

# AUK TO DARTMOUTH INTERNSHIP GUIDE

*SUMMER 2020*



## OVERVIEW

### The Dartmouth-AUK Internship Exchange

The Dartmouth-AUK Internship Exchange was developed as part of the Dartmouth-AUK Memorandum of Understanding (MOU), which was signed between the two institutions in September 2003. The exchange provides the opportunity for Dartmouth students to spend a term at the American University of Kuwait and for AUK students to intern for the summer at Dartmouth College. While this experience is designed to assist with personal growth, it is also meant to build personal bridges between the AUK and Dartmouth communities and to encourage greater cultural understanding between the Middle East and the United States. Past Dartmouth interns have been named Fulbright Scholars, while others have returned to the Middle East to begin or continue Arabic language training and to pursue Middle Eastern cultural studies. Past AUK interns have gone on to work at AUK, attend graduate school in Europe and the US, and have joined the public and private sectors in the region successfully.

### Dartmouth College

Dartmouth College was founded in 1769 by the Reverend Eleazar Wheelock. Since then, this Ivy League institution has produced a significant number of notable alumni, including Robert Frost, a multiple-time Pulitzer Prize winning poet; Theodore Geisel, a political satirist and children's author better known as Dr. Seuss; and Daniel Webster, a historically important lawyer and politician. For more information about Dartmouth's history and its alumni, visit the Dartmouth College website at [www.dartmouth.edu](http://www.dartmouth.edu)

### Contact Information

#### Dartmouth College



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## PREPARATION

### Timeline:

- 3 January 2020: Deadline to submit application
- 12-17 January 2020: Committee reviews applications
- 19-23 January 2020: Interviews with shortlisted candidates
- 30 January 2020: Interns announced
- 13 February 2020: Deadline to submit **Pre-Visa Request Form**
- 30 April 2020: Intern signs **Participation Agreement**
- 4 May 2020: Skype session with Dartmouth
- 11 May 2020: Preparatory meeting at AUK
- 1 June 2020: Final briefing at AUK
- 15 Jun – 1 August 2020: Internship at Dartmouth College
- 1 September 2020: Deadline to submit **Placement Feedback**
- 15 September 2020: Deadline to submit Newsletter article to receive deposit

*\*\*\* Pending completion of visa process*

- Application and relevant forms are available on Moodle, in the Student Affairs page
- A committee with representatives from Registrar, Scholarship, CAS, CBE, CEAS, chaired by representative from Student Affairs with review, interview and select 2 candidates for the Program.

### Visa:

Once the applicant is selected, the J-1 student exchange visa process will start as follows:

- Intern submits **Pre-Visa Request Form**
- Dartmouth College begins visa process in the US
- Office of Visa and Immigration Service (OVIS) will contact student via email to complete visa requirement (within 1 month)
- Dartmouth College sends via DHL courier the completed visa application packet to AUK internship coordinator (within 2 months)
- AUK internship coordinator meets with intern to provide documents
- Applicant schedules visa appointment at the US Embassy <http://kuwait.usembassy.gov/>

### Allowance:

The Internship agreement covers housing, meal plans, and airfare.

Airfare is based on quote provided by AUK for Kuwait-Dartmouth return ticket, not to exceed US\$1800 per year, reimbursed as follow:



- Intern will purchase ticket as per preferred routes
- Intern submits receipt for reimbursement 3-4 weeks before departure date
- AUK Finance Office will issue a check approximately 5-10 business days prior to departure date

*Interns are responsible for other finances such as transportation and entertainment*

**What to Bring:**

- All necessary medications (including extra medication in case some is lost, and favored pain relief, cold and sore throat, and stomach upset medications you use in Kuwait.)
- Business casual for possible formal events
- Athletic and comfortable shoes and clothes, light jacket, long-sleeve shirts, sweater, raincoat, umbrella, bathing suit, sunglasses
- Laptop, mobile, wall plug adaptor for the U.S.A. & 240-110V electrical adaptor



## ARRIVAL

### Getting to Dartmouth:

The nearest major airport is Boston, Massachusetts.

Bus service is available every hour or two via Dartmouth Coach ([www.dartmouthcoach.com](http://www.dartmouthcoach.com))

The ride takes 3 hours and a round-trip ticket costs \$62.

Airplane service is also available via Cape Air, a 10 seat airplane (airline code name, 10K), offering six flights a day to Lebanon, New Hampshire (LEB) via Boston, for \$78 one way. This is not as reliable as the bus if the weather is stormy or foggy.

Lebanon airport is a 10-minute drive from campus.

### Housing:

Interns are normally housed in dormitory with shared bathroom facilities.

Rooms are provided for interns only, and are not available to guests.

The dorm room comes equipped with Ethernet and modem ports, and bed and bath linens.

Laundry machines can be found in each residential cluster (\$1.25 to wash & \$1.25 to dry)

*AUK students must comply with all Dartmouth housing standard policies and procedures*

### Meals:

Interns will be given a debit card with a set amount on it that they can use during their stay at Dartmouth. This would require them to manage the amount they use (see below) because after the limit is reached, they would be responsible for paying from their own pocket.

