

# Internship AGREEMENT

for students on the Bachelor's Programme in Language Studies at the Department of Modern Languages, Uppsala University.

Credits are awarded for the Internship as part of the undergraduate Bachelor's Programme in Language Studies at Uppsala University.

The Internship is to be conducted in accordance with the description in *Proposals for student's main duties* (appendix 1) and instructions in *Information for the student and supervisor* (appendix 2). The agreement and appendix 1 should be sent to the program coordinator, Entela Tabaku Sörman, Department of Modern languages, Uppsala University.

Student's name: \_\_\_\_\_

Student's civil registration number: \_\_\_\_\_

Period of Internship education: from \_\_\_\_\_ to \_\_\_\_\_

## Internship Organization

Name of the organization: \_\_\_\_\_

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

Telephone/telefax: \_\_\_\_\_

Supervisor; name and title: \_\_\_\_\_

Signature of supervisor/equivalent: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date: \_\_\_\_\_

## Department of Modern Languages, Uppsala University

Signature of Director of Studies/equivalent: \_\_\_\_\_

Clarification of signature: Entela Tabaku Sörman

Date: \_\_\_\_\_



## ***Appendix 2: INFORMATION FOR THE STUDENT AND SUPERVISOR***

### **Supervision**

At the workplace for the Internship education a supervisor is to be chosen, whose responsibility is to introduce, instruct, monitor and support the student in his or her work. The supervisor and the student are to cooperate in drawing up a plan for how the Internship is to be accomplished. It is recommended that students are assigned their own duties at an early stage in order for them to come into direct contact with the work and other employees at the workplace.

The supervisor's knowledge and professional experience are important resources during the practice period. The integration of theory and practice is a process in which the supervisor is expected to assist in imparting knowledge, in supporting and helping to solve practical questions, as well as to discuss the student's future professional role. The work during the practical period should be organized in such a way that the student has the opportunity to conduct a comprehensive assignment during the practice period in the form of a collection of material, report, project and the like.

The Internship provides many students with the opportunity to develop a topic for the final individual assignment; it is not unusual that material is collected during the practical period, and sometimes the workplace supervisor acts as a source of inspiration for the final written assignment.

### **Coordinator for the Internship**

The coordinators for the Bachelor's Programme in Language Studies are responsible for providing places for the Internship and for maintaining contact with the supervisors and the students.

### **Working hours, absence**

The duration of the Internship is approximately 5 weeks. The student has a right to leave of absence of five workdays. The supervisor and the student decide jointly when these days are to be taken. Working hours for the student are the same as for other members of the staff.

### **Compensation**

The responsibilities of the organization for the Internship include no financial obligation towards the student for any living expenses (lodging etc.) since these are covered by study assistance. It is the student's responsibility to make arrangements for lodging.

### **Insurance**

Uppsala University has taken out an insurance policy for students with *Kammarkollegiet* which is valid for all students who are studying or training in or outside of Sweden. The insurance is valid 24 hours a day in the country of study/training for the duration of the study/training, as well as for direct travel between the country of study/training and the student's residence in Sweden or the city in which studies are conducted in Sweden.

### **Evaluation**

Each student is to hand in a written report on the Internship. It should contain a description of the place of work: organization, aims, duties, resources etc., as well as an account of the duties the student was assigned. An assessment should also be made both of the value of the Internship as an element in the education as a whole and of the appropriateness of the place of work itself as a place for the Internship. The report is to be handed in to the programme coordinator as soon as possible after the end of the practice/training period.