

# Internship Program **Academic Year 18-19**

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**ACCEPTANCE DEADLINES:**

**MONDAY, DECEMBER 17<sup>th</sup>, 2018**

**MONDAY, APRIL 15<sup>th</sup>, 2019**

## The below prerequisites are required to register for the (1-credit) Internship:

1. Must be a **Business** student
2. Must have a **Junior standing** by the end of Winter Semester 18-19 at the latest; i.e. have a total of **66 Earned Credits**:
  - ✓ If admitted as Sophomore: 36 credits (from Sophomore year) + 30 credits (earned as school equivalents)
  - ✓ If admitted as Freshman: 66 credits
3. Prerequisite courses (to be completed by end of Spring 18-19):
  - ✓ FINA 210
  - ✓ INFO 200
  - ✓ MNGT 215
  - ✓ MKTG 210

(in case a student is still missing ONE of the above courses he/she should take it during Summer along with the Internship as long as it is scheduled AFTER working hours)

1. The duration of the Internship must add up to at least **8 weeks** as per the two below options:
  - 4 weeks to be completed during Winter break (**deadline: December 17<sup>th</sup>**) and 4 weeks during Summer

**OR**

- 8 weeks to be completed during Spring Semester (**deadline: January 14<sup>th</sup>**) **IF** student has completed all his/her BBA requirements and is **only** left with the Internship Program

**OR**

- 8 weeks during Summer (**deadline: April 15<sup>th</sup>**)

## 2. Working Period:

- at least 5 working days a week
- working hours must be as per the company's set schedule for a regular employee (no changes can be made to the company working hours)

## 3. Internship Supervision:

- OSB Faculty Mentor, assigned towards mid of May 2019
- Direct Supervisor at work

## 4. Grading: based on both the OSB Faculty Mentor and the Direct Supervisor at work

# First Steps

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## Letter of Intent

Prepare a Letter of Intent per company/firm/institution; the letter should include the following:

- Reasons behind you joining this specific host organization
- Explain what you aspire to achieve while interning at the host organization
- Mission, vision and culture of the company and how it complies with your personality, goals, and future career plans

## Profile/CV

1. Visit the Career Management Services (CMS) office for assistance
2. Attend sessions that will be scheduled to help you with your CV writing and job search
3. Create your LinkedIn profile and start building your network

**NAME**  
Date of Birth, Mobile #, Email  
Home Address

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**EDUCATION**

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**University, Location** **Time Period**  
Degree and Major

**High School, Location** **Time Period**  
Diploma type

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**WORK EXPERIENCE**

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**Company Name - Location** **Time Period**  
Position  
✓ Explain briefly what you achieved while working at the company

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**QUALIFICATIONS**

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✓ Languages  
✓ Computer Skills  
✓ .....

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**ACHIEVEMENTS**

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✓ Extra-curricular Activities  
✓ Volunteering Experience  
✓ .....

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**INTERESTS**

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**References**

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Available upon request.

Do not postpone looking for an Internship

START NOW!

(NB: the recruitment process takes time to be completed)



# Ways and means to search for and solicit an internship

## How can I start?

- ✓ Seek the **assistance of Senior students** (peer coaches) and Alumni; contact list posted on the OSB website below  
[http://www.aub.edu.lb/osb/osb\\_home/program/BBA/Documents/Coaching%20%26%20Referral.pdf](http://www.aub.edu.lb/osb/osb_home/program/BBA/Documents/Coaching%20%26%20Referral.pdf)
- ✓ Select and contact organizations from the **list of previous host organizations**; list posted on the OSB website below  
[http://www.aub.edu.lb/osb/osb\\_home/program/BBA/Documents/Company%20List%20and%20websites.pdf](http://www.aub.edu.lb/osb/osb_home/program/BBA/Documents/Company%20List%20and%20websites.pdf)
- ✓ **Attend Recruitment presentations** that are held in OSB and AUB throughout the Academic Year
- ✓ Visit our office and **meet internship counselors** for guidance and assistance
- ✓ Use your **personal network and connections** to seek help and guidance regarding your search for an internship
- ✓ **Browse the Internet and apply online**: either through the company website (contacting the employers), through LinkedIn and other online career platforms, or through the CMS office and/or the AUB Career Center
- ✓ Keep checking your emails for opportunities **sent by our office**



# Verification Letters

While applying for an Internship, organizations might ask for a letter from AUB stating that your internship is required.

