



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 applying for an internship. Students who wish to apply for the internship course, 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 faculty internship supervisor for approval.

Before students register and begin their internship, the faculty internship supervisor 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's 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 from 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 from 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 and 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, 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, and Summer II. The total amount of internship credits must not exceed three credit hours toward the completion of the student's 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 faculty internship supervisor 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 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 "In-Progress" 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 "in-progress" grade 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 faculty internship supervisor, the Career Services Division, and the Registrar), students are allowed to commence their internship experience before the semester starts as long 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 Division 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 long 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 requirements for an accredited internship – Table 1

Program/Major	Hours Requirement	Comments
Advertising and Integrated Marketing Communications	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 their 3 rd year as long as they have earned 90 credits.
Architecture	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 their 4 th year as long as they have earned 90 credits.
Business Administration	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 their 3 rd year as long as they have earned 90 credits.
Interior Design	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 their 3 rd year as long as they have earned 90 credits.
Communication and Information Studies	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
International Studies	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
Psychology	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
Visual Communication	A minimum of 250 hours *20 hours/week	13 to 16 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 1](#) **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).

- The faculty internship supervisor'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 (compulsory for all majors – equal to 3 credit hours).

- The faculty internship supervisor'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 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 SB 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).

- The faculty internship supervisor'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).

- The faculty internship supervisor'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).

- The faculty internship supervisor'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 pending 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 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 regard 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 in-progress or fail grade. It is the student's 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 AIMC48I course.
- All other Business majors must choose the BUSI48I course.

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 in-progress grade.

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

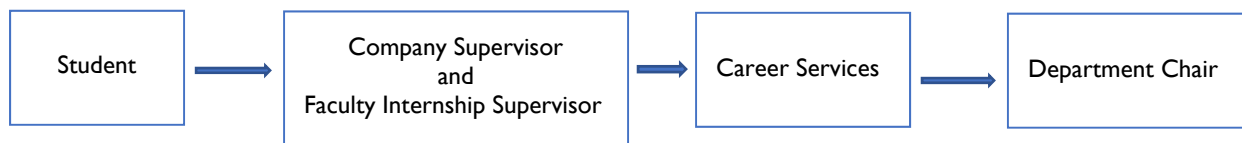
Faculty internship supervisors are allocated by Deans/Chairs of Departments after consultation with faculty members and a review of the student's internship application. The faculty internship supervisor should:

- 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 ensure 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 In-Progress 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 In-Progress

For reasons beyond a student's control, and upon request by the student, an in-progress 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 "IP", In-Progress, 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

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Appendix I

REQUIREMENTS FROM THE HOST COMPANY AND RESPONSIBILITIES

Requirements from the 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 in regard 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
Advertising and Integrated Marketing Communications	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 their 3 rd year as long as they have earned 90 credits.
Architecture	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 their 4 th year as long as they have earned 90 credits.
Business Administration	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 their 3 rd year as long as they have earned 90 credits.
Interior Design	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 their 3 rd year as long as they have earned 90 credits.
Communication and Information Studies	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
International Studies	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
Psychology	A minimum of 225 hours to 240 hours *20 hours/week	12 to 16 weeks
Visual Communication	A minimum of 250 hours *20 hours/week	13 to 16 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 internship 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's direct internship supervisor, signed and stamped by the host company internship supervisor, and submitted online directly to the student's faculty internship supervisor. Failure to provide the form on time will result in an in-progress 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 Counselor if problems arise with the student's work performance.

Appendix II

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 - 240 hours
- Interior Design 400 hours (16 weeks)
- International Studies 225 – 240 hours
- Psychology 225 – 240 hours
- Visual Communication 250 hours

The internship schedule - number of weeks and number of hours per week - will depend on the needs of the company and the availability of the student, 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 professionally 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 student's 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]