



REGULATION CURRICULAR INTERNSHIP FACULTY OF LITERATURE DEGREE COURSE IN MODERN LANGUAGES

The Study Plan of the Bachelor's Degree in Modern Languages (Class L11) attaches particular importance to the students' curricular internship, with the purpose of testing their knowledge in the working world, thus acting as a complement to university education. The curricular internship consists in a period of practical activity exclusively aimed at the attainment of the CFU required to complete the learning pathway of the Degree Course.

The internship may take place either at facilities - public or private - affiliated with the University, at the eCampus University, or at other Italian or foreign Departments and Institutes of Literature and Humanities. The internship will be implemented under the supervision of a University tutor - responsible for the didactic-organisational area of the traineeship (a Member of the Commission for Traineeships of the Faculty of Literature of eCampus University) - and of a company tutor who will directly guide the student during the internship period.

Art. 1 – OBJECTIVES AND ACTIVITIES OF THE INTERNSHIP

The curricular internship, for the purpose of the attainment of the academic title, aims to usefully complement the university curriculum in terms of content, abilities and behaviours, enabling direct experience in professional and working contexts in order to promote the student's achievement of the following learning objectives:

- a) the understanding of theory, professional practice and the integration between theoretical knowledge, and their concrete application in professional practice;
- b) the acquisition of procedures and methodologies typical of professions that relate to the sector of inter-lingual and intercultural mediation and interaction;
- c) the progressive acquisition, under close supervision of the tutor, of skills related to the professional role, in relation to the different work contexts in which Modern Languages graduates operate.

The internship is configured as a planned activity and follows an individualised project, built on the basis of a "training project" between trainee and tutor in which mutual responsibilities and respective tasks in the implementation of the project itself must be specified. This individualised project will be previously examined and approved by the Commission of Internships of the Faculty of Literature of eCampus University.

The activity of curricular internship for amounts to 25 hours per course credit, according to the provisions of the educational offer, up to a maximum of 12 CFU.

For the purpose of enabling allow a variety of experiences, students will be able to realise their 2 own internship:

a) in various structures (public or private) – Insurances, Institutions, Academies, research centres – where the following services are provided:

- teaching of foreign languages and literature;
- editorial services;
- conference and fair-related activities, for projects related to the area of tourism and culture (language and cultural counselling);
- language assistance to businesses and institutions in various fields (e.g. fairs, conferences and tourism).
- linguistic and operational assistance to the organization of cultural and entertainment events;
- linguistic assistance to sales offices and companies to improve the international relations;
- research and creation of information content in a foreign language (for publishing projects, catalogues, brochures, tourist itineraries, websites, etc.);
- creation of information content for the promotion of initiatives, events and businesses on social networks in a foreign language;

b) only in case of effective difficulty in finding institutions willing to host the intern, the student may include, as a replacement, one or more of the workshops provided by the Faculty of Literature, created as practical experiences for the student who is confronted with the active pragmatic aspect of various disciplines, increasing their knowledge and developing further skills.

The workshops are held by professors as online educational activities in asynchronous mode. The students, after an introduction of the theoretical framework by the lecturer, are required to carry out tests and guided exercises, which will be assessed by the lecturer in charge of the laboratory. The professor, on the basis of the results achieved, will decide whether to award a certificate of competence to the learner. Said certificate will be recognized for the purpose of the internship. Furthermore, the student may participate to workshops and Conferences organized by the University, and related to the field of design.

Given the presence of such solutions, appropriately designed to overcome the difficulties posed by students from all over Italy, the choice of replacing the internship with other examinations is strongly discouraged.

For the purpose of the recognition of the internship activity, only the hours during which the practical and didactic exercises are actually carried out must be taken into account, and not the hours during which they are present within the facility (e.g. hours spent in the accommodation or in the community, intermediate hours or hours spent within the facility before and after the practical activity are excluded).

A curricular internship does not constitute an employment relationship.

The maximum and total duration of the traineeship period is 12 months. Periods of abstention or suspension of the traineeship are not taken into account when calculating the above limit. The maximum duration of 12 months is understood to include extensions.

Art. 2 – ACCESS TO THE INTERNSHIP PERIOD

In order to start the internship activity, the student must:

- Contact the Internship Office in advance, writing an e-mail to tirocinio.lettere@uniecampus.it;
- Have attained at least 100 CFU out of 180
- In case the student wishes to carry out the internship at an external organisation, it should be noted that relations between the University and the host organisations must be governed by special agreements. In case the host company/institution where the student wishes to carry out the internship period does not have an agreement with the university; the host company/institution must stipulate said agreement with the university.

Art. 3 – TUTORS: FUNCTIONS AND CHARACTERISTICS

The tutor supervises the student during the internship period, agreeing on the practical arrangements related to its implementation, ensuring that the internship is carried out appropriately and participating in its evaluation.

In public and private institutions the function of the tutor must be carried out by personnel belonging to the professional activities provided for in Art. 1, with appropriate professional experience and able to guarantee a stable relationship with the host company/institution for the duration of the internship.

Art. 4 – RULES OF CONDUCT FOR THE INTERN

The intern shall comply with the provisions of the agreement between the University and the hosting entity, shall respect the disciplinary regulations, as well as the organization, safety and hygiene rules. During and after the internship, the candidate shall maintain the strictest confidentiality with regard to the data and information acquired during the internship period. Where a code of conduct, or internal rules, are in place at the host company, the intern shall be required to sign and comply with them.

Art. 5 – INSURANCE

The civil liability and INAIL insurances required for the implementation of the internship, are borne by eCampus University.

Art. 6 – TRAINING PROJECT

The Training Project is a real contract between the intern and the host company/institution.

The Training Project contains the personal data of the intern, the data of the host institution/company, the location and period of implementation of the internship, the insurance details, and the names of the tutors.

The Training Project indicates the objectives of the internship and the modalities required to meet the predetermined objectives (for example what skills the candidates wants to achieve with the internship and how to acquire them).

The duration of the internship and the modality of access to the premises of the host institution/company shall be included in the Training Project, which shall be drawn up before the beginning of the internship.

The Training Project is an actual contract between intern, host subject and promoting subject. The Training Project contains the personal data of the intern, the data of the host institution/company, the location and period of implementation of the internship, the insurance details, and the names of the tutors.

Art. 7 – – IMPLEMENTATION OF THE INTERSHIP

The internship activity does not does not constitute an employment relationship, nor must it be a substitute for company labour or professional services. The training objectives are naturally functional to the professional profiles defined by the degree courses.

In the event of absence due to illness, the intern must notify the University and make up the days of absence.

In case of injury, the intern must notify the University.

Art. 8 – CONCLUSION OF THE INTERNSHIP

Once the internship is concluded, the student will have to send by registered mail ALL the documents (complete Training Project, reception recordings, safety pamphlets, end of internship report and evaluation sheet) to the Novedrate Student Administration Office.

The CFU related to the internship will be recognized only in view of the submission of all the documents provided in the first paragraph of the present article.