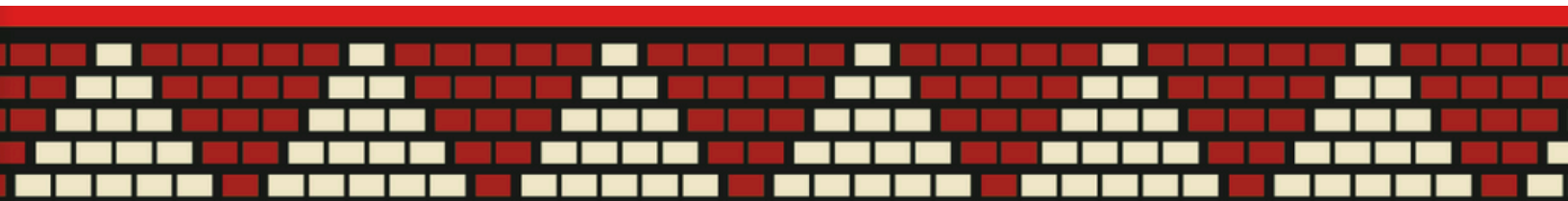


# GRADUATE INTERNSHIP GUIDE

AUK INTERNATIONAL STUDENT PROGRAMS





# WELCOME

This guide includes information about:

1. AUK
2. International Student Programs Office
3. International Students Hosted at AUK
4. Hosted Students' Universities
5. Graduate Internship Program
6. Eligibility, Skills, and Requirements
7. Program Obligations
8. Departmental Placements
9. Popular Departmental Placements



# 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](http://www.auk.edu.kw).

# INTERNATIONAL STUDENT PROGRAMS

## About Us

International Programs provide students with transformative experiences and unique opportunities for growth, with the support of professional guidance and resources. In collaboration with partner universities, AUK offers its students opportunities to study or intern abroad, while opening its doors for incoming undergraduate and graduate students to study and intern on campus. Students can also study or intern at non-partner universities of their choice by liaising with the International Programs Coordinator at AUK and the chosen university.

To learn more about AUK International Student Programs, please visit the AUK website, [here](#).



**Abir El-Tannir**  
*Director of International Student Programs*

✉ [aitani@auk.edu.kw](mailto:aitani@auk.edu.kw)

☎ +965 55639881

📍 AUK, Student Center, Floor 3, Right of the Elevator



**Lara Jadayel**  
*International Programs Student Coordinator*

✉ [ljadayel@auk.edu.kw](mailto:ljadayel@auk.edu.kw)

☎ +965 65133872

📍 AUK, Student Center, Floor 3, Right of the Elevator

📷 @auk\_abroad



# AUK Hosts University Students from Around the World

28

universities have linked  
our international  
programs with their  
students.

82

international students  
have joined AUK from  
global universities as  
interns; 28 of them being  
graduate students.



94

university students from  
around the world spent a  
semester at AUK on an  
international program.

10

universities have  
partnered with AUK on  
mutual international  
programs for incoming &  
outgoing programs.

# AUK has hosted students from the following universities on international programs:

BALL STATE UNIVERSITY

DARTMOUTH COLLEGE

ILLINOIS STATE UNIVERSITY

INDIANA UNIVERSITY

IOWA STATE UNIVERSITY

KENT STATE UNIVERSITY

MARQUETTE UNIVERSITY

MICHIGAN STATE UNIVERSITY

NORTH CAROLINA STATE  
UNIVERSITY

PORTLAND STATE UNIVERSITY



SAN DIEGO STATE UNIVERSITY

SCIENCES PO

TEXAS A&M UNIVERSITY

THE GEORGE WASHINGTON  
UNIVERSITY

THE OHIO STATE UNIVERSITY

UNIVERSITY AT BUFFALO  
SUNY

UNIVERSITY OF DENVER

UNIVERSITY OF MARYLAND

UNIVERSITY OF MICHIGAN

UNIVERSITY OF PITTSBURGH



# 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

# 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

## **Center for Continuing Education (CCE)**

### **Duties & Responsibilities**

- Capturing photos and videos for CCE's courses, course openings and closings, in-house events, exhibitions, seminars, and workshops.
- Producing video content for various platforms, including social media, short course/program advertisements, promotional materials, and instructor features.
- Assisting with any additional video content required by CCE.

