) hours per week. If the student desires to work more than twenty (20) hours per week, and the student supervisor agrees to this, then the student may do so. In all cases, the student's work schedule is flexible as far as the hours' requirement of the internship program is met (Advertising & Integrated Marketing Communications: 225 hours, Architecture: 250 hours, Business Administration: 225 hours, Communication and Information Studies: 225 hours, Interior Design: 200 hours, International Studies: 225 hours, Psychology: 225 hours and Visual Communication: 250 hours).
- d) The host company supervisor must be willing to devote time to evaluate the intern's work at the end of the internship. Brief comments on the positive and negative aspects of the student work's performance are encouraged. The *Internship Evaluation Form* should be submitted to the student's faculty internship supervisor within ten (10) days of the completion of the internship.
- e) The *Internship Evaluation Form* should be provided by the host company supervisor in written format, signed and stamped by the host company supervisor, and submitted online directly to the student's faculty internship supervisor. Failure to provide the form on time will result in an incomplete grade for the intern.
- f) During the internship term, the host company supervisor can contact the students' faculty internship supervisor or the AUD's Career Services Manager if problems arise with the student's work performance.

**Appendix II  
STUDENT INTERNSHIP APPLICATION (Built-in online)**

**PERSONAL DATA**

<b>Student's Name</b>	<b>I.D.</b>
<b>Address</b>	<b>Mobile #</b>
<b>Email</b>	<b>Telephone #</b>

**ACADEMIC DATA**

<b>Major</b>	<b>Degree</b>
<b>Total Credits Completed</b>	<b>Cumulative GPA</b>
<b>Completed Core Credits</b>	<input type="checkbox"/> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <input type="checkbox"/> <b>NO</b>
<b>Completed ADV 442 and ADV 470</b> <i>Advertising majors under ADV 478 only (all other majors – ignore this box)</i>	<input type="checkbox"/> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <input type="checkbox"/> <b>NO</b>

**INTERNSHIP PLACEMENT**

<b>Company Name</b>	<b>Sector/Industry</b>
<b>Address</b>	<b>Telephone Number(s)</b>
<b>Fax Number</b>	<b>Website</b>
<b>Do you have a relative employed at this company?</b> <i>If yes, provide</i> <b>Name</b> <b>Title</b> <b>Relationship</b>	<input type="checkbox"/> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <input type="checkbox"/> <b>NO</b>
<b>Designated Company Supervisor</b> <b>Name</b> <b>Title</b>	<b>Supervisor' E-Mail Address</b>
<b>Semester/Term I am registering for the Internship</b> _____ <b>START Date</b> _____ <b>Internship END Date</b> _____	<b>Total Internship Hours</b>
<b>I found this internship through (choose only one option)</b>	
<input type="checkbox"/> <b>Career Services</b> <input type="checkbox"/> <b>Faculty/Department Assistance</b> <input type="checkbox"/> <b>Personal &amp; Professional Network</b>	
<b>PROVIDE FULL NAME OF THE COURSES YOU ARE TAKING ALONG WITH THIS INTERNSHIP</b>	

## DEPARTMENT APPROVAL

Please request signatures of approval in the following order. **Before** presenting, your documents to Faculty Advisor/Dean for approval ensure you gathered all required documents as per instructions of Career Services.

*Business students are requested to first visit their faculty advisor and then proceed to the Chair of the program.*

### PLEASE FOLLOW THE ORDER LISTED BELOW FOR APPROVALS

<b>1) Department Dean/Chair Name</b>	<b>Department Dean/Chair Signature</b>
<i>If applicable – I hereby, permit the student to exceed more than 20 hours/week.</i> <b>YES</b> <b>NO</b>	<b>Date:</b>
<b>2) Faculty Advisor Name</b>  <i>Please advise the student on Internship requirements, e.g. daily log, internship report, etc. and due dates</i>	<b>Faculty Advisor Signature</b>
<i>If applicable – I hereby, permit the student to exceed more than 20 hours/week.</i> <b>YES</b> <b>NO</b>	<b>Comments:</b>
<b>3) Career Services Documents Approved</b>	<b>Date</b>
<b>4) Finance Office</b>	<b>Date</b>
<b>5) Registrar's Office</b>	<b>Date</b>

Once you have registered, all documents **must be returned** to Career Services.

## TERMS AND CONDITIONS

### Time Requirements

According to the AUD Academic policy, students need to work for 4 hours a day or 20 hours a week **unless special approval is given by the Dean/ Chair** to complete the hours mentioned below. *If the duration of the internship does not meet the minimum working hours required, then the Career Services Office has full authority not to approve the internship.*

Students must complete the following hours for an accredited internship irrespective of the semester.

- Advertising and Integrated Marketing Communications 225 hours
- Architecture 250 hours
- Business Administration 225 hours
- Communication and Information Studies 225 hours
- Interior Design 200 hours
- International Studies 225 hours
- Psychology 225hours
- Visual Communication 250 hours

The internship schedule - number of weeks and number of hours per week - will depend on the needs of the company and the availability of the student, granted that the above time requirement is met within the semester. The working schedule will be established before the beginning of the internship in consultation with the company, the faculty advisor, and the student.

### Acceptance Letter

Students need to submit the original acceptance letter along with the internship application form. *If the Original copy of the company's acceptance letter is not provided, and then the internship will not be approved.*

The internship acceptance letter should be on official company letterhead, signed and stamped by the company supervisor. The letter should confirm the acceptance of the student and should clearly state the following:

- Name of the student,
- Department in which the intern will be occupied,
- Position title (if applicable),
- Name, email and telephone of the supervisor,
- Duration of internship in terms of hours as per course requirements and the period in which the internship will be completed, and
- An outline of the job description/internship tasks that clearly outlines what the student should do or learn from the internship.

