

ASSIGNMENT no/title:	10. INTERNSHIP or STUDYING ABROAD
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STUDENT Name	
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EQF level				ISSUE DATE:	DUE DATE:
2	3	4			

ASSESSMENT ATTEMPT	PLEASE TICK	DATE SUBMITTED	RESULT <i>P=PASS R=REMEDICATION 2=2nd ATTEMPT</i>	LECTURER'S SIGNATURE	DATE
1 ST ASSESSMENT:	<input type="checkbox"/>				
REMEDICATION:	<input type="checkbox"/>				
2 ND ASSESSMENT:	<input type="checkbox"/>				
REMEDICATION:	<input type="checkbox"/>				

What is this Assignment About?

This assignment is part of a set of 10 assignments on Internationalisation and the preparation for mobility experience. What are you about to learn? You will learn how to prepare properly for an international internship/traineeship by following a step-by-step path.

To achieve this assignment you are required to provide evidence to demonstrate your knowledge and understanding of how to prepare for **mobility**.

Preparation of an international internship:

A good preparation helps you to make your stay abroad successful. If you go abroad, you have to think about a lot of things. Through the completion of this assignment you should find the necessary information and take the right steps so that you can start well with the internship.

The assignment tasks are detailed below. Level 2 has a different set of tasks from level 3 and 4.

Assignment Task/s

Checklist Mobility

1. Orientation on student mobility:

- a. What do you expect from going abroad?
- b. What do you expect to learn?
- c. What do you think you can do?
- d. What do you expect to see?
- e. Would you like to develop your knowledge of another culture?
- f. Do you think that you are independent enough to actually stay in a foreign country alone?
- g. Do you know any students that were abroad for a mobility experience? Try to talk with them and ask about

the opportunities and difficulties they encountered.

- h. Try to get to know the international coordinator in your institute, and see what he/she can do for you.

2. Find the company for your mobility:

- a. Which country? Which region? Which town? Can you reach this place by public transport?
- b. Do you want to work in a big or a small company?
- c. Is this a kind of company like one in your own country? What are the problems you might experience?
- d. Ask your organisation about websites/partner organizations/lists of foreign companies
- e. Find out if the company is accredited/ acknowledged, or if it needs to be (at least for DE and NL this has to be the case) – check with your tutor.

3. Letter of application – other documents:

- a. Create your Europass CV ; and Europass Language passport
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
- b. Write a letter of interest outlining why you want to undertake the mobility experience.

4. Appointments with the company:

- a. Start and ending data of your mobility experience
- b. Working hours a week and time schedule
- c. Accommodation
- d. Tasks - does this fit with other demands? (i.e. college or work)
- e. Skills and competences required
- f. Do you receive some kind of a salary (or free accommodation/local travel)?
- g. Guidance within the company (who is your contact)

Accommodation (if not arranged by the company: check language schools or hostels, ask other students who have been to this company/ region)

5. Appointments with the school about:

- a. Has the company been approved by the College?
- b. Tasks to do
- c. Way of reporting
- d. Guidance from the College
- e. Skills and competences you need to work on/proof you need to provide
- f. Language level needed to start with the internship (A2-B1-B2?)
- g. Where and how will you do your language training? (at school/ e-learning/ language school in the country you are going to/ combined placement and language offer through a language school)

6. Arrange formalities:

- a. Your internship contract
- b. Valid identity document
- c. Apply for an international mobility grant (Leonardo da Vinci, Erasmus, Grundtvig)
- d. Travel
- e. Visa (if necessary)
- f. Work permit, if necessary
- g. Financial support by government that you can take with you abroad (in some countries)
- h. Reimbursement of finances if you have a student travel card in your own country that you won't be using while you are abroad (in some countries)
- i. Insurance (healthcare, travel, e.g.)
- j. Vaccinations (if necessary for the country you go to)
- k. International drivers license (if necessary)
- l. Collect the information that you need to take with you (school, home, brochures, pictures e.g.)

7. Financial plan:

- a. Are you getting any money that will support this mobility experience?

- b. How much money do you need?
- c. Make a plan of how you intend to get the money you still require.
- d. Start saving
- e. Check if you need to open a bank account in the country of your destination / demand for a credit card if necessary and possible

8. **Travel:** itinerary of your outgoing and incoming travel.

9. **Communication:** how are you going to stay in touch with the College and/or family?

10. **Keep practicing your language** until you leave.

If possible try to do a language test before you go back home again and check if it is a good idea to do an exam. It may support your application to Higher Education/ University and enhances your CV.

11. **Take care of all the documents:** you may require proof of the mobility experience to get your EU-grant. Check with your organisation.

Finally, the members of the INtheMC project, who designed all assignments, would like to wish you a very good mobility experience! If you want to give feedback you can do so through the INtheMC website www.INtheMC-project.org (source: partly project I-BPV.NL; partly design INtheMC-project).

Minimum Evidence Required to Gain a Pass

Level 2

*Present a folder that covers all of the tasks (1-11) with the outcomes of this assignment.

*At the end of the folder: Use 1 A4 to write down what you learned and how it may help you in your study/ to find a job.

Level 3

*Present a portfolio that covers all of the tasks in level 2. Use text, but also maps and if needed pictures/drawings/ /film.

*Evaluate what you have learnt as a result of this mobility experience (knowledge/ skills / competences).

*Discuss the outcomes of this mobility experience with other students/trainees in your own college.

Level 4

* Present a portfolio that covers all of the tasks in level 2 and level 3. Use text, but also maps and if needed pictures/drawings/ film.

