

INTERNATIONAL STUDENT PROGRAMS
GRADUATE INTERNSHIP

GUIDE





WELCOME

This guide includes information about:

1. AUK
2. The Graduate Internship Program
3. Eligibility, Skills, and Requirements
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ABOUT AUK



Established in 2003, AUK is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education dedicated to teaching, learning, and scholarship. The educational, cultural, and administrative structure, methods, and standards of AUK are based on the American model of higher learning. The language of instruction is English. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership. For more information on the American University of Kuwait, visit the University website at www.auk.edu.kw.

ABOUT THE PROGRAM

Purpose & Design

The graduate internship program is designed to provide graduate students and recent graduates the opportunity to gain essential experiences in areas related to Higher Education, in addition to gaining exposure to AUK's student culture. Through the program, interns will acquire specific skillsets which will help prepare them for a career in Higher Education. The selected intern will work primarily with the area unit leadership but will also have the opportunity to work with other professional staff across the institution.

Placements

- 40 hours per week in a primary placement (alternatively, 30 hours per week in a primary placement and 10 hours per week in a secondary placement).
- Interns may receive academic credit if agreed upon between the supervisor and the intern's college or university.
- Internships will run for 7-8 weeks from early June through late July or early August depending on agreeable terms and scheduling needs. Start and end dates may be flexible.

Compensations

- Accommodation in a shared furnished apartment
- Up to \$1,500 reimbursed upon ticket purchase
- \$1,500 living stipend:
 - \$1,125 – upon arrival
 - \$375 – 1 week before completion of the program

ELIGIBILITY, SKILLS, & REQUIREMENTS

Eligibility

- Enrolled in a Graduate Program with a specialization in higher education, student affairs or a related field, in the Spring Semester prior to the internship.
- Minimum of 24 credit hours at the time of application.
- Good academic standing.

Skills

- Strong interpersonal, written, and oral communication.
- Good administrative, organizational, and multi-tasking skills.
- Ability to work in a fast-paced environment.
- Openness to learn about Middle Eastern culture, diverse population, and/or the Arabic language.
- Ability to work well independently and as part of a team.
- International travel or experience preferred.

Requirements

- Filled application form
- The following documents to be attached with the application:
 - Cover letter addressed to the Selection Committee, indicating but not limited to the following:
 - Your professional interests and goals,
 - What interests you in this program,
 - What interests you in pursuing this at AUK,
 - What experiences and skills you would like to obtain,
 - How this experience will impact your academic and personal growth,
- Current curriculum vitae/resume
- Transcript (official or unofficial) or verification of classes to date
- Letter of intentionality identifying your cultural, personal, and professional goals in 3-5 bullet points each
- Letter(s) of recommendation (1-2 references sent from a graduate supervisor or faculty member)
- Upon being accepted into the program, candidates will receive the following forms:
 - **Internship Agreement, Stipend Receipt Form, Midterm Reflection of Internship Form, Final Report Form**



Program Obligations and Commitments

Attend Program Meetings

1. One month before the program starts, meet with AUK to follow up and ensure processing of ticket reimbursement.
2. Arrival to Kuwait: Arrive to apartment and review the basic guide and emergency contacts.
3. Day 1 of your internship: Attend **orientation** with program coordinator and host departments. You will also receive your **first stipend payment**.
4. End of Week 4 of internship: Meet with your placement supervisors for Midterm Evaluation. You will also submit your **midterm reflection**.
5. Last Week of Internship: Meet with your placement supervisors for your **final evaluation**, submit your **final report of international program**, and receive final **stipend**. You should **return your apartment key** and any other AUK items to the program coordinator.

