



## **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 internship supervisors 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 student to professional.

The program promotes connections between AUD, 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 on 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 Division (CSD) 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/internship term during which the internship is set to take place.***

### 4.1. Internships through Career Services

When the CSD 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 CSD 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 <https://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 out the online *Internship Registration Form* and attach 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 internship supervisor is the initial contact between AUD and the host company during the internship period. The faculty internship supervisor 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 CSD 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 supervisor 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 supervisors must inform the CSD, 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 supervisor 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' approved plan for the internship program. During the internship program, students must submit all required written reports to the faculty internship supervisor, as per the course syllabus of each Department ([Appendix V](#)), and as per the timeline suggested by the faculty internship supervisor. The report format and content must be of professional quality and must comply with each Department's requirements.

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

**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. Students **may not** work in a family business or with a parent/relative at the host company.

Internships may be completed in any of the academic semesters including Summer I, Summer II, and the Internship Term for BBA, BFA ID, and B. Architecture. 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, submit all the required information, get the approvals online then commence their internship experience, which should be completed **within the semester/Internship Term 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 Division, 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 the 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 for the Fall and Spring semesters (i.e. one week after drop

and add period). The same process applies for Summer 1/Summer 2/Internship Term but the registration deadline is only 2 days after the drop and add period.

**Example:** A student registers for the internship course in Summer 1 which commences in May. The internship can officially begin before May, i.e. April, as far as the internship continues after May, for it to be approved.

**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 parties and monitored by a faculty internship supervisor.**

## 5.2. Time Requirements

Students must complete the following time requirement for an accredited internship –

Table 1

Program/Major	Hours Requirement	Comments
<b>Advertising and Integrated Marketing Communications</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks. The student is advised to register for this course during the internship term (May – Aug) of their 3 <sup>rd</sup> year as long as they have earned 90 credits
<b>Architecture</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks. The student is advised to register for this course during the internship term (May – Aug) of their 4 <sup>th</sup> year as long as they have earned 90 credits
<b>Business Administration</b>	400hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks. The student is advised to register for this course during the internship term (May – Aug) of their 3 <sup>rd</sup> year as long as they have earned 90 credits
<b>Interior Design</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks. The student is advised to register for this course during the internship term (May – Aug) of their 3 <sup>rd</sup> year as long as they have earned 90 credits
<b>Communication and Information Studies</b>	225 hours *20 hours/week	12 weeks approximately
<b>International Studies</b>	225 hours *20 hours/week	12 weeks approximately
<b>Psychology</b>	225 hours *20 hours/week	12 weeks approximately
<b>Visual Communication</b>	250 hours *20 hours/week	13 weeks approximately

The working schedule will be established before the beginning of the internship in consultation with the company, the faculty internship supervisor, and the student, depending on the needs of the company and the availability of the student, given that the [time requirement](#) is met within the semester.

According to the AUD Academic policy, students need to work for a certain number of hours per week as stated in [Table I](#) **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 required working hours and the minimum required number of weeks, 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 V](#) 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 (compulsory for all majors – equal to 3 credit hours).**

**Please refer to [Appendix V](#) 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
- Senior status (acquired 90 credits) and 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 AIMC students, the below courses are pre-requisites to 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 majors – equal to 3 credit hours).

Please refer to [Appendix V](#) 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

**Department of Interior Design (compulsory for all majors – equal to 2 credit hours).**

Please refer to [Appendix V](#) 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, and Senior status

**Department of Visual Communication (compulsory for all majors – equal to 3 credit hours).**

Please refer to [Appendix V](#) 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 major 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 CSD 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. The Dean/Chair's approval needs to be acquired for exceptional cases.

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

- Complete the online registration ( <https://registrar.aud.edu> )
- Upload a stamped and signed copy of the acceptance letter on official company letterhead obtained from the host company in pdf format. In some cases where the acceptance letter is not available at the time of application for the internship, the student may upload a copy at a later date before the registration deadline. However, the application will remain "incomplete" at the Career Services level until receipt of the letter before the registration deadline.

