

**AMERICAN UNIVERSITY OF BEIRUT**  
**FACULTY OF ENGINEERING AND ARCHITECTURE**  
**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**  
**CIVE 500 – APPROVED EXPERIENCE**

**To** : CEE Undergraduate Students  
**From** : CEE Department  
**Subject** : Guidelines for Summer Training

The information and guidelines described in this document pertain to the summer training internship program (CIVE 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. This document and relevant training forms are available on the website of the department under resources ([www.aub.edu.lb/fea/cee](http://www.aub.edu.lb/fea/cee)).

**General**

To qualify for the degree of Bachelor of Engineering, you are expected to work eight full weeks at a recognized firm, in Lebanon or abroad, in a capacity which ensures that you apply your knowledge and acquire professional experience in the field of Civil Engineering.

**Securing a Training**

It is your responsibility to ensure that you have secured a training offer. The department and faculty will assist you to find an internship, mainly through the FEA Career Center, with which you should stay in close contact (<http://webfea-lb.fea.aub.edu.lb/career>). 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 problem related to job finding to your academic advisor as soon as it arises.

**Registration**

You must register and pay tuition for CIVE 500 – Approved Experience (0 credit). Your statement of fees must be withdrawn and tuition paid in accordance with the schedule announced for the summer term by the University Registrar.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 toward others. Always remember that you are representing AUB, FEA, 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, for unfortunate reasons, any problem arises during the training, you will need to contact the department promptly and explain. If the type of work assigned to you does not meet the training objectives, you should report to the Department for advice and resolution.

### **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. *Proposal of Approved Experience* form, to be filled after you secure a summer training offer and before the end of the preceding Spring term (Form AE\_ Proposal, attached).
2. *Notice of Arrival* form, to be sent promptly during the first week of your training (Form AE\_ Notice, attached).
3. *Interim Training Memo*, to be sent at the end of the fourth week of training to [cee@aub.edu.lb](mailto:cee@aub.edu.lb). It should include account of the progress of your work to date.
4. *Letter from Employer*, to be attached or included in the Final Training Report. You are responsible to request this letter of evaluation from your employer at the end of the training.
5. *Final Training Report*, to be submitted to the department by the end of second week of classes of the Fall term following the training.

You are requested to send the Notice of Arrival and Interim Training Memo by e-mail to the department address ([cee@aub.edu.lb](mailto:cee@aub.edu.lb)). You are also requested to keep duplicates of all your training file documents and any relevant communication with the department.

### **Presentation**

Soon after the training files are completed, sessions will be scheduled for students to present their work. The presentation should be concise (10 mn maximum), and briefly describe the experience gained, using visual multi-media tools. An electronic copy of the presentation should be kept with the department for future reference.

### **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 repeat 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. Suitable presentation with proper verbal communication and organization.

Outstanding reports and presentations will be acknowledged and made available as exemplar sample models for future years.

### **Final Training Report**

#### ***General***

The Final Training Report should cover all your Approved Experience activities. It must clearly reflect the type of work and activities actually carried out by you, and must describe the technical experience gained. The report should be professional in style and content. You should try your best to organize your material, to be relevant, to write concisely, and to support your statements. You are also urged to check layout

consistency, grammar, and spelling. The report must be written independently, even if two or more students are assigned to the same job.

### ***Style and Format***

- The report should be typed in double-space format, with proper set-backs and margins. All pages should be numbered. Only design and calculation sheets may be hand-written, with samples included in an appendix.
- All sources of information should be referenced in the text of the report, with references listed in a dedicated section at the end.
- Personalization and story telling should be avoided. Incidents or happenings in the firm should not be reported unless strictly relevant to the training experience.
- Tables, figures, and pictures should be properly labeled.

### ***Content and Organization***

- Cover page with course name and number, author, training term, and report date.
- Summary sheet including relevant training information (Form AE\_ Summary, attached).
- Letter from the employer, to be attached or included.
- Table of content.
- List of tables, figures, and pictures.
- Introduction section outlining the various projects and the position and type of work that you were entrusted to carry out.
- Core content detailing the various stages of the training on a project basis. The report should describe all the technical and administrative activities performed. This section should not normally exceed 20 pages in length. Relevant tables and descriptive figures or pictures are encouraged, but should not be excessive. Samples of the plans or design and calculation sheets can only be included in an appendix section and must be properly referenced in the text. Materials photocopied or duplicated from the company's previous proposals or reports should not be included.
- Conclusion section discussing the benefits acquired from the training experience and the ways in which it enriched the knowledge of the trainee. Any deficiencies of the trainee in his/her education and suggestions for improvements of the training program should also be mentioned.
- List of references.
- Appendices listing all support material such as: a brief introduction to the hosting firm, its management and administrative structure; sample plans or drawings; technical documents and literature; design and calculation sheets; and other relevant material. This section should not normally exceed 20 pages in length.

### **Contact Address**

All correspondence, forms, and reports should be addressed to:  
Chairperson, Department of Civil & Environmental Engineering  
Faculty of Engineering and Architecture  
American University of Beirut  
P.O. Box 11-0236  
Riad-El-Solh 1107-2020"  
Beirut, Republic of Lebanon  
E-mail: cee@aub.edu.lb

Note: Write your name and address on the envelope in the place reserved for sender.

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**PROPOSAL OF APPROVED EXPERIENCE**

(Form AE\_Proposal)

*Form to be filled and submitted to the department after securing a training offer, and before the end of the Spring Term. The form is part of the training file.*

1. Name of student:
  
2. Department and class:
  
3. Name and address of proposed firm:
  
4. Name and address of contact person in firm who offered the training position:
  
5. Proposed period of training

From \_\_\_\_\_ Till \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**NOTICE ON ARRIVAL**

(Form AE Notice)

*Form to be filled and sent by student to the department upon reporting to work, during the first week of training. The form is part of the student's training file.*

1. Name of student:
  
2. Department and class:
  
3. Date of starting work:
  
4. Proposed date of completing work:
  
5. Name and address of firm:
  
6. Name and address of responsible supervisor:
  
7. Student's business address:
  
8. Student's residence address:

*N.B.* Any changes in the above information should be promptly communicated to the department

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**SUMMARY SHEET**

(Form AE Summary)

*Form to be filled and included in the Final Training Report.*

**STUDENT INFORMATION**

Name:  
Department:  
Class:  
Training Position:

**TRAINING FIRM(S) INFORMATION**

Name:  
Specialty:  
Location:

**SUPERVISOR(S) INFORMATION**

Name:  
Position:

**EXACT DURATION OF TRAINING**

Arrival date:  
Departure date:

**ADDITIONAL INFORMATION OR COMMENTS (OPTIONAL)**

**Student's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_