
SHSS Internship Information Packet

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INT4300: Internship for SHSS students

INT4300 Internship: 3 Semester Credit Hours (Senior Classification required)

Internships, or on-the-job education and training, are designed to be an important part of a student's undergraduate experience as they provide an opportunity to experience the world of government, politics, business, and public service from the inside, as well as to give practical application to the knowledge and skills acquired at AUI. To complete the requirements for graduation, all SHSS students are required to complete an internship: INT4300, preferably in the summer.

There are two types of internships that satisfy the INT4300 requirement in SHSS:

1. *“Established institution” internships*: “Established institutions” are places where AUI students have previously interned and are institutions with which AUI has ongoing relationships. Established institutions have already been approved by the advisor and coordinators. The list is available at the end of this packet. Although students are required to find their own internship with the established institutions, it is *not* necessary for students to obtain authorization from SHSS to intern at these institutions.
2. *Innovative project internships*: SHSS students are free to conduct internships in institutions with which AUI has not yet developed an established relationship. Students are encouraged to seek out new opportunities with these innovative projects, *although it will be necessary to have advanced approval from the University for these Innovative Project Internships*. For innovative internships, students *will need to fill out* an internship proposal form (**Appendix A**) to be submitted with an updated résumé and a one-page proposal.
3. *Combined Internship/Capstone*: Students majoring in CS or HRD may combine their Internship and Capstone. This option allows students to spend more time in a professional setting and maximize learning outcomes. The internship must be at least 10 weeks long and must take place during Fall or Spring semesters. Students may not take any course other than INT4300 and SSC4302 during the semester they conduct the combined Internship/Capstone. Students must receive the approvals of their advisor, the Capstone instructor and their respective program coordinators. Students *will need to fill out* an internship proposal form to be submitted with an updated résumé and a one-page proposal. Upon completion of their internship, students have to hand in their internship report following the deadlines mentioned below. As regards the capstone, students should respect the deadlines as defined by the Senior Capstone Instructor.

For the two types of internship, students must fill out an internship agreement form to be signed by the student and stamped by the supervisor at the internship institution.

Internship conditions

1. To earn credit for INT 4300, you must have completed a minimum of **90 credits**.
2. Students doing the Internship *cannot* enroll in AUI courses during that semester.
3. Internships are like full-time jobs: **40 hours per week for a minimum of 8 weeks** (320 hrs).
5. You must register for INT 4300 in the semester immediately following the internship.
6. All students must meet the internship deadlines as described in this document.

Internship Procedure:

Steps to follow:

1. *See your Advisor*. Discuss what options are open, what you want to accomplish, what your time frame is, and what skills you have that you can bring to an intern organization. Consider your

concentration of study, what courses you have found particularly interesting, and what your career plans are. With your advisor, write out a plan to follow in looking for and participating in an internship and decide whether you choose an established or innovative internship. Please contact your advisor well in advance and make a specific appointment so that both you and your advisor can be prepared.

2. For those interested in pursuing an innovative project internship, see your Undergraduate Studies Coordinator. After completing some basic background research for your innovative project and preparing a draft proposal, make an appointment with the appropriate Program Coordinator. Discuss your goals and how these can be met and what options will best achieve these goals.

3. Prepare an updated CV. Check to see if your CV should be in English, French or Arabic. The Writing Center will help you with writing your CV.

4. Obtain an internship. Seek an internship with the appropriate person in the organization where you wish to intern. Your communications with the internship institutions should specify what you can contribute to the organization, what your expectations for the internship are, how the organization can meet your goals, and where you will fit into the organization. Work out as specifically as you can what kind of work the organization does and how it goes about doing it; what kind of work you will be doing, and what your duties and responsibilities will be; how much of your time will be spent observing their daily routine and learning the skills required; and how much of your time will be spent contributing to the everyday operations of the organization.

5. For innovative project internships, fill out the “Internship Proposal”. Discuss your proposal with both your Academic Advisor and the appropriate Program Coordinator (IS, HRD, or CS), obtain their signatures, and file your proposal at the office of SHSS Program Manager.

6. Contact the Dean’s Office. The Dean’s Office (through the SHSS Program Manager) will prepare the formal Al Akhawayn University letter, requesting the internship for the student and explaining the internship program. The student should explain which language will be most appropriate for this: English, Arabic, or French. A copy of the Internship Agreement may accompany this letter. If the organization agrees to take you as an intern, they will fill out the Internship Agreement, sign it, stamp it and return it to the Dean’s office.

