



# **Internship Program Manual**

## **American University in Dubai**

## Table of Contents

1. Introduction.....	3
2. Internship Program Purpose.....	3
3. Internship Outcomes.....	3
4. Finding an Internship.....	4
4.1. Internships through Career Services.....	4
4.2. Internships through Student Contacts .....	5
4.3. Internships through Academic Department Contacts.....	5
5. Internship Requirements.....	6
5.1. Internship Guidelines.....	6
5.2. Time Requirements.....	7
5.3. Eligibility Requirements .....	8
5.4. Required Documentation.....	10
6. Internship Responsibilities .....	12
6.1. Student Responsibilities .....	12
6.2. Company Supervisor Responsibilities.....	13
6.3. Faculty Advisor Responsibilities.....	14
7. Conflict Resolution .....	15
8. Early Termination.....	15
9. Criteria for Assigning an Incomplete.....	15
APPENDICES .....	16
Appendix I. Requirements from Host Company .....	17
Appendix II. Student Internship Application Form.....	19
Appendix III. Sample Acceptance Letter.....	23
Appendix IV. Internship Evaluation Forms.....	24
Appendix V. Internship Course Syllabi By Degree.....	30

# 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 in order 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 larger global environment. This is in accordance with the mission statement of AUD which is to ***fulfill the broad educational needs of a culturally diverse student body by achieving excellence in teaching and learning, ultimately resulting in the intellectual, personal, and professional success of its graduates and 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 own 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)
- Identify a host 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. An *Internship Evaluation Form* is also provided to the host company, which is completed and returned to the student and faculty internship advisor after the completion of the internship period (Appendix IV).

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.

***Students should discuss the internship requirements with their academic advisors prior to contacting Career Services and applying for an internship.*** Students who wish to apply for an internship announced through the CSO, are requested to submit a *Student Internship Application Form* (Appendix II) along with the required supporting documentation (as per section 5.4) to a Career Services Advisor. The file is then evaluated to determine whether the student fits the internship eligibility

requirements and 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.*** Once the application form is signed by the relevant Dean/Chair, he/she assigns a faculty member (faculty internship advisor) who is responsible for the supervision, guidance and final evaluation of the intern.

The CSO, the initial and main contact between AUD and the host company, sends to the host company one email during the internship period to enquire about the student's performance. The CSO informs the respective faculty internship advisor if a host company is not satisfied with a student's performance. The faculty internship advisor is also responsible for following up with the company internship supervisor on matters related to the student's performance.

Upon completion of the internship, students are responsible to acquire the *Internship Evaluation Form* from their company supervisor and pass it to their faculty internship advisor for grading purposes.

#### **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 who will send the host company the *Requirements for Host Companies*, the *Student Internship Application Form*, and the *Internship Evaluation Form*. If the company agrees to provide internship opportunities to AUD students, the *Acceptance Letter* must be completed, signed, and returned to the CSO. Upon receipt of all documents, the CSO will verify that this opportunity fits the School/ Department's internship requirements.

Once the internship has been screened by the CSO and the student has submitted all required documentation, the CSO will evaluate the student's file and pass it on to the Dean/Chair for approval. From that point onwards, the approval process will be followed as described in the previous section.

#### **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*, the *Student Internship Application Form*, and the *Internship Evaluation Form*. If the company agrees to provide internship opportunities to AUD students, the *Acceptance Letter* must be completed, signed, and returned to the CSO, before the internship period begins.

Once the internship has been screened by the CSO and the student has submitted all required documentation, the CSO will evaluate the student's file and pass it on to the Dean/Chair for approval. From that point onwards, the approval process will be followed as described in the previous section.

## 5. Internship Requirements

### 5.1. Internship Guidelines

Each internship must be completed in accordance with 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 requirements.

Not all academic program or concentrations require students to complete an internship. 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 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 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, in 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 completes and reports are submitted.

**Example:** A student registers for the internship course in Spring. The internship should be completed by end of April (end of semester) for the student to receive a grade. If the internship is not completed and continues within Summer I, then the student will receive an incomplete for the Spring semester and a final grade will be issued within Summer I, upon completion 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 is 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, **with the exception of the students of the School of Business, who must register by the beginning of the first week of classes.** 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.

