



MEPI



Appendix A

**Internship: Letter of Assignment**

Date: 3/8/2021

This letter serves as confirmation of the intern Karin Hamari <sup>201602789</sup> (Name of student and LAU ID number) Professional Internship Assignment with CIATEK IT Services (Name of Institution/Industry)

The start and end dates are as below:

Start Date: 3/8/2021

End date: 8/9/2021

Working Days: Monday - Friday

Work hours are 9 a.m. through 4 p.m. and are determined by the Institution/Industry based on their requirements. The Internship requires the intern to undertake a minimum 120 hours in at least 4 weeks. LAU-TLP Steering Committee will monitor and follow up with the host institution/Industry to ensure the smooth functioning of the internship.

We look forward to a favorable association that is mutually beneficial for the intern and the host Institution/Industry. Thank you!

Student Name Karin Hamari

Student Signature [Signature]

Name of the contact person at Institution

Email:

Phone Number:

Signature:

Hussein Bakka

hbakka@ciatek.net

03/367243

[Signature]

LAU-TLP Steering Committee

**CIATEK**  
IT SERVICES CO.



## Appendix B

### Internship: Guidelines and Code of Conduct

Preamble,

WHEREAS, the Lebanese American University ("LAU") has an internship requirement for Tomorrow's Leaders College-to-Work Pipeline (TLP) students who are required to successfully complete a 4 to 6 weeks (120 hours) Professional internship with a host Institution/Industry ("Host Institution/Industry"); and

WHEREAS, Host Institution/Industry CIA TECH IT Services (Institution/Industry Name) is willing to allow LAU students to intern at its premises for a period of 4 to 6 weeks (120 hours)

NOW, THEREFORE, please be informed that all students shall:

1. Keep in mind that they are not only representing themselves, but also LAU and current and future TLP students and their performance while on duty has an impact far beyond their current situation.
2. Undertake to carry themselves in a highly professional manner as expected from responsible students representing their University.
3. Remain fully subject, at all times, while working at any institution/industry, to the rules and regulations of LAU.
4. Abide by the rules, regulations and instructions of the Host Institution/Industry.
5. Obtain all needed info regarding Interns' policies, practices, code of conduct, dress code, and working hours before starting their internship.
6. Remain accessible at all times during the agreed working hours. Permitted work absences only include illness or other serious circumstances. Coursework and University deadlines are not considered valid excuses. Students are held responsible to notify their Host Institution/Industry supervisor immediately in case of absence.
7. Report any agreed-upon changes regarding their internship status to the the designated TLP Internship Coordinator including dismissal, cancelation or extension of the internship period, etc...
8. Maintain confidentiality concerning information they have access to on clients, patients, employees, products, etc...
9. Engage in positive and legal behaviors.
10. Follow all policies and procedures of the internship, as well as the university policies for on-campus classes. This includes completion of all assignments related to the internship.



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11. Adhere to all terms, conditions and changes that might occur within the TLP program with regard to the internship requirement.
12. Use appropriate and respectful expressions during all interactions with managers, supervisors, employees, clients, or any other person they are in contact with throughout the internship.
13. Refrain from participating in any conduct (be it by action or verbally) that might result in a conflict with the Institution/Industry.
14. Be fully knowledgeable of the necessity to observe and abide by all instructions given by the Institution/Industry.
15. Be held accountable for any decision or action taken by their side during the internship assignment.
16. Report any feeling of exploitation during a work-related incident to the designated TLP Internship Coordinator including but not limited to: unethical activity, discrimination, sexual harassment, etc.

I, hereby, indicate my understanding and willingness to abide to the professional standards of the internship program and to all the instructions (*verbal or written*) given to me by LAU at all times during my participation in the program.

Student Name

Kerim Hamani

Signature

Date

3/8/2021