Supervisors evaluate interns for the following:

1. Quality of work
2. Professionalism
3. Reliability
4. Ability to follow instructions
5. Cooperation and courtesy
6. Attention to detail
7. Overall performance



IMPORTANT CONTACTS



AUK Security
Campus Security

☎ Mobile ext. 66107010

☎ Ext. 2224-3333/3332



Abir El-Tannir
Director of International Programs

✉ aitani@auk.edu.kw

☎ +965 55639881



Lara Jadayel
International Programs Coordinator



✉ ljadayel@auk.edu.kw

☎ +965 65133872

EMERGENCY CONTACTS


AUK Clinic

Campus Health Clinic

 Located in A Building - Ground floor
 Ext. 3400 or 3402



Al-Seef

Private Hospital

 Salmiya, Street 3, Balajat Street
 1881 122



Al-Mowasat Hospital

Private Hospital



 Salmiya, Street 2, Yousef Bin Homoud Street
 1826 666

Mubarak Al-Kabeer



Public Hospital

 Jabriya, Street 9, Yousef Al Bouresle Street
 2531 2700



US Embassy

 Bayan, Kuwait
 22591001



Lebanese Embassy

 Sharq, Kuwait
 22562103

French Embassy

 Kuwait City, Kuwait
 22058900

Egyptian Embassy

 Salam, Kuwait
 22519955

In case of emergencies requiring police, ambulance, or fire services,
CALL 112.

KUWAIT E-VISA APPLICATION

01

Starting the Application

Visit the State of Kuwait Ministry of Interior website at https://evisa.moi.gov.kw/evisa/home_e.do for regulations and visa information. Apply for the Tourist e-visa 29 days before traveling. It will be valid for 3 months.

Press “Start” to initiate the application.

Fill in the required information:

- Passport type
- Disclaimer
- Personal information
- Upload a photo of your passport
 - *Tip: Decrease the photo file size by using a free online file compressor.*
- Enter your name and passport information.
 - Your Arabic name is optional. Feel free to skip this step.

02

Expected Address

Governorate: Hawalli

Area: Salmiya

Block: 2

Street: Abdullah Bin Masoud Street

Avenue: N/A

Building Number: 0198

Building Type: Apartment

Flat: N/A

03

Finalizing & Submitting Your Application

Add your credit or debit card information. This will pose a temporary hold charge. Then, upload your passport photos and submit them. You'll receive a confirmation email. Please allow at least one week for the validation process.

Tip: Once you receive your e-visa, take a screenshot of it. It will make it easier to show upon arrival to the airport.

Arrivals



ARRIVAL PROCESS

Before going through customs to pick up your luggage and leave the airport, make sure you go through the visa onboarding process.

01

Validating your e-visa

Once off the plane, head directly to verify your visa in the airport visa office to validate your approved E-Visa. The visa office will be in the “Visa Hall.” Proceed with fingerprint stamping, taking a headshot, and other tasks that may be required from the officials.

Note: If after you secure your visa the immigration officer does not take you to get fingerprinted, do not worry and proceed with the steps below or additional instructions provided.

02

Going through customs

Once you have validated your e-visa, go through customs and secure your luggage, located past customs.

03

Leaving the airport with all your needs

Secure the following items before leaving the airport.

- ☐ Luggage
- ☐ Visa
- ☐ SIM Card - Available at Terminals 1, 3, and 4.
- ☐ Kuwaiti Dinars - Exchanges available at Terminals 1 and 4.

SIM CARDS

Cellphone Carriers

You will need to purchase a SIM card for the duration of your stay. To do so, you can activate a data plan that runs monthly. Before arriving in Kuwait, make sure your phone is unlocked. Call your cellphone service provider to do so or to confirm.

The top three main phone service providers are as follows:

1. Zain
2. Ooredoo
3. STC

Newer carriers include:

- Red Bull Mobile by Zain
- Virgin Mobile

Note: Many people in Kuwait use WhatsApp as the top communication platform. Download the app to communicate with AUK representatives, friends, service providers (ex. Talabat deliveries), etc. Once you have your Kuwaiti number, make sure to update your WhatsApp number to match.

Cost

Call and data plans range from 5-110 KD depending on your use. Check out the carrier's websites ahead of time to decide which plan is best for you.