**Example:** A student registers for the internship course in Summer I which commences in May. The internship can officially begin prior to 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:

- Business Administration: 225 hours
- Visual Communication: 250 hours
- Interior Design : 225 hours
- Architecture: 250 hours
- Communication and Information Studies: 225 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 prior to the beginning of the internship in consultation with the company, the faculty advisor and the student.

### 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** (compulsory for the Marketing Communications concentration; elective for all other 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 2.5 or above
- Must have completed all School of Business Administration requirements in the following areas: Business Foundation Courses (24 credits), General Electives (3 credits), Liberal Arts Requirements (36 credits), and all Business Core Requirements (30 credits)

For Marketing Communication Students the following courses are required to be completed before registering for the internship course:

- MCOM 411 (Media management)
- MCOM 421 (IMC Management)
- MCOM 431 (IMC Campaigns)

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



**Communication and Information Studies - Mohammed Bin Rashid School of 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 IDES 268, IDES 301

**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 chosen area of study

#### 5.4. Required Documentation

Students should familiarize themselves with the *Internship Manual* prior to registering for an internship course. The manual is available at the CSO as well as at the Administrative Assistants' Office of each Department and the Academic Advising Center.

Students must apply for internships prior to commencing their internship. The below documents have to be submitted to the CSO 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 to the CSO. Dean's/Chair's approval needs to be acquired for exceptional cases.

Before a student commences an internship, he/she should submit the following to the CSO:

- Completed internship application form (see Appendix V)
- CV to be provided to the host company upon applying

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 along with the above documents*** (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

Once these documents are submitted to the CSO, a Career Services Advisor evaluates the information and requests the student to get approval by the Dean/Chair. Once the internship is approved, students are eligible to register for the internship course.

***All pre-internship documents must be returned to the Career Services Office prior commencement of the internship. 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 the following documents to their faculty internship advisor:

- ***Student Internship Evaluation Form (see Appendix IV):*** it should be completed and signed by the workplace supervisor. The student is responsible for requesting the form from the CSO, ensuring that it is filled by the workplace supervisor, and returned to the faculty internship advisor. The Evaluation Form should be returned by students in a sealed envelope. Internships without an evaluation form cannot be graded by internship faculty supervisors, resulting to an incomplete grade.
- ***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. Please refer also to the course syllabi in Appendix VIII.

***All post-internship documents must be returned 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 to an incomplete or fail grade. It is the students' responsibility to ensure appropriate submission.***

## 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 application form, submits a CV and requests a transcript from the Registrar to complement his/her internship application.
- 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 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 course of 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 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 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 to the **faculty internship advisor** the completed **Internship Evaluation Form**. Other required reports should be submitted 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 which meet both the student and company needs.
- Plan the student's internship program and assignments in cooperation with the intern and in accordance with 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 so as 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.
- Provide a filled Internship Evaluation Form to the intern within ten (10) days upon completion of his/her internship.

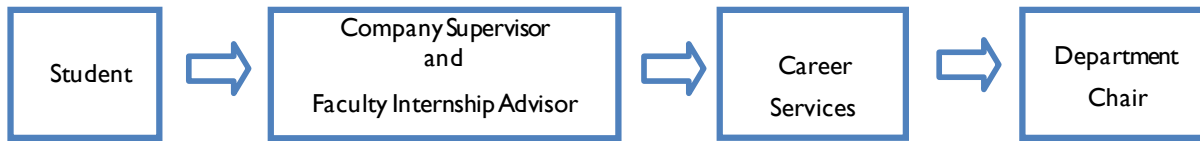
### 6.3. Faculty Advisor Responsibilities

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 which will meet the student's educational and career needs as well as interests; review the internship application, and give final approval for 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

### Requirements from Host Company

#### Goals

The goals of the internship for the host company are:

- To provide the company 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 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 are 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 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 are met (Business Administration: 180 hours, Information Technology: 150 hours, Visual Communication: 250 hours, Interior Design: 200 hours, Architecture: 250 hours, Communication and Information Studies: 210 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. For Marketing Communications concentration students, the *Marketing Communications Concentration Evaluation Form* should be used. For all other students, the generic *Internship Evaluation Form* should be used. Student's are responsible for requesting the completion of their *Internship Evaluation Form*.
- 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 by the student or the company in a sealed envelope to the student's faculty internship supervisor. Failure to provide the form in a timely manner will result to an incomplete grade for the intern.
- f) During the internship term, the host company supervisor can contact the AUD's Career Services Manager or the students' faculty internship supervisor if problems arise with the student's work performance.

## Appendix II

### STUDENT INTERNSHIP APPLICATION

#### 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"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>Completed ADV 442 and ADV 470</b> <i>Advertising majors under ADV 478 <b>only</b> (all other majors – ignore this box)</i>	<input type="checkbox"/> <b>YES</b> <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> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <i>If yes, provide</i> <b>Name</b> <b>Title</b> <b>Relationship</b>	
<b>Designated Company Supervisor 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 <i>one</i> 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, give permission to 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>	<b>Faculty Advisor Signature</b>
<i>Please advise student on Internship requirements, e.g. daily log, internship report, etc. and due dates</i>	
<i>If applicable – I hereby, give permission to 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** in order 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.

- Business Administration 225 hours
- Visual Communication 250 hours
- Interior Design 225 hours
- Architecture 250 hours
- Communication and Information Studies 225 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 prior to 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 an 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 clarifies 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

**[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]**

## Appendix IV

### INTERNSHIP EVALUATION FORM

#### EVALUATION OF STUDENT INTERN

This form is to be completed by the intern's direct supervisor and to be return to the [Faculty internship supervisor](#), either by post or email. Please note that email documents should be formally stamped and signed by the company and sent as 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>
<b>What project/s did the intern complete? Please describe.</b>
<b>What overall comments would you make about the student's performance?</b>
<b>If the opportunity arose would you employ this student again?</b>

**PLEASE SIGN AND DATE:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ADVERTISING MAJOR /MARKETING COMS (BBA)

## INTERNSHIP EVALUATION FORM

### EVALUATION OF STUDENT INTERN

This form is to be completed by the intern's direct supervisor and to be 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 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 Department



Department of Architecture  
ARCH 561 - Internship Fall  
2019

#### COURSE INFORMATION

<b>Credits</b>	3	<b>Prerequisites</b>	Senior status (or 90 credit hours and above). Minimum GPA of 2.00
<b>Days and Times</b>	As required by host organization	<b>Location</b>	Premises of host organization

#### 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:**

1. Demonstrate personal and professional values that are consistent with the ethics of the profession of Architecture, showing respect for cultural, ethnic and socioeconomic diversity.
2. Demonstrate experience in carrying out Architectural 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 supervisors, managers, staff and peers. Adjusts 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 own learning and professional development through self-assessment, planning and participation in professional activities.



Department of Architecture  
ARCH 561 - Internship Fall  
2019

## TEXTBOOKS

*This course does not require a textbook.*

## GRADING INFORMATION

### **Grading Rationale**

Activity Reports: 15%

Internship Portfolio: 40%

Host Company's\* Report: 25%

Career Report 20%

\* Evaluations are performed by the company fieldwork supervisor

## COURSE REQUIREMENTS

### **Work Requirements:**

- **Time requirement:** 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:** 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 highest quality. Your behavior and actions should reflect integrity, honesty, and caring. You must adhere to the policies, procedures, and expectations of the company and the university and the ethical standards of the profession. The people who receive your services at your internship site should be treated with the highest regard.

### **Academic Requirements:**

- I. **Contact Information:** Be sure to inform the university intern supervisor of the name, address, and phone number of your direct company supervisor and how to get in contact with you at the intern site. It is your responsibility to inform the university internship supervisor of any change of address, telephone number, or status during the internship.