The internship acceptance 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 hosted
- Position title (if applicable)
- Name of the workplace supervisor
- Number of internship 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 the student's responsibilities

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

During the internship, students are responsible for submitting required documentation to their faculty internship supervisor as per the course syllabus of each Department ([Appendix V](#)) and as per the timeline suggested by the internship supervisor. The ***Internship Related Reports*** and/or ***Daily Journals*** should be compiled by the student.

Each student is responsible for seeking detailed requirements from the relevant faculty internship supervisor with regards to the necessary reports for the successful completion of his/her internship course (in the case it wasn't defined online at the internship registration portal by the faculty in charge).

***All post-internship documents (if any) must be submitted to the student's faculty internship supervisor for grading within ten (10) days after the completion of the internship unless differently***

***instructed by the faculty internship supervisor. 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. Upon clicking on the appropriate course, the internship instructions appear on the left.

### **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

To continue, click on the **Proceed** option above. This opens a form that 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.

**Note:** The student should upload the acceptance letter obtained from the company he/she will be interning with. See above (Section 5.4) if the letter is not available at the time of application.

3. Upon completion and upload of all documentation, the Office of the Registrar verifies the Internship Application. This includes verification of the eligibility of the student to apply for the internship course based on the number of credits completed and confirmation of the course selection per program/major.
4. Upon clearance from the Office of the Registrar, the application moves to the instructor supervising the course. The instructor will indicate the frequency of the reports required: weekly, bi-weekly, or customized as per the instructor's requirements.
5. After approval, the application returns to the Career Services Division.
6. At the CSD, the team will confirm if the application is complete. If it is not, the CSD will follow up with the student on the missing details.
7. Upon clearance from Career Services, the request is forwarded to the Office of Finance.

**Note: The condition to go or not to go through the Office of Finance is set by the Office of the Registrar before the beginning of the internship registration period. As a rule of thumb, if it is past the registration period, the request is forwarded to the Office of Finance. If it is within the regular registration period, no finance clearance is required.**

8. Upon approval by the Office of Finance, the request returns to the Office of the Registrar to register the student in question for the internship.

**Note:** Upon being registered, an email is sent to the faculty internship 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.

9. Students submit all required reports via the Online Internship Portal.
10. An email is sent to the faculty internship supervisor as soon as a report is submitted for review. The instructor has the option to accept or reject the submitted report.
11. On the last day of the internship, the company supervisor receives a reminder email to evaluate the student by completing the Evaluation Report. The supervisor logs in and uploads the evaluation report. The report goes to the faculty internship instructor for assessment and grading.

**Note: Internships without an evaluation report from the company cannot be graded by the faculty internship supervisors, resulting in an incomplete grade.**

12. Once the instructor issues a grade of P, P+, or F, an email is sent to the Registrar's office to document the student's grade.

## 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 or 25 hours per week of work depending on the major of study, or as agreed upon between the intern, the faculty internship supervisor, and the host company as long as the hours and weeks' requirements are met.
- With the help of the faculty internship supervisor, 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 internship 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 in all encounters with colleagues.
- In the case of encountering work-related problems, students should notify their respective faculty internship supervisors immediately.
- The student should submit the required reports within deadlines as defined by the faculty internship supervisor.

## 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 the company's needs.
- Plan the student's internship program and assignments in cooperation with the intern and follow 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 supervisor.
- Communicate regularly with the faculty internship supervisor about any suggestions, problems, or concerns.
- Submit the Online Internship Evaluation Form within ten (10) days upon completion of his/her internship.