“I hereby certify that I have read all the terms and conditions and I take full responsibility to follow all the above”

---

**Student Name**

**Student ID**

---

**Signature**

**Date**

## Appendix III

### Sample Acceptance Letter

*(On company letterhead)*

[Company Name]

[ Company Address]

Dubai, [Date]

Dear AUD Career Services,

With this letter, we would like to confirm that **[Student Name]**, **[Student ID]** has been accepted to complete a professional accredited internship within the **[Company's Department]** at **[Company Name]**. The student will hold the position of **[Position Title]** within the **[Company's Department]** and will be occupied at our premises in **[Company Location]**. The student, as per his/her academic requirements will complete an internship of **[Number of Hours]** commencing on **[Internship Start Date]** and ending by the **[Internship End Date]**. As per AUD's academic policy, the total amount of hours that the intern will be occupied for, during each internship week will not exceed 20 hours per week.

[Student Name] tasks, duties, and learning outcomes during this internship can be summarized to the below:

- [Job description including tasks that the intern is required to complete during the internship period with the host company]

The intern will be working under the direct supervision of **[Company's Direct Supervisor Full Name]**, **[Company's Representative Job Title]**. He/She will be the direct contact between **[Company Name]** and AUD for any matters concerning the students' performance during the duration of the internship.

His/Her contact details are: **[Supervisor's Email]**, **Supervisor's Telephone Number**].

Kind regards,

[Name]

[Title] [Tel]

[Email address]

[Supervisor Signature]

[Official Company Stamp]

## Appendix IV

# INTERNSHIP EVALUATION FORM (Built-in online)

### EVALUATION OF STUDENT INTERN

This form is to be completed by the intern's direct supervisor and to return to the [Faculty Internship Advisor](#), either by post or email. Please note that email documents should be formally stamped and signed by the company and sent as a scanned attachment.

*American University in Dubai*  
**PO Box:** 28282 Dubai  
**Tel:** 04-318-3131  
**Fax:** 04-399-8899 **Email:**  
[careerservices@aud.edu](mailto:careerservices@aud.edu)

**STUDENT NAME:** \_\_\_\_\_

**EVALUATOR/ SUPERVISOR (COMPANY ALLOCATED):** \_\_\_\_\_

**EVALUATOR'S TITLE:** \_\_\_\_\_

**COMPANYNAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## II. PLEASE EVALUATE THE STUDENT ON THE FOLLOWING SKILL SET:

Please tick boxes as appropriate.	Excellent	Good	Average	Poor
<b>Personal</b>				
<u>Reliability</u> Is punctual and does not need to be managed at every step.				
<u>Ethical Behavior</u> Takes responsibility for personal behavior and makes decisions to the best interest of company and its stakeholders.				
<u>Dedication</u> Does whatever it takes in time and effort to complete the job.				
<b>Competency</b>				
<u>Communication</u> Demonstrated the ability to write and communicate orally at all levels regarding business related issues.				
<u>Technical</u> Demonstrated the ability to use basic business tools where applicable to job.				
<u>Professional Concentration Knowledge</u> Demonstrated the ability to communicate effectively and apply information learned during studies at AUD.				
<b>Business/Professional</b>				
<u>Team Cooperation</u> Works efficiently as a member of a team and cooperates with organizational procedures.				
<u>Business/Cross-functional Awareness</u> Demonstrated understanding of how different organizational functions work as a common business entity.				
<u>Motivation</u> Demonstrated enthusiasm and willingness to ask questions, learn and complete tasks in a timely manner.				
<u>Determination</u> Follows through on projects and allocated tasks, even when difficulties arise.				
<u>Confidence</u> Poised, friendly and open to employees of all levels.				
<b>From your perspective, did the student meet the goals and objectives agreed upon for this internship?</b>				
<b>In what functional area was the intern occupied? Please comment on the intern's strengths for this functional area of any organization.</b>				

--

**What project/s did the intern complete? Please describe.**

--

**What overall comments would you make about the student's performance?**

--

**If the opportunity arose would you employ this student again?**

--

**PLEASE SIGN AND DATE:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# ADVERTISING MAJOR /ADVERTISING AND INTEGRATED MARKETING COMS (BBA) INTERNSHIP EVALUATION FORM

(Incorporated online)

## EVALUATION OF STUDENT INTERN

This form is to be completed by the intern's direct supervisor and to return to AUD's Career Services Department, either by post or email. Please note that email documents should be formally stamped and signed by the company and sent as a scanned attachment.

*American University in Dubai*

*PO Box: 28282 Dubai*

*Tel: 04-318-3131*

*Fax: 04-399-8899*

*Email: [careerservices@aud.edu](mailto:careerservices@aud.edu)*

**STUDENT NAME** \_\_\_\_\_

**EVALUATOR/ SUPERVISOR** (*COMPANY ALLOCATED*): \_\_\_\_\_

**EVALUATOR'S TITLE:** \_\_\_\_\_

**COMPANYNAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

<b>To what degree did the intern meet your performance standards?</b>				
<b>Intern strengths:</b>				
<b>Intern weaknesses:</b>				
<b>On which project/s and in which activities did the Intern excel?</b>				
<b>Was there anything required which was beyond the scope of the Intern's capability?</b>				
<b>As a result of engaging this Intern, has your opinion of the advertising concentration at AUD been affected negatively or positively?</b>				
<b>On the basis of your experience with this Intern, would you seek to interview future AUD graduates in advertising?</b>				
<b>If the opportunity arose, would you employ this Intern again?</b>				
<b>What grade would you recommend for this Intern based on his/her performance during the Internship? Please circle as appropriate.</b>				
A: SUPERIOR	B: GOOD	C: AVERAGE	D: POOR	F: FAILURE

