

The Internship is a full-time part-time placement where time for the tasks that the intern must complete in the course is set aside.

If part time, please specify the percentage of full time:

The intern will follow the regular working hours of the host organisation. If the intern will work different hours or will be present at the host organisation at nights or on Sundays or bank holidays, please specify:

The intern will receive remuneration: Yes No

Amount of remuneration:

Internship plan – proposed activities and learning objectives

Please specify the proposed assignments that the intern should carry out during the internship period, as well as the knowledge and the competence that these activities will enable the intern to gain

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Guidelines for the internship:

1. The intern undertakes the following commitments to the host organisation:
 - carry out the assignments specified in the Internship Plan to the best of the intern's ability;
 - follow the standard working hours of the host organisation, unless otherwise agreed;
 - follow the standard working hours of the host organisation, unless otherwise agreed;
 - comply with any and all legislation, codes or guidelines, in whatever form, that apply to the Intern during the course of the internship;
 - keep confidential any and all confidential information of the host organisation that comes into the Intern's possession.

2. The Host Organisation undertakes the following commitments to the intern:
 - provide necessary support for the intern, e.g. work space, equipment, etc;
 - designate a host supervisor responsible for:
 - a) establishing, before the commencement of the internship period, a structured plan defining the assignments that are to be carried out during the internship period in accordance with the University course syllabus;
 - b) set aside time for the tasks that the intern must complete in the course, in consultation with the intern;
 - c) informing the intern of the rules, codes and guidelines applied at the host organisation;
 - d) being available for questions as well as for practical help and advice during the internship period;
 - e) providing regular feedback to the Intern regarding progress and performance;
 - f) creating an environment for the intern that allows him/her to gain insight of the working procedures at the host organisation;
 - g) issuing an internship certificate at the end of the internship period (template provided by the course coordinator).

3. The Department of Languages and Literature undertakes the following commitments to the intern:
 - ensure that the internship corresponds to the objectives of the university course by means of approval of the internship plan, established by the host supervisor and the intern before the beginning of the course;
 - prepare the intern for the internship as well as for the examination of the course by means of an introductory seminar;
 - maintain regular contact with the intern during the internship period to ensure that the internship is proceeding in accordance with the Internship Agreement.

4. Health protection and occupational accident insurance for interns:
 - a) If the internship is carried out in Sweden, the intern is covered by the insurance of the University of Gothenburg.

- If the internship is carried out abroad, the intern is insured through the agreement titled Student UT between the University of Gothenburg and Kammarkollegiet. The intern should bring copies of the insurance documents provided by the Department of Languages and Literatures. For internships in the European Economic Area (EEA), the intern must furthermore bring a European Health Insurance Card (EHIC). If the internship is extended the intern may need to take out an own insurance
5. If the intern or the host organisation wishes to change the internship assignments or make other changes during the internship period, this is possible. The Internship Agreement is then to be revised in consultation with the parties involved (intern, representative of the host organisation and course coordinator).
 6. Any conflicts that arise during the internship must be immediately communicated to all parties to be resolved as soon as possible.
 7. In the event that one of the three parties wishes to curtail the internship, the party in question shall inform the other parties in writing immediately. The reasons outlined will be considered together. A definitive decision to curtail the internship will be made only after this dialogue phase.

The terms above reflect the minimal expectations of the internship experience. If the host organisation believes there are special circumstances that require modification of this Agreement, please state these modifications in the space provided below:

Modifications of/additions to the above guidelines:

Please acknowledge receipt and acceptance of this Agreement by signing it, scan it and mail it to the Course Coordinator.

We hope that you will find the internship enjoyable and rewarding.

Date of the last signature:

Signature of the intern

Printed name of the intern

Signature of the representative of the host organisation

Printed name of the representative of the host organisation

Signature of the Assistant Head of Department for Undergraduate and Master's Studies

Printed name of the Assistant Head of Department for Undergraduate and Master's Studies

Signature of the Course Coordinator

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