OSB will write you a “Verification Letter” provided that you submit:

➤ Business Card

OR

➤ Professional signature email

All verification requests must be sent by email to [nl11@aub.edu.lb](mailto:nl11@aub.edu.lb) mentioning the information as per the following red box.

OSB will not provide a letter addressed “To whom it may concern,”

**NB:** You may request as many letters as you wish

OSB  
SULIMAN S. OLAYAN  
SCHOOL OF BUSINESS

July 27, 2017

Mr.  
General Manager  
[redacted]

Dear Mr. [redacted],

This is to certify that Ms. [redacted], one of our business students who has completed her Junior year at OSB, is required to work as a trainee in a notable institution during the summer of 2017 in fulfillment of course BUSS 245 Internship/Practicum.

I would be grateful if you could help her join your distinguished company for a period of two months (between May 18<sup>th</sup> and August 29<sup>th</sup>) as a trainee. Through your willingness to host our student and provide her with a structured learning experience, Ms. [redacted] can look forward to a highly rewarding professional experience.

Regards,

Farah Ismail  
Undergraduate Program Coordinator  
Suliman S. Olayan School of Business  
American University of Beirut

**Needed Information:  
Representative Name  
Position  
Company Name**

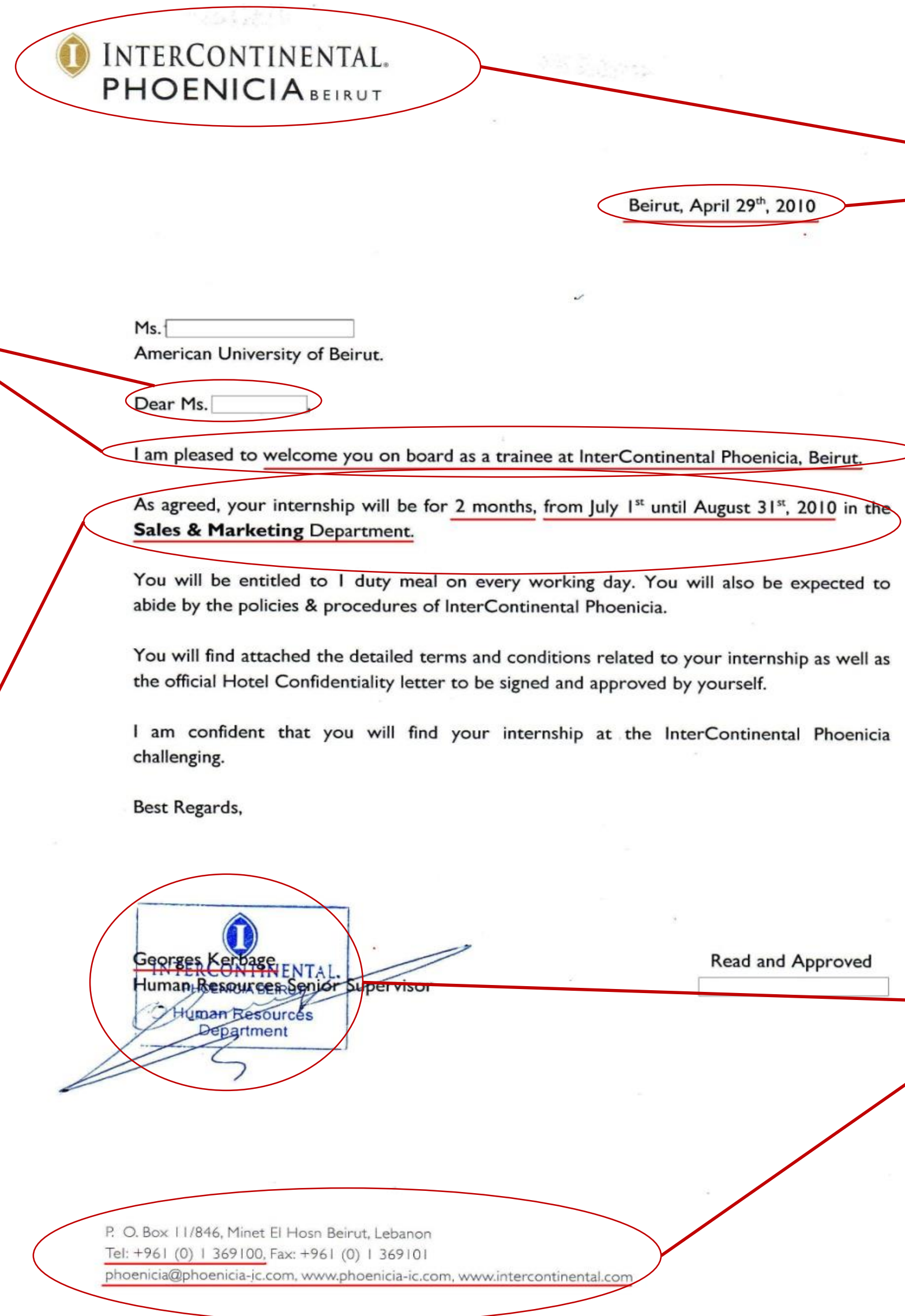
AUB  
American University of Beirut  
الجامعة الأمريكية في بيروت