### 6.3. Faculty Internship Supervisor Responsibilities

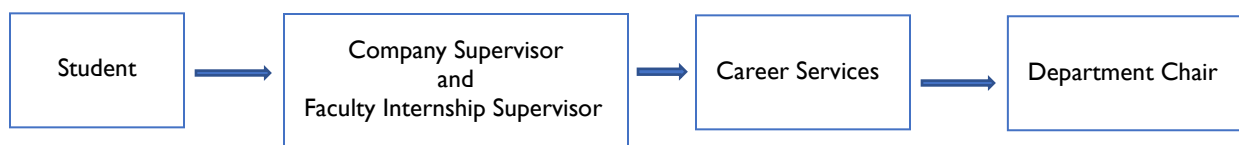
Faculty internship supervisors are allocated by Deans/Chairs of Departments after consultation with faculty members and a review of the student's internship application. The **faculty internship supervisor** should:

- 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 CSD).
- Conduct a pre-internship meeting to review the requirements of the internship experience with the student.
- Assist the CSD 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* from the host company. Grades must be submitted within the submission deadline as set by the Office of the Registrar. In case of any delay in the evaluation report, the faculty internship supervisor should fill out 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 suspend the internship of a student or 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. ***Final termination of the experience may not occur until after consultation with the student's faculty internship supervisor. The company must provide the faculty supervisor and the CSD 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 faculty internship 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.***

<b>SUMMARY OF CHANGES</b>		
<b>Date</b>	<b>Section</b>	<b>Change</b>
23 June, 2022	Entire Manual Review	Reform the internship course for ENGG, BUS, ID & ARCH following the most recent CAA requirements



## APPENDICES

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## REQUIREMENTS FROM THE HOST COMPANY AND RESPONSIBILITIES

### 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 to twenty-five hours during the internship period, it is not necessary that the length of the work term be confined to twenty (20 or 25) hours per week. If the student desires to work more than the set hours per week, and the student supervisor agrees to this, then the student may do so, as long as they abide by the **minimum training weeks required** relevant to each major. In all cases, the student's work schedule is flexible as far as the hours' requirement and the number of weeks of the internship program are met -

Program/Major	Hours Requirement	Comments
<b>Advertising and Integrated Marketing Communications</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks.
<b>Architecture</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks.
<b>Business Administration</b>	400hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks.
<b>Interior Design</b>	400 hours *25 hours/week over 16 weeks	The internship should not be less than 16 weeks.
<b>Communication and Information Studies</b>	225 hours *20 hours/week	12 weeks approximately
<b>International Studies</b>	225 hours *20 hours/week	12 weeks approximately
<b>Psychology</b>	225 hours *20 hours/week	12 weeks approximately
<b>Visual Communication</b>	250 hours *20 hours/week	13 weeks approximately

- 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* will be sent automatically at the end date of the internship to the supervisor's email address and 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 filled by the host company direct supervisor, 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 AIMC 411, 421 and 431</b> <i>AIMC 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's 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 the Faculty Supervisor/Dean for approval ensure you gathered all required documents as per instructions of Career Services.

*Business students are requested to first visit their faculty internship supervisor 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 Internship Supervisor Name</b>  <i>Please advise the student on Internship requirements, e.g. daily log, internship report, etc., and due dates</i>	<b>Faculty Internship Supervisor 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>	Date
<b>4) Office of Finance</b>	Date
<b>5) Office of the Registrar</b>	Date

## TERMS AND CONDITIONS

### Time Requirements

According to the AUD Academic policy, students need to work for limited hours per 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 and the minimum working weeks, then the Career Services Division 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 400 hours (16 weeks)
- Architecture 400 hours (16 weeks)
- Business Administration 400 hours (16 weeks)
- Communication and Information Studies 225 hours (12 weeks)
- Interior Design 400 hours (16 weeks)
- International Studies 225 hours (12 weeks)
- Psychology 225 hours (12 weeks)
- Visual Communication 250 hours (13 weeks)

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 requirements are met within the semester. The working schedule will be established before the beginning of the internship in consultation with the company, the faculty internship supervisor, and the student.