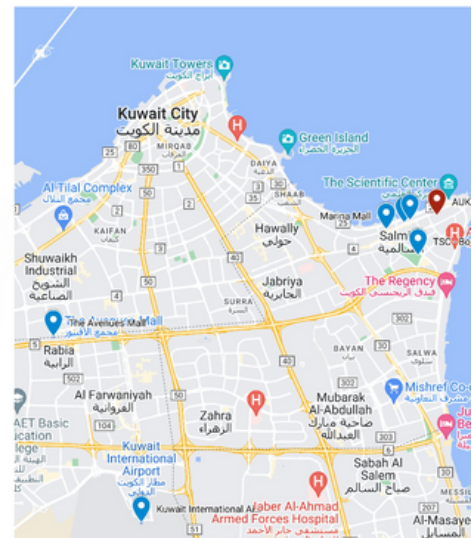
Nearby Branches

- Kuwait International Airport
- Marina Mall
- Sultan Center
- Sultan Boulevard
- BIBI Tower
- Avenues Mall

Zain, Ooredoo, and STC Nearby Branches

SIM card purchase locations

- Marina Mall
- Kuwait International Airport
- TSC - Salmiya
- TSC - Boulevard
- BIBI Tower
- The Avenues Mall
- AUK Residential





CURRENCY EXCHANGE

At the airport

You have the option of exchanging cash at the Kuwait International Airport. If you visit an exchange throughout the city, you will be expected to trade cash for cash. Alternatively, you can go to a bank or a bank kiosk and use your credit or debit card to take out money.

Locations:

- Terminal 1
 - Afaq Exchange
 - Al Mustaqbal Exchange
 - Al Muzaini Exchange
- Terminal 4
 - Al Derwaza Exchange (Arrival)
 - BEC (Departure)

Around Kuwait

If you do not exchange money at the airport, make sure to stop by an exchange service place.

Nearby Banks or Exchanges:

- Al Mulla Exchange (650m from residence)
- Lulu Exchange (600m from residence)
- KFH ATM (500m from residence)

Alternatively, you can use **ApplePay** or your card nearly everywhere.

TRAVELING TO THE APARTMENT

01

Careem

Careem is an Uber-like app that connects with local taxis or cars. Prices will vary based on road traffic.

Cost: 10KD-12KD (equivalent of \$32.50-\$39, £30-£36)

Download the app on Google Play or the App Store.

Note: You will need a Kuwaiti number to access this service

02

City Link

City Link is Kuwait's app-based shuttle service. This service has a standardized price from the moment you book but is more public than other transportation services.

Cost: 1KD-3KD (equivalent of \$3.25-\$10, £3-£9)

Download the app on Google Play or the App Store

Note: You will need a Kuwaiti number to access this service.

The pickup location is the airport post office, a 15-minute walk from the exit. A Careem or airport taxi is your safest option.

03

Airport Taxi

You can take a taxi directly from the airport. You will need cash for this service.

Cost: 15KD-20KD (equivalent of \$48-\$65, £45-£60)

GPS in Kuwait

To navigate and explore Kuwait, use Google Maps. Detailed information such as time, location, and reviews are available.

Other Navigation Methods in Kuwait

you have the option of using City Bus (the app is available on the App Store and Google Play) and purchase daily, weekly, monthly, and quarterly passes.



HOUSING

Address

Whenever you need to return home, remember your address:

Area: Salmiya

Block: 2

Building Number: 0198

Street: Abdullah Bin Masoud Street

Alternatively, on Google Maps and Careem, your residence is labeled “AUK Residential.” Click [here](#) to view it on Google Maps.

Welcome Package

When you arrive, your apartment will be supplied with a welcome package that includes some essentials:

- Easy to cook food
- Snacks
- Water
- Tissues and Toilet Paper

You should bring the following to the apartment:

- Towels and bedsheets
- Personal hygiene products
- Plug adapters and chargers

Vacation from Kuwait

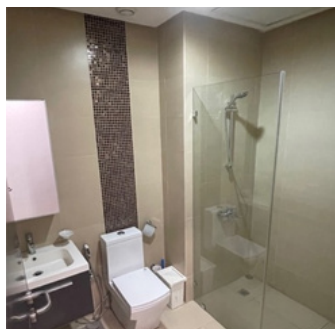
If you are staying in Kuwait for more than 90 days, you need to leave the country and reapply for your visa. If you are traveling for fun or compulsory, do the following:

- Coordinate with your supervisor or professor when and where you will be traveling
- Apply for the visa as soon as you have left to ensure you can re-enter without difficulty
- For Dartmouth students: check whether the country you are traveling to requires a travel exception.

