

Internship Program Guidelines:

Duration:

- 4 weeks to be completed during Winter and 4 weeks during Summer
- OR**
- 8 weeks during Summer

Period of the Internship:

- December 20th, 2018 – January 19th, 2019 (Winter Session)
- May 17th, 2019 – August 28th, 2019

Working Period:

- As per company working hours (should be at least 5 working days; minimum 6hrs. per day)

Deadline to secure an Internship for winter: *Monday, December 17th*
Deadline to secure an Internship for summer: *Monday, April 15th*

What does OSB request from the Organization?

An "**Acceptance Letter/Email**" which includes:

- ✓ Student's full name with an acceptance statement
- ✓ Start and end dates of the Internship
- ✓ Title, professional email, phone number/extension, and signature of the organization representative (should be present in Email signature in case of Acceptance Email)
- ✓ Full address of the organization (should be present in Email signature in case of Acceptance Email)
- ✓ In case of an Acceptance Letter, the printed document should be on an official letter head with the company logo and details; document should be stamped and dated

For further information regarding the Internship Program 2018-2019 kindly contact Ms. Nour Labban through nl11@aub.edu.lb