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Preamble
This document addresses the content, requirements, and administration of the Internship Course at the School of Engineering & Architecture, LAU. The relevant courses in the school are: ARC583, CIE498, COE498, DES583, ELE498, INE498, and MEE498.

Course learning outcomes
The course learning outcomes are listed below. Learning outcomes are statements that describe what the student is expected to acquire, learn, or be able to do by completing this internship.

(a) Knowledge of contemporary architecture/engineering practice
(b) Use of acquired techniques, skills, and modern engineering tools necessary for engineering practice
(c) Exposure to professional and ethical responsibility
(d) Understanding the impact of engineering solutions in a global, economic, environmental, and societal context
(e) Ability to work on multi-disciplinary teams.

The course learning outcomes have been added to the course syllabus and tied to the program outcomes as shown in the sample course syllabus in Appendix C.

Assessment of student learning
The following assessment tools will be used in assessing student learning in the course:

1. Employer Survey (attached in Appendix A). This survey will be administered by the School on a yearly basis after the conclusion of the course.
2. Student Survey (attached in Appendix B). This survey will be administered by the School on a yearly basis after the conclusion of the course.
3. Student Report in which they summarize the learning experience during internship. The template for the report is attached in Appendix E.

The grade for the course is: Pass/No Pass

Course administration
The quality of the internship experience depends heavily on the choice of the employer at which the training will be received. Therefore, it is vital to regulate the choice of the hosting companies by providing the students with a list of pre-approved or pre-selected companies to choose from. The school shall establish and maintain contact with companies (locally and abroad) in order to secure/procure internship positions on a regular basis. The school shall maintain a recommended list of employers where students can do their internship.

The instructor is in charge of the administration of the course. The tasks performed by the instructor shall include: (1) final approval of employer selection, (2) follow-up on students in their internship, and (3) evaluation of the student report at the conclusion of the internship. The teaching load for the course is 1 credit for a class size of 20 students.
## Appendix A: Employer evaluation of student intern

### Assessment of Student Professional Experience

**EMPLOYER Evaluation of student Intern**

**General:**
Date: 
Student name:

Company name:  
Company Address:  
Company main product/service:  
Name of supervisor:  
Email Address:  

Phone  
Title:  

Time period covered by this training:  
Work schedule/day:  
Work schedule/week:  

**Student Preparation/Skills:**

In an effort to assess our student academic preparation in undertaking this internship, please evaluate the extent to which the student intern has demonstrated the following skills and abilities during the internship period:

<table>
<thead>
<tr>
<th>N/A</th>
<th>Not at All</th>
<th>To a moderate extent</th>
<th>To a very great extent</th>
</tr>
</thead>
</table>

**Analytical skills**
- Ability to translate academic knowledge into practical applications using appropriate techniques/tools

**Ability to communicate effectively**
- (orally and in writing)

**Ability to work in teams**
- Ability to listen and cooperate with others, share information and reconcile differences

**Research Skills**
- Effective use of information resources for an appropriate collection and interpretation of data needed for the development and completion of projects and experiments

**Problem solving abilities**
- Development of many potential solutions to
Student Performance during training:

Please assess the student performance/attitude in the following areas while at your facility:

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Not good</th>
<th>Average</th>
<th>Very good</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal initiative in undertaking tasks assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsiveness and willingness to carry out tasks assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical competence in carrying out tasks assigned (engineering knowledge, computing skills, knowledge of modern techniques/tools)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student contribution to solving day-to-day problems or running day-to-day operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficiency of using work time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presence on the job site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessment of Student Learning:

The following are statements that describe what the student is expected to acquire, learn, or be able to do by completing this internship. Please rate how well these outcomes were met through this internship.

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Not Well</th>
<th>Moderately well</th>
<th>Very well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of <strong>contemporary</strong> engineering practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of engineering skills, and modern engineering tools necessary for engineering practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exposure to professional and ethical responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding of the impact of engineering solutions in a global, economic, environmental, and societal context</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work on multi-disciplinary teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Student evaluation of internship learning outcomes

Assessment of Student Professional Experience

STUDENT Evaluation of Internship Learning Outcomes

General:
Date:
Student name:
Email address: Phone:
Company name:
Company Address: Phone:
Company main product/service:
Name of supervisor: Title:

Time period covered by this training:
Work schedule/day: Work schedule/week:

Assessment of employer/facility

Please assess the trainer and the premises at which you conducted your internship:

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Low</th>
<th>Average</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of tasks assigned and relevance to your degree of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of technical difficulty of the tasks assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentorship and guidance provided by your supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequacy of safety measures used on the job site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree of independence in carrying out tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree of professional and ethical responsibility assigned to you</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall satisfaction with training experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assessment of Learning Outcomes:

The following are statements that describe what you are expected to acquire, learn, or be able to do by completing this internship. Please rate how well these outcomes were met through this internship.