7. Sign and stamp the “Internship Agreement.” Please read the Internship Agreement carefully. This document will form the basis for assessment of your successful completion of your internship, so note what your responsibilities and duties will be and what skills and knowledge you will be expected to acquire during the period of your internship. Obtain the signature of the Internship Chair and file this document in the Dean’s Office (through SHSS Program Manager).

8. Reminder: For students who intend to do internship:

- During the spring, *they should begin* after **December 20** and be for a minimum of 8 weeks of full time work. All internships should be completed by no later than **April**.
- During the fall, *they should begin* after **July 20** and be for a minimum of 8 weeks of full time work. All internships should be completed by no later than **November**.

Pre-Internship Schedule:

Please note the following deadlines and procedure for filing for internships.

September/January: Initial discussion with your academic advisor. What type of internship is appropriate for you (take into account your Major, Concentration and Minor).

First week of October/First week of February: Internship meeting

Last week of October/Last week of February: Submission of **Internship Proposal** (includes the Internship Proposal form, a one-page proposal and a CV). This is an explicit statement of what you want to accomplish with the internship, ideally in collaboration with a supervising member of the organization where your internship will be done. This statement should be clear and detailed and in good written prose, typed in the form of a coherent essay. Give this essay some thought and discuss a draft of it with your advisor before submitting your final copy.

First week of November/First week of April: Signed **Internship Agreement** (by you, supervising member of the organization, then, filed in the Dean's Office (through SHSS Program Manager).

We will do everything possible to help you with meaningful internship positions. If you need an initial letter of introduction, one can be provided by the Dean's Office (through SHSS Program Manager). The initial letter of inquiry can be sent out in Arabic, French or English. At the point that an organization has indicated that they are willing in principle to accept (but an official agreement has not yet been signed), the Dean can make voice contact with the organization. This will help to establish official contact with the organization.

Performing Your Internship

How you approach and perform the internship is as important as the tasks you actually carry out whilst there. It is essential that you present a good overall image both of yourself and of Al Akhawayn University. Remember that the institution you are interning in may want to take on future interns from our university. More importantly, it may wish to employ YOU after you have graduated. If you are unreliable, untidy or arrive late, this will affect the report that the institution will make of you.

Attitude

- Be polite, friendly and enthusiastic about the tasks you are given even if you find them difficult or boring.

Dress

- Your physical appearance is important. If you dress sloppily or too casually, people are likely to make the assumption that you will perform your work sloppily or too casually.
- Find out before you start the internship what you need to wear. You may need to wear particular types of clothes for particular tasks.
- If you are unsure what to wear, it is better to begin by dressing smartly. It is better that you look too well-dressed than too casually dressed.
- Pay attention to small details. Tidy hair, clean shoes and (for men), regular shaving makes a big difference to how you appear.

Time-keeping

- Find out what time you are expected to start and what time you are expected to finish each day. Make every effort to ensure that you respect these times.
- Arriving slightly early for work each day can create a good impression and gives you the opportunity to prepare for the day ahead.
- Be prepared to stay late if a job needs finishing. Be prepared to work on weekends.

- Make a point of seeing your supervisor at the beginning and end of each day. At the beginning of the day, ask him or her if any new tasks need to be done. At the end of the day, ask if any tasks remain to be done before you go home.
- ALWAYS inform your supervisor if you are going to be late or absent.
- Remember that your internship contract is for a full 8 weeks (320 hours). NO holidays. NO half-days.

Communication with your supervisor

- On your first day find out who you will be working for and who will be supervising your work.
- Find out from them what they want you to do and when they want it done by.
- Keep your supervisor regularly informed about what you are doing, where you are doing it and what progress you have made.
- Always be friendly and cooperative, even if you find your supervisor or co-workers difficult to work with.
- If you don't understand something you are told or given to do, always ask for help or clarification.

