

CO-OP AND CAREER SERVICES POLICY

Title:	Co-op and Career Services Policy
Policy Number:	AA 10/ 11.2025
Effective Date:	November 2025
Approval and Review:	Approved by the RHU Administrative Board
Issuing Authority:	Academic – Co-op and Career Services Office

RATIONALE

The Co-op program serves a bridge between the intensely learning university experience and the practical, results-oriented, highly competitive professional world. The program is designed to give the student an opportunity to test and apply knowledge, skills and competences acquired in the classrooms and labs and to develop a clear perspective about the expectations of the real world and a sharper focus on career choices. It offers an opportunity for employers and educators to collaborate in mentoring prospective workforce to becoming productive and responsible citizens. The hope is that the student after completing the Co-op experience will develop a clear purpose, become more engaged during the last year of studies, and form a pragmatic perspective about their role in a changing world. While the Co-op work experience mutually benefits the student, the university and the employer, it will help the student in:

- Clarifying career goals;
- Understanding of the workplace demands and constraints;
- Pursuing continuous learning and self-improvement undertakings;
- Cultivating self-reliance and self-confidence;
- Refining time management, interpersonal and communication skills;
- Building contacts with potential employers;
- Acquiring marketable skills that improve employability prospects;
- Experiencing practical aspects of the field of study.

MISSION

Provide the student diversified choices of internship fields accompanied by career counseling and guidance to prepare the graduate to match the requirements of employment opportunities.

DURATION

The Co-op program runs for six to eight weeks, and obey by the employer rules and regulations. It is normally completed during the summer term of the senior year of studies. Students engage in a practical training experience mentored by professionals in the area related to their field of interest.

ELIGIBILITY CRITERIA

A Bachelor student is eligible to sign up for the Co-op program if the following eligibility criteria are met:

Specific prerequisites to take up the Co-op experience are summarized in the table below

College of	Credits	Prerequisite
Engineering	1	<ul style="list-style-type: none"> · Passes ENGL 217 · Senior Standing · Has a CGPA of 70 or higher
Business Administration	1	<ul style="list-style-type: none"> · Passes ENGL 217 · Senior Standing · Has a CGPA of 70 or higher
Arts and Sciences	1	<ul style="list-style-type: none"> · Passes ENGL 217 · Senior Standing · Has a CGPA of 70 or higher

POLICIES & PROCEDURES

Policies

- The logistical aspects of the Co-op program shall be managed by the Co-op Coordinator associated within the Office of Academics Affairs.
- Training opportunities shall be approved and thereafter managed by the Co-op Coordinator in collaboration with the academic advisor.
- A trainee must meet the eligibility criteria set forth in this policy to participate in the Co-op program.
- A student may arrange for a training opportunity on his/her own, which should be approved by the Co-op academic advisor or, alternatively, the Co-op coordinator shall assist the student in finding a suitable training venue.
- Each trainee shall be assigned a Co-op academic advisor to follow up on the trainee's work progress throughout the Co-op period and assess the overall training experience afterward.
- A student must commit to completing the training at the company mutually agreed to.
- Students may register for one course during the Co-op period if it is the only course needed to graduate and the timing is approved by the employer.

- The Co-op coordinator completes the Co-op training offers in consultation with the Co-op work HR/Supervisor taking into consideration employer's needs, student's interest and eligibility, and date of student's application.
- The trainee shall work for the employer a period equivalent to six to eight weeks, on pre-approved tasks related to the trainee's field of study.
- Trainees must conform to the employer's work rules and standards and must execute his/her tasks professionally and ethically.
- The trainee shall directly report to and coordinate with the Co-op work supervisor on all tasks and activities.
- The Co-op work supervisor cannot be a direct relative to the trainee;
- The Trainee shall keep a daily record of tasks performed and lessons learned.
- The trainee and the Co-op work supervisor shall submit the training assessment forms to the Co-op academic advisor at the end of the training period.
- The trainee shall submit to the Co-op academic advisor the daily tasks log, a report, a poster, and a PowerPoint presentation the following day of the completion of the Co-op work.
- The trainee must deliver a presentation about the training experience when requested as part of the Co-op Inspiration Seminar.
- If the student withdraws from the Co-op course, the Registrar should inform the Co-op Coordinator. The Co-op Coordinator should then inform both the Co-op academic advisor and the Co-op work supervisor.
- Failing to comply with the Co-op rules and employer's work standards will result in a failing grade.