**Intern Quality Level (relative to average entry-level candidates).**

<i>Please tick boxes as appropriate.</i>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Following instructions				
Independent thinking				
Initiative				
Oral communications skills				
Written communications skills				
Creativity				
Maturity				
Sense of professionalism				
General advertising knowledge/skills				
Team player				
Ability to get along with others				
Punctuality				
<b>Additional comments:</b>				

**PLEASE SIGN AND DATE:**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Appendix V**  
**Internship Course Syllabi by Degree**

## ARCH 561 – INTERNSHIP SYLLABUS

### COURSE INFORMATION

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior Status (90 credits)
<b>DAYS AND TIMES</b>	By appointment	<b>LOCATION</b>	<b>A215</b>

### INSTRUCTOR INFORMATION

<b>NAME</b>	Nabyl Chenaf	<b>E-MAIL</b>	<a href="mailto:nchenaf@aud.edu">nchenaf@aud.edu</a>	<b>PHONE</b>	+971 4 318 3227
<b>OFFICE</b>	A 215	<b>OFFICE HOURS</b>	<b>UR</b> , 10:00 AM to 2:00 PM <b>MW</b> , 3:00 PM to 4:00 PM		

### DESCRIPTION

The internship provides students with practical, on-the-job experience which allows them to integrate theory with “real world” situations. The internship is academically supervised by a faculty member and professionally supervised by the company’s internship supervisor who provides feedback to the university about the student’s progress.

### LEARNING OUTCOMES

**Upon completion of this course students will be able to:**

3. Demonstrate personal and professional values that are consistent with the ethics of the profession of Architecture, showing respect for cultural, ethnic and socioeconomic diversity.
4. Demonstrate experience in carrying out Architectural tasks.
5. Understand the way a Design Company operates internally and within the building industry at large.
6. Promote collaborative and cooperative working relationships with the supervisor, managers, staff, and peers.
7. Effectively express ideas and recommendations in oral, written and/or graphic form when working with supervisors, managers, staff, and peers.
8. Demonstrate evidence-based practice and critical thinking. Use evidence to solve problems in all areas of practice.
9. Take responsibility for own learning and professional development through self-assessment, planning, and participation in professional activities.

## TEXTBOOKS AND ADDITIONAL REFERENCES

Not applicable

## TEACHING METHODOLOGY

## STUDENT EVALUATION PLAN

Activity Reports	15%
Internship Portfolio	50%
Host Company's Report *	35%

\* Evaluations are performed by the company fieldwork supervisor.

## WORK REQUIREMENTS

<b>Time Requirement</b>	<ul style="list-style-type: none"><li>- Students will have to complete 250 hours at the workplace, for summer terms, the internship could start one or two weeks prior to the start of the semester.</li><li>- The internship schedule will depend on the needs of the company where you conduct the internship. The schedule will be established prior to the beginning of the internship in consultation with the company, the Career Services Manager and your academic advisor.</li></ul>
<b>Professional Work</b>	<ul style="list-style-type: none"><li>- As a representative of your university and the profession, you should act in a professional manner throughout your internship. All the work you complete should be of the highest quality. Your behavior and actions should reflect integrity, honesty, and caring.</li></ul>
<b>Topics</b>	Some or all of the following topics will be covered at the host company by means of attendance, discussions and applications: <ul style="list-style-type: none"><li>A. Design brainstorming session/s</li><li>B. Working drawings &amp; specifications</li><li>C. Architectural design phases</li><li>D. Rendering</li><li>E. Tendering</li><li>F. Interface with clients</li><li>G. Site visits &amp; Project Implementation</li></ul>

<b>Submissions</b>	<ul style="list-style-type: none"> <li>- The submission consists of: <ul style="list-style-type: none"> <li>1. Internship Portfolio consisting of: <ul style="list-style-type: none"> <li>a. A professional diary keeping track of meaningful tasks (daily)</li> <li>b. A sample of the work involved in (A4), if not allowed describe the projects in a few lines each.</li> <li>c. A one page summary of your overall internship experience</li> </ul> </li> <li>2. Host Company's Report</li> </ul> </li> </ul>
<b>Submission Policy</b>	<ul style="list-style-type: none"> <li>- The above should be submitted by the end of the term</li> </ul>
<b>Class Participation</b>	<ul style="list-style-type: none"> <li>- Not applicable</li> </ul>

## GRADING SCALE

**At the end of the course, a Pass “P” or Fail “F” grade is awarded**

**Note:** To obtain a W grade, students must withdraw from the course prior to week 9 for fall and spring semesters or before the end of week 4 for the summer term. After this date, it is not possible to withdraw from the course.



# IDES 471 – INTERNSHIP SYLLABUS

## Course Information

<b>CREDITS</b>	2	<b>PREREQUISITES</b>	DDFT 268, IDES 391
<b>DAYS AND TIMES</b>		<b>LOCATION</b>	

## INSTRUCTOR INFORMATION

<b>NAME</b>		<b>E-MAIL</b>		<b>PHONE</b>	
<b>OFFICE</b>		<b>OFFICE HOURS</b>			

## DESCRIPTION

With the aid of the supervising instructor from the Department in which a student is enrolled, the student participates in a practical “on-site” internship in which theoretical principles are applied to work situations under professional supervision.

### Learning Outcomes

Upon completion of this course students will be able to:

1. Demonstrate personal and professional values that are consistent with the ethics of the profession of Interior Design, showing respect for cultural, ethnic and socioeconomic diversity.
2. Demonstrate experience in carrying out Interior Design tasks.
3. Understand the way a design company operates internally and within the building industry at large.
4. Promote collaborative and cooperative working relationships with the supervisor, managers, staff, and peers.
5. Effectively express ideas and recommendations in oral, written and/or graphic form when working with superiors, managers, staff, and peers.
6. Demonstrate evidence-based practice and critical thinking. Use evidence to solve problems in all areas of practice.
7. Take responsibility for own learning and professional development through self-assessment, planning, and participation in professional activities.



