

**AMERICAN UNIVERSITY OF BEIRUT FACULTY OF
ENGINEERING AND ARCHITECTURE
DEPARTMENT OF INDUSTRIAL ENGINEERING & MANAGEMENT
INDE 500 – APPROVED EXPERIENCE**

To : IE Undergraduate Students
From : IEM Department
Subject : Guidelines for Summer Training

The information and guidelines described in this document pertain to the summer training internship program (INDE 500 – Approved Experience) which you should undergo and pass, normally in the summer preceding your last year, in partial fulfillment of the graduation requirements. You are required to abide strictly by the regulations and deadlines indicated in this document, in order to successfully pass the course.

General

To qualify for the degree of Bachelor of Engineering, you are expected to work **eight full weeks (six weeks exceptionally for Summer 2020 and Summer 2021)** at a recognized firm, in Lebanon or abroad, in a capacity which ensures that you apply your knowledge and acquire professional experience in the fields of Industrial Engineering.

Securing a Training

It is your responsibility to ensure that you have secured a training offer. The department's summer training coordinator and the faculty will assist you to find an internship, mainly through the MSFEA Career Center, with which you should stay in close contact. The Center is well-connected with employers and keeps track of job and training offers. It also handles the IAESTE training exchange program through which selected international offers are obtained and assigned to students on a competitive basis. You should report any problems related to job finding to your academic advisor, summer training coordinator, or MSFEA Career Center. The Department works closely with the MSFEA Career Center to assure successful training for all students in the department.

Registration

You must register and pay tuition for INDE 500 – Approved Experience. Your statement of fees must be withdrawn and tuition paid in accordance with the schedule announced for the summer term by the University Registrar.

At Work

You should maintain a highly professional attitude and behavior at work. Punctuality and attendance at the required working hours are essential. Good relations with your supervisors, as well as with people working with you, should be one of your major concerns. Consideration for fellow workers, and for materials around you, is important in projecting the proper attitude towards others. Always remember that you are representing AUB, MSFEA, and your department during the training and it is expected that you will carry your duties responsibly. Also, make sure to regularly keep notes on all information relating to your training, preferably using a daily log book, which you will use as a basis for writing the reports required, as described later. In the event that, any problem arises during the training, you will need to contact the department promptly and explain the situation. **If the type of work assigned to you does not meet the training objectives, you should report to the department and to the FEA Career Center for advice and resolution.**

Course Objectives

1. Apply the knowledge and skills learned in classes, specifically on Operations Research, Engineering Management, and Production Systems, in real-world settings
2. Gain experience in professional industrial engineering work
3. Gain experience in industrial engineering research
4. Become familiar with the best practices and the culture of real work
5. Write technical reports presenting the methods and results of Industrial Engineering work tasks
6. Communicate results and findings to a diverse group

Training File and Deliverables

Each one of you is responsible to maintain an individual training file at the department and complete it in order for the evaluation of your Approved Experience to be performed. Your file will be considered complete only after submission of the Final Training Report. Deliverables and timeline for submissions are outlined below:

1. **Validation of Approved Experience** form, to be filled and submitted after you secure a summer training offer.
2. **Notice of Arrival** form, to be filled on line during the first week of your training.
3. **Progress Report**, to be uploaded on line, utilizing the provided template, in PDF format at the end of the third week of training and should include a progress account of your work.

At the end of the training period student must complete the second step of the summer training procedure

1. **Internship and evaluation survey** to be filled on line at the end of the training period.
2. **Letter from Employer**, to be uploaded on line in PDF file format (English or Arabic). **You are responsible to request this letter of evaluation from your employer at the end of the training.**
3. **Final Training Report**, to be uploaded on line, utilizing the provided template, in PDF format by the end of second week of classes of the Fall term following the training.

Evaluation

Your Approved Experience will be evaluated with a Pass or Fail grade based on the following criteria:

1. Completion of training file as described above.
2. Evaluation of the quality and relevance of the professional experience acquired.
3. Satisfactory Interim and Final Training Reports. You may be requested to revise or rewrite your reports in case they do not meet department expectations. The Final Training Report content and format are described later.
4. Acceptable Letter of Employer. The letter should reflect a performance and attitude deemed worthy by your employer.
5. You may be requested to have an interview or to make a presentation to the faculty member who is reviewing your final training report