# **Internship agreement**

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### **Company/organization**

Name: Click or tap here to enter text.

Website: Click or tap here to enter text.

Short description of the company/organization:

Click or tap here to enter text.

Adress of the office where the internship will take place

Click or tap here to enter text.

### **Student**

Name: Click or tap here to enter text.

Personal ID number: Click or tap here to enter text.

Program: Choose an item.

Main field of study: Economics

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **Time period**

Select period

### **Supervisor**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

### **Short description of work tasks**

Brief description of the intern's main tasks and how they are followed up during the internship period.

|  |
| --- |
| Click or tap here to enter text. |

**Approval**

### **For the company/organization**

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Insert name

Position

Phone number

Email

### **Student/intern**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert name

### **For the Department of Economics**

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Tomas Raattamaa

Director of Studies

Department of Economics

Umeå School of Business, Economics and Statistics

Umeå University

# **Information**

The internship consists of a course worth 15 or 30 credits and can be included in the student’s degree upon completion.

During the internship period, the intern is registered as a student at Umeå University and is insured through the university by The Legal, Financial and Administrative Services Agency (Kammarkollegiet).

The internship organization has no financial obligations but can support the student with any travel or other costs associated with the internship assignment. Any administrative costs such as for example access to an office with a computer, phone, etc., are covered by the internship organization.

**Purpose and content of the internship**

The purpose of the internship is for students to apply the knowledge and skills acquired during their program studies in practical work, and the internship should include tasks adapted to the specialization chosen by the student.

Since the student has chosen economics as their major within their program, the tasks during the internship should reflect this.

The student is expected to perform qualified tasks relevant to the education and develop an understanding of the purpose and goals of the activities at the internship organization. Additionally, the internship aims to prepare the student for a future professional role through the experiences gained during the internship.

**Local supervisor**

The internship organization appoints a local supervisor who ensures that the intern is introduced to the workplace, provides the intern with relevant tasks, and is responsible for follow-up.

**Internship report**

The intern writes an internship report during the internship period, which will later be examined by Umeå University. The internship organization is not involved in writing this report or in the examination, but we recommend that the student be given the opportunity to prepare the report during the internship period.

**Certificate of completed internship**

Upon completion of the internship, the internship organization issues a certificate stating that the student has completed their internship period. We will also ask you to evaluate the internship and the intern’s work efforts after the internship is completed. This way, we can benefit from your valuable input on how we can develop the internship for future years.

## Questions?

If you have any questions do not hesitate to contact us.

Tomas Raattamaa

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