### Acceptance Letter

Students need to submit a PDF version of the original signed and stamped acceptance letter on company letterhead online after filling out the internship application form. If the stamped and signed copy of the company's acceptance letter is not attached, 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 number of the supervisor,
- Duration of the internship in terms of hours and weeks as per the course requirements and the period in which the internship will be completed within, and
- An outline of the job description/internship tasks that clearly outlines what the student will 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, during each internship week will not exceed 20 or 25 hours per week. *(Depending on the student's internship course requirements provided by the student)*

**[Student Name]** tasks, duties, and learning outcomes during this internship can be summarized 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**

*(Will be sent automatically online to the student's company supervisor)*

**EVALUATION OF STUDENT INTERN**

This form should be filled out by the host company direct supervisor, 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.**

***American University in Dubai***

***PO Box: 28282 Dubai***

***Tel: 04-318-3131***

***Fax: 04-399-8899***

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

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

\_\_\_\_\_

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

**COMPANY NAME:** \_\_\_\_\_

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

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

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

<i>Please tick boxes as appropriate.</i>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
<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 Major 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>				

**In what functional area was the intern occupied? Please comment on the intern's strengths for this functional area of any organization.**

--

**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**

*(Will be sent automatically online to the student's company supervisor)*

**EVALUATION OF STUDENT INTERN**

This form should be filled out by the host company direct supervisor, 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.**

***American University in Dubai***

***PO Box: 28282 Dubai***

***Tel: 04-318-3131***

***Fax: 04-399-8899***

**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 major 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 PROGRAM/MAJOR

**ARCH 561 – INTERNSHIP**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior status (90 credits)
<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**

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**

<b>Course Learning Outcome</b>	<b>Program Learning Outcomes*</b>						<b>Assessment Methods**</b>	
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	Internship Evaluation Form (Host company supervisor)	Internship Evaluation Report (Faculty supervisor)
Work efficiently as a member of a multidisciplinary team, who observes organizational procedures.						H	X	X
Demonstrate the ability to use skills and knowledge learned at the university where applicable to the job.	H	M	M	H	H	H	X	X
Demonstrate professional work ethics and observes the best interest of the company and its stakeholders.						H	X	X



**TEXTBOOK/READINGS (ALL READINGS SHOULD INCLUDE FULL CITATION;  
USE THE MOST UPDATED BOOKS)**

NOT APPLICABLE

**EVALUATION PLAN**

Internship Report	40%
Host Company's Report/Internship Evaluation Form *	60%

\* Evaluations are performed by the company fieldwork supervisor.

**Time Requirement**

- Students will have to complete **Sixteen weeks** at the workplace.
- 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.

**Professional Work & Ethics**

As a representative of your university and the profession, you should act in a professional manner throughout your internship. All work you complete should be of the highest quality. Your behavior and actions should reflect integrity, honesty, and caring.

**Topics**

Some or all of the following topics will be covered at the host company by means of attendance, discussions, and applications:

- Design brainstorming session/s
- Working drawings & specifications
- Design phases
- Rendering
- Tendering
- Interface with clients
- Site visits & Project Implementation

**Submissions**

- The submission consists of:

- I. Internship Report consists of:
    - A professional diary keeping track of meaningful tasks (weekly)
    - A sample of the work involved in (A4), if not allowed describe the projects in a few lines each.
    - A one-page summary of your overall internship experience
- Host Company's Report/Internship Evaluation Form

**Submission Policy**

The above should be submitted by the end of the term

**GRADINGSCALE**

**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. After this date, it is not possible to withdraw from the course.

**IDES 471 – INTERNSHIP**

**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**

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**

	<b>Program Learning Outcomes*</b>						<b>Assessment Methods**</b>	
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	Internship Evaluation Form (Host company supervisor)	Internship Evaluation Report (Faculty supervisor)
<b>Course Learning Outcome</b>								
Work efficiently as a member of a multidisciplinary team, who observes organizational procedures.						H	X	X
Demonstrate the ability to use skills and knowledge learned at the university where applicable to the job.	H	M	M	H	H	H	X	X
Demonstrate professional work ethics and observes the best interest of the company and its stakeholders.						H	X	X

**TEXTBOOK/READINGS (ALL READINGS SHOULD INCLUDE FULL CITATION;  
USE THE MOST UPDATED BOOKS)**

NOT APPLICABLE

**EVALUATION PLAN**

Internship Report	40%
Host Company's Report/Internship Evaluation Form *	60%

\* Evaluations are performed by the company fieldwork supervisor.

