

## Policies and Procedures

Policy Title	Career Development and Guidance Policy	Policy Number	501
Section	Students Affairs	Approval Date	4 June 2024
Subsection	General Student Policies	Authorizing Entity	BoT
Responsible Office	Career Center	Effective Date	1 July 2024
Distributed To	All staff and students	Next Review Date	4 June 2026

### 1.0 PURPOSE

#### 1.1 Purpose

Employability sits at the heart of the American University of Bahrain's (AUBH) mission. The University will provide students with opportunities to realize their professional and personal goals through a range of rigorous and structured activities. This document provides an overview of the career development and guidance opportunities that are available to students and defines the roles that various departments play in the process.

#### 1.2 Scope

This policy applies to all AUBH students who are formally registered in a degree program (i.e., excluding visiting and audit students) and captures a wide range of curricular and extracurricular activities offered by colleges and the Student Affairs Department. The activities may fall under one or more of the following schemes:

- Technical knowledge
- Entrepreneurship
- Leadership
- Communication (e.g., presentation, public speaking, negotiation, body language, and conflict management)
- Personal growth (e.g., time management, stress management, emotional intelligence, and self-awareness)
- Critical thinking
- Problem-solving
- Arts and music
- Sports

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Examples of career development activities typically include but are not limited to:

- Attending workshops and seminars
- Participation in research projects
- Work experience
- Participation in competitions and tournaments
- Coaching and mentoring sessions
- Teaching assistance
- Participation in exhibitions and conferences
- Certified courses
- Career fairs
- Site visits and job shadowing

### 2.0 DEFINITIONS

#### 2.1 Definitions:

The University	the American University of Bahrain
Curricular Activities	Credit-bearing activities that are conducted as part of the study plan and generally offered within the direct contact hours for a particular course.
Extracurricular Activities	Activities that are not credit-bearing and are conducted outside the scope of the formal study plan, aiming to enrich students' learning experiences.
Supervised Internship	Work experience (volunteer or compensated) constituting a graduation requirement for a particular degree program that is designed and evaluated by a university faculty member.

#### 2.2 Abbreviations

AUBH	The American University of Bahrain
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### 3.0 POLICY

#### 3.1 Goals:

The career development and guidance activities designed and offered by the University aim to serve the following goals:

- 3.1.1 Provide students with individual support to enhance their self-awareness in terms of interests, strengths, and development needs.
- 3.1.2 Grant students access to employers and potential employability opportunities.
- 3.1.3 Sustain a high-quality and innovative teaching and learning environment grounded in intellectual discovery and community engagement.
- 3.1.4 Enhance the rigor and relevance of existing programs while developing new programs to meet students' evolving needs.
- 3.1.5 Expand collaborative partnerships with businesses and industries, government and nonprofit agencies, educational institutions, and other organizations.
- 3.1.6 Increase the University's participation and presence locally, nationally, and internationally.

#### 3.2 Roles and Responsibilities:

Career development and guidance is a responsibility that is shared by multiple stakeholders within the University. The following description outlines the core tasks that each stakeholder is expected to deliver:

##### 3.2.1 The College:

- Dedicate an academic advisor to each student
- Identify subject experts to engage with students as guest speakers and/or assessors
- Dedicate a faculty member to supervise students participating in national/international tournaments or joint research papers.
- Dedicate a faculty member to supervise and lead academic clubs initiated by the Student Council
- Design formal internship and/or capstone projects, allowing students to apply technical knowledge and skills obtained from degree programs at exit level
- Coordinate and supervise formal internships and/or capstone projects conducted in collaboration with industry partners

##### 3.2.2 The Academic Advisor:

- Schedule regular meetings with advisees to discuss academic progress
- Provide students with advice in relation to career pathways relevant to both the students' academic majors and the possible employers in the market
- Provide students with advice in relation to academic progression opportunities that they can pursue in the future
- Suggest appropriate resources and activities that contribute to students' career growth and development, including relevant professional certifications
- Advise students on the choice of professional electives relevant to the students' career pathways

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### 3.2.3 Career Center:

- Coordinate guest speaker sessions and field trips to employers in collaboration with the colleges
- Offer students employability skills training, such as: Interviewing Skills, CV Writing and Job Hunting
- Identify internship opportunities and facilitate students' placement
- Facilitate students' participation in local and international tournaments, events, conferences, and job fairs
- Establish relevant programs to support the career development and guidance of students, including but not restricted to mentoring and community engagement schemes
- Record and monitor students' participation in workshops and seminars
- Share with the colleges industry insights on potential areas of curricular improvements to better match the market needs.

