

# Engineering Career and placement Office

## *Internship guidelines*

Academic Year 2023-2024

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## Summer internship course

Students work at a company for a fixed period of time, usually two to six months

The work period should cover a minimum of 8 weeks of full time work equivalent to 320 hours

Direct Supervision is provided by the employer

Students can follow up with LAU Faculty course instructor

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## Summer internship course

All documents related to the internship are available on the SOE website  
<http://soe.lau.edu.lb/resources/InternshipGuidelines.pdf>

The office practice is registered as 6 credits in the last Summer term before the student's graduation

Fail/pass grading system



## Where

Companies and industries in Lebanon and in the Gulf offer internship programs.

IAESTE exchange program

Training is conducted on site and/or in office



## General information

Some companies require student transcripts and select interns based on their GPA.

Internships can assist students when seeking employment after graduation.



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## How and where to apply

Employers' internship opportunities will be circulated via email to Engineering students.

Students can apply on Jobteaser, online on companies career website or via email

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## How and where to apply

Students can apply for internships through the Engineering career and placement office or by personal means.

If students were seeking the help of the university for a placement and then secured their own, they must inform the office that they've found one.



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## Tips and responsibilities

Students must check weekly for new opportunities

Students must inform the company within the specified deadline that they have accepted or declined the offer

Final Commitment is important. It is unethical to back out after accepting an offer

Accepting a job offer ethically obligate students to cease job search efforts and to notify the office in order to withdraw their names from other companies' consideration

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## Professional Etiquette

Be prepared to arrive on time

Make a positive impression on every staff member you encounter

Ask questions

Be willing to work and show enthusiasm

How you perform will affect opportunities for other LAU engineering interns



## School of Engineering

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For more information, contact:

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