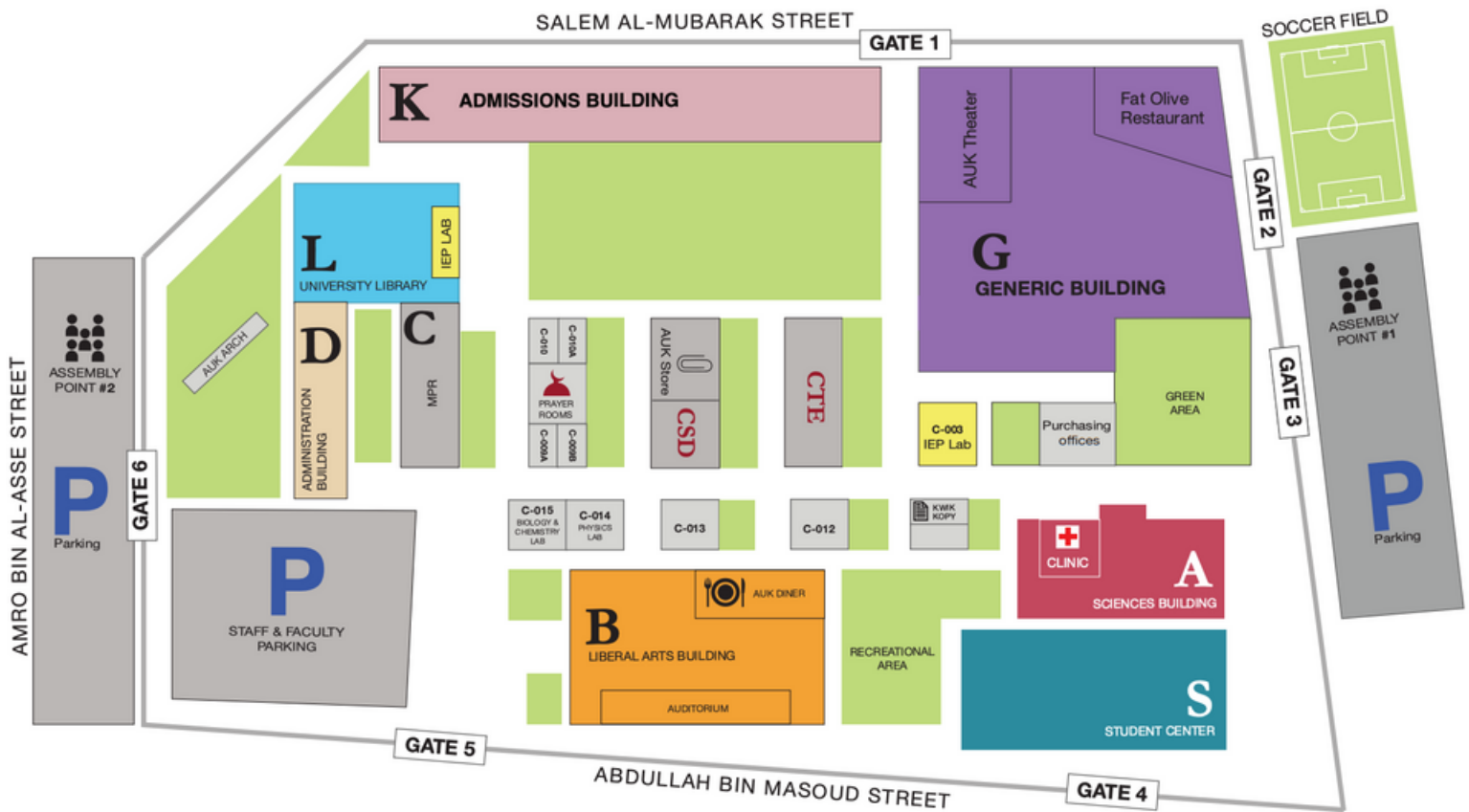
Apartment Rules

There are specific rules and boundaries that you need to follow during your stay at the AUK Residence. Below are some of them:

- 1.No guests can stay overnight
- 2.No friends allowed past 11 PM
- 3.Keep noise at a minimum
- 4.No illegal substances
- 5.Respect the premises and neighbors