### **Skills & Knowledge**

- Creative and self-motivated
- Strong time management skills to meet deadlines
- Candidates pursuing a degree in Mass Communication or Graphic Design are preferred



## **Counseling Center (CC)\*\***

### **Duties & Responsibilities**

- Participating in counseling-related staff training and personal counseling opportunities
- Preparation and event planning for workshops, 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

*\*\*Secondary Placement Only (10 hours per week)*

## **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, arrival process manuals etc.)
- Assist in representing incoming 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

## **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

## 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

## Office of Research and Grants (ORG)

### Duties & Responsibilities

- **Research and Data Management:**
  - Conduct extensive research on potential grant opportunities and funding sources.
  - Perform literature reviews to support research projects.
  - Collect and organize data through surveys, interviews, and experiments.
  - Analyze data using appropriate statistical methods and software.
- **Administrative Support:**
  - Organize meetings and maintain records, files, and correspondence related to research and grants.
  - Draft reports and meeting minutes to ensure high-quality documentation.
- **Event Organization:**
  - Plan and organize seminars, workshops, and other research-related activities.
  - Develop promotional materials such as videos, flyers, and social media posts.
  - Take photos and document events hosted by ORG.
- **Professionalism and Communication:**
  - Interact professionally with colleagues, faculty, and external partners.
  - Manage time effectively to meet deadlines and fulfill responsibilities.
  - Maintain open communication with supervisors, providing progress updates and addressing challenges.
  - Uphold confidentiality for sensitive information regarding research, grants, and organizational activities.
- **Skill Development and Proficiency:**
  - Be proactive in learning, seeking guidance, and enhancing skills and knowledge.
  - Demonstrate strong proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) for organizing, analyzing data, and preparing reports.

### Expected Outcomes

#### Engagement in Research Projects:

- Contribute to impactful research initiatives that address academic and societal challenges.
- Assist in securing funding for new and ongoing research projects.



**Publications and Knowledge Sharing:**

- Publish research findings in conference journals and articles.
- Present research at conferences to share insights and expand networks.

**Professional Growth and Networking:**

- Gain exposure to national and international academic communities.
- Build collaborative relationships with faculty, researchers, and funding agencies.

**Enhanced Organizational Impact:**

- Strengthen the ORG's role as a hub for innovation and knowledge dissemination.
- Enhance the visibility and reputation of the organization through successful events and publications.

## **Student Life (SL)**

**Duties & Responsibilities**

- 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

## **Writing Center**

**Duties & Responsibilities**

- Provide one-to-one academic assistance to undergraduate students in writing, speaking and research across various disciplines
- Assist in planning and delivering academic workshops
- Develop study guides and supplemental materials tailored to different academic disciplines
- Support in the creation and implementation of training materials for peer-writing consultants
- Help maintain update documentation of Writing Center best practices and pedagogical approaches
- Assist in creating a guide for the ethical use of AI for students' writing and research practices

**Skills & Knowledge**

- Excellent written and verbal communication skills
- Detail-oriented with good organizational skills
- Experience with research and academic writing across multiple disciplines
- Experience mentoring or supporting students (formally or informally)
- Previous tutoring or teaching experience (preferred)
- Understanding of current AI tools and their impact on student writing

# Popular Internship Placements for International University Students at AUK:

WRITING CENTER

PR & MARKETING

LIBRARY

OFFICE OF STUDENT LIFE

INTENSIVE ENGLISH PROGRAM

ACADEMIC ADVISING  
CENTER

INTERNATIONAL RELATIONS  
DEPARTMENT

ALUMNI AFFAIRS &  
CAREER DEVELOPMENT

SOCIAL & BEHAVIORAL  
SCIENCES DEPARTMENT

ORAL HISTORY &  
DOCUMENTATION PROJECT