Department of Architecture  
ARCH 561 - Internship Fall  
2019

**2. Internship schedule and goals & objectives:** You must provide a written description of your internship schedule. The written description must contain the following:

- Starting and projected ending dates
- Duties, assignments, and responsibilities planned for each week of the internship experience
- Goals and objectives that specify the knowledge, skills and competencies that you will develop over the course of the internship experience. This should be accomplished with your company/intern site supervisor.

**Due date:** Within the first week of the internship.

**3. Activity reports:** Activity reports, using the 'Activity Report Form', are required. The frequency of these reports will be determined by your university internship supervisor. The summary of activities on the report form should include information about what you are doing, what experiences you had that were very rewarding and what experiences you had that may have been frustrating or disappointing. The report should be reviewed with your site supervisor, who will sign it. These reports constitute 15 percent of your grade

**Due date:** As required by your university internship supervisor and dependent on the frequency of your work schedule.

**4. Internship portfolio:** You need to create an internship portfolio throughout your internship. You shall collect flyers, information, handouts, and all written materials from the worksite and any other information you feel will be useful to you as a practicing professional (e.g., policies and procedures, assessment tools, program protocols, standards, employee evaluation tools, brochures, copies of budgets, etc.). The portfolio will also include samples of design projects in which the intern has been directly or indirectly involved (this should represent the bulk of the portfolio). This portfolio will be a valuable resource to you as a beginning professional in the field. The portfolio constitute 40 percent of your grade

**Due date:** A copy of the internship portfolio must be turned in to your university internship supervisor by the end of the semester. It will be returned after is graded.

**5. Career Report:** At the conclusion of the internship, you will write a summary paper (no less than five pages) analyzing your experience. This should include a general description of the company and your duties and experiences, your evaluation of how you performed and learned, and an evaluation of the fieldwork site. You should add this career report to the internship portfolio. Your career report constitutes 20 percent of your grade.



Department of Architecture  
ARCH 561 - Internship Fall  
2019

Here are some questions which can help you generate ideas for your paper:

- Briefly describe the nature of the duties you were assigned throughout the semester. How did they change as the semester progressed?
- Comment on your relationship with your worksite supervisor(s). Did the supervisor make his/her expectations clear? Were his/her instructions adequate? Did you receive adequate feedback regarding the quality of your work? (Did he/she tell you when you made an error and did you end up with a better idea of how to avoid that type of error in the future?)
- Were you adequately prepared to take on this sort of internship? What course or courses do you think should be required and/or recommended for a student to take prior to assuming this internship?
- What important things did you learn about yourself through this internship experience? (Your answer should relate to personal aspects like getting along with people as well as to career choices). How has this experience affected what you plan to do in your future work life?
- Are there specific events in which you participated or were there particular problems that you observed from which lessons can be learned?
- To what extent did this internship experience supplement or contradict your classroom experience? Are there things that you have studied as theory that you have found confirmed or not confirmed by reality?
- How was the experience valuable to you? How could it have been made more valuable?

**Unless you request for it not to be, this report may be shared with other students who are considering the same site for their internship.**

**Writing your report:** Your reports should be written carefully since they tell the university internship supervisor (the grader) not only what you have done in the internship but also what you gained from the experience. Be sure to discuss your papers with your university internship supervisor before beginning to write: each university internship supervisor may have somewhat different expectations of the papers. Take care to write your papers in correct English. You will be graded down for incorrect grammar, poor word choice, misspellings, and other errors.

**Due date:** At the end of the semester

**Other requirements:**

- You should meet with your university internship supervisor at least once every two weeks to discuss internship components, work site experiences, and course requirements.
- Notify the university internship supervisor immediately of any problems which arise. Don't hesitate to call the university supervisor at home.



