

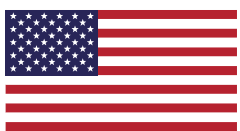


The American Chamber
of Commerce in Jordan

AmCham-Jordan University Student
Internship Program

HOST COMPANY GUIDE

2020 - 2021



U.S. Embassy
in Jordan
السفارة الأمريكية
في الأردن





**Take Part in
Shaping a
Talented and
Innovative
Workforce for
Your Future**



Overview

The AmCham-Jordan University Student Internship Program is implemented in partnership with the University of Jordan in Amman and the Yarmouk University in Irbid, with support from the U.S. Embassy in Amman.

The Program is part of AmCham-Jordan Members Corporate Social Responsibility (CSR) initiatives that aims to support the career path development for young Jordanian university students, through linking them to job training opportunities with leading Jordanian Businesses. At the same time the Program provides Members with the opportunity to attract top talent to their companies, and take part in shaping their skills and knowledge.



Internship Benefits

An intern is a **trainee** that your Company agrees to coach and guide him or her on their learning journey towards becoming skilled and productive professional through practical real-life work experience.

Being part of the **AmCham-Jordan University Student's Internship Program** will allow your business to

- **Attract future full-time employees**, that are more likely to stay with the Company. This will also allow you to redirect and save company resources by recruiting and hiring star interns. Hiring someone that was an intern is the most effective way to evaluate his or her potential as a full-time employee.
- **Increase productivity** by utilizing the intern to perform productive tasks involved clerical or non-essential work responsibilities, data analysis, problem-solving, and logistics. A quality intern can make real contributions to productivity by helping your full-time staff.
- **Develop new Ideas**. Young and new people bring novel perspectives that can break up the status quo, as well as specialized strengths and skill sets.



From the **Corporate Social Responsibility perspective**, being part of the Program is:

- **Good for Business:** Hiring interns not only helps students in your community get started; it enhances the local workforce as a whole. In return, the community will be motivated to support your organization.
- **Help close the skills gap.** Newly minted graduates enter the workforce lacking the skills employers need, typically in the softer skills like professionalism, leadership and communicating effectively. Help a student close the gap with real-world experience in an internship, and at the same time develop future graduates to be ready to hit the ground running when they start working at your company.



**Prior to placement,
students will be trained on:**

- Rights and responsibilities.
- Communication Skills (oral and written)
 - Working in Teams.
 - Work Ethics.



AmCham-Jordan's Role

AmCham-Jordan's University Student Internship Program offers tremendous benefits to your businesses in terms of

- Vetting and selecting best candidates from two of Jordan's leading universities,
- Providing candidates with awareness of work rights, responsibilities and key soft skills training, and
- Carefully matching them with each company's specific profile.

Importantly, AmCham-Jordan with support from the U.S. Embassy in Amman is providing each intern with transportation allowance and accident & emergency insurance covering the two weeks duration of the Internship.

Host Company's Role

Host companies will offer students a Profession-based internships placement where they will be paired with a Mentor who is a senior member of staff to work and gain practical experience and exposure.

Mentor's Role

Interns will look to their mentors to help them transition from the classroom to the workplace.

It is recommended that mentors regularly meet with interns to receive and provide feedback concerning their performance.

A mentor is responsible for:

- Supervising the intern's work.
- Advising the intern on what is needed and how best to perform the tasks and duties asked of him or her.
- Introducing him or her to other team members and the company's facilities.
- Being availed and answering questions.
- Offering guidance to help the intern in his or her personal and professional growth.

Join the Program

Join a community of over 50 leading Jordanian businesses in hosting interns at your Company or Organization by following 3 simple steps

Step (1): Fill the Company Host Participation Form.

Company Host Participation Form Available @ www.amcham.jo

Step (2): Identify where you want the interns to work; with whom and what do you want them to do?