* Plan and deliver a presentation that can be used in your organization to inform other mobility students/trainees about how they should prepare for a mobility experience within the specific country/s you visited.

Where possible you should use relevant materials to support your work in this assignment.

Knowledge, Skills and Competences learnt

Knowledge

	Applicable	Not applicable	Achieved
1. Learn how internationalisation takes place in your own country			
2. Learn how internationalisation takes place in Europe			
3. Learn how intercultural interaction leads to positive understanding			
4. Learn how the position of products (in- and export) is in Europe			
5. Learn how the position of your (future) work is in Europe			
6. Learn how to prepare for a study/internship/work abroad	x		

Skills (based on LdV IOA-project):

	Applicable	Not applicable	Achieved
• language skills	X		
• intercultural communication	X		
• business communication	X		
• building relations	x		
• international networking	x		
• negotiating in international settings	x		

Competences (based on SHL, www.shl.com):

	Applicable	Not applicable	Achieved
• leading			
• deciding	X		
• supporting			
• co-operating	X		
• interacting	X		
• presenting	X		
• analysing	X		
• interpreting	X		
• creating	X		
• conceptualizing	X		
• organizing			
• executing	X		
• enterprising	X		
• performing	X		

Additional Information

See the International coordinator within your institute.

www.europlacement.com;

list of National Europass Centres:

<http://europass.cedefop.europa.eu/europass/home/vernav/Information+and++Support/National+Europass+Centres.csp>

European Language Portfolio:

<http://europass.cedefop.europa.eu/europass/home/vernav/Information+and++Support/Council+of+Europe.csp>

Assessment Feedback

First Assessment Feedback:

Second Assessment Feedback:

Student Declaration

I certify that the attached is all my own work and, that where the work of others has been included, it is suitably referenced.

PRINT NAME:

Signed

Date

Tutors Signature

Date

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Who is this assignment for?

This assignment in fact is only meant for students who actually want to go abroad for a specified period. To be successful they need to prepare for this mobility.

When should this assignment be undertaken?

It is advised that a student can start with this assignment after finishing the other assignments. It is the decision of the tutor whether to allow the student to complete this assignment without completing the other assignments. This could depend on

1. Are all the assignments offered in the student's curriculum? The student can start with number 10 (9-7 months before the internship).
2. Are some assignments offered in the student's curriculum? Together with the students you can decide if other assignments are needed.
3. Even if a student did not do all assignments, you can let him/her work through assignment 10 and see where the students require support. Then other assignments could be used to 'gap fill'.
4. You can also tell the students to prepare well by making all assignments in his/her own time and deliver the Certificate as an extra to the Euro CV.

How many hours should be undertaken to achieve this assignment?

It has been estimated that around 40-60 hours is a reasonable planning for students to achieve this assignment. This can be completed as part of the curriculum or independently. These estimated hours are merely a guideline and may need adjusting for students/trainees who have additional support needs. This assignment can also be useful for students who are not sure about a mobility experience. In this case you could make an appointment with the student and discuss the part/s of the assignment the student should do and the part the student should skip (i.e. actual contact with company).

Grants and money

As every country has his own National Agencies (NA), it is good to check with your international coordinator or ask the NA for the table they use for mobility grants. Check if your institute has applied for the grant. It will be Leonardo da Vinci mobility (most of the time). Inform the student about the weekly budget he/she may get from the grant and inform them about the minimum and maximum number of weeks.

Let the student write their own financial plan. Check it and make sure that everything is counted for (see checklist assignment 10). Often the international coordinator has an Excel program for the student and an example.

What evidence is required to achieve this assignment?

A student can undertake level 2, 3 or 4 for this assignment. Students must complete the assignment tasks for the level they want to achieve. Where possible a student should use relevant materials to support the work in this assignment.

What are possible benefits of completing this assignment?

IVET participants themselves, who have been on a transnational placement, state the following benefits:

- Increased cultural awareness;
- Increased language ability;
- Increased self-confidence;
- Willingness to go again;
- Understanding other countries in Europe;
- Improved communication skills;
- Work relationships;
- Personal relations;
- More motivated to complete the study;
- Increased interest in other people;
- Expected positive impact on career opportunities;
- Improved vocational knowledge.

(source MOVE-IT report 2007)

Preparation

- Work through the checklist together with the mobility student. You should meet at least once at the beginning of the assignment and once at the end.
- Be sure the students prepares for the language. Make sure that the company abroad is one where the student can complete the assignment tasks.
- Discuss with the students who will guide/support the student during the mobility experience (i.e. name, e-mail, address, phone number).
- Inform the student about who will be making the final decision about their mobility experience and what papers they should have ready.

Let the student work independently

Unless the student is completing level 2, you can more or less leave the student to do this assignment independently. The student needs to learn to take care of themselves, make their own decisions, and effectively communicate. They are required to this when they are on the mobility experience.

Be sure to check the placement!

The student needs a tutor/trainer to agree on the company found.

The student can only take a company that already has been approved with your organization.

The student can get an internship placement through a language school which already has contacts with your institute.

Enjoy

Enjoy seeing your students/trainees grow when preparing for this mobility experience and how they return after a successful mobility. Be sure to use the enthusiasm of the student, and encourage them to present (using photos, film, PowerPoint presentation, forum discussion) at student/parent information meetings about internationalization and mobility!

Feedback

If you want to share feedback, you can do so through the contact information on the INtheMC website www.INtheMC-project.org. You can also contact the project partner in your country through the Partner Information on the website.