## WORK REQUIREMENTS

<p><b>Time Requirement</b></p>	<ul style="list-style-type: none"> <li>- Students will have to complete 200 hours at the workplace, for Summer terms, the internship could start one or two weeks prior to the start of the semester.</li> <li>- The internship schedule will depend on the needs of the company where you conduct the internship. The schedule will be established prior to the beginning of the internship in consultation with the company, the Career Services Manager and your academic advisor.</li> </ul>
<p><b>Professional Work</b></p>	<ul style="list-style-type: none"> <li>- As a representative of your university and the profession, you should act in a professional manner throughout your internship. All the work you complete should be of highest quality. Your behavior and actions should reflect integrity, honesty and caring.</li> </ul>
<p><b>Submissions</b></p>	<p>The submission consists of:</p> <ol style="list-style-type: none"> <li>1. internship portfolio consisting of:             <ol style="list-style-type: none"> <li>a) A professional diary keeping track of meaningful tasks (weekly)</li> <li>b) A sample of the work involved in (A4); if not allowed, describe the projects in few lines.</li> <li>c) A one-page summary of your overall internship experience.</li> </ol> </li> <li>2. Host Company's Report (Internship Evaluation Form)</li> </ol>
<p><b>Submission Policy</b></p>	<ul style="list-style-type: none"> <li>- The above should be submitted by the end of the term.</li> </ul>
<p><b>Class participation</b></p>	<ul style="list-style-type: none"> <li>- Not applicable</li> </ul>

## GRADING SCALE

**At the end of the course a Pass "P" or Fail "F" grade is awarded**

Note: to obtain a W grade, students must withdraw from the course prior to week 9 for Fall and Spring semesters or before the end of the week 4 for the Summer term. After this date, it is not possible to withdraw from the course.



## VCCC 490 FIELD EXPERIENCE IN VISUAL COMMUNICATION SYLLABUS

### COURSE INFORMATION

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior Status, approval of the Chair
<b>DAYS AND TIMES</b>	UT 6.00pm - 7.15pm	<b>LOCATION</b>	A209

### INSTRUCTOR INFORMATION

<b>NAME</b>	Dina Faour	<b>E-MAIL</b>	dfaour@aud.edu	<b>PHONE</b>	04 3183 240
<b>OFFICE</b>	A109	<b>OFFICE HOURS</b>	U 10.00 pm – 12.00 pm MW 9 am to 11 am and 2.00 pm – 4.00 pm		

### DESCRIPTION

Students gain experience by applying academic knowledge to responsible roles outside the university context. Training at a professional business relevant to their academic major, students learn the working environment of teamwork, ethics, professionalism, implementation, and presentation. Students complete 250 hours of training with a business or studio and attend a series of scheduled group and individual meetings with the academic instructor.

### LEARNING OUTCOMES

**Upon completion of this course students will be able to:**

- Apply all the learned methodologies and techniques in a professional environment.
- Conceptualize, execute and produce work according to scheduled deadlines.
- Collaborate with a design team in all stages of the design and production process.

<b>SUGGESTED TEXTBOOKS AND ADDITIONAL REFERENCES</b>
Varied readings to be supplied.

### TEACHING METHODOLOGY

This course will be taught through a series of lectures, critiques, exercises, projects and in-class discussions.

## **STUDENT EVALUATION PLAN**

**Determining project grades will be based on the following rubric:**

Final Presentation: 20%

Internship Evaluation Form: 75%

Attendance and Participation: 5%

Total: 100%

## **COURSE REQUIREMENTS**

Each student is expected, by the end of the semester, to conduct a presentation that documents the student's experience as an intern in an original approach. The presentation will be proof of the progress/completion of the internship and should exemplify the student's capabilities as a visual communicator prepared to work at a professional level.

In terms of content, the presentation should reflect:

1. The student's knowledge of his/her field of study
2. Give a detailed account of internship responsibilities and outcomes
3. Visually articulate the students' work methodology and process.
4. Work process includes critical thinking/strategy, conceptual approach to a project, creative exploration, solution, production techniques learned and used, teamwork experience and presentation skills.
5. Challenges and how these were solved
6. Academic preparation and how this can improve

*The presentation must be supported with a creative output relevant to your major:*

*VCAD: Campaign, VCDM: Digital output, VCGD: Print Document, VCST: Artwork This*

*creative work must answer one of the below questions:*

1. *Survival Guide in the Industry*
2. *Future of the Industry in the Region*

This assignment covers all of the learning outcomes and objectives of the course.

As some workplaces expect confidentiality with regards to current accounts, pitches and such. Students are expected to respect these constraints and work around them: share your experience without exposing your accounts.

**ATTENDANCE IS REQUIRED FOR THE FIRST 3 WEEKS OF THIS COURSE. YOU ARE THEN REQUIRED TO PROVIDE WEEKLY LOGS OF YOUR PROGRESS.**

## GRADING SCALE

LETTER	PERCEN
<b>A</b>	90-100
<b>A-</b>	87-89
<b>B+</b>	84-86
<b>B</b>	80-83
<b>B-</b>	77-79
<b>C+</b>	74-76

LETTER CODE	PERCENTAGE
<b>C</b>	70-73
<b>C-</b>	67-69
<b>D+</b>	64-66
<b>D</b>	60-63
<b>F</b>	< 60
<b>W</b>	n/a

**Note:** To obtain a W grade, students must withdraw from the course prior to week 9 for Fall and Spring semesters or before the end of week 4 for the Summer term. After this date, it is not possible to withdraw from the course.