Keeping an Internship Journal

1. *Get ready:* As you prepare for your internship this summer, prepare yourself as well for the major project of the internship journal. As you gather your clothes and brush up on your French, collect also the basic materials you will need to keep an internship journal. These basic materials are :
 - a. A bound notebook or a loose-leaf notebook filled with 80 to 100 sheets of paper, handy in size and professional in appearance;
 - b. A reliable and professional-looking writing instrument—usually a pen. (Get refills now and keep them with the other materials you'll be taking with you.) *or* c. A laptop with a new battery.
2. *Plan ahead:* Try to envision your workday: include the getting-to-work time and the getting home time; and decide in advance when you will be able to sit down for one hour—in one sitting or in several sittings-- during the day to record what you did that day, what you think about what you did, and what you want to do in the future. Try to plan in advance what the time you will write will be, so that you can keep some consistency in your journal work. This makes it easier to sit down regularly to write. Think as well of a time at the end of each week when you will be able to sit down to review the entire week and to reflect on what goals you have accomplished, what expectations have been met and what have not, and to state personal goals for the remaining weeks to come.
3. *Set goals and outline your expectations:* Before your internship begins, write the first entries in your journal: *What are my goals during this internship? What do I expect to learn? How do I expect to use my skills? How do I expect this internship will use what I have learned in my studies?*
4. During your internship, write in your journal regularly; Expectations for this are described in “On-the-Job Writing” below.
5. During the last week of your internship, or the day after your internship ends, sum up your experiences and lay out the plans for your Internship Report. Expectations are described below in “3. At the end of your internship.”
6. Turn your journal in to your academic advisor—NOT your internship supervisor—as soon as you return to campus in the fall. Turn in the original, not a corrected version. Turn in the complete journal, not parts of it.

7. Your advisor will be assigning a grade to your journal by the end of the first week of classes: it's 25% of your grade for your internship. If you have followed the advice in 1-6 above and in the guidelines below, you should be able to see all the effort you put in writing for more than eight week pay off in a good return to your grade.

Good luck on your internship and on keeping your journal!

ON-THE-JOB WRITING: Expectations and guidelines

The purposes of the journal are for you to keep a record of your experiences, to recall what you have done over a short period of time each week during the internship, and to reflect over the entire internship on what the overall experience has been—all of this in the service of your writing a detailed report in the fall for the culminating seminar of your program.

When to write:

1. *Record regularly.* You are expected to write **detailed entries daily** of what your work has been, with whom, about what, accomplishing what tasks, and to make observations of the workplace as well.
2. *Review regularly.* You should sit down once a week to **review the preceding week and project for the week(s) to come.**
3. *Reflect.* Also allow yourself **half a day near the very end of the internship** to review the whole internship and write about what you feel has been accomplished, what you have learned, and what you would do differently next time, given the chance. Take the time, just as the internship ends and before you leave the internship psychologically, to address all these questions on paper fully and with an interest to bringing full closure to the experience you have just had. If you do so, you will find that you have captured your internship on paper in a way that you will not be able to do as well once you are back at AUI and more and more time separates you from the summer you have just spent in internship.

What to write about:

1. **Daily**

- What you have done today: What tasks? Describe each. What conversations, meetings, seminars—with description of each.
- Comments on what you did today: was it what you expected? What did you think of it?
- What you have seen, what you have heard—formal or informal observations.
- Information: take notes as if in a class while a meeting or event is in progress; then you can comment at the end of the day.

2. **Weekly**

Read back over your notes for the week. Write in response to these questions:

- What have I learned this week?
- How have I used my skills?
- How has what I have done this week been related to what I have studied?
- Are things going as I had expected, how so? How not so? (Some weeks, you may say, "I'll have to wait until later to see.")
- What would I like to change about how I work next week? How can I do so?
- What would I like to continue doing that seems effective?
- Am I meeting my goals for this internship? Which ones? Which ones not? (If not, what can I do differently to help meet these goals?)
- As the weeks go on: were my impressions of how things are the same now as they were in the

first weeks of the internship? If so, how? If not, how not?

At the end of the internship:

- Take a hard look at all the weeks and days. Reflect on what you have learned about yourself, about the organization, about your field: write about what you learned.
- Look back over the weeks and days and ask yourself what you accomplished.
- Look back and write about the organization: describe it again, and write as much as you can remember about where you worked: from memory, not just from your previous entries—although taking a good look over them again may fill in some gaps for you-- and definitely NOT from the organization's promotional material or descriptions of the organization written by others. At the same time, if you remember anything that you know you did read somewhere, go back and find it, and cite your source! Overall, try to use only your own head as the source of information about the organization: after all you just worked there for six weeks!
- Write about: Which of the goals that I set in the pre-internship entries do I think I met? In what ways? Which have I not met? Why do I think so?
- Write about: if I had it to do again, this is what I would do differently. Why?
- Write about: if I had it to do again, this is what I would do the same. Why?

