

Deutsche Evangelische Oberschule Kairo  
Career orientation program  
Kerstin Bruhn  
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Cairo 23<sup>th</sup> of January 2012

## **Overview Internship Program**

### **Description**

The Deutsche Evangelische Oberschule (DEO) intends high school students of the 10<sup>th</sup> year classes to participate in the two week summer Internship Program from 10<sup>th</sup> to 29<sup>th</sup> of June 2012, the first two weeks being obligatory, the third one is optional. The Program aims exposing students to the real business world environment and thus eventually facilitates the process of choice of career in the years to come for these young people. The Internship seeks to promote the personal growth of the students where school acquired learning meets a company's practical experience.

While the company contributes to the student's personal growth the student can be beneficial to the company in the following ways:

- Cost effectively alleviate load from you whether day to day work or specific projects and assignments
- Support you to ensure the harmonious continuation of your work at a time employees seek their summer vacations.
- Establish a relation with your company through the internship that could prove useful for the future were a helping hand is needed for short events/assignments.

### **What is expected from you?**

#### Before the start of the Internship

In order to attain the best possible caliber for your company we require from you the following information:

- The Contact Person or Supervisor as well as the Telephone & fax number or e-mail.
- The type of work you want students to engage in
- Special requirements the students should possess (i.e. skills, traits, etc.)

In the Application Form you will find the adequate space to fill in the aforementioned information. Prior to the beginning of the Internship the student appropriate for the requirements of your company will set himself/herself personally in contact with the contact person/ supervisor of your company for an interview. The student presents himself/herself (part of the learning process) and the contact person/supervisor familiarizes the student with the task(s) required. **(Begin April – Begin of May )**

#### During the Internship

To ensure that the student obtains the best possible internship and is able to submit

his internship report which is graded by the school about what he/she has learned and which tasks he/she fulfilled, the German schools envisage the following points during the internship as essential:

- The company to provide a contact person/supervisor to work together with the intern, inform him/her about assigned tasks and about the company.
- To rotate in different departments as to learn about different aspects of company, observe different tasks and become familiar with qualifications needed for required jobs.
- Work 5 days a week not exceeding 7 hours per day, avoiding lengthy periods of no activities and tasks with high risk, heavy loads or any other possible dangers.
- Regular contact between the Schools Internship Program Coordinator and the Company contact person/supervisor.

Every student is supervised by a teacher during the first two weeks. Should your company be interested in prolonging the internship, it may be possible to come to an agreement with the student and his/her parents. However, this extended period will no longer fall under the auspices of an internship supervised by the School. The internship is considered a school activity, so the students will be covered by the School insurance policies during the above dates.

#### At the end of the Internship

After the student has successfully managed to meet your requirements it would be recommended to write a letter of recommendation about the student and the tasks he fulfilled.

#### **What is expected from the student?**

#### Before the start of the Internship

- Determine the field he/she is interested to do an internship in
- Prepare his/her CV, application letter and for an interview with the company
- Contact the company assigned to for introducing himself/herself in an interview with the contact person/supervisor

#### During the Internship

- The student is required to follow the company guidelines and instructions of the contact person/ supervisor
- The student is required to show up on time, dress appropriate matching the working environment and fulfill the tasks required by the company.

#### After the Internship

The student is required to write a report about what he/she has learned and the task he/she fulfilled during the internship and submitted to school for grading.

Kerstin Bruhn

(Internship coordinator)

Please send the following confirmation to

Kerstin Bruhn

Deutsche Evangelische Oberschule Kairo  
6, Sharia EL Dokki,  
P.O. Box 131, Cairo-Orman  
Homepage: www.deokairo.de  
Email: studienberatung@email.de  
Mobile: 0106 - 7396938

**Confirmation of an Internship place for DEO Student \_\_\_\_\_**

Internship: 10<sup>th</sup> June – 21<sup>th</sup> June 2012                      class:

**Company:** \_\_\_\_\_

Department/Section: \_\_\_\_\_

Branch: \_\_\_\_\_

**Address of the Company/Business**

Street: \_\_\_\_\_

City/District: \_\_\_\_\_

**Name of the Contact Person or Supervisor in the Company**

Mr./Mrs. \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Special requirements to the interns:**

\_\_\_\_\_  
\_\_\_\_\_

Cairo, \_\_\_\_\_

\_\_\_\_\_  
(Signature of CEO or Contact Person)