## ACADEMIC POLICIES

### Academic Integrity

Academic honesty is of utmost importance at AUD, as described in the *Student Handbook*. Students are expected to demonstrate academic integrity by completing their own work, assignments and other assessment exercises. Submission of work from another person, whether it is from printed sources or someone other than the student; previously graded papers; papers submitted without proper citations; or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade. Incidents involving academic dishonesty will be reported to university officials for appropriate sanctions.

Furthermore, students must always submit work that represents their original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, all relevant sources must be cited along with the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

### Classroom Atmosphere

As a courtesy to the class, mobile phones and pagers must be silenced or turned off so that they will not disturb the class. Possession of active cell phones or communication devices during exams is unacceptable and will result in assignment of an (F) grade in the exam.

### Attendance

Due to the nature of the course, attendance and class participation are both important aspects of the learning experience. For this reason, students are expected to arrive to class on-time, to attend all classes, and actively

Visual Communication

participate in class discussions. Students are required to abide by the university policy on attendance published in the *Undergraduate Catalog* and the *Student Handbook*.

**Make-up**

Some scheduled class meetings that do not take place because of declared holidays, instructor illness or any unforeseen circumstances may be rescheduled by the University or the instructor. These makeup class sessions will be scheduled during the Study/Make-up period allotted at the end of the semester. Any class activity (lecture, exam, class presentation, etc.) that cannot be performed because of such class cancellations will take place during the first class meeting held after reconvening, in order to preserve the order of the class schedule as much as possible.

WEEK	TOPICS TO BE COVERED
1	<p><b>Introduction</b></p> <p>Course introduction, and syllabus review.</p> <p>Student introductions and discussion of internships.</p>
2	Lectures: Professional you
3	Lectures: Professional you
4	Weekly update and discussion.
5	Weekly update and discussion.
6	Weekly update and discussion.
7	Weekly update and discussion.
8	<p><b>Midterm Review Meetings.</b></p> <p>Discuss and assess proposed internship visualization, concepts, and formatting possibilities.</p>
9	Weekly update and discussion.
10	Weekly update and discussion.
11	Weekly update and discussion.
12	Weekly update and discussion.
13	Weekly update and discussion.
14	Weekly update and discussion.
15	Weekly update and discussion.
16	<p><b>Final submissions and documents.</b></p> <p>All projects photographed and/or saved and/or uploaded inappropriate resolution.</p>



SCHOOL OF BUSINESS ADMINISTRATION

AIMC481- INTERNSHIP

SYLLABUS

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	<i>Senior status(or 90 credit hours and above). Minimum GPA of 2.0</i>
<b>DAYS AND TIMES</b>		<b>LOCATION</b>	

**INSTRUCTOR INFORMATION**

<b>NAME</b>	Mohammad Obeidat	<b>E-MAIL</b>	<a href="mailto:mobeidat@aud.edu">mobeidat@aud.edu</a>	<b>PHONE</b>	043183316
<b>OFFICE</b>	BI 14A	<b>OFFICE HOURS</b>			

**DESCRIPTION**

The Internship Program aims at providing students the opportunity to apply theoretical knowledge and principles learned in the classroom in their doctrinal business courses in the professional environment. The Internship Program assists students in making the transition from life at AUD to being a professional in the business community.

**LEARNING OUTCOMES**

**Upon completion of this course students will be able to:**

- 1 Develop a sense of responsibility in a work environment.**
- 2 Gain hands-on experience in the workplace in their field of business.**
- 3 Apply concepts learned in business courses to practical work situations.**
- 4 Recognize and adapt behavior to identified business norms.**
- 5 Expand professional skills by developing techniques and applying methods learned on the job.**
- 6 Communicate appropriately and work effectively with supervisors, co-workers, and other contacts.**
- 7 Model ethical standards and behaviors.**
- 8 Demonstrate enthusiasm and willingness to give quality work to the employer.**

<b>TEXTBOOKS AND ADDITIONAL REFERENCES</b>	
	<i>Materials may be supplied by the host organization.</i>

**TEACHING METHODOLOGY**

***Instruction by host organization and oversight by the faculty advisor.***

**STUDENT EVALUATION PLAN**

**Evaluation is based on 1. Material submitted by students and 2. Material submitted by host organizations.**

- 1. Material submitted by students include:**
  - a. Weekly work logs. MUST BE SUBMITTED EVERY WEEK**
  - b. The internship final report. The report serves as the intern's synopsis and final evaluation of the internship experience.**
  
- 2 Material submitted by host organizations include (\*)**  
**Final evaluation. MUST BE TYPED ON THE AUD TEMPLATE.**  
**Make sure that the evaluation has been signed, stamped, and dated by your supervisor/manager.**  
**(\*) Evaluation by the host organization must address student performance against the learning outcomes listed above.**

**At the discretion of the supervising faculty, site visits may also be used as an additional means of evaluation.**

### **COURSE REQUIREMENTS**

**Students should note that no credit can be given for previous work experience. Students must get all necessary approvals first and register prior to starting their internship.**

**SBA interns are required to work a minimum of 250 hours during the semester doing their internship and, as per AUD regulations, students are not allowed to work more than 20 hours a week. Students should count on a minimum of nine (12.5) weeks to complete their internship.**

### **GRADING SCALE**

**Internships are graded Pass (P) or Fail (F).**

### **ACADEMIC POLICIES**

#### **Academic Integrity**

Academic honesty is of utmost importance at AUD, as described in the *Student Handbook*. Students are expected to demonstrate academic integrity by completing their own work, assignments and other assessment exercises. Submission of work from another person, whether it is from printed sources or someone other than the student; previously graded papers; papers submitted without proper citations; or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade. Incidents involving academic dishonesty will be reported to university officials for appropriate sanctions.