You can do all of this, using one simple form: **The "Company Hosting Form"**

"Company Hosting Form" <i>(template)</i>	Fill by answering the following questions?
<p>Intern Profile: Please list the basic requirements you are looking for in the Intern</p>	<p>What field of study do you prefer the intern to be from? What other skills do you need (language, computer, research) ?</p>
<p>Intern Tasks Description: Please list the tasks that you will ask the inter(s) to perform</p>	<p>What are the tasks and deliverables you need from the Intern(s)? what are the intern's responsibilities?</p>
<p>Hosting Department: Please identify in which department or team the intern will be asked to work</p>	<p>In which Department or team do you need the Intern to work? Please think about providing the intern with an appropriate work space and needed equipment such as access to a computer.</p>
<p>Mentor: Please identify the member of your senior team that will be mentoring and managing the intern/s</p>	<p>Who in the team will be responsible for training and mentoring the intern(s)?</p>

Step (3): Agree to Host the Interns and Welcome them

Each company will be asked to sign a commitment letter to be able to host the students and benefit from the Program.

We recommend that you start by having an orientation meeting and tell the intern/s all about your company and what is expected from them.

Host Company/Organization Letter of Commitment Template

Company/Organization Letter Head

Date:

Ref.

American Chamber of Commerce in Jordan ("AmCham-Jordan")
1st floor Jordinvest Building No. 68, Abdel Min'em Riad St.,
3rd Circle - Jabal Amman
Amman-Jordan
Email: internshipprogram@amcham.jo
Tel. +962 6 565 1860.

SUBJECT: COMMITMENT LETTER

We are pleased to participate in the AmCham-Jordan University Student Internship Program supported by the U.S. Embassy in Amman, to host undergraduate student(s) from the University of Jordan and/or the Yarmouk University, for **two (2) weeks** at our company, so as to provide them with a learning experience only.

We accept to host the students based on the following understandings:

- We are not responsible for any payment or remuneration of any kind;
- Under no circumstances whatsoever will this hosting be construed as a labor contract now or in the future;
- The undergraduate student(s) are mature adults and AmCham-Jordan is facilitating this learning experience for them at our Company; as such AmCham-Jordan shall not be held liable in any way for the actions of the student(s);
- AmCham-Jordan will provide each student with a transportation allowance and accident and emergency insurance covered for the two weeks internship duration, and
- The student(s) will do their best to perform the tasks assigned to them, and will follow and respect, at all times, the company's rules and procedures, and the instructions of their mentor and company staff. Otherwise, we may, at our sole discretion, withdraw the hosting of all students that do not behave accordingly.

To ensure that the student(s) benefit fully and have a productive task oriented experience, the company will assign him/her, as the case maybe, to a specific department/team and ensure that they are trained, supervised and coached by a dedicated mentor.

We look forward to working with our promising youth and contributing to the success and sustainability of this Program.

Yours faithfully,

(SIGNATURE)

(NAME)

(POSITION) (Address)



Internship Duration

2 weeks duration during the summer break with flexibility allowed to cater for the host company's requirements.

The interns will be required to work 8 hours per each working day, for at least 5 days a week.



Host Company Feedback

The AmCham-Jordan University Student Internship Program is about Creating a Mutually Beneficial Relationship for the Company and the Interns.

At the end of each internship, AmCham-Jordan will ask for your feedback regarding the interns' performance and learning experience. We will also ask for your evaluation and recommendations.

The goal of this Program is to develop student career options, knowledge about the labor market in Jordan, help develop students' employability skills, as well as provide businesses with a suitable pipeline for its new staff.

The feedback and evaluations will be used to ensure the recruitment of well-suited interns and improve the Program to match the company needs.



**The American Chamber
of Commerce in Jordan**


AmCham-Jordan

A Leading Jordanian Association **the American Chamber of Commerce in Jordan (AmCham-Jordan)** is a voluntary not-for-profit member-based organization established in 1999.

With over 250 members from top Jordanian and U.S. companies operating in Jordan, AmCham-Jordan has been working for 20 years to contribute to Jordan's sustainable economic development through the promotion of Jordan-U.S. trade and investment relations, policy, advocacy, human resources development and business community outreach.

AmCham-Jordan is affiliated with the United States Chamber of Commerce in Washington D.C. and is the 2020-2021 Chair of the AmCham MENA Regional Council.

To know more, contact and follow us at

 +962 6 565 1860

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