**Time Requirement**

- Students will have to complete **Sixteen weeks** at the workplace.
- 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.

**Professional Work & Ethics**

As a representative of your university and the profession, you should act in a professional manner throughout your internship. All work you complete should be of the highest quality. Your behavior and actions should reflect integrity, honesty, and caring.

**Topics**

Some or all of the following topics will be covered at the host company by means of attendance, discussions, and applications:

- Design brainstorming session/s
- Working drawings & specifications
- Interior Design phases
- Rendering
- Tendering
- Interface with clients
- Site visits & Project Implementation

**Submissions**

- The submission consists of:

- I. Internship Report consists of:
    - A professional diary keeping track of meaningful tasks (weekly)
    - A sample of the work involved in (A4), if not allowed describe the projects in a few lines each.
    - A one-page summary of your overall internship experience
- Host Company's Report/Internship Evaluation Form

**Submission Policy**

The above should be submitted by the end of the term

**GRADINGSCALE**

**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. After this date, it is not possible to withdraw from the course.

**VCCC490, FIELD EXPERIENCE IN VISUAL COMMUNICATION**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior Status, approval of the Chair
<b>DAYS AND TIMES</b>	TBA	<b>LOCATION</b>	TBA

**INSTRUCTOR INFORMATION**

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

**DESCRIPTION**

Students gain experience by applying their academic knowledge to responsible roles outside the university context; they complete 250 hours of training at a reputed business relevant to their academic major, under the supervision of the course instructor. Interns will experience professional teamwork, complete set tasks, create adequate solutions, and contribute to the overall creative work process, gaining clearer insight about their profession.

**LEARNING OUTCOMES**

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

- Apply the learned methodologies and techniques in a professional environment.
- Conceptualize, execute and produce assigned work while meeting scheduled deadlines.
- Collaborate with a professional team in all stages of the creative and production process.

**SUGGESTED TEXTBOOKS AND ADDITIONAL REFERENCES**

Varied readings to be supplied, if needed.

**TEACHING METHODOLOGY**

The professor in this course supervises the internship and follows up with the student as well as the supervisors at the workplace and only intervenes when needed.

## STUDENT EVALUATION PLAN

This is a pass/fail course, with grade determined mainly by your work supervisor.

Internship Evaluation Form: Good and above = Pass

## COURSE REQUIREMENTS

Students will be reporting to their supervisors within the workplace and complete the tasks requested from them. When not busy, students need to stay proactive and learn from team members while observing the whole environment, understanding the common practices and identifying any concerns.

### NOTES :

\*Students will plan a work schedule and decide on number of hours per week and agree on this with their supervisors. Students are then expected to meet these hours and be on time.

\*Students who feel they are not learning or are not challenged enough must first discuss this with supervisor; if the situation remains unchanged, students are to inform the instructor.

\*Students must respect confidentiality with regards to current accounts, pitches and such.

## 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 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.

## 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.

### COURSE SCHEDULE

WEEK	INTERNSHIP PROGRESS
1	<b>Introduction</b> Course introduction, and syllabus review.
2	Work Sessions
3	Work Sessions
4	Work Sessions
5	Work Sessions
6	Work Sessions
7	Work Sessions
8	<b>Midterm review: individual meetings to discuss the work experience</b>
9	Work Sessions
10	Work Sessions
11	Work Sessions
12	Work Sessions
13	Work Sessions
14	Work Sessions
15	Work Sessions
16	<b>Final Meeting: Submit your employer's review form (signed, stamped and sealed). This can be emailed too directly by employer.</b>