Post-Internship Schedule

- **Second week of September/Last week of January:** You submit your journal to your Academic Advisor.
- **First week of October/Second week of February:** Draft of the written report due. Copies are to be submitted to all three members of the Evaluation Committee. These faculty members make corrections/suggestions, etc., which students are expected to take into account before submitting the final written document.
- **Third week of October/Last week of February:** Final version of written report due. Copies are to be submitted to all three members of the Evaluation Committee.
- **First week of November/Second week of March:** Oral presentations. Internship presentations are public. Sophomore students who will be doing internships in the following year are encouraged to attend these presentations.

Internship Report Contents, Format, and Oral Presentation

Internship Report Contents

The Internship Report should be a document of 15-20 pages in length that includes:

First, a brief introduction that contains:

- The name of organization/agency/corporation
- The division within organization/agency/corporation where internship took place
- The name of internship supervisor within the organization
- The dates of internship
- A clear statement of main work/tasks accomplished during internship.

The report *must not* contain lengthy descriptions of the origins, history, legal charter, administrative structure, etc. of the organization. The Internship Report should focus on the tasks, activities and

accomplishments of the intern. *It is not a report about the history and structure of the organization.*

Second, the body of the report should address three issues:

- What was accomplished during the internship (include a complete description of the work);
- What was learned, including new skills, points of view, gained during the internship;
- What AUI courses and activities were the most valuable for problem solving, skills, etc.

Other issues you may discuss in the report:

- How the internship related to the degree at AUI (major, concentration, minor).
- New skills learned during the internship?
- The nature of the relations with supervisors and other employees.
- Problems encountered during the internship □ How problems were resolved (or not) □ Value of the internship to the organization.
- Relevance of the internship to future endeavors (graduate studies, job market prospects)

This is not an exhaustive list. These are suggestions of the kinds of issues you need to address in the written report. We expect the analytical section of the report to be your own reflection on your experience. The keeping of a regular reflective journal during your internship will be of help while writing the report. You may attach copies of work accomplished during internship (reports, memos, press releases, translations, database forms, etc.) as appendices to the written report. Only attach copies of your own work. There is no need to attach documents related to its organizational structure or history. Every document attached as an appendix to the report needs to be properly identified and listed in the table of contents.

Internship Report Format

Title Page

- Name of University (do not use AUI logo. Do not use logo of the agency/organization/corporation)
- Name of School (School of Humanities and Social Sciences)
- Name of student (First Name, Middle Name and Last Name)
- Names of the members of the Evaluation Committee
- The mention “Internship Report” (with name of Major)
- Date (month and year).
- Table of Contents (with correct page numbers)

The written report

- Introduction
- Appropriately labeled sections of the body.
- Conclusion

Appendices (e.g. copy of research instruments used, reports written, memos, press releases, translations, database forms, etc.). Only work done by the student intern should be included.

Bibliography (if applicable, using the proper formatting style of the field of study)

Proper grammar/spelling and referencing/sourcing/bibliography is a requirement of the written report.

Students who need assistance in English should make arrangements with the Writing Center.

The Internship Presentation

Internship presentations are organized by groups of three or four students, usually during evenings, and are held before mid-semester. Students present their internships to the Evaluation Committee but presentations are also open to the AUI public. SHSS students who will be doing internships in the following summer are encouraged to attend.

The oral presentations (15 minutes in length) should not be readings of the reports. It should cover the most interesting or important aspects of the internship. Significant anecdotes can be included.

Report from the Organization

In addition to your own written and oral reports, we will receive a report from the organization, signed by the person who supervised your internship, who is asked to give a candid evaluation of your performance as an intern.

Internship Report Evaluation

Each internship is evaluated by a committee of 3 faculty members. Internships are evaluated based on the following four components, worth 25% each:

1. The journal/agenda that the student compiled during the internship (to be shown to the Academic Advisor and then submitted to the Internship Chair for grading).	25%
2. An evaluation by the intern's supervisor in the organization/agency/ Corporation where internship took place (to be faxed to the School).	25%
3. Student's written report.	25%
4. Student's oral presentation.	25%

Internship Proposal

DIRECTIONS: This form must be filled out and filed by **the last week of October/Last week of February** before an official request letter is sent to the participating organization (Internship Site).

Internship Applicant's information

(To be completed by the student)

Last Name:	First Name:
Student ID #:	Email:
Cell Phone #:	Phone Ext. #:
Total Credits Earned:	Major:
Minor:	CGPA:
Concentration:	

Internship Site Information

Name of Organization:	
Name of Supervisor:	Title:
Phone #:	E-mail:
Expected Start Date:	Expected End Date:
Hours per Week:	Total Hours*:

Brief description of why this organization is being proposed and what you hope to accomplish during the internship (how this organization fits into your present study and future employment plans): Attach a one page (typed) description of what is being proposed. Include a copy of your CV.