Furthermore, students must always submit work that represents their original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, all relevant sources must be cited along with the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

**SCHOOL OF BUSINESS ADMINISTRATION**  
**BUSI 481 – INTERNSHIP**  
**SYLLABUS**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior status (90 credit hours and above). Minimum GPA of 2.0
<b>DAYS AND TIMES</b>	As required by the host organization	<b>LOCATION</b>	Premises of host organization

**INSTRUCTOR INFORMATION**

<b>NAME</b>	Evangelos Dedousis	<b>E-MAIL</b>	ededoussis@aud.edu	<b>PHONE</b>	04 3183302
<b>OFFICE</b>	B 217	<b>OFFICE HOURS</b>	Regular office hours and by appointment		

**DESCRIPTION**

The Internship Program aims at providing students the opportunity to apply theoretical knowledge and principles learned in the classroom in their doctrinal business courses in the professional environment. The Internship Program assists students in making the transition from life at AUD to being a professional in the business community.

**LEARNING OUTCOMES**

**Upon completion of this course students will be able to:**

- 1 Develop a sense of responsibility in a work environment.
- 2 Gain hands-on experience in the workplace in their field of business.
- 3 Apply concepts learned in business courses to practical work situations.
- 4 Recognize and adapt behavior to identified business norms.
- 5 Expand professional skills by developing techniques and applying methods learned on the job.
- 6 Communicate appropriately and work effectively with supervisors, co-workers, and other contacts.
- 7 Model ethical standards and behaviors.
- 8 Demonstrate enthusiasm and willingness to give quality work to the employer.

<b>TEXTBOOKS AND ADDITIONAL REFERENCES</b>	
	Materials may be supplied by the host organization.

**TEACHING METHODOLOGY**

Instruction by host organization and oversight by the faculty advisor.



## STUDENT EVALUATION PLAN

### *Evaluation is based on*

1. Material submitted by students and
2. Material submitted by host organizations.
  1. **Material submitted by students include:**
    - a. **Weekly work logs.** Each log is about 400-500 words long and **MUST BE SUBMITTED EVERY WEEK.**
    - b. **The internship final report.** The report serves as the intern's synopsis and the final evaluation of the internship experience.
  2. **Material submitted by host organizations include (\*)**  
**Final evaluation. MUST BE PROVIDED ON THE AUD TEMPLATE.** The evaluation must be signed, dated, and stamped by the intern's supervisor/manager.

All documents mentioned above are submitted in soft copy

(\*) *Evaluation by the host organization must address student performance against the learning outcomes listed above.*

At the discretion of the supervising faculty, site visits may also be used as an additional means of evaluation.

**SUBMISSION DEADLINES: Evaluation form by the company and the intern's final report must be submitted (soft copies) within one week from the final day at work as per the letter of offer.**

## COURSE REQUIREMENTS

Students should note that no credit can be given for previous work experience. Students must get all necessary approvals first and register prior to starting their internship.

SBA interns are required to work a minimum of 225 hours during the semester doing their internship and, as per AUD regulations, they are not allowed to work more than 20 hours a week. Thus, interns should count on a minimum of twelve (12) weeks to complete the internship.

## GRADING SCALE

*Internships are graded Pass (P) or Fail (F).*

## ACADEMIC POLICIES

### **Academic Integrity**

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not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

### **INTERNSHIP FINAL REPORT**

**(Must be submitted within one week from last day at work)**

1 The report should be around 4000 words long that is, approximately 10 word-processed pages.

2 Name of the host organization, **name and e-mail details of the on-site supervisor**, dates of employment, and your full name and ID must appear on a cover page.

3 You must deal with four issues in the report.

**a.** Describe the host organization. You need to refer to its background, history, type of activities/business, organizational structure, staff, and facilities. This should be done in around 600 words.

**b.** Describe your work experiences and give details of a typical day/week at work. Be as specific as possible. This should take about 700 words.

**c. Evaluate your internship. Here you can refer to the practical value of knowledge and experience and discuss whether you had the opportunity to apply knowledge from the courses studied at AUD to the work environment. Give specific examples of how material studied in a course was applied to your work or, perhaps, how what you studied in your courses differed compared to the real work experience. Were you sufficiently challenged during the internship or was it something that anyone, even less qualified than you, could have done? Allow about 2000 words for this. The above is the most important part of the report**

**d.** Provide suggestions for improving the internship and make it an even more rewarding experience. What else you would have wished your internship to include? About 700 words for this.

Good Luck.

#### ***A quick summary of requirements***

**1 Weekly logs** Every week you email a log describing what you did at work. The log is about one and a half-page long and you may refer to what exactly you did every day or you may describe the main tasks accomplished during the week. **Logs must be submitted at the end of every week and not as a bunch at the end of the internship.** You must submit weekly logs for ALL the weeks you have spent on the internship.

**2 Final report** 4000 words long (+/-10%) and must be submitted within one week from the last day at work as per the letter of offer. In the report, you describe the company and comment on the usefulness of courses you did at AUD and how they have helped you (or not) in carrying out work duties. You also give your ideas of how the internship could be improved, things that you liked and disliked at work. The final report is NOT a repetition and copy-paste of weekly logs.

**3 Company evaluation.** Upon completing the internship your supervising manager must send DIRECTLY to me your evaluation on the AUD Template (downloadable from Career Services). NO other form of evaluation is acceptable. It is your own responsibility to make sure that your evaluation form is sent to me. Make sure that your manager **signs, stamps, and dates the evaluation form.**



**DPST 461/JOUR 463: INTERNSHIP  
SYLLABUS**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior Status
<b>DAYS AND TIMES</b>	N/A	<b>LOCATION</b>	N/A

**INSTRUCTOR INFORMATION**

<b>NAME</b>		<b>E-MAIL</b>	<a href="mailto:eaayoub@aud.edu">eaayoub@aud.edu</a>	<b>PHONE</b>	04/3183 544
<b>OFFICE</b>	C333	<b>OFFICE HOURS</b>	By Appointment		

**DESCRIPTION**

A carefully supervised internship with a media organization approved by the faculty supervisor. Students are required to submit a detailed ongoing journal and a final report as defined by the faculty supervisor.