DPST 461 / JOUR 463 INTERNSHIP COURSE

**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>		<b>PHONE</b>	
<b>OFFICE</b>		<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 to job;
  - o Professional Major & 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 to the best interest of 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 start of 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 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 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 required to upload all forms and documents at the internship registration portal <https://registrar.aud.edu> BEFORE BEGINNING THE INTERNSHIP. These documents include:

- a completed online application form
- CV
- Transcript from Registrar (to be added by the Registrar's team after application submission)
- Official letter stamped and signed on letterhead from the company inviting students to be an intern
- Job description and schedule (within the official letter)

**Make sure to notify the company supervisor to fill out the Job Evaluation form that will automatically be sent to their email at the end date of the internship and submit it online to the professor overlooking the internship. (If the form hasn't been received by the company supervisor, kindly contact the registrar for follow-up)**



## GRADING SCALE

Pass/Fail.

## 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.

**INST 398-ITA: INTERNATIONAL STUDIES INTERNSHIP**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Junior or Senior status
<b>DAYS AND TIMES</b>	As required by host organization	<b>LOCATION</b>	Premises of host organization

**INSTRUCTOR INFORMATION**

<b>NAME</b>	Matthew Ingalls	<b>E-MAIL</b>	mingalls@aud.edu	<b>PHONE</b>	04-318-3461
<b>OFFICE</b>	C-431	<b>OFFICE HOURS</b>	TBD		

**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, on-site internship in which theoretical principles are applied to “real world” situations.

**LEARNING OUTCOMES**

Course Learning Outcome	Program Learning Outcomes*							Assessment Methods**				
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	Ident. Goals	Attendance	Updates	Final Reflection	Employer Rep.
1. Apply academic knowledge to “real world” situations in an internship environment		H						X		X	X	X
2. Engage in responsible conduct while working as an intern					M							X
3. Create reflective assignments regarding the internship experience		H			H			X		X	X	
4. Develop self-confidence and interpersonal skills												X
5. Develop work competencies for future employment		M							X	X		X

**TEXTBOOK/READINGS**

Readings may be assigned by instructor or host organization as deemed appropriate

## TEACHING METHODOLOGY

Direction and supervision by host institution and supervision and assessment by faculty advisor

## ASSESSMENT/COURSE REQUIREMENTS

Assessment Type	Nature of Assessment
Identifying goals for internship experience	Complete or Incomplete
Attendance at workplace (time sheets) – 225 hours	Complete or Incomplete
Regularly updating supervising instructor	Complete or Incomplete
Final reflection on internship and its outcome	Complete or Incomplete
Final report by employer	Complete or Incomplete

## INFORMATION ON COURSE ASSESSMENTS

### Identifying Goals for Internship Experience

Students will identify in writing a minimum of three (3) goals that they hope to accomplish during their internship experience. These goals will be revisited throughout the internship experience.

### Attendance at Workplace

The required contact hours for this internship are a minimum of 225 hours. Students will submit a regular time sheet to their supervising instructor to prove that they have performed the required hours.

### 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 can be done with the supervising instructor in person, via email, or by phone as agreed upon by both the instructor and the student. Through these updates, students will report on what they have learned during the week and what, if any, challenges they have faced. Students will also report on their progress toward realizing the goals identified in the first assignment noted above.

### Final Reflective Paper

Upon finishing the internship, students must write a final reflection that covers major projects or assignments during the internship and provides a brief evaluation of the internship experience. The reflection will answer the following questions: What did you learn from the internship experience? What did you find particularly useful from the program? What do you wish you could improve in your particular internship experience and/or in the internship program? The reflection should be approximately 1000 words in length.

### Final Report by Employer

See Appendix IV of the *Internship Manual*.

## GRADING SCALE

This course is Pass/Fail. If students complete the course requirements above to a satisfactory degree of quality, they will receive a grade of Pass. If assignments are missing or are of an unsatisfactory quality, they will receive a grade of Fail.