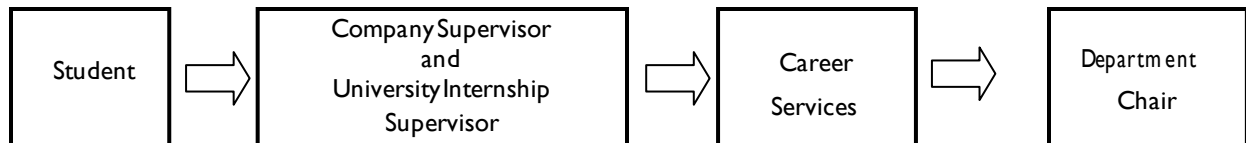


Department of Architecture  
ARCH 561 - Internship Fall  
2019

- If you cannot reach your university internship supervisor, contact the Career Services team. Be sure to leave a message if you cannot reach us.

## CONFLICT RESOLUTION

Students should work through channels to resolve problems through the appropriate channels:



## 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 university internship supervisor. The company will provide the university with a written explanation of the termination.

## RULES FOR GIVING 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. You must complete the entire internship.

## GRADING SCALE

Interns will either pass (P) or fail (F) the course.



School of Business Administration  
BUSI 481 - Internship  
Fall 2019

### COURSE INFORMATION

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior status (or 90 credit hours and above). Minimum GPA of 2.5
<b>DAYS AND TIMES</b>	As required by host organization	<b>LOCATION</b>	Premises of host organization

### 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.

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

## TEACHING METHODOLOGY

Instruction by host organization and oversight by faculty advisor.

## STUDENT EVALUATION PLAN

The Internship final report. The report serves as the intern's synopsis and final evaluation of the internship experience.

At the discretion of supervising faculty, additional means of evaluation such as, interim report(s), work logs, and site visits, may be used.

## COURSE REQUIREMENTS

Students should note that no credit can be given for previous work experience. Prospective interns 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, students are not allowed to work more than 20 hours a week. Students should count on a minimum of nine (9) 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.



Department of Visual Communication  
MCOM481 - Internship in  
Advertising Fall 2019

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Senior status and approval from the department Chair
<b>DAYS AND TIMES</b>	TBA	<b>LOCATION</b>	TBA

**DESCRIPTION**

Students will gain professional experience while working at an advertising agency. The professor and the advertising agency will collaborate to offer the students an effective professional experience.

**LEARNING OUTCOMES**

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

1. Demonstrate a functional understanding of the work processes in the ad agency.
2. Apply learned methodologies and practices of advertising (creative) while participating in all stages of generating creative solutions.
3. Present, describe and evaluate creative solutions and their underpinning concepts.

**TEXTBOOKS AND ADDITIONAL REFERENCES**

I.	N/A
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**TEACHING METHODOLOGY**

The Teaching here is confined to supervision and feedback. The supervising professor will meet with interns individually and assess their experience and work in progress. Group meetings with all interns will also be held. The supervisor will also liaise with the ad agencies to provide the best experiences possible for the interns.

**STUDENT EVALUATION PLAN**

The course is graded on a P and F scale. The grade will be based on:

1. The quality of the work created during the time of internship, which will be supported by a written treatise and presentations for each project
2. The written review from the agency/studio about the student's performance.

**COURSE REQUIREMENTS**

The course will consist of regular individual meetings between the students and the supervisor, where the students will report about the projects in which they take part as interns and explain the design process. The students must write a treatise about their experience during the internship, elaborating on the character of work in which they were involved.

## GRADING SCALE

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

LETTER CODE	PERCENTAGE
C	70-73
C-	67-69
D+	64-66
D	60-63
F	< 60
W	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.

### ***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 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 make up class session 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.



## DPST 461/JOUR 463: INTERNSHIP SYLLABUS – FALL 2019

### 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>	Carol Melhem-Moufarrej	<b>E-MAIL</b>	<a href="mailto:cmoufarrej@aud.edu">cmoufarrej@aud.edu</a>	<b>PHONE</b>	04/3183 443
<b>OFFICE</b>	C319	<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 210 hours can be spread over two internships.

### LEARNING OUTCOMES

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

1. Gain practical experience in a “real-life” setting.
2. Gain experience working with professionals in the field.

### 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 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 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**

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.