Student's signature: _____ Date: _____

Advisor's signature: _____ Date: _____

Undergraduate Studies Coordinator's signature: _____ Date: _____

** This should be for at least eight full weeks, eight hours per day/five days a week--or a total of at least 320 on-the-job hours.*

Internship Agreement

DIRECTIONS: This form needs to be signed and stamped by the internship organization, and returned no later than **the first week of November/First week of April** to the Office of the Dean through the SHSS Program Manager.

Internship Applicant's information

(To be completed by the student)

Last Name:	First Name:
Student ID #:	Email:
Cell Phone #:	Phone Ext. #:
Total Credits Earned:	Major:
Minor:	CGPA:
Concentration:	

Internship Site Information

(To be completed by the internship supervisor at the internship site)

Name of Organization:	
Name of Supervisor:	Title:
Phone #:	E-mail:
Start Date:	End Date:
Hours per Week:	Total Hours*:
Brief description of the duties/work that the intern will perform and the nature of observational/educational activities (attach extra sheet if necessary):	
Brief description of the knowledge/skills that the intern will have acquired by the end of the internship (attach extra sheet if necessary):	

Approved by:

Student Intern: _____ **Date:** _____

Supervising Member of the Organization: _____ **Date:** _____

Undergraduate Studies Coordinator: _____ **Date:** _____

** This should be for at least eight full weeks, eight hours per day/five days a week--or total of at least 320 on-the-job hours.*

Internship Evaluation Form

Directions: Please fill out, stamp this report and email it to l.elhamdani@auj.ma or fax it to 05 35 86 29 77. Your comments are extremely important for the evaluation of the intern and improvement of our internship program. Thank you!

Name of the intern:
Internship Site:
Name of the Internship Supervisor:

1. The period of the internship and the total number of working hours:
2. A brief description of the assigned and accomplished tasks:
3. Your evaluation of the intern's performance (please circle one):

Punctuality: <i>Comments:</i>	Excellent	Good	Fair	Poor
Attendance : <i>Comments:</i>	Excellent	Good	Fair	Poor
Accomplishment of the assigned tasks: <i>Comments:</i>	Excellent	Good	Fair	Poor
Creativity in the accomplishment of tasks in general : <i>Comments:</i>	Excellent	Good	Fair	Poor
Progress made in the understanding and the performance of the essential tasks: <i>Comments:</i>	Excellent	Good	Fair	Poor
Integration of the intern with the other interns and employees in your organization : <i>Comments:</i>	Excellent	Good	Fair	Poor
Readiness for extra work (Did the intern do extra work in addition to the tasks assigned?)				
Yes		No		

4. In brief, according to you, what is the chance of the intern being employed? Did the intern have any effect on your organization?

.....
.....

5. Additional Comments:

.....
.....

Formulaire d'Evaluation de Stage

Veillez remplir, signer et cacheter ce formulaire. Il nous est extrêmement important pour évaluer nos étudiants stagiaires, et pour améliorer le programme des stages. Merci de remplir/commenter avec justesse.

Nom du stagiaire:
L'organisme d'accueil:
Nom du supérieur:

1. Période de stage et le total de nombre d'heures de travail:
2. Brève description des tâches confiées et accomplies:
3. Votre évaluation de la performance du stagiaire (encerclez une, s'il vous plaît):

Régularité: <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Assiduité <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Efficacité dans l'accomplissement des tâches confiées <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Créativité dans l'étude des cas et réalisation des tâches confiées en général : <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Progrès dans l'apprentissage des tâches essentielles de l'organisme: <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Intégration du stagiaire au sein de l'organisme d'accueil: Rapports stagiaire-collaborateurs : <i>Commentaires:</i>	Excellent	Bien	Moyen Médiocre
Volonté d'avoir un surcroît de travail (Le stagiaire a-t-il fait des travaux supplémentaires en plus des tâches confiées?) : <i>Commentaires:</i>	Yes	No	

4. En bref, selon votre avis, quelles sont les chances pour le stagiaire de devenir "employé(e)"? a-t-il donné un surcroît d'effet à votre organisme?
.....

