



## Terms of Reference Internship Program

The following is an overview of the tasks that can be undertaken by interns assigned to any of the programs at the Issam Fares Institute for Public Policy and International Affairs. Please note that this is a general list and all tasks will not be undertaken by any one intern simultaneously. The institute reserves the right to terminate an internship as result of poor performance, absence or other issues related to work.

### A. RESEARCH

Undertake desk research in preparation for the launch of planned projects or activities using the AUB library, online databases, the internet or other means, and submit a report. Assist with conducting literature reviews and/or first-hand data collection. Terms will be set according to project.

### B. WRITING

Policy Briefs: Assist with identifying topics for research and policy briefs and writing first drafts for consideration by the staff.

Website and dissemination content: Includes press releases, project summaries, invitation letters, etc.

Conference/Workshop reports: Attend our events and write summaries/reports.

Translation: Translate from Arabic to English or English to Arabic, relevant website and dissemination content (as described above).

### C. ADMINISTRATIVE TASKS

Event organization: Assist with planning and organizing lectures, conferences and workshops.

Cover for reception duties and assignments: Assist the staff with administrative and clerical tasks such as filing, updating calendars, hanging event flyers and posters around campus, following up with AUB departments, etc.

Interns should submit all requested comments, feedback, etc. by email to [ifi.internships@aub.edu.lb](mailto:ifi.internships@aub.edu.lb). For a general overview of the activities undertaken by the Issam Fares Institute, please check our website [www.aub.edu.lb/ifi](http://www.aub.edu.lb/ifi)