Department of Interior Design  
IDES 478 – Internship  
Fall 2019

### COURSE INFORMATION

<b>Credits</b>	3	<b>Prerequisites</b>	IDES 268, IDES 301, and Senior Status, CGPA above 2.00
<b>Days and Times</b>	As required by host organization	<b>Textbooks</b>	This course does not require a textbook

### 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 supervisors, managers, staff and peers. Adjusts 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 own learning and professional development through self-assessment, planning and participation in professional activities.



## GRADING INFORMATION

### **Grading Rationale**

Activity Reports	15%
Internship Portfolio	40%
Host Company's* Report	25%
Career Report	20%

*\* Evaluations are performed by the company fieldwork supervisor*

### **Grading Details**

The internship is a Pass (P) or Fail (F) course.

## COURSE REQUIREMENTS

### **Time requirement**

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 team and your faculty advisor.

### **Professional work**

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 highest quality. Your behavior and actions should reflect integrity, honesty, and caring. You must adhere to the policies, procedures, and expectations of the company and the university and the ethical standards of the profession. The people who receive your services at your internship site should be treated with the highest regard.

### **Academic Requirements**

1. **Contact Information:** Be sure to inform the university internship supervisor of the name, address, and phone number of your direct company supervisor and how to get in contact with you at the internship site. It is your responsibility to inform the university internship supervisor of any change of address, telephone number, or status during the internship.
2. **Internship schedule, goals and objectives:** You must provide a written description of your internship schedule to your faculty advisor. The written description must contain the following:
  - Starting and projected ending dates
  - Duties, assignments, and responsibilities planned for each week of the internship experience
  - Goals and objectives that specify the knowledge, skills and competencies that you will develop over the course of the internship experience. This should be accomplished with your company/intern site supervisor.

**Due date:** Within the first week of the internship.

3. **Activity reports:** Activity reports, using the 'Activity Report Form', are required. The frequency of these reports will be determined by your faculty internship supervisor. The summary of activities on the report form should include information about what you are doing, what experiences you had that were very rewarding and what experiences you had that may have been frustrating or disappointing. The report should be reviewed with your site supervisor, who will sign it. These reports constitute 15 percent of your grade

**Due date:** As required by your university internship supervisor and dependent on the frequency of your work schedule.

4. **Internship portfolio:** You need to create an internship portfolio throughout your internship. You shall collect flyers, information, handouts, and all written materials from the worksite and any other information you feel will be useful to you as a practicing professional (e.g., policies and procedures, assessment tools, program protocols, standards, employee evaluation tools, brochures, copies of budgets, etc.). The portfolio will also include samples of design projects in which the intern has been directly or indirectly involved (this should represent the bulk of the portfolio). This portfolio will be a valuable resource to you as a beginning professional in the field. The portfolio constitute 40 percent of your grade

**Due date:** A copy of the internship portfolio must be turned in to your faculty internship supervisor by the end of the semester. It will be returned after is graded.

5. **Career Report:** At the conclusion of the internship, you will write a summary paper (no less than five pages) analyzing your experience. This should include a general description of the company and your duties and experiences, your evaluation of how you performed and learned, and an evaluation of the fieldwork site. You should add this career report to the internship portfolio. Your career report constitutes 20 percent of your grade.

Here are some questions which can help you generate ideas for your paper:

- Briefly describe the nature of the duties you were assigned throughout the semester. How did they change as the semester progressed?
- Comment on your relationship with your worksite supervisor(s). Did the supervisor make his/her expectations clear? Were his/her instructions adequate? Did you receive adequate feedback regarding the quality of your work? (Did he/she tell you when you made an error and did you end up with a better idea of how to avoid that type of error in the future?)
- Were you adequately prepared to take on this sort of internship? What course or courses do you think should be required and/or recommended for a student to take prior to assuming this internship?
- What important things did you learn about yourself through this internship experience? (Your answer should relate to personal aspects like getting along with people as well as to career choices). How has this experience affected what you plan to do in your future work life?

- Are there specific events in which you participated or were there particular problems that you observed from which lessons can be learned?
- To what extent did this internship experience supplement or contradict your classroom experience? Are there things that you have studied as theory that you have found confirmed or not confirmed by reality?
- How was the experience valuable to you? How could it have been made more valuable?