- Class of 1953 Commons (called Foco by students) is the largest dining hall and meals are a set price. For instance \$12 for dinner and you can eat all you want. You would not want to get a snack here as \$12 would be deducted from your debit card.
- Collis Café for a traditional American college experience. You pay only for what you choose. A better choice for small meals or snacks.
- 2 cafes in the main library that are excellent for coffee, pastries, and snacks

There are several restaurants in town, in addition to what is available on campus

### Safety & Health:

Dartmouth's campus is very safe and has an established campus security force, which is available 24 hours a day. It provides a variety of services to students including safety escorts and transport for sick or injured students. For more information please visit the Department of Safety & Security website at: <http://www.dartmouth.edu/~security/>

The emergency police number in the United States is 911.

Always call the Program Coordinator first if you feel the need for a doctor. US health-care is expensive and you would have to pay for the medical care first and get reimbursed by your insurance later. You would be taken to an Urgent Care clinic. A last resort: The Dartmouth Hitchcock Medical Center emergency department which is about 3 miles from campus.

## TASKS & RESPONSIBILITIES

### Tasks at Placement

The AUK-Dartmouth Internship is designed to offer interns a wide variety of experiences and the opportunity to use their skills to help others learn in a dynamic, intensive learning environment. Interns are encouraged to sit in on some classes and engage in other programs and services taking place on campus during the semester.

This is a 7 week internship in the Office of Communications for two students who want to spend time doing digital communications (Facebook, Twitter, Instagram, etc.) in an academic setting. Digital communication skills and experience are required. Graphic design background is a plus. Sound writing skills in English are also desirable. Interns will also be able to participate in some Tuck programming such as a resumé writing session with a Career Services consultant, the opportunity to sit in on a few Tuck Business Bridge sessions (The Tuck Business Bridge Program gives liberal arts and STEM students the business knowledge, skills and experience necessary to leverage their education in the business workplace and beyond), and a lunch invitation to meet with the TuckGO team to exchange ideas about how to improve TuckGO programming and increase engagement with Kuwait and the regions.

### Sharing your Experience:

Keep notes throughout your experience to facilitate the sharing of information. Interns are encouraged to make friends while in Dartmouth and to stay in touch even after the internship has ended. Interns are also encouraged to share their experiences with family and friends back home.

Interns are required to submit a newsletter to be included in the Program website:

- Describe various aspects of the experience: academic/professional, cultural, and personal growth
- If article is collaborative, each student may choose to reflect on one or more aspect
- Include photo(s) showing the intern at their placement, with a caption explaining location and people

*Please note: As with most public documents that represent an institution, newsletters are subject to editing.*

If your post-internship activities involve a return to the United States of America, or if they had some other major life impact, please share the news at [AUKuwait@dartmouth.edu](mailto:AUKuwait@dartmouth.edu). After returning to Kuwait, interns are encouraged to meet all of the new Dartmouth interns at AUK and welcome them to Kuwait. Interns may also be asked to assist in serving on the selection committee or in recruitment processes.

The 100KD deposit will be fully refunded after the completion of all the above tasks, and verification of any outstanding balance.

## WHAT TO DO WHILE IN HANOVER

There are many different cultural activities open to students and the community throughout the summer, and the library (which doubles sometimes as a meeting place) is open from 8AM until midnight each day. Information concerning what's "on" can be obtained from [www.dartmouth.edu](http://www.dartmouth.edu), Vox Daily Updates (the Dartmouth-AUK program would provide you with a temporary Dartmouth email address to access it) and the student newspaper, The Dartmouth (known as "The D"), which is America's oldest student newspaper and is published twice a week throughout the summer. The Dartmouth College-American University of Kuwait Project will also arrange at least one special event. Events, lectures, and other activities are often advertised by email (called "blitz" by Dartmouth students) and on posters throughout campus, especially in the Collis Center.

The Hopkins Center for the Arts at Dartmouth provides regular entertainment in the form of movies, dance and musical performances, discussions, and lectures, as well as various art studios. Many people enjoy the Green especially during the summer, a large field in the center of campus. When the weather is accommodating, students can be seen studying, reading, sleeping, and playing Frisbee or soccer on the Green.

The Connecticut River is less than a mile away from campus and is a perfect way to cool off during a hot and humid day. There are also day hikes to Mt. Moosilauke in the foothills of the White Mountains and other outdoor programs through Dartmouth's Outing Club (<http://www.dartmouth.edu/~doc/>). These hikes and other adventures in nature are memorable experiences for many Dartmouth undergraduates.

While the nightlife in Hanover does not have the variety of a major city, there are several nice restaurants with both dinner and late-night menus. Fraternity parties are common at Dartmouth and are often enjoyable. Unlike fraternities at other schools, the atmosphere is relaxed and friendly. Overall, the social setting at Dartmouth is welcoming and very fun, and interns should feel free to accept event social invitations from Dartmouth students during their internship.

The Collis Student Center (located next to the Green) houses pool tables, TVs, and many campus events. Its main eating area is open late at night for food many nights of the week. One Wheelock, located in the basement of the Collis Student Center, is also open late for coffee and conversation 7 days per week. It also often hosts poetry slams, concerts, and open mic events.

Dartmouth students hail from all over America and ten percent of students are international. For this reason interns are encouraged to interact with students and faculty alike in order to get the best impression of Dartmouth and the United States of America, since much of the country is very different from New Hampshire.