



DEO Kairo  
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Phone: 0122 100 9225

13 Dec. 2019, Cairo

### Student Internship

**7<sup>th</sup> to 18<sup>th</sup> June 2020 in Egypt**

or possibly in Germany and/or other foreign countries (with 1-week extension, if applicable)

Dear Sir or Madam,

We are pleased to hear of your willingness to offer one of our students an internship with your company for the above-mentioned period. Year-10 students of the Deutsche Evangelische Oberschule (DEO, or German Protestant School) are obliged to complete their practical training within this time frame.

All students are thoroughly prepared for the internship in advance. It is essential that your company provide the intern with a contact person who can assist him or her on an ongoing basis during the internship. In order to ease the burden on the staff member responsible for the intern, we have included an outline of our expectations, along with a few suggestions (see Appendix 1).

In addition, the progress of each student will be overseen by an assigned teacher throughout the course of the internship. If the internship takes place in Cairo, supervisors from DEO will visit the company in person, by arranged appointment. In exceptional cases, for example if an internship takes place in Germany, supervision will be conducted via telephone contact or by email.

It would therefore greatly assist our quality control procedures if the responsible contact person could provide the supervising teacher with pertinent information about your company and about the internship itself. The internship is considered an official DEO programme; all students are therefore insured for the entire period in question.

If you are interested in extending the internship beyond the period specified in the contract, you are free to negotiate an agreement with the individual intern and his or her parents. Please be advised that this extended internship is no longer subject to the conditions set out in the original internship contract. The insurance coverage of the school is valid for one week beyond the date mentioned above, that is until the 25<sup>th</sup> or 26<sup>th</sup> of June, 2020.

We kindly ask that you complete the **attached confirmation form** (Appendix 2) with the necessary information and return it to us either via the student/intern or to DEO directly.

Thank you very much for your cooperation.

With best regards,



## Appendix 1

### List of expectations for Companies accepting Interns

The main objective of the internship is to provide the students here at DEO with valuable insight into potential occupations and the practical work environment. During their internship, students should expect to gain relevant experience in the professional field in which they have shown interest.

In order to ensure that the internship provides the students with meaningful and worthwhile experience, the school places the following expectations on the company and on the respective department:

1. The school expects the company to provide each student with a **full-time contact person**.
2. The school expects the responsible contact person to provide the students with information concerning the **functions and operations of the company and of the relevant department**, and to support the students in their daily activities at the company.
3. The contact person is expected to employ interns in a variety of departments and workplace situations, enabling them to not only get to know the daily tasks and duties of employees, but also to discover the different educational backgrounds of said employees.
4. The organisation and responsible contact person shall ensure that students are employed **no more than five (5) days per week, for a maximum of seven (7) hours per workday**. It is also expected that the seven hours be spent in a meaningful and productive way, avoiding long periods of idleness, as well as overly repetitive tasks.
5. The school expects the company to comply with **all relevant labour codes and standards**. Any tasks which are overly demanding, and/or entail a substantial risk of accident, are to be avoided. Students must also be made aware of any inherent dangers associated with their employment.
6. The organisation's contact persons are to maintain contact with the school, in particular with the programme coordinator and the appointed supervising teacher. Contact persons should be willing to provide any information requested concerning the internship programme, the progress of the interns, and the company itself. This information may be requested by telephone or during company visits.

Contact persons and interns may contact the **coordinator of the school's internship programme** at any time throughout the internship.

**Ms. Urte Mein**

#6 Dokki Street

P.O. Box 131, Cairo-Orman

Email: [urte.mein@deokairo.de](mailto:urte.mein@deokairo.de)

Phone: 0122 100 9225



**Appendix 2**

**Please return by 5 March 2020 to:**

DEO Cairo  
**Ms. Urte Mein**  
#6 Dokki Street  
P.O. Box 131, Cairo-Orman  
Email: [urte.mein@deokairo.de](mailto:urte.mein@deokairo.de)  
Phone: 0122 100 9225

DEO Internship from \_\_\_\_\_ until \_\_\_\_\_ June 2020

**Student's Name:** \_\_\_\_\_ **Class: 10** \_\_\_\_\_

Address: \_\_\_\_\_

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

Mobile number: \_\_\_\_\_

**Confirmation of Internship Position**

Company name: \_\_\_\_\_

Department name (if applicable): \_\_\_\_\_

Commercial field: \_\_\_\_\_

Intern's Duties and Activities: \_\_\_\_\_

**Company Address:**

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

City/Town: \_\_\_\_\_

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

**Contact person at the company:**

Mr./Ms. \_\_\_\_\_

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

email: \_\_\_\_\_

Place, Date, Signature of Signing Authority