**Unless you request for it not to be, this report may be shared with other students who are considering the same site for their internship.**

**Writing your report:** Your reports should be written carefully since they tell the faculty internship supervisor (the grader) not only what you have done in the internship but also what you gained from the experience. Be sure to discuss your papers with your faculty internship supervisor before beginning to write: each faculty internship supervisor may have somewhat different expectations of the papers. Take care to write your papers in correct English. You will be graded down for incorrect grammar, poor word choice, misspellings, and other errors.

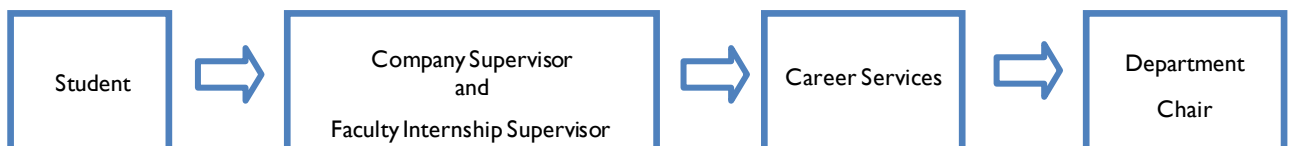
**Due date:** At the end of the semester

#### **6. Other requirements**

- You should meet with your faculty internship supervisor regularly to discuss internship components, work site experiences, and course requirements.
- Notify the faculty internship supervisor immediately of any problems which arise.
- If you cannot reach your faculty internship supervisor, contact the Career Service Manager. Be sure to leave a message if you cannot reach us.

## **CONFLICT RESOLUTION**

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



## 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 supervisor. The company will provide the university with a written explanation of the termination.

## RULES FOR GIVING 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. You must complete the entire internship.

## ACADEMIC HONESTY

Please take note of AUD's policy on Academic Integrity which will be strictly enforced. **You are expected to familiarize yourself with the definitions of plagiarism and cheating, and the penalties for honor code violations as described in the current *Student Handbook*.**

## ACTIVITY REPORT FORM

Internship Course	
Student's Name	
Date	
Internship Company	

### I. Briefly summarize each day's activity.

Date	Summary of Activities	Hours

**2. What experiences were particularly rewarding during this report period?**

**3. What experiences were particularly disappointing or frustrating?**

**4. Other comments**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Site Supervisor's Signature**

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

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



Department of Visual Communication  
GRAD 478 - Internship in Graphic  
Design Fall 2019

**COURSE INFORMATION**

<b>CREDITS</b>	3	<b>PREREQUISITES</b>	Approval of the Department Chair Prerequisite
<b>DAYS AND TIMES</b>	TBC	<b>LOCATION</b>	TBC

**DESCRIPTION**

Students gain experience by working in a graphic design studio or advertising/branding agency. By working under the supervision of a professional graphic designer or art director students are exposed to all facets of the working environment such as teamwork, ethics, professionalism, implementation and presentation.

**LEARNING OUTCOMES**

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

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

<b>TEXTBOOKS AND ADDITIONAL REFERENCES</b>	
	N/A

**TEACHING METHODOLOGY**

Lectures, slide presentations, demonstrations, critiques, exercises and discussions.

**STUDENT EVALUATION PLAN**

You will be graded for the completion of each project. Each assignment will test your basic knowledge of a particular technique/concept, or verify what you know or have learned in class. Each section will consist of an overall progression of concepts, with each one becoming more complex. The skills developed in previous projects are therefore essential for continuing progress. As you progress and your overall understanding becomes stronger, the latter projects should also reveal more technical competency and mastery.

Determining project grades will be based on the following criteria:

Creative Approach: 50%

Design execution: 50%

Total Possible: 100%

The Total course grade will be based on the following percentages:

Internship visual diary due at midterm: 50%

Final design and submission of visual diary: 50%

Total: 100% (Pass or Fail)

Class participation includes: Attendance; Class discipline; Fulfilled assignments; Participation in class discussions and critique; Progress in skills and knowledge as the term progresses; A neat and organized Visual diary that shows further individual research and creative experimentation.