AUK® CAMPUS DIRECTORY



A SCIENCES BUILDING
 Art & Music Therapy Center (GROUND FLOOR)
 IT Department (GROUND FLOOR)
 AUK Clinic (GROUND FLOOR) +
 Starbucks Coffee (GROUND FLOOR)
 Sciences & Engineering (3rd FLOOR)
 Social Sciences (3rd FLOOR)
 Center for Gulf Studies (3rd FLOOR)
 RISE Center (3rd FLOOR)
 College of Business & Economics (4th FLOOR)
 Office of the Dean, Business & Economics (4th FLOOR)

B LIBERAL ARTS BUILDING
 Auditorium (GROUND FLOOR)
 The Diner (GROUND FLOOR)
 Open Computer Lab (GROUND FLOOR)
 CSIS Computer Lab (GROUND FLOOR)
 Engineering Labs (B105 - B108) (1st FLOOR)
 Arts & Humanities (3rd FLOOR)
 Office of Dean, Engineering & Applied Sciences (4th FLOOR)
 First Year Experience Program (4th FLOOR)
 Intensive English Program (IEP) (5th FLOOR)
 Center for Teaching Excellence (CTE) (4th FLOOR)

G GENERIC BUILDING
 Arts & Humanities (3rd FLOOR)
 Office of Dean, Arts & Sciences (3rd FLOOR)
 Graphic Design MAC Labs (2nd FLOOR)
 AUK Theater (GROUND FLOOR)
 Fat Olive Restaurant (GROUND FLOOR)
 Studio & Communication Area (IEP) (BASEMENT 1)
 Black Box Theater (BASEMENT 1)

IEP INTENSIVE ENGLISH PROGRAM (IEP)

D ADMINISTRATION BUILDING
 AUK Bookstore (GROUND FLOOR)
 Director of Finance & Administration (1st FLOOR)
 Finance Department (1st FLOOR)
 Human Resources Department (2nd FLOOR)
 Office of Corporate Relations (2nd FLOOR)
 Office of Public Affairs (3rd FLOOR)
 Office of Executive Vice President (3rd FLOOR)
 Government Relations (3rd FLOOR)
 Office of Chair of Board of Trustees (4th FLOOR)
 Office of the President (4th FLOOR)

K ADMISSIONS BUILDING
 Admissions Office (GROUND FLOOR)
 Registrar Office (GROUND FLOOR)
 Scholarship Office (GROUND FLOOR)
 Center for Continuing Education (CCE) (1st FLOOR)
 Office of Institutional Research (GROUND FLOOR)

S STUDENT CENTER
 Indoor Gymnasium (GROUND FLOOR)
 Men's Gym (GROUND FLOOR)
 Women's Gym (1st FLOOR)
 Jogging Track (1st FLOOR)
 Office of Student Life (2nd FLOOR)
 Student Clubs & Orgs Offices (2nd FLOOR)
 Student Lounge (2nd FLOOR)
 Counseling Center (2nd FLOOR)
 Office of the Vice President, Student Affairs (3rd FLOOR)
 Alumni Affairs & Career Development (3rd FLOOR)
 Academic Advising Center (3rd FLOOR)
 Writing Center (3rd FLOOR)
 Tutoring Center (3rd FLOOR)
 Outdoor Roof-top Court (ROOF)

L UNIVERSITY LIBRARY
 Library Offices
 American Corner
 Library Conference Room

C-001 Purchasing office
C-009 A Security Office
C-009 B Campus Services Security Coordinator
C-010 Piano Music Lab
C-010 A Piano Practice Room
C-014 Physics Lab
C-015 Biology/Chemistry Lab
C-016 Multipurpose Room

Prayer Rooms
 AUK Diner (Cafeteria) / Snacks Station
 AUK Clinic
CSD Safety & Security & Campus Services
 Kwik Kopy
 AUK Store / Lost & Found
 Emergency Assembly Points
CTE Center for Teaching Excellence



TIPS & TRICKS

Tipping Culture

Unlike in the US where tipping is compulsory, here in Kuwait, it is not. If you want to tip for extraordinary service at a restaurant or when someone helps you (e.g. shopping cart attendant), it is okay to tip between **1KD-2KD**.