**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 the week 5 for the Summer term. After this date, it is not possible to withdraw from the course.

## ACADEMIC POLICIES

Academic Integrity	<p>Academic honesty is of utmost importance at AUD, as described in the <i>Student Handbook</i> (pp76-77). Students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. 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 source citation; or submitting the same paper to multiple courses without the approval of all instructors involved can result in a failing grade or be reported to the Dean, Associate Dean or Chair for appropriate sanction or disciplinary actions.</p> <p>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.</p>
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**PSYC 398 – PSYCHOLOGY INTERNSHIP**

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>COREQUISITES</b>	Junior Standing
<b>DAYS AND TIMES</b>	As required by host organization	<b>LOCATION</b>	Premises of host organization

**INSTRUCTOR INFORMATION**

<b>NAME</b>	Dr. Arjette Karemaker	<b>E-MAIL</b>	akaremaeker@aud.edu	<b>PHONE</b>	542
<b>OFFICE</b>	C44I	<b>OFFICE HOURS</b>	TBD		

**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**

<b>Course Learning Outcome</b>	<b>Program Learning</b>						<b>Assessment Methods**</b>			
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	Goals report	Updates	Final reflection	Empl. Eval.
1. Apply academic knowledge to “real world” situations in an internship environment						H	x	x	x	x
2. Engage in responsible conduct while working as an intern										x
3. Create reflective assignments regarding the internship experience		M	M			H	x	x	x	
4. Develop self-confidence and interpersonal skills										x
5. Develop work competencies for future employment	L		L			M		x		x

## TEACHING METHODOLOGY

Direction and supervision by host institution and supervision and assessment by faculty advisor

## STUDENT EVALUATION PLAN

Students will be evaluated based on the following components:

Assessment Type	Nature of Assessment
Internship experience goals report	Complete or Incomplete
Attendance at workplace (time sheets) – 225 hours	Complete or Incomplete
Regularly updating supervising instructor	Complete or Incomplete
Final reflection on internship and its outcome	Complete or Incomplete
Final evaluation by employer	Complete or Incomplete

## INFORMATION ON COURSE ASSESSMENTS

### 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.

### Attendance at Workplace

The required contact hours for this internship are a minimum of 225 hours. Students will submit a regular time sheet to their supervising instructor to prove that they have performed the required hours

### 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 can be done with the supervising instructor in person, via email, or by phone as agreed upon by both the instructor and the student. Through these updates, students will report on what they have learned during the week and what, if any, challenges they have faced. Students will also report on their progress toward realizing the goals identified in the first assignment noted above.

### Final Reflective Paper

Upon finishing the internship, students must write a final reflection that covers major projects or assignments during the internship and provides a brief evaluation of the internship experience. The reflection will answer the following questions: What did you learn from the internship experience? What did you find particularly useful from the program? What do you wish you could improve in your particular internship experience and/or in the internship program? The reflection should be approximately 1000 words in length.

### Final Evaluation by Employer

See Appendix IV of the *Internship Manual*.

## GRADING SCALE

This course is Pass/Fail. If students complete the course requirements above to a satisfactory degree of quality, they will receive a grade of Pass. If assignments are missing or are of an unsatisfactory quality, they will receive a grade of Fail.

**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 the week 5 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.

### **Students with Special Needs**

Any students with documented disabilities (learning or otherwise) and in need of special accommodations during internship sessions should contact AUD's Student Services office for a confidential assessment. It is the responsibility of 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 instructor.



SCHOOL OF BUSINESS ADMINISTRATION  
 AIMC481- INTERNSHIP

**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>	mobeidat@aud.edu	<b>PHONE</b>	040 3183316
<b>OFFICE</b>	B114A	<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 as may be supplied by host organization.</i>

## TEACHING METHODOLOGY

Instruction by host organization and oversight by 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 supervising faculty site visits may also be used as 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 **400 hours** during the semester doing their internship and, as per AUD regulations, students are not allowed to work more than **25 hours a week**. Students should count on a minimum **16 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.