Procedures

- The Co-op coordinator creates a Co-op Moodle course for eligible students in each college.
- The student should read, understand, and complete the Co-op **Code of Conduct** before the beginning of the Co-op period.
- The student should fill out carefully all the requirements in the **Co-op Application Form**.
- The Co-op coordinator maintains a database of prospective employers and posts job opportunities and application deadlines and communicates them to students via email and Moodle.
- The Co-op Coordinator prepares a list of eligible students and send it to each college to distribute Co-op academic advisors among them.
- A student may suggest an employer who is not on the posted list. He/She should request that the employer's representative send an email to the College Academic

Advisor stating the details of the training program in order to obtain approval to proceed.

- A trainee seeking to pursue a training opportunity abroad must complete the **Training Abroad Application Form** (Coop-12) and submits it to the Co-op coordinator for further consideration.
- The Co-op Coordinator invites eligible students to attend the Co-op orientation seminar during the semester prior to the Co-op to explain policies and procedures.
- The Co-op Coordinator and academic units shall attempt to match students' aspirations and field of study with employer's needs. In case many multiple trainees compete for a specific training opportunity, students who apply first and meet the eligibility criteria shall be given the priority unless the employer meets them and chooses.
- The Co-op assignments and all related information are posted on the Co-op Moodle course page, and via email.
- A trainee must submit at the last week of the co-op period the following:
 - a) Trainee's Assessment of Training Form
 - b) Training Tasks log
 - c) a formal report
 - d) a poster
 - e) a presentation
- A trainee must Participate in the Co-op inspiration Seminar.
- The Co-op academic advisor bears the responsibility to: Correct students' CVs, make at least one field visit and completes the visit assessment form; continuously follow up with the trainee and the work supervisor during the training period; collects the trainee's performance assessment forms from the trainee and the work supervisor; guides the student in preparing the training report, poster and presentation and assess the submitted material; and submits a final report to the Co-op Coordinator.

CAREER SERVICES PROGRAM RATIONALE

The Co-op and Career Services Office relays information on available job vacancies to RHU alumni to assist them in the employment process, career change and transitions, and networking opportunities.

POLICES & PROCEDURES

Policies

- Communicate and build a data base of prospective employers.
- Compile and announce job vacancies to students and alumni.
- Conduct seminars to help students prepare CVs, interview skills, etc.

- Maintain a CV data bank and send out CVs to concerned employers.
- Organize an annual job fair.
- Co-op Coordinator acts as the main link between the industry and RHU Co-op academic advisor for any projects that may require the design of appropriate Final Year Projects to solve employers' problems.

Procedures

- The Co-op Coordinator receives information on available job vacancies from companies in and outside Lebanon;
- The Co-op Coordinator posts the job vacancies with a brief description of the job requirements and the application deadlines on the Official Rafik Hariri University Alumni LinkedIn page and communicates them to alumni via email.
- A list of the job vacancies are also posted on RHU website under Co-op and Career Services Office – Job Opportunities.
- The company name is kept confidential in most cases based on the request of employers.
- Alumni who wish to apply to an announced job vacancy are required to send an updated CV to the PR Coordinator on coop@rhu.edu.lb.
- The Co-op Coordinator communicates with prospective employers and provides them with the CVs of the potential candidates and follows up with them until the vacancy is generally filled.
- The Co-op Coordinator maintains a database of all the job vacancies received, name of the companies, major area, and position level (beginner level, supervisory level, middle management and top management level).
- The Co-op Coordinator supplements at the end of every academic year a report of all the
- received vacancies with insights on job market needs to help in curricular planning and selection of Summative Learning projects.

APPROVAL AND REVIEW

Approved by RHU Administrative Board on November 2025