5. Commentaires supplémentaires:

List of Established Institutions

IS	Contact
Mgt Systems International/Dima Adros	Phone: 05 37 67 56 44; Fax: 05 37 67 38 51
Royal Institute for Strategic Studies	Phone: 05 37 71 83 83; Email: contact@ires.ma
ISESCO	Phone: 05 37 56 60 52 / 53; Email: education@isesco.org.ma
Ministry of Foreign Affairs	Phone: 05 37 76 11 25/23 24
Ministry of Foreign Affairs/European Affairs	Phone: 05 37 76 11 25/23 24; Fax: 05 37 76 55 08
Ministry of Foreign Affairs/ UN and International Org Dept	Phone: 05 37 76 11 25/23 24; Fax: 05 37 76 55 08
Agence Marocaine de Coopération Internationale	Phone: 05 37 57 35 73; Email: contact@amci.co.ma
Fiji Mission to the UN	Phone: +1 212-687-4130
International Atomic Energy Agency	Phone: (001) 212-963-6010 or 6011; Fax: (001) 917-367-4046; Email: iaeany@un.org
Administration des Douanes et Impots Indirects	E-mail: dgadii@douane.gov.ma; Phone: 05 37 57 90 00
MAEC (Direction des Affaires Américaines)	Phone: 05 37 76 15 03; Email: floudaya@maec.gov.ma
Advisory Council of Human Rights (CNDH)	Phone: 05 37 72 22 07; Fax: 05 37 72 68 56; E-mail: cndh@cndh.org.ma
Association Anjra pour le Développement et la conservation de Patrimoines(Tétouan)	Phone: 06 61 69 94 66; Email: contact@monasso.ma
MAEC (Direction des Etudes et de la Coordination Sectorielle)	Phone: 05 37 67 63 31; Email: d.bennani@maec.gov.ma
MULTICIBLES (Cabinet Conseil En Recrutement)	Phone: 05 22 48 15 11
The Ministry in charge of the Moroccan Community Abroad	Email: tarikissou@yahoo.fr
League National pour la Proteciton de l'Enfant	Phone: 05 22 28 12 10; Fax: 05 22 81 57 61
Ministry of Foreign Affairs (Direction Générales des Relations Bilatérales)	Phone: 05 37 76 11 25/23 24; Fax: 05 37 76 55 08
Ministry of Foreign Affairs (Human Resources)	Phone: 05 37 76 11 25/23 24; Fax: 05 37 76 55 08
Commission National des Sciences, d'Education et de la Culture	Phone: 05 37 27 30 30; Fax: 05 37 27 30 68
Institut Europeu de la Mediterrania	Phone: + 34 932 44 98 50
USAID (ALEF Project)	Email: MoroccoDesk@usaid.gov; Phone: 05 37 63 72 00, Fax: 05 37 63 20 20
High Atlas Association (Marrakesh)	Phone: 05 24 42 08 21; Fax: 05 24 43 00 02; E-mail: haf@highatlasfoundation.org

UNDP (Rabat)	Phone: 05 37 63 30 90, 05 37 63 30 90; Fax: 05 37 63 30 89; Email: registry.ma@undp.org
Amnesty International (Rabat)	Phone: 05 37 68 66 48, 05 37 68 13 36, Email: amorocco@sections.amnesty.org;
Directions des Nations Unies et des Organisations Internationales	Phone: 05 37 76 61 01
International Labor Organization (ILO) (Rabat)	Phone: + 41 22 7 99 69 06; Fax: + 41 22 799 6977; E-mail: npg@ilo.org
UNESCO (Rabat)	Phone: 05 37 75 57 22 / 65 77 68 / 65 99 47; Fax: 05 37 65 77 22; E-mail: Rabat@unesco.org
Ministry of Culture	Phone: 05 37 20 94 29 / 05 37 20 94 70
US Embassy (Rabat)	Phone: 05 37 63 72 00
First Freedom Center (Virginia)	Phone: 1 804-649-07 11
Ministry of Exterior	Phone: 05 37 76 11 25
S.A.M.I.R	Phone: 05 23 32 17 80 / 31 93 93 / 31 94 94 Fax: 05 23 30 15 31 / 31 71 88
La Wilaya de la région du grand Casablanca	Phone: 05 22 22 41 83; Fax: 05 22 22 26 48
Ligue Arabe (Egypte)	E-mail: secretariat@medeainstitute.org
AMIDEAST	Phone: -3-767-5081, 767-5082, 767-5075, E-Mail: morocco@amideast.org
British Embassy	Phone: 05 37 63 33 33
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