***BUSI 481 - Internship***

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	<i>Senior status and approval by the Dean/Chair</i>
<b>DAYS AND TIMES</b>	As required by 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>B 217</b>	<b>OFFICE HOURS</b>	By appointment		

**DESCRIPTION**

With the aid of a faculty member, and under the direct supervision of a member of the host organization, the student participates in a practical onsite internship in which theoretical principles are applied to work situations. Upon the end of the internship, the student submits a report to the supervising faculty member.

**HOURS REQUIREMENT**

***SBA interns are required to work a minimum of 400 hours during the semester doing their internship and, as per AUD regulations, students are not allowed to work more than 25 hours a week. Students should count on a minimum of 16 weeks to complete their internship.***

LEARNING OUTCOMES

Course Learning Outcome	Program Learning Outcomes*							Assessment Methods**		
	PLO1	PLO1	PLO3	PLO4	PLO5	PLO6	PLO7	Weekly logs	Final report	Evaluation by host organization
<i>1 Develop a sense of responsibility in a work environment.</i>										
<i>2 Gain hands on experience in the workplace in their field of business.</i>										
<i>3 Apply concepts learned in business courses to practical work situations.</i>										
<i>4 Recognize and adapt behavior to identified business norms.</i>										
<i>5 Expand professional skills by developing techniques and applying methods learned on the job.</i>										
<i>6 Communicate appropriately and work effectively with supervisors, co-workers and other contacts.</i>										
<i>7 Model ethical standards and behaviors</i>										
<i>8 Demonstrate enthusiasm and willingness to give quality work to the employer.</i>										

TEXTBOOK/READINGS

*Materials as may be supplied by host organization*

TEACHING METHODOLOGY

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

## ASSESSMENT/COURSE REQUIREMENTS

Assessment Type	Percentage or Points
1 Weekly logs	<i>Submission of weekly logs <u>at specified dates</u>, the final report, and evaluation by host organization are all required for the successful completion of the course.</i>
2 Final report	
3 Evaluation by host organization	

## INFORMATION ON COURSE ASSESSMENTS

**Weekly logs:** Each log is about 400 words and provides a summary of the tasks/activities performed by the intern student. **Logs must be submitted at specified dates.**

**Final report:** It discusses the intern student's experiences in the workplace, the relevance to the workplace of courses taught at AUD, the usefulness of the internship, and suggestions for improving the internship. Length 4000 words (+/-10%). **The final report must be submitted within one week from last day at work as per letter of offer. The final report includes the following five parts:**

- 1** Name of the host organization, **name and e-mail details of the on-site supervisor**, dates of employment, and the student's full name and ID on the cover page.
- 2** Description of the host organization. This includes the organization's background, history, type of activities/business, organizational structure, staff, and facilities. This part is around 700 words.
- 3** Description of work experiences providing details of a typical day/week at work. This part is around 700 words.
- 4** Evaluation of the internship. This part refers to the practical value of knowledge and experience and discusses whether/not there were opportunities to apply to the work environment knowledge from the courses studied at AUD. Give specific examples how material studied in a course were 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? This part is around 2000 words.
- 5** Provide suggestions for improving the internship and make it an even more rewarding experience. What else you would have wished your internship to include? This part is around 600 words.

**Evaluation by host organization:** It must be provided on the AUD template.

**Weekly logs, the final report, and the evaluation by the host organization are all submitted through the Registrar's portal.**

## GRADING SCALE

*The course is graded on a P/F basis.*

**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 the week 5 for the Summer term. After this date, it is not possible to withdraw from the course (Refer to *Undergraduate Catalog*).

## ACADEMIC POLICIES

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 assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. 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 source citation; or submitting the same paper to multiple courses without the approval of all instructors involved can result in a failing grade or be reported to the Dean, Associate Dean or Chair for appropriate sanction or disciplinary actions.

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.

*F. Dedousis*