Common Apps

Below are some of the most common apps you will use while in Kuwait:

Cellphone Carriers	Transportation	Food & Delivery
mySTC Kuwait	Careem	Talabat
Zain KW	CityLink	Deliveroo
Ooredoo Kuwait	City Bus	Cari
Virgin Mobile	Wiyak	Carriage

MORE TIPS!

Clothing

Although Kuwait is warm, there is air conditioning indoors at all times. Make sure to bring at least one sweater, jacket, and if you want, a couple of long-sleeve shirts.

When it rains, it will get muddy and potentially flood outside. You may also want to do outdoor activities. Make sure to bring at least one pair of shoes you don't mind getting dirty.



Conversion Rate Approximations

If you want to keep track of your spending, remember the approximate conversion rate for your country:

- \$3.25 USD = 1KD
- £3 = 1KD

Learn to Navigate the Neighborhood

Below are some nearby places you may need to visit.

Grocery Shops:

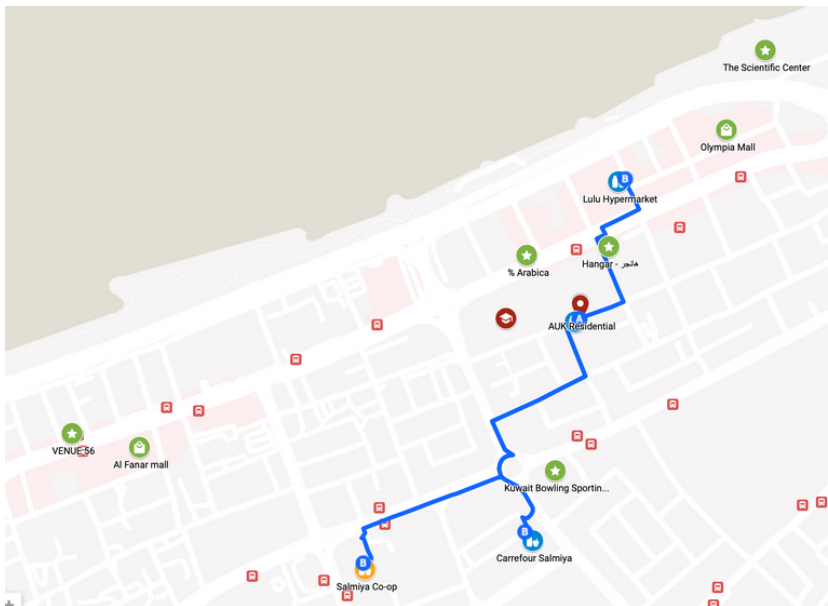
- QuickMart
- Lulu Hypermarket
- Carrefour Salmiya
- Salmiya Co-Op (subsidized)

Malls:

- Al Fanar Mall
- Olympia Mall
- Marina Mall

Where to Hangout:

- % Arabica
- Hangar
- Venue 56



ENGLISH

KUWAITI

Hello

Marhaba (Salam)

Good morning!

Sabah alkhayr

Good evening.

Masaa alkhayr

Good night.

Tusbih aalaa khayr

How much is it?

Kam (Cham)

Thank you.

Shukran

You're welcome.

Afwan (Walaw)

Right

Yamen

Left

Yasar

Straight

Sida

Water

Mai

Food

Akel

I'm lost

Ana daye (M). Ana daiya (F)

Where?

Wayn?

How are you?

Shlonic (M), Shlonich (F) ?

Yes / No

Naam / La

EXPLORE KUWAIT



There are so many places to visit in Kuwait and many of them are closer than you think:

- The Scientific Center (top left)
- HANGAR (arcade pictured to the middle left)
- Kuwait Towers (middle right)
- Al Mubarakiya (shops pictured bottom right)
- The Avenues Mall
- Marina Beach
- Dar Hamad
- Sheikh Abdullah Al Salem Cultural Centre
- Sadu House



- Freej Swaeleh
- Al Shamam Restaurant
- Grand Mosque of Kuwait
- Cinescape
- SKY Cinema
- Murouj
- Assima Mall
- Winter Wonderland Kuwait
- Kuwait Winter Games Club



DEPARTMENTAL PLACEMENTS

Academic Advising Center (ACC)

