



## INTERNSHIP OBLIGATIONS FORM

### USED BY THE STUDENT

Complete the necessary details of this section, read your obligations and sign.

**Student Name (only surname in CAPITAL letters)**

**Student Number**

### OBLIGATIONS OF THE STUDENT

The duration of the internship is 150 hours. It is of paramount importance that you approach the internship in an appropriate attitude and state of the mind. Be curious, inventive, generous with your time, obliging, flexible and above all respectful to those you work with. You must do your best to perform and behave as good as possible during the internship. Upon completion of the internship, you must make sure that you will be leaving the job on the very best of terms. Under no circumstances should you leave your work before the end of the internship without prior informing the College.

In case of a problem arising you must try to solve it with the person directly involved. If that fails, go to your work supervisor or his/her superior, and if that fails too, call your advisor immediately.

You need to complete your part of the logbook at the end of each week of internship or on a daily basis and give the logbook to your work supervisor at the end of each week. The log book must be available and up to date during the assessment visits.

You must be available during the assessment meeting, which will take place twice during the internship to discuss anything related to your internship with your academic consultant and supervisor.

Once the internship and the second assessment is over you need to make sure that the logbook is fully completed and return the completed logbook to the academic consultant.

I the undersigned certify that all the above obligations have been explained to me by my academic advisor and they are understood and accepted.

**Signature**

**Date**

### USED BY THE WORK SUPERVISOR

Complete the necessary details of this section, read your obligations and sign.

**Work Supervisor Name**

**Organization**

### OBLIGATIONS OF THE WORK SUPERVISOR

The duration of the internship is 150 hours.

The student should receive regularly oral feedback from you concerning his/her performance. At the end of each week of internship you must complete your part of the logbook.

Once the student completes 75 hours of internship you need to inform the student advisor that 75 hours have been completed.

You must be available during the assessment meeting, which will take place twice during the internship to discuss the internship of the student with the student's academic consultant. The logbook must be available and up to date during the visit. You must assess the student with the use of the Internship Evaluation form twice during the internship (following the completion of at least 75 hours and following the completion of the 150 hours). Following each assessment you must orally provide feedback to the student about his/her performance and explain to him/her the marks given in the evaluation.

Once the internship and the second assessment is over you need to make sure that the logbook is fully completed.

The employer must issue a letter confirming that the student worked at the employer. The letter must also provide the dates and the total hours the student worked. In addition, the employer may write in the letter if he/she wishes some good words about the student's performance, character and behavior.

I the undersigned certify that all the above obligations have been explained to me by the student's academic advisor and they are understood and accepted.

**Signature**

**Date**