If you wish to offer an internship opportunity to AUC students during summer 2005, please complete the internship registration material online and submit it before **Tuesday, March 1, 2005** to:

Ms. Evette Khair, Senior Experiential Learning Coordinator  
Career Advising & Placement Services  
The American University in Cairo  
Mailing Address: 113 Kasr Al Aini Street, PO Box 2511, Cairo 11511, Egypt  
Office Location: 5 Youssef El Guindi Street, Apt. #32, Cairo, Egypt  
Telephone: 20.2.797.5782  
Fax: 20.2.797.5836  
E-mail: intern@aucegypt.edu  
Website: www.caps.aucegypt.edu

**2005 Internship Program**

Complete registration forms online  
www.caps.aucegypt.edu/siforms.html

Steer the next generation into the future!
Internship Program Registration

Company Name: 
Mailing Address: 

Area: 
City: 
Zip Code: 
Country: 
Telephone: 
Fax: 
Corporate e-mail: 
Website: 

Chairman/Managing Director: Name/Title: Mr./Ms. 
HR Director: Name/Title: Mr./Ms. 

Contact Person Information:
Please indicate the name of your company representative who will coordinate the overall program administration with CAPS. He/she will receive resumes of interested candidates and will be committed to provide CAPS office with name(s) of initially screened applicants, final selections and evaluation form(s) of student(s) at the end of the internship.

Name: 
Title: 
Direct Tel.: Mobile: 
E-mail: 

Industry Classification: Please mark the CATEGORY within which your company should be listed.
- Accountancy/Management Consultancy
- Agents/Retail/Distribution
- Banking/Finance/Insurance
- Business Services/Market Research
- Computer/IT/Telecommunications
- Construction/Contracting/Engineering Services
- Consumer Goods
- Development Agencies
- Diplomatic Mission
- Education
- Manufacturing
- Media/Communications
- Oil/Petrochemicals Industry
- Transport
- Travel/Tourism
- Other: ____________________________
Company Profile
Please send along copies of your corporate brochure, annual report, corporate CD and/or video tape to be placed in the office's Career Resources Library. Please limit your corporate profile to one paragraph of 20 lines maximum; profiles exceeding this limit will be edited.

Internships for Credit:
Please note that students majoring in Construction Engineering, Mechanical Engineering, Electronics Engineering and Computer Science are required - for credit - to spend a minimum of 8 weeks in training relevant to their major to complete their academic requirements. Other departments, such as Journalism and Mass Communication, offer credit to students against internships. We encourage you to take this into consideration while setting the internship duration.

Statement of Agreement:
Resumes and any other personally identifiable information that are obtained through CAPS Internship Program qualify as confidential information. All candidates whose resumes are forwarded by CAPS to prospective employers have provided their consent for this referral or have applied in response to the company's internship announcement. The use of this information by any party, other than members of the organization who are involved in the screening, interviewing, and/or selection process, is prohibited. Companies that fail to abide by these terms will be prohibited from utilizing CAPS services or participating in its events.

“I am aware of the program timeline and the above agreement and will adhere to the conditions contained therein. On behalf of the company, I agree not to refer any resume(s) or personally identifiable information received through CAPS internship program to any other party/employer.”

Name:

Position:

Signature:

(To be signed by the General Manager or the Human Resources Director)
**Internship Opportunities**

Please include a descriptive summary of the internship positions at your company. If you have more than three internship opportunities or you wish to add more information, please attach an additional **typed** sheet. Please indicate if a specific academic background is required (refer to the AUC Degree Programs list).

**Internship 1**

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**Internship Title:**

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**Internship Description:**

______________________________
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______________________________

**Qualifications:**

Include the student’s required major (refer to AUC Degree Programs), computer skills, and any other required skills.

- [ ] Freshman (1st year)
- [ ] Sophomore (2nd year)
- [ ] Junior (3rd year)
- [ ] Senior (fourth/fifth year)
- [ ] Graduate student (studying towards a master degree)

**Major:**

______________________________

**Required Skills:**

______________________________

**Additional Requirements:**

______________________________

**Location (City/Country):** __________

**Duration:**

from ____________________ to ____________________

**Working Hours:**

from ____________________ to ____________________

**Day(s) Off:** ____________________

**Compensation:**

______________________________

**Per:** ____________________

**Date you want to receive resumes (d/m/y):**

______________________________

**Maximum number of resumes requested:**

- [ ] 10
- [ ] 11-20
- [ ] 21-40

**Internship Supervisor:**

______________________________

**Title:**

______________________________

**Telephone:** ____________________

**E-mail:** ____________________

**Mobile:** ____________________
**Internship Opportunities (continued …)**

**Internship 2**

**Number of Interns Required:**

**Internship Title:**

**Department:**

**Internship Description:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Qualifications:**

Include the student’s required major (refer to AUC Degree Programs), computer skills, and any other required skills.

☐ Freshman (1st year)  ☐ Sophomore (2nd year)  ☐ Junior (3rd year)  ☐ Senior (fourth/fifth year)  

☐ Graduate student (studying towards a master degree)

**Major:**

________________________________________________________________________

**Required Skills:**

________________________________________________________________________

**Additional Requirements:**

________________________________________________________________________

**Location (City/Country):**

**Duration:** from _______ to _______

**Working Hours:** from _______ to _______

**Day(s) Off:**

**Compensation:**

Per: __________________________ 

Date you want to receive resumes (d/m/y): _______

**Maximum number of resumes requested:**

☐ 10  ☐ 11-20  ☐ 21-40

**Internship Supervisor:**

________________________________________________________________________

**Title:**

________________________________________________________________________

**Telephone:** __________________________  **E-mail:** __________________________

**Mobile:** __________________________
**Internship Opportunities (continued …)**

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**Qualifications:**
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- [ ] Freshman (1st year)
- [ ] Sophomore (2nd year)
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- [ ] Senior (fourth/fifth year)
- [ ] Graduate student (studying towards a master degree)

**Major:** ____________________________

**Required Skills:** ____________________________

**Additional Requirements:** ____________________________

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