INSTRUCTIONS TO STUDENTS

In addition to the “office practice forms”, the “report template”, and “survey forms”, the following statements that specify instructions for the internship are posted on the course website (under the “office practice forms” link found at: http://services.sea.lau.edu.lb):

- The office practice is registered as 6 credits in the last Summer II term before the student’s graduation. With the exception of the Final Year Project, the student cannot register for any courses during that Summer II term (irrespective of what times the classes start, etc.); however, a student can be registered for other courses during the Summer I term preceding the internship.

- The office practice is graded as Pass/Fail; no letter grade (i.e. A, B, C, ...) is assigned.

- The student can start the internship in the Summer I term (provided he/she is not registered for any courses in Summer I or in Summer II) and register for it in the Summer II term.

- The office practice is to last a minimum of eight uninterrupted weeks, where each week of work should cover a minimum of 40 hours.

- Once the student secures an internship opportunity with a company, he/she needs to print out the corresponding “office practice form” available on the "office practice" web pages, fill out the information, get it signed by the company, and return it to the instructor for final approval before work can begin.

- At the end of the internship, the student is expected to submit the internship report not later than during the first week of the Fall semester (following the completion of the internship). There is no minimum number of pages for the report; however, it should be written completely in the student’s own words (no “cut-and-paste” allowed!)

- The internship report (template available on course website) should have the following format: 11-point, Arial font, with 1.5 spacing. It should also have the following sections:

  1) Introduction: overview of company including:
     - Size of company
     - Number of employees
     - Main projects / products
     - Countries of operation
  2) Scope of work: for each project / task assigned, include:
     - Description of project / task
     - Tasks student performed in project / task
  3) Weekly schedule: for each week of work, state the exact engineering / architecture tasks performed that are related to the student’s major of studies, as well as other performed tasks.
  4) Summary of learning experience: relate the work performed to each learning outcome as described in the syllabus.
  5) Appendices: any relevant material that supports the information in the report.