The length of the internship is 225 hours, which should be completed with one company. In rare cases, which must be approved prior to the beginning of the internship, the 225 hours can be spread over two internships.

**LEARNING OUTCOMES**

**Upon completion of this course students will be able to:**

1. *Learning Outcome 1-* Identify and administer various media platforms to communicate with diverse audiences about a wide range of topics;
  - o Technical: Demonstrated the ability to use basic business tools where applicable in the job;
  - o Professional Concentration & Knowledge: Demonstrated the ability to communicate effectively and apply information learned during studies at AUD.
2. *Learning Outcome 3-* Demonstrate proficiency in production aesthetics, particularly in using digital media platforms, to provide various forms of media content to the public;
  - o Communication: Demonstrated the ability to write and communicate orally (*and visually*) at all levels regarding business-related studies.
3. *Learning Outcome 6-* Determine the importance of media independence while recognizing legal and ethical principles that govern media practices;
  - o Ethical Behavior: Takes responsibility for personal behavior and makes decisions in the best interest of the company and stakeholders.
4. *Learning Outcome 7-* Appreciate the value of lifelong learning about the constantly changing practices and influence of the mass media, and the importance of being able to innovate within the evolving world of media;
  - o Dedication: Does whatever it takes in time and effort to complete the job;

- Motivation: Demonstrated enthusiasm and willingness to ask questions, learn and complete tasks in a timely manner;
  - Determination: Follows through on projects and allocated tasks, even when difficulties arise.
5. *Learning Outcome 8*- Recognize the importance of being able to interact with fellow media professionals and the larger public in ways that reflect sensitivity to diverse interests.
- Team cooperation: Works efficiently as a member of a team and cooperates with organizational procedures;
  - Business/Cross-functional Awareness: Demonstrated understanding of how different organizational functions work as a common business entity;
  - Confidence: Poised, friendly and open to employees at all levels.

## TEACHING METHODOLOGY

Supervised internship.

## STUDENT EVALUATION PLAN

Initial report (1-page paper, ca. 250 -300 words): due before the start of the internship

Before the internship, students must write a 1-page paper describing the company, the internship they will do at the company, and how the internship fits into their curriculum.

Daily journal: submitted after 80, 160 hours and at the end of the internship

As soon as the students start the internship, they are required to keep a daily journal, which they will submit after 80 hours, 160 hours, and at the end of the internship. The journal should list all assignments and tasks performed on each day.

Weekly Reports

Students need to file weekly reports by e-mail with the supervising faculty member. The report should specify what students have learned during the week and if they faced any issues and challenges including ethical issues.

Final report (4-page paper, 1000-1200 words): due seven days after completion of the internship.

Upon finishing the internship, students must write a final report that is due seven days after completion of the internship. The report should cover major projects or assignments during the Internship and provide a brief evaluation of the internship experience. The length of the final report is a minimum of 4 pages.

## COURSE REQUIREMENTS

Students are also required to turn in all forms and documents with Career Services BEFORE BEGINNING THE INTERNSHIP. These documents include:

- a completed application form
- CV
- Transcript from Registrar
- Letter on letterhead from the company, inviting students to be an intern
- Job description and schedule

Be sure to submit also the final Job Evaluation form (filled in by company) to Career Services.

## GRADING SCALE

Pass/Fail.

## **ACADEMIC POLICIES**

### **Academic Integrity**

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Furthermore, students must always submit work that represents their original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, all relevant sources must be cited along with the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

**INST 398 INTERNATIONAL STUDIES INTERNSHIP  
SYLLABUS**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Junior or Senior standing
<b>DAYS AND TIMES</b>	To be determined	<b>LOCATION</b>	

**INSTRUCTOR INFORMATION**

<b>NAME</b>	Elham Seyedsayamdost	<b>E-MAIL</b>	<a href="mailto:esevedsayamdost@aud.edu">esevedsayamdost@aud.edu</a>	<b>PHONE</b>	<Enter here>
<b>OFFICE</b>	C431	<b>OFFICE HOURS</b>	Sunday and Tuesday: 9:00 Am – 12:00 Pm, Monday & Wednesday 11:00 Am – 12:00 Pm		

**DESCRIPTION**

With the aid of a supervising instructor and under the direct supervision of a member of the host organization, students participate in a practical onsite internship in which theoretical principles are applied to “real world” situations.

**LEARNING OUTCOMES**

***Upon completion of this course students will be able to:***

1. Apply academic knowledge to “real world” situations in an internship environment
2. Engage in responsible conduct while working as an intern
3. Create in-depth reflective assignments regarding the internship experience
4. Develop self-confidence and interpersonal skills
5. Develop work competencies for future employment

**TEXTBOOKS AND ADDITIONAL REFERENCES**

<b>I.</b>	Readings may be assigned by the instructor
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**TEACHING METHODOLOGY**

Supervised internship

**STUDENT EVALUATION PLAN**

Students will be evaluated based on the following components.

Identifying goals for internship experience	10%
Attendance at the workplace (timesheets) and workplace supervisor evaluation	20%
Regularly updating supervising instructor	20%
Weekly Internship Journals	25%
Final reflective paper and oral presentation	25%

## COURSE REQUIREMENTS

### Identifying Goals for Internship Experience

Students will identify a minimum of three (3) goals they hope to accomplish during their internship experience. These goals will be revisited throughout the internship experience. The required contact hours for this internship are a minimum of 250 hours.