<table>
<thead>
<tr>
<th>Statement</th>
<th>N/A</th>
<th>Not Well</th>
<th>Moderately well</th>
<th>Very well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of <strong>contemporary</strong> engineering practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of engineering skills, and modern engineering tools necessary for engineering practice</td>
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<td></td>
<td></td>
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<tr>
<td>Exposure to professional and ethical responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding of the impact of engineering solutions in a global, economic, environmental, and societal context</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work on multi-disciplinary teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: Sample Course Syllabus

<table>
<thead>
<tr>
<th>LEBANESE AMERICAN UNIVERSITY</th>
<th>MEE 498</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Engineering &amp; Architecture</td>
<td>Professional Experience [Required] 6 credits</td>
</tr>
<tr>
<td>Dept of Industrial and Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>Course syllabus</td>
<td>Summer II</td>
</tr>
</tbody>
</table>

1. **Course Description and Course Prerequisite**

Professional experience through training in the execution of real-life engineering projects.

**Prerequisites:** Course must be taken during the last summer preceding graduation.

2. **Course Learning Outcomes**

The learning outcomes that the student should attain:

a. Knowledge of contemporary engineering practice.

b. Use of acquired techniques, skills, and modern engineering tools necessary for engineering practice.

c. Exposure to professional and ethical responsibility.

d. Understanding the impact of engineering solutions in a global, economic, environmental, and societal context.

e. Ability to work on multi-disciplinary teams.

3. **Contribution of course to meeting the professional component**

<table>
<thead>
<tr>
<th>Professional Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics and Basic Sciences</td>
<td>0</td>
</tr>
<tr>
<td>Engineering Topic</td>
<td>0</td>
</tr>
<tr>
<td>General Education</td>
<td>6</td>
</tr>
</tbody>
</table>

4. **Relationship of course to program outcomes**

<table>
<thead>
<tr>
<th>0 = Very little or no emphasis</th>
<th>1 = Some emphasis</th>
<th>2 = Moderate emphasis</th>
<th>3 = Substantial emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>a ability to apply knowledge of math, science and engineering</td>
<td>b ability to design and conduct experiments and to analyze and interpret data</td>
<td>c ability to design, analyze and improve processes and integrated systems of people, materials, information, and facilities for the purpose of improving or sustaining productivity, quality or other desired needs</td>
<td>d interpersonal and social skills necessary to function on a multi-disciplinary team</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>e ability to identify, formulate and solve industrial and operations engineering problems</td>
<td>f understanding of professional and ethical responsibility</td>
<td>g ability to communicate effectively</td>
<td>h broad education necessary to understand the impact of engineering solutions in a societal context</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>i recognition of the need for, and an ability to engage in life-long learning</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Grading Policies & Performance Criteria

A Pass / Not Pass (N / NP) grade is assigned to this course.

The performance criteria that the student is graded on:
   a. Personal initiative in undertaking tasks assigned.
   b. Responsiveness and willingness to carry out tasks assigned.
   c. Technical competence in carrying out tasks assigned (engineering knowledge, computing skills, knowledge of modern techniques / tools).
   d. Student contribution to solving day-to-day problems or running day-to-day operations.
   e. Efficiency of using work time.
   f. Presence on the job site.
   g. Overall performance.

6. Course Policies

Instructions to registering and successfully passing the course:
   a. Student must submit the signed office practice form and obtain instructor’s approval prior to registering the course.
   b. Student must follow all instructions posted on the course website.
   c. Upon completion of the internship, student must fill the student survey and submit the report.

Forms, templates, and further instructions are available under the “office practice forms” link found at: http://services.sea.lau.edu.lb
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.
Appendix E: Guidelines for Writing Internship Report

LEBANESE AMERICAN UNIVERSITY

SCHOOL OF ENGINEERING AND ARCHITECTURE

Department <Name>

Internship Title

Professional Experience

<Course Name and #>

student Name & Student ID

DATE REPORT PRESENTED
1. Introduction
Overview of company including:
   a. Size of company
   b. Number of employees
   c. Main projects / products
   d. Countries of operation

2. Scope of Work
For each project / task assigned, include:
   a. Description of project / task
   b. Tasks student performed in project / task

3. Weekly Schedule
For each week of work, state the exact engineering 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.