Duties & Responsibilities

- Provide academic advising and educational planning to AUK students
- Assist in assessing academic levels of students
- Tend to student academic inquiries
- Provide developmental training for the ACC Peer Academic Leaders
- Write and edit departmental documents and publications.
- Act as a public face of the AAC through assisting in the daily operations of the office by assisting students, staff, and faculty

Skills & Knowledge

- Knowledge of the academic programs available at AUK, flexibility, and facility in working with students' diverse academic learning and advising needs shaped by a particular local context and AUK's programs
- How to advise undeclared students, developing a greater understanding of students' diverse academic needs
- Knowledge of academic policies and procedures. Stronger multitasking skills
- Understanding of the impact of local context on university structure, policies, procedures, and academic programs

Counseling Center (CC)

Duties & Responsibilities

- Participating in counseling-related staff training and personal counseling opportunities
- Preparation and event planning for fall events, coordinating with local employers
- Working with the student employment program
- Assessing services for students with disabilities and assessment opportunities to explore cultural differences

Skills & Knowledge

- Knowledge of counseling and disabilities management at AUK
- Understanding of personal counseling in a diverse culture
- Knowledge of processes around providing disability accommodations

Student Life (SL)

Duties & Responsibilities

- Advise student clubs and organizations
- Review and make recommendations for department program initiatives
- Review and develop department policies,
- Assist with program/activity learning outcomes
- Coordinate and support the athletics program
- Assist in daily operations of office tasks and provide customer service to students, staff, and faculty.

Skills & Knowledge

- Knowledge of and appreciation for the challenges associated with programming specialized populations (commuter, majority non-American population bound by the Kuwaiti law of segregation).
- Understanding of the impact, if any, of engagement theory on a majority non-American student population.

Office of Alumni Affairs & Career Development (AACD)

Duties & Responsibilities

- Liaising between students/alumni and job opportunities available
- Developing enhanced communication tools with alumni, reviewing department policies, reviewing and making recommendations for department programs and events
- Assist with internship programs and department publications.

Skills & Knowledge

- Understanding of differences faced by universities in the MENA region
- Experience in career counseling and alumni engagement inclusive of enriching organization and program-building skills
- Ability to interact with students, alumni, staff, and local employers in an international setting.
- Writing, editing, and proofreading skills

International Student Programs (ISP)

Duties & Responsibilities

- Assist in developing media content related to incoming and outgoing international programs offered by AUK
- Communicate and share international experiences with interested outgoing students
- Proofread and edit resources (guides, factsheets, etc.)
- Assist in promoting incoming and outgoing international programs through workshops, pre-departure orientations, etc.
- Assist with research related to new incoming and outgoing international programs

Skills & Knowledge

- Communication, writing, and researching skills
- Interest in media, social media trends, etc.
- Interest in helping students select the right international program to take part in

The Office of Research and Grants (ORG)

Duties & Responsibilities

- Conducting extensive research on potential grant opportunities and funding sources, performing literature reviews to bolster research projects
- Collecting and organizing research data through surveys, interviews, and experiments
- Analyzing data using appropriate statistical methods and software
- Providing essential administrative support such as organizing meetings, maintaining files, and handling correspondence related to research and grant activities
- Contributing to the writing process by drafting reports and meeting minutes, ensuring high-quality content
- Organizing seminars, workshops, and other related activities
- Creating promotional materials such as videos, flyers, and social media posts, and take pictures at ORG events

Skills & Knowledge

- Maintain high professionalism in all interactions with colleagues, faculty, and external partners
- Manage your time effectively to meet deadlines and fulfill your responsibilities
- Keep open lines of communication with your supervisor, promptly reporting progress and any challenges faced
- Respect the confidentiality of sensitive information related to research projects, grants, and organizational activities
- Be proactive in learning and seeking guidance; take the initiative to enhance your skills and knowledge
- Strong proficiency in Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint) for data organization, analysis, and report preparation

Library

Duties & Responsibilities

- Work with library staff to provide information services to library users
- Develop and review promotional content of library resources/services
- Develop and review research guides in the relevant fields of knowledge
- Assist with information retrieval, data entry, and day-to-day operation

Skills & Knowledge

- Familiarity with academic and research databases
- Effective oral and written communication skills
- Background in library and information studies, information systems, or academic research is preferred
- The ability to work both as a member of a team and independently