### Weekly Internship Journals

Students will submit weekly journals to their supervising instructor reporting on what the students have learned during the week and what if any, challenges they faced. Students should also record progress toward realizing the goals identified in the first assignment.

### Regularly Updating Supervising Instructor

Prior to embarking on the internship, students will schedule a timetable for regular updates that allow supervising instructors to assess students' performance and ensure that they are meeting the previously identified goals for the internship experience. These updates will usually take place in person, but can also be done via email or phone if both the instructor and student agree to these formats.

### Final Reflective Paper

Upon finishing the internship, students must write a final report that covers major projects or assignments during the internship and provides a brief evaluation of the internship experience. The report should be 1000 – 1200 words in length.

## GRADING SCALE

LETTER CODE	PERCENTAGE
<b>A</b>	90-100
<b>A-</b>	87-89
<b>B+</b>	84-86
<b>B</b>	80-83
<b>B-</b>	77-79
<b>C+</b>	74-76

LETTER CODE	PERCENTAGE
<b>C</b>	70-73
<b>C-</b>	67-69
<b>D+</b>	64-66
<b>D</b>	60-63
<b>F</b>	< 60
<b>W</b>	n/a

**Note:** To obtain a W grade, students must withdraw from the course prior to week 10 for Fall and Spring semesters or before the end of week 4 for the Summer term. After this date, it is not possible to withdraw from the course.

## ACADEMIC POLICIES

### Academic Integrity

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previously graded papers; papers submitted without proper citations; or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade. Incidents involving academic dishonesty will be reported to university officials for appropriate sanctions.

Furthermore, students must always submit work that represents their original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, all relevant sources must be cited along with the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

### **Attendance**

Due to the nature of the course, attendance and class participation are both important aspects of the learning experience. For this reason, students are expected to arrive to class on-time, to attend all classes, and actively participate in class discussions. Students are required to abide by the university policy on attendance published in the *Undergraduate Catalog* and the *Student Handbook*.

### **Make-up**

Scheduled class meetings that do not take place because of undeclared holidays, instructor illness or any unforeseen circumstances may be rescheduled by the University or the instructor. These makeup class sessions will be scheduled during the Study/Make-up period allotted at the end of the semester or by arrangement with the instructor. Any class activity (lecture, exam, class presentation, etc.) that cannot be performed because of such class cancellations will take place during the first class meeting held after reconvening, in order to preserve the order of the class schedule as much as possible.

### **Students with Special Needs**

Any students with documented disabilities (learning or otherwise) and in need of special accommodations during class sessions or exams should contact AUD's Student Services office for a confidential assessment. It is the responsibility of the student (and not the faculty member) to contact the office for an interview and needs assessment. Any approved special accommodations or adaptations will be coordinated between Student Services and the faculty member.





## PSYC 398 – PSYCHOLOGY INTERNSHIP SYLLABUS

### Course Information

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Junior standing
<b>DAYS AND TIMES</b>	To be determined	<b>LOCATION</b>	<Enter here>

### INSTRUCTOR INFORMATION

<b>NAME</b>	TBA	<b>E-MAIL</b>	<Enter here>	<b>PHONE</b>	<Enter here>
<b>OFFICE</b>	<Enter here>	<b>OFFICE HOURS</b>	<Enter here>		

### DESCRIPTION

With the aid of a supervising instructor and under the direct supervision of a member of the host organization, students participate in a practical onsite internship in which theoretical psychological principles are applied to “real world” situations.

### Learning Outcomes

#### Upon completion of this course students will be able to:

1. Apply academic knowledge to “real world” situations in an internship environment
2. Engage in responsible conduct while working as an intern
3. Create in-depth reflective assignments regarding the internship experience
4. Develop self-confidence and interpersonal skills
5. Develop work competencies for future employment

### TEACHING METHODOLOGY

Supervised internship

### STUDENT EVALUATION PLAN

Students will be evaluated based on the following components.

Internship experience goals report	10%
Attendance at workplace (time sheets) and workplace supervisor evaluation	20%
Attending meetings with supervising instructor (3-5 meetings)	20%
Periodic Internship Journals	25%

Final reflective paper and oral presentation

25%

## **COURSE REQUIREMENTS**

### **Internship experience goals report**

Each student will submit a 1-2 page report outlining a minimum of three (3) goals they hope to accomplish during their internship experience. These goals will be revisited throughout the internship experience.

### **Attending meetings with the supervising instructor**

Students will regularly meet with their supervising instructors to discuss their progress.

### **Periodic Internship Journals**

Students will regularly submit journals to their supervising instructor reporting on what the students have learned during the week and what if any, challenges they faced. Students should also record progress toward realizing the goals identified in the internship experience goals report.

### **Final Reflective Paper**

Upon finishing the internship, students must write a final report that covers major projects or assignments during the internship and provides a brief evaluation of the internship experience. The report should be 4-5 pages in length.

## **GRADING SCALE**

<b>LETTER CODE</b>	<b>PERCENTAGE</b>
<b>A</b>	90-100
<b>A-</b>	87-89
<b>B+</b>	84-86
<b>B</b>	80-83
<b>B-</b>	77-79
<b>C+</b>	74-76

<b>LETTER CODE</b>	<b>PERCENTAGE</b>
<b>C</b>	70-73
<b>C-</b>	67-69
<b>D+</b>	64-66
<b>D</b>	60-63
<b>F</b>	< 60
<b>W</b>	n/a

**Note:** To obtain a W grade, students must withdraw from the course prior to week 10 for Fall and Spring semesters or before the end of week 4 for the Summer term. After this date, it is not possible to withdraw from the course.

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