### 3.2.4 The Counselor:

- Conduct ability and personality tests to students upon request or mutual agreement between the student and the Academic Advisor
- Conduct personal growth and development sessions
- Deliver one-to-one coaching sessions upon request

## 3.3 Supervised Internships and Capstone Projects:

- 3.3.1 Degree programs might require students to enroll in a supervised internship and/or capstone project course towards the final year of the degree programs.
- 3.3.2 Supervised internship and capstone project courses are credit-bearing and count as a graduation requirement for degrees.
- 3.3.3 Internship and capstone project courses may bear a minimum of 3 and a maximum of 6 credits.
- 3.3.4 Students must complete the minimum credits specified in the degree study plan before enrolling in internship and capstone project courses.
- 3.3.5 Students enrolled in an internship course engage in formal and reflective writing, journaling, and analysis about their work experience as per the college internship guidelines.
- 3.3.6 Colleges will develop clear guidelines and rubrics explaining how students' achievement will be evaluated.
- 3.3.7 Students will be required to attend a minimum number of contact hours with their supervisor and/or "on the job training" hours that are clearly specified in the course syllabus.
- 3.3.8 The conditions of the supervised internship/capstone project and obligations of both the student and the faculty supervisor should be communicated in writing during the drop and add period of the academic semester.
- 3.3.9 In the case of supervised internships, faculty members supervising students will conduct a minimum of one meeting or site visit to the student's internship location.
- 3.3.10 To be considered for approval, an internship must:
- Demonstrate clear relevance to the student's academic program;
  - Include internship duties and responsibilities appropriate for the level of the qualification;
  - Provide new learning experiences to deepen and broaden one's knowledge and skills. (Students may be exempted from the internship requirement in recognition of previous work experience. Approval of exemption request is subject to AUBH rules and regulations); and

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- Be supervised by an individual in the job location.

### **3.4 Optional Work Experience:**

- 3.4.1 Students can take on full-time or part-time employment while studying at AUBH, as long as they meet the minimum study load for their degree.
- 3.4.2 Undergraduate students enrolled in full-time degree programs are expected to attend classes any time between 8:00 am to 6:00 pm.
- 3.4.3 Optional work experience or employment cannot be used as an excuse to miss classes or deadlines unless approved in writing by the college.
- 3.4.4 The University will strive to offer students work opportunities on- or off-campus through its industry partnerships and network.
- 3.4.5 The duration and nature of such work opportunities will depend on the business needs of the employer.
- 3.4.6 Students will be selected based on the criteria defined by employers, which may include academic performance in particular courses or CGPA.
- 3.4.7 Students may apply to optional internships and work opportunities that are not relevant to their study program if they are interested.

## 4.0 PROCEDURES

### **4.1 Internship Placements**

- 4.1.1 The Career Center sends a pre-registration survey every March and October to students who are eligible to take the internship as per their college requirements, to obtain an estimated number of those who will need a placement.
  - 4.1.1.1 The Career Center will send the “College Approval Form” to those who indicate that they will secure their own internships.
  - 4.1.1.2 The Career Center will be responsible to find suitable placements for those who requested the Center’s support.
  - 4.1.1.3 Students who do not fill the pre-registration survey during the allocated registration time will be placed on a waiting list should there be extra opportunities. The Career Center will prioritize those who filled the survey and indicated their need for assistance.
- 4.1.2 The Career Center will simultaneously share potential opportunities- that require students to self-apply- with all students eligible for the internship irrespective of their need for support. The Center will also issue students a “university nomination letter” indicating their academic details and the purpose of the internship, to be shared with potential employers.
- 4.1.3 The Career Center is responsible to find one suitable placement per student, while students reserve the right to accept the offer or decline it. The Career Center will not be responsible to find an alternative placement for those who opt to decline the initial offer.
- 4.1.4 The Career Center will be the focal point of communication between students who requested support, potential employers and industry partners, and colleges. to ensure clear exchange of information until students start their internship. Monitoring the students’ performance during their training is the responsibility of the college in collaboration with the hosting employer.

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- 4.1.5 Once the internship is completed, program coordinators will send electronic evaluation surveys to students and employers to rate their experience and provide their feedback on the entire internship process.
- 4.1.6 The Career Center will prepare a report based on the compiled feedback from the students and the hosting employers and share it with the concerned departments. The Career Center's report will focus on aspects related to employability; while, the academic aspects will be tackled by the concerned college.

## 5.0 RELATED DOCUMENTS AND REFERENCES

- 5.1 AUBH Student Handbook
- 5.2 Internship Pre-registration Form
- 5.3 College Approval Form
- 5.4 University Nomination Letter for Internships
- 5.5 Internship Evaluation Form – Students

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
4 June 2024	This policy replaces the previous Caree Development and Guidance Policy (PL.21.008.V1) to be aligned with AUBH's Policy Governing University Policies.	BoT	9 June 2024