AACSB  
ACCREDITED

# **Second Step**

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# Required Document for OSB: Option 1 – Acceptance Letter



Organization Letter Head and date

Student Name with a clear Acceptance statement

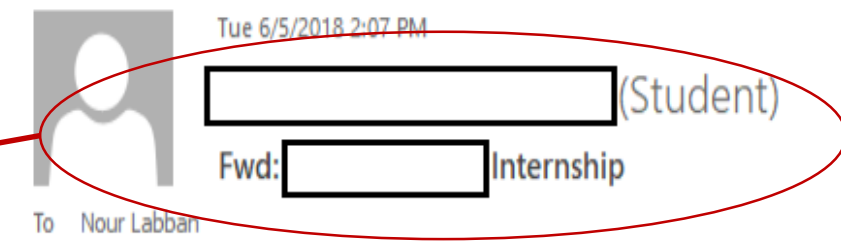
The start and end dates of your internship period + working schedule

Signature and Footer including:

- Company Representative name
- His/her email address
- His/Her phone number
- Official company stamp
- Company address

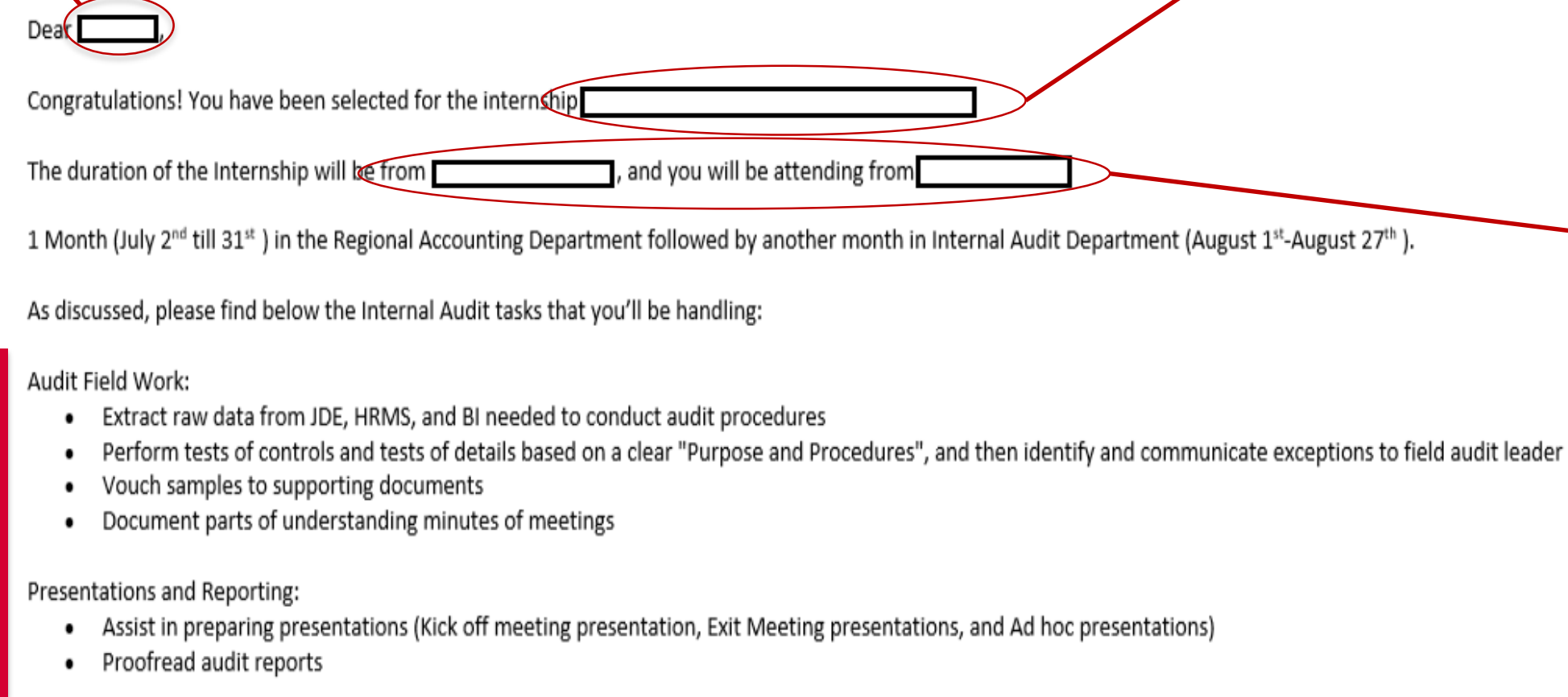
# Required Document for OSB: **Option 2 – Acceptance Email**

- Student Email
- Subject: “Company Name” Internship
- Student Name

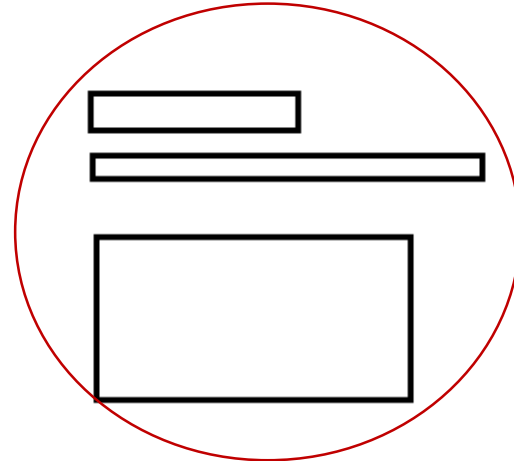


Official Acceptance at “Company Name” and/or department

Brief description of the tasks to be given during the internship (optional)



The start and end dates of your internship period + working schedule



- Signature Email including:
- Company representative Name
  - His/Her Position
  - Company Address
  - His/Her email address
  - Phone number and extension

**NB:** Acceptance Emails must be forward to [nl11@aub.edu.lb](mailto:nl11@aub.edu.lb)



## Common questions by previous students

Can I work for a family business?

NO, the internship will not be accepted

Can I do my internship in two different companies?

Yes: Minimum of 4 weeks per company; Acceptance Letter/Email required from both companies

Can I do my internship abroad? Can I take a course with the internship abroad?

Yes: An internship abroad is accepted knowing that the requirements are the same;

Yes: As long as the course to be taken is AFTER working hours and Equivalency procedure is completed

How many courses am I allowed to take with the Internship?

Only one (3-cr) course AFTER working hours, and/or a 0-credit workshops AFTER working hours

Can my internship be rejected?

All internships are considered approved unless notified otherwise

What if I do not have an internship by the set deadline or the company doesn't confirm by the set deadline?

You will have to postpone your internship until Academic Year 19-20; therefore, stress on the deadline with the host company and always have a plan B

It is **MANDATORY** to fill out the survey sent by email in order to proceed with the Internship registration



SULIMAN S. OLAYAN  
SCHOOL OF BUSINESS

For more information contact:



**Nour  
Labban**

**Internship  
Coordinator**

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**Undergraduate  
Program Assistant**

**[nl11@aub.edu.lb](mailto:nl11@aub.edu.lb)**



**Farah  
Ismail**

**Undergraduate  
Program Coordinator**

**[fi09@aub.edu.lb](mailto:fi09@aub.edu.lb)**



**Kassem  
Abed Al Nabi**

**Undergraduate  
Program Assistant**

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# THANK YOU

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[www.aub.edu.lb/osb](http://www.aub.edu.lb/osb)