## COURSE REQUIREMENTS

The course will consist of several sections. Each section will consist of a preliminary study to examine a new technique and/or concept and a final design to explore the application of that technique and/or concept. Each project will explore the methodology and process involved in effective graphic communication. To support the final designs in each project, written documentation and sketches will be submitted which outlines the creative process and evolution of the application of concepts presented in class.

Number of projects and project briefs depend on internship coordinator and type of company.

## GRADING SCALE

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

LETTER CODE	PERCENTAGE
C	70-73
C-	67-69
D+	64-66
D	60-63
F	< 60
W	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.

### **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 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 make up class session 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.

## **COURSE TOPICS**

<b>WEEK</b>	<b>TOPICS TO BE COVERED</b>
1	Introduction Internship Duties explained.
2	Assignment review Studio-critique/Individual discussions
3	Studio-critique/Individual discussions) Final presentation, discussion/critique
4	Studio-critique/Individual discussions Critique of Visual Diary
5	Studio-critique/Individual discussions
6	Final presentation, discussion/critique Introduction to Project 3
7	Studio-critique/Individual discussions Critique of Visual Diary Meet with Instructor and discuss Internship experience.
8	Studio-critique/Individual discussions
9	Studio-critique/Individual discussions
10	Studio-critique/Individual discussions
11	Studio-critique/Individual discussions Individual critique and feedback
12	Final presentation, discussion/critique Critique of Visual Diary

	Introduction to Project 4
13	Studio-critique/Individual discussions
14	Studio-critique/Individual discussions
15	Individual critique and feedback Submit Internship Visual Diary to Internship Advisor. Final Words



Department of Visual Communication  
PHOT478 Internship in Photography  
Fall 2019

**COURSE INFORMATION**

<b>CREDITS</b>	3 credits	<b>PREREQUISITES</b>	All Design Core and all Photography Concentration
<b>DAYS AND TIMES</b>	TBA	<b>LOCATION</b>	TBA

**DESCRIPTION**

Students spend 25+ hours/week employed by a photographer or photography studio. Under the joint supervision of the Program Chair and their supervisor in the workplace, the student's progress is monitored against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee.

**LEARNING OUTCOMES**

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

1. Demonstrate a functional understanding of the work processes in a commercial photography environment.
2. Apply learned methodologies and practices of photography while participating in all stages of generating creative solutions.
3. Present, describe and evaluate creative solutions and their underpinning concepts.

**TEXTBOOKS AND ADDITIONAL REFERENCES**

<b>I.</b>	N/A
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**TEACHING METHODOLOGY**

The Teaching here is confined to supervision and feedback. The supervising professor will meet with interns individually and assess their experience and work in progress. Group meetings with all interns may also be held. The supervisor will also liaise with the supervisors and host companies to provide the best experiences possible for the interns.

**COURSE REQUIREMENTS**

The course will consist of regular individual meetings between the students and the academic supervisor, where the students will report about the projects in which they take part as interns and explain the design/photographic process. The students must write a treatise about their experience during the internship, elaborating on the character of work in which they were involved or submit a portfolio of photographic images from the projects they participated in.

## STUDENT EVALUATION PLAN

The course is graded on a P and F scale. The grade will be based on:

1. The quality of the work created during the time of internship, which will be supported by a written treatise and/or image presentations for each project
2. The written review from the photographer/studio about the student's performance.

## GRADING SCALE

LETTER CODE	DESCRIPTION
P+	Passing with Distinction
P	Passing
I	Incomplete
W	Withdrawal
F	Failing

**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.

### ***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 coursework. Possession of active cell phones or communication devices during interviews and appointments is unacceptable and will result in the assignment of an (F) grade for the meeting.

### ***Attendance***

Due to the nature of the course, intern attendance and participation are both important aspects of the learning experience. For this reason, students are expected to arrive at the work environment on-time, to attend scheduled intern sessions, and actively participate in course discussions. Additionally, students are

expected to schedule and keep a specified number of appointments with the